

Fire

This checklist outlines what to do in the event of fire. You can also use it when practising a fire drill.

	Response actions (as appropriate)
Discovery of a fire	<input type="checkbox"/> Ring the fire alarm.
	<input type="checkbox"/> Call 111.
	<input type="checkbox"/> <input type="checkbox"/> If safe to do so extinguish the fire.
On hearing the alarm- an evacuation message	<input type="checkbox"/> Lead Coach or someone assigned by the Lead coach should take all those present in the gym to the designated assembly point using the primary evacuation route. Use the secondary route only if instructed or hazards are encountered.
	<input type="checkbox"/> <input type="checkbox"/> Check toilet areas before leaving
	<input type="checkbox"/> <input type="checkbox"/> Walk calmly and quickly and avoid panic.
	<input type="checkbox"/> <input type="checkbox"/> Ensure those with disabilities are assisted by a responsible person.
	<input type="checkbox"/> <input type="checkbox"/> Ensure any visitors are included in the evacuation.
	<input type="checkbox"/> <input type="checkbox"/> Check that everyone is present and that everyone remain at the evacuation point until clearance to leave is given.
Returning to buildings	<input type="checkbox"/> <input type="checkbox"/> Do not return to the building(s) until given the all clear by the Fire Service.
Ongoing operations following a fire	The continuing operation of the Skating Classes will be determined by the nature of the fire and the availability of resources such as buildings, coaches etc.
	The responsibility of whether or not to continue school functions rests with the Lynmore School Board of Trustees, in consultation with the Principal.

Earthquake

This checklist outlines what to do in the event of an emergency. You can also use it when practising an earthquake drill.

	Response actions (as appropriate)
During an earthquake	<input type="checkbox"/> <input type="checkbox"/> If indoors: <ul style="list-style-type: none">• Move no more than a few steps. Drop, Cover head or take cover under a desk or table and to Hold onto the legs until the shaking stops.• Keep away from shelves containing heavy objects and other large items of furniture.• Keep away from windows.• Stay indoors until the shaking stops and it's safe to go outside.
	<input type="checkbox"/> <input type="checkbox"/> If outside: <ul style="list-style-type: none">• Move no more than a few steps-away from trees, buildings and power lines. Drop and Cover.• Stay in the school grounds until the lead coach or someone assigned by the lead coach comes to get them.
When the shaking stops	<input type="checkbox"/> <input type="checkbox"/> Ensure your personal safety first.
	<input type="checkbox"/> <input type="checkbox"/> Check those around you and offer help if necessary. Check toilet area.
	<input type="checkbox"/> <input type="checkbox"/> If anyone requires medical assistance, call 111 and/or administer first aid.

	<input type="checkbox"/> <input type="checkbox"/> Evacuate to the designated assembly point using the primary evacuation route. Use the secondary route only if instructed or hazards are encountered.
	<input type="checkbox"/> <input type="checkbox"/> Check everyone that was in the gym at the time of the emergency is in attendance and that there are no missing persons. Ensure everyone remains at the evacuation point until clearance to leave is given.
Returning to buildings	<input type="checkbox"/> <input type="checkbox"/> Do not return to the building(s) until given the all clear is given.
	<input type="checkbox"/> <input type="checkbox"/> Relocate those present away from dangerous areas.
Ongoing operations following an earthquake	<p>The continuing operation of the skating classes will be determined by the nature of the earthquake and the availability of resources.</p> <p>The responsibility of whether or not to continue the functions of the gym rests with the Board of Trustees, in consultation with the Principal.</p>

Lockdown

This checklist outlines what to do in the event of a lockdown emergency. You can also use it when practising a lockdown drill.

In the event or situation requiring a “Lock Down” senior management will contact the police immediately and will call over the school speaker system, if school is not in progress at the time. The lead coach will complete this action:

This is a Lock Down. This is not a fire drill. This is a Lock Down.

	Response actions (as appropriate)
	<p><input type="checkbox"/><input type="checkbox"/> If indoors:</p> <ul style="list-style-type: none">• Drop down and keep out of sight• Lock all of the doors and windows• Close curtains• Turn all lights off (including the screens of any computer or device)• Stay out of sight until instructed by senior management or police• No one is to answer door under any circumstances

During a Lockdown	<p><input type="checkbox"/><input type="checkbox"/> If outside (including before school, interval, lunchtime or after school):</p> <ul style="list-style-type: none"> • Move into the nearest building. • Drop down and keep out of sight. • Lock all of the doors. • Close curtains • Turn all lights off (including the screens of any computer or device) • Stay out of sight until instructed by senior management or police • No one is to answer door under any circumstances
Teachers during a Lockdown	<p><input type="checkbox"/><input type="checkbox"/> Ensure the safety of all.</p> <p><input type="checkbox"/><input type="checkbox"/> Complete a silent roll check and let the lead coach know if anyone is not present.</p> <p><input type="checkbox"/><input type="checkbox"/> If anyone requires medical assistance administer first aid and/or contact the office.</p>
After a Lockdown	<p><input type="checkbox"/><input type="checkbox"/> Do not leave the building(s) until given the all clear is given by senior management or police.</p> <p><input type="checkbox"/><input type="checkbox"/> After the all clear is given, evacuate to the designated assembly point. Collect those present with young take them to the designated assembly point using the primary evacuation route. Use the secondary route only if instructed.</p> <p><input type="checkbox"/><input type="checkbox"/> Check everyone that was present at the time of the Lockdown is present and there are no missing persons. Ensure all students remain at the evacuation point until clearance to leave is given.</p>

Ongoing operations following an earthquake	<p>The continuing operation of the school will be determined by the nature of the event and the availability of resources such as buildings, staff, employees and other resources.</p> <p>The responsibility of whether or not to continue school functions rests with the Board of Trustees, in consultation with the Principal.</p>
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