

# What to do in an Emergency

## Evacuation and Lockdown Procedures. St Cuthbert's College

### TYPES OF ALARMS

Alarms indicate the following actions  
(procedures for each are given below)

<b>Alarm</b>	<b>Action</b>
Continuous siren in your building or elsewhere in the College	A. Evacuate as instructed
Continuous College bell	A. Evacuate as instructed
Continuous intermittent College bell	B. Stay in classroom and lock doors (unless clearly an earthquake), until nature of emergency is ascertained. Cessation of bell does not mean emergency is over

#### Guidelines when evacuating (continuous Bell or Siren):

- Move quickly, but do not run.
- Do not use any lift.
- Treat every evacuation as a real emergency.
- Remain silent when assembling

#### Guidelines for lockdown for an intruder Signal will be intermittent College bell which will ring for the duration of the lockdown.

- Stay in classrooms and lock doors
- Students should not use mobile phones or email unless instructed by staff
- Position yourself away from the line of sight of door and / or windows, depending on the layout and location of the room, taking refuge under desks or other furniture

#### Guidelines for Earthquake (Drop Cover and Hold)



Video Link: <http://earthquakecountry.info/dropcoverholdon/#whattodo>

- Everyone to drop to the floor and take earthquake position, kneeling on knees bent forward, arms covering head with hands clasped behind neck, faced away from windows
- if furniture available, take cover underneath, hold onto legs of furniture
- if outside, stay outside and move away from potentially dangerous objects