

EMERGENCY/DISASTER POLICY

SCOPE

This Policy is directed to all students, staff and visitors to the school. It is designed to ensure the safety of all during an emergency and to ensure that injuries to those on site and damage to property is minimised. The procedures herein are intended to cover both local emergencies (e.g. fire or adverse weather conditions) which may lead to the need for closure of the school, and major emergencies (e.g. earthquakes) which affect the wider community.

OBJECTIVE

To establish clear channels of communication with emergency services (Fire, Police, Civil Defence).

To ensure the regular checking, maintenance and use of existing safety installations and emergency equipment.

To establish evacuation procedures and to ensure regular practice drills are undertaken for various types of emergency.

PROCEDURES

a. Communication/Telephone

- During an emergency the school cell phones, telephones and walkie talkies and school wide paging system should only be used for emergency communication. Discourage students from using cell phones during an emergency to avoid overloading the telecommunications system.
- Prominently displayed near all alarm points within the school is a list of emergency numbers for Fire, Police and Ambulance.
- All staff resource areas have been issued with a manual indicating the procedures as recommended by the Ministry of Education, for various emergency situations.

b. Evacuation

- Instructions regarding Disaster response and Fire evacuation are displayed in all classrooms and any other appropriate locations as necessary. Copies are attached to this Policy.
- The Chief Warden and Deputy are recognised by the yellow vests and have overall responsibility for the evacuation.
- Emergency Area Wardens are appointed for the school at the commencement of each school year and will be recognised in an emergency by the wearing of visible jackets.
- During an evacuation, Emergency Area Wardens are responsible for checking all toilets and all other buildings/rooms at the site of the emergency to ensure that no one remains in the building.
- Practice drills, which are to cover a school wide evacuation, are to be organised by the Senior Management. Notification of the dates for these is given to the Fire Service.
- The signal for evacuation from the school buildings is the school emergency paging system with evacuation voice over.
- All students and staff are to be familiarised as to the closest and safest escape routes.
- All exit doors must open from inside in the direction of outside travel, without the need for a key, and be free from obstruction at all times.
- Upon assembly at the designated area, staff (or a designated student) will indicate room clearance to the Assembly Point Wardens, identified by fluorescent vests.
- In the event of a school evacuation, any decision to send students home will be made only by the Principal or her nominee. Pupils should not be released until it is safe to travel. Alternative arrangements must be made for any student whose parent/guardian is not at home. Students should not be left to find their own way home if it is not known whether parent/guardian is available.
- Students should not return to school/buildings until it is established that buildings and the school environment are safe.

c. Emergency Equipment

- A list of such supplies/equipment is available from the Property Manager, Deputy Principal and main school office.

- School keys must be kept in a secure location but must be readily available in times of an emergency.
- Fire equipment must be kept in a good state of readiness and should be regularly inspected by a Ministry approve Independent Qualified Person. Instructions for use are clearly printed on all such equipment.
- First Aid equipment is to be checked regularly by Health Nurse and contents continually replenished. Obsolete stock should be regularly replaced.

d. Protection and Safety of Property

- Upon evacuation and before leaving premises, staff must turn off all appliances and close all doors without jeopardising their own personal safety.

e. Precautions/Prevention

- Dangerous goods must be stored in designated places away from classrooms.
- A current dangerous goods list must be held (Hazardous Substances New Organisms - HASNO). HASNO is a Code of Practice developed by the New Zealand Association of Science Educators (NZASE) approved by ERMA.
- Swimming pool chemicals, paint, petrol and solvents must be stored in a safe, secure and dry environment.

f. Action Protocol for when the school is closed

- When there is an emergency/disaster the Principal is to be the first person contacted, who will then advise people where appropriate.

Emergency Evacuation Procedures

Staff Responsibilities

Responsibilities:

Chief Warden	Principal	
<i>In Her Absence</i>		
Deputies	Associate Principal	Office Staff
Emergency Area Wardens	Grounds Staff	Property Team
Assembly Point Wardens	Deputy Principals	

If any of the above staff are absent a member of the SLT will find a suitable replacement.

Emergency Response Guidelines

All emergencies require a call to the Office - dial 0

Fire

1. Follow procedure as on the card in each room.
2. Sound fire alarm – Office rings for Brigade
3. Evacuate all people from the building
4. Assemble at the designated school emergency assembly area (covered courts in fields)

Earthquake

1. Take shelter under doorways, tables and desks
2. Do not go outside until the shaking stops
3. Take a roll call
4. If evacuation becomes necessary turn off power, water and lights when leaving

Volcanic Eruption

1. Stay indoors
2. Close all doors and windows
3. Take a roll call
4. If evacuation becomes necessary turn off power, water and lights when leaving

Cyclone or Storm

1. Assemble the class inside the safest room
2. Stay away from windows or glass doors. Close curtains to stop flying glass
3. Keep away from metal or electrical fixtures
4. Equalise air pressure by opening a window on the side of the building away from the wind
5. Take a roll call
6. If evacuation becomes necessary turn off power, water and lights when leaving

Flood

1. Turn electricity and gas off at the **mains** if possible
2. Disconnect electrical appliances
3. Follow Civil Defence advice and instructions
4. Take a roll call
5. Don't drink floodwater

Tsunami

1. Stay inside, close windows and doors
2. If a national warning is issued, follow the Civil Defence advice and instructions
3. Take a roll call
4. If evacuation becomes necessary turn off power, water and lights when leaving

Hazardous Chemical Spillage

1. Stay inside, close windows and doors
2. Take a roll call
3. If evacuation becomes necessary turn off power, water and lights when leaving

Gas Leak

1. Evacuate people from the room
2. Turn the gas off at the main control valve for the building
3. If it is a major gas leak sound the fire alarm

Hostage Situation, Bomb Threat or Firearm Incident


1. Keep children in the class and lock the door
2. Take a roll call

There is a school wide message system that operates all evacuation speakers from the main office. It is only to be used in an emergency situation under the authorisation of one of the Senior Leadership Team.

Date (Policy Effective from) 21/05/2018

Review Date May 2021

Signature

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the bottom.

Emergency/Disaster Action Protocol

