

# EMERGENCY PLAN

941 students

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This Emergency Plan focuses on emergencies where school staff will need to take immediate, self-directed actions such as fire, earthquake and lockdown. During or prior to the onset of other types of emergencies, officials such as Police, Civil Defence, the Ministry of Education or the Met Service will provide official advice and guidance.

## Emergency Planning for School

Emergencies can happen at any time. Our school is prepared and has a plan in place to respond to emergencies to these to minimise the effect to students and staff.

## Family Reunification Plan

Each year parents are asked to complete a form which contains parents contact details and the names of authorized adults who are able to take students home in the case of an emergency. Students will only be released to those people listed.

If there is any kind of emergency at our school, or affecting the Ōtūmoetai area, the school will keep parents informed of what is happening through our student management system, our Facebook page and our school website. Parents will receive a message that the school has implemented a family reunification process and the students will only be released in a controlled fashion to people who have been authorized to collect them, and the person coming to collect each student should come to the office where a process will be in place to approve them collecting students. The office staff keep the forms up to date annually. It is an expectation that parents inform their emergency contact people that they have been allocated to pick up their children during a significant emergency, especially if parents are unable to get to the school or are to be delayed.

## Fire Procedures

This procedure outlines what we will do in the event of a fire. We will follow the same procedures when practicing a fire drill. If we discover a fire:

- Activate the fire alarm
- Evacuate people from the area
- Call 111
- Extinguish the fire only if safe to do so.

**If fire alarm sounds:**

- Teachers will collect their class roll and take their students to the designated assembly point(s). Walk calmly and quickly and avoid panic.
- Ensure students/visitors with disabilities are assisted by a responsible person. Ensure any visitors are included in the evacuation.
- Check bathrooms and specialist rooms on the way to the designated assembly point.
- Ensure all students remain at the assembly point until clearance to leave is given.
- Decide if a controlled family reunification is required.

**Our on-site assembly point is the top field.**

All classes, administration staff, support staff and visitors onsite move onto the school field where rolls are taken to ensure all people are safe and accounted for. This is practiced regularly so should be familiar to staff and students. Emergency services will be contacted and key staff will liaise with them as to when it is safe to return to classes.

## Earthquake Procedures

This procedure outlines what we will do in the event of an earthquake. We will follow the same procedures when practicing an earthquake drill.

**When the ground stops shaking:**

- Ensure our personal safety first.
- Check those around us and offer help if necessary.
- If anyone requires medical assistance, call 111 and administer first aid. Teachers will collect their class roll and take their students to the designated assembly point(s).
- Check buildings for signs of damage.
- Get staff and pupils away from dangerous areas.
- Listen to the radio for information.
- Attempt to inform parents of our situation and our actions.
- Decide if a controlled family reunification is required.

**Our on-site assembly points are:**

All classes, administration staff, support staff and visitors onsite move onto the school field where rolls are taken to ensure all people are safe and accounted for. This is practiced regularly so should be familiar to staff and students. Emergency services will be contacted and key staff will liaise with them as to when it is safe to return to classes.

## Lockdown Procedures

This provides a very basic guide to manage the response to a dangerous person entering the school, or if Police contact us and request the school go into lockdown. The aftermath of an intruder incident will require careful management as even in the 'best case' scenario of no one being injured or killed, there will be traumatized staff and students, concerned parents, confusion, disruption and media interest.

If shots are heard or an intruder is seen on the premises:

- Call 111, identify yourself and your school, your address and provide all details the operator requests.
- If safe, move to safe positions to wait for the Police to arrive.
- Alert staff that the school is going into lock down (avoid using the fire alarm). Move everyone out of hallways and into rooms.
- Lock and/or barricade or cover, if possible, doors/windows.
- Keep quiet and do not leave the classroom unless it is safe to do so.
- Should the event occur while students are outside in playing fields; instruct students to move to nearest secure room.
- When Police arrive, follow their instructions.
- The Ministry of Education Trauma Incident Team will provide support.
- Consider whether to temporarily close, or continue operating. (The Trauma Incident Team will provide guidance on suitable responses).
- Continue to monitor the wellbeing of students and staff.

For detailed resources on traumatic incidents, visit:

- <http://www.minedu.govt.nz/EmergenciesTraumaticIncidents>

## Advice for Other Hazards

This planning document focuses on emergencies where our staff will need to take immediate, self-directed actions. During or prior to the onset of these types of emergency, officials such as Police, Civil Defence, the Ministry of Education, the Ministry of Health or the Met Service will provide official advice. Below are some general guidelines for some of these types of emergencies.

**In all situations, call 111 if it is an emergency**

## Storm, Flooding and Snow

If stormy weather is forecast, we will consider how this may affect our school:

- Consider not opening and advising parents to stay at home.

- If strong winds are forecast, ensure all objects that could become airborne and cause damage are secured away from the wind, consider taping windows to reduce the risk of them breaking.
- If heavy rain is forecast that could cause flooding, move records and equipment out of harm's way.

## **Pandemic**

In the event a health crisis, official guidance will be provided by the Ministry of Health, the Ministry of Education and Civil Defence Emergency Management.

## **Dealing with Deceased (During a Disaster)**

Technically, any deceased person needs to be treated as a crime scene. If there are any deceased persons after an earthquake or other significant emergency and we are not able to immediately contact the Police:

- Cover the body with a blanket, tarp or similar.
- Only move the body(s) if they are impeding access to rescue other people or it is causing distress to others.
- If we must move the body, take some photos first to pass onto Police later.

## **Gas Leak**

If we can smell, see or hear or otherwise suspect a gas leak, turn off the main valve and call 111. Do not operate the fire alarm as sparks could ignite. Consider evacuating the area. Do not re-enter building or outside area until cleared by authorized personnel.

## **Suspicious Package or Substance**

When dealing with suspicious packages, the utmost caution must be exercised and no attempts must be made to touch, move or examine the package. Immediately call 111 and follow the operator's instructions.

## **Serious Injury or Death**

Immediately call 111.

## **Chemical Spill**

Immediately call 111 and consider evacuation or lockdown.

## **Our School Could Act as a Spontaneous Community Hub**

A Community Emergency Hub is a known gathering point for the community during and after a significant emergency. They are a hub for the co-ordination of any community emergency response. It is opened and managed entirely by the public, possibly with the assistance of the staff from the property where the Community Emergency Hub is located.

Our school is not identified as a Community Emergency Hub, however, schools and community centres are community hubs where people may naturally gather during and after an emergency. To facilitate opportunities for the community to gather and co-ordinate their response, all schools should be prepared to act as unofficial Community Emergency Hubs.

After people have checked on their household and neighbours, they should go to a Community Emergency Hub:

- If they need assistance.
- If they can provide assistance by sharing resources and skills.
- To gather and share information on what has happened in their neighbourhood.
- To help co-ordinate their community's response locally and pass on information to your Council's Emergency Operations Centre.