



# Emergency Procedures Policy

## Rationale

To provide a safe environment for staff and students and to protect personnel and property during an emergency.

## Policy Purpose

1. To establish emergency procedures which are appropriate to individual needs and circumstances.
2. To provide an effective plan for the coordination of safety procedures.
3. To ensure all school occupants are familiar with emergency procedures.
4. To establish structures for effective liaison with support agencies.
5. To establish appropriate recovery procedures for reoccupation of buildings, and/or the dispersal of students.

## Policy Guidelines

1. The Board of Trustees is responsible under the Civil Defence Act 2002 to prepare for Civil Defence Emergencies.
2. The Board of Trustees is responsible for clearly identifying who is responsible for managing Civil Defence procedures.
3. The Principal will be responsible for ensuring that the occupants are familiar with the procedures, for regular evacuation drills (once per term), and for the instruction of bus students for emergencies. The Principal may delegate the responsibility for reoccupation and/or evacuation of premises.
4. Teachers are responsible for the education of students concerning emergency procedures, and to review class roll and emergency assemblies.

## Pandemic Plan

The school has a comprehensive pandemic plan. This plan is under separate cover and is available at the school office. All Senior leaders are to be familiar with the plan and have discussed its implementation with their teams.

# Emergency Evacuation Procedures

## Objective and Definition

1.1 To evacuate the school buildings smoothly and quickly in the case of an emergency.

1.2 Definitions:

- Principal/Warden in Charge of Evacuation
- Deputy Principal/Management of Student Welfare
- Deputy Principal/Coordinate Syndicate roll check

## 2.0 Policy

2.1 Emergency procedures will be displayed clearly in all rooms. These will be in the form of a purpose made flipchart which will have emergency procedures outlined that are to be followed. These will be distributed to all spaces.

2.2 All staff/students are to be made aware of the policy.

2.3 Whole school evacuation procedures will be practiced during week 6 of every term.

2.4 Staff are directly responsible for the welfare of the students and may not leave the school to attend to personal matters until such time as the Principal is satisfied that the issue of student welfare has been appropriately satisfied.

## 3.0 Procedure during the school day

3.1 Signal – Continuous ringing of the school alarm bells

3.2 Students, teachers and staff exit the buildings (by external doors where possible) and gather in Whanau class groups on the appropriate courts (extreme poor weather may call for an alternative venue which will be notified by the Principal or Deputy Principal as soon as possible).

- Kura Tuakana are to meet on the covered court by AE Block. The alternative space will be on the bottom field behind the school gymnasium.
- Kura Teina are to meet on the tarmac courts outside AF Block. The alternative space will be on the top field in front of C Block.
- Out of school hours groups to assemble at Evacuation Point C - RAS Roundabout on Norrie Avenue e.g. External providers, Feed the Kids, Canteen Staff, Contractors

3.3 Block wardens are to check the toilets and storerooms, etc in their area. They are also to ensure critical appliances such as gas heaters, ovens and machinery are turned off.

3.4 During class time, Whanau or class/subject teachers take a roll check. During interval and lunch Whanau or class teachers take a roll check. Deputy Principals will note any absent staff and allocate their responsibilities appropriately.

3.5 Once rolls are completed teachers report to the Deputy Principals. Alternatively teachers let Deans and Team Leaders know when all rolls are completed, then Deans and Team Leaders text through this information to the school cell phone, 0274889421

3.6 Deputy Principals report the check to the Principal.

3.67 The Office Manager for Kura Teina & Student Secretary for Kura Tuakana are responsible for taking the master roll information to the assembly points to allow for rolls that might be unavailable.

3.8 The Deputy Principals are to have emergency information which includes a master roll, Disabled Student list, addresses, phone numbers and timetables. They will signal student dismissal when all is clear.

3.9 Staff are firstly responsible for the safety of the students.

3.10 Keep all exits and emergency vehicle accesses clear, ensure smoke and fire doors remain shut.

**4.0 Out of school hours meetings and events** (Advise your classes of emergency procedure at your first meeting) - Designated Evacuation Area is POINT C (RAS roundabout)

- On hearing the evacuation signal, assist all occupants in your area to leave the buildings via the nearest safe exit to assemble at the designated assembly points.
- Check toilets and storerooms etc.
- Ensure critical appliances such as heaters, machinery and gas are turned off.
- Watch for disabled people that may require assistance.
- When your area is clear, report to the designated person in charge of the event.
- Where appropriate after the all clear, return to original spaces and continue with your programme.

**5.0 Deputy Principal Duties** (School Security Team – after hours)

Deputy Principal Delegates:

Kura Teina - Steph de Besten / Haylee Webber / Jules Holden

Kura Tuakana - Gwyn Brodie / Quenten Browne / Arnika Smith

Karen Clark / Louisa Barham - Point C Delegate

- On hearing the evacuation signal ensure that emergency services (fire) have been called

(111).

- Collect the emergency clipboard and list of disabled students.
- Report to the assembly areas and take charge.
- Liaise with the staff and the emergency services, access keys as required.

## 6.0 Office Duties

- On hearing the evacuation signal, print Emergency Roll from the SMS (if situation does not allow for this to happen, collect the master roll), the VisTabs enrollment information and a portable First Aid Kit. Report to the designated assembly areas.
- Office personnel will take printed class numbers and the Vis tabs to designated spaces.

## 7.0 Buildings Wardens

**Area Monitors** (to be confirmed annually at beginning of the year)

Please check ALL classrooms and shut the doors, and visually check all other spaces like offices, toilets, and storerooms. Before we practice the evacuation walk through your allocated area to ensure you know where every door and additional room is.

The name in brackets is the person who will check if the named person is absent/off-site.

	Space	Dean or Team Leader plus backup person
1	A Block A0 - A6 & H1	Adrian Reeves Sandra Jonas
2	M, T & P Blocks Plus Van Shed	Linda Holmes Deane Hishon
3	J Block J 1 & 2 Hall/Gym	Teacher using the space at the time(When complete, report to Tuakana)
4	AE Block AE1 - AE 3	Joe Rao TJ Pemberton
5	D, K, L Blocks	Serita Drewery Eddie Martinez
6	E & F Blocks	Brendan Rickard

		Pauline Sweetman
7	Q & AF Blocks	Alison Hewett Kieran Hallgate
8	C Block & SWISS room	Amy Haswell Kim Geros
9	B Block	Nicole Bell Lisa Brunel
10	AA1, R, N Blocks	Ariana Millward/Juanita Asi Aroha McQueen
11	O Block SESCO room	Steph de Besten
12	Admin Block	Sue Millward (When complete, report to Louisa)
13	Cleaner & Caretaker spaces	
14	Swimming pool & Hort Area	Teacher using the space at the time
15	Support Staff	Go with the group they are working with
16	Jake/Maree	Go to Tuakana Evacuation point
17	OE Shed	Teacher using the space at the time (When complete, report to Tuakana)
18	Visitors	Stay with hosts and proceed to the nearest Evac point. DPs to inform appropriate office personnel.



[\(Schoolwide Roles, Flow Chart link\)](#)

## Intruder Alert (Lock Down)

In the event an intruder enters the school grounds, notify the office. If the Principal deems that this person may be of harm to students/staff the alert will be given and will contact local authorities. This alert is the continuous ringing of the school alarm bells.

Upon hearing this, all staff will lock classroom doors and shut all windows. Where curtains are available they should be closed. Students should be kept busy with activities within the classroom. If the intruder is close everyone gets on the floor out of sight of the windows and is silent.

The Deputy Principals will check for classes that are outside and direct them away from danger.

When the intruder has been removed or left the school grounds the Principal will inform staff by turning off the school alarm bells.

## Emergency Drill For Fire

### IF YOU DISCOVER A FIRE

- SOUND THE ALARM
- RING 1-111 (dial one for an outside line)
- BE PREPARED TO ASK FOR THE FIRE SERVICE
  - STATE YOUR NAME
  - THE SCHOOL'S NAME
  - THE SITE OF THE FIRE
- ADVISE A TEACHER OR THE OFFICE OF THE FIRE

### IF YOU HEAR THE FIRE ALARM

#### **WITH YOUR TEACHER**

- IMMEDIATELY LEAVE BY THE NEAREST SAFE EXIT
- GO TO THE EVACUATION POINTS BY THE SAFEST ROUTE

- REPORT TO YOUR CLASS TEACHER AT THE EVACUATION POINTS
- REMAIN AT THE EVACUATION POINTS UNTIL THE ALL CLEAR IS GIVEN

**Building Wardens** are to check the buildings and toilets within their jurisdiction.

**TEACHERS** should (if safe) take their SMS devices to the evacuation points, clearly identify any 'missing' students and report the status of their class to the deputy principal or his/her delegate. Your first responsibility is to the safety of the students in your care at the sounding of the alarm, and then to the checking of your class once assembled.

**ADMINISTRATIVE STAFF** are to assemble also.

**ALL OTHER STAFF AND PERSONNEL** on the site are required to assemble unless involved in emergency procedures

Where safely possible services such as power, fuel and gas should be turned off, **LEAVE MAINS WATER ON.**

## Emergency Drill For Earthquake

IF YOU FEEL EARTH TREMORS:

<p><b>INDOORS</b> BE "TURTLE" SAFE STAY UNDER DESKS UNTIL THE TEACHER GIVES THE ALL CLEAR</p>	<p><b>OUTDOORS</b> KEEP CLEAR OF BUILDINGS, POLES, TREES, OVERHEAD WIRES. REMAIN SEATED UNTIL DIRECTED BY TEACHER</p>
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## Emergency Drill For Tsunami

### TSUNAMI/ TIDAL WAVE

### PUBLIC SIREN IN BURSTS

Directive from official radio broadcasts validated phone call from civil defense

OUT OF SCHOOL	IN SCHOOL
MOVE TO HIGH GROUND IMMEDIATELY. MOVE AWAY FROM BEACH, HARBOUR AND STREAMS	REMAIN AT SCHOOL

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## Emergency Drill For Storms/Flood

### STORMS

Electrical Storms, Flash Floods, Tornadoes, Cyclones

DIRECTIVE FROM OFFICIAL RADIO BROADCASTS VALIDATED PHONE CALL FROM CIVIL DEFENCE

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Reviewed: April 2024

Next review: April 2025

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Signed BoT Presiding Member

Date:

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