



## EMERGENCY MANAGEMENT PROCEDURES

### Purpose

To ensure that emergency situations are managed in a way that minimises risk to students and staff.

### Procedure

#### Principal's responsibilities:

- a. The principal is primarily responsible for the safety of children and staff, and the protection of school property.
- b. The principal's responsibility is to oversee emergency procedures and manage whatever actions are taken. The principal is the building warden for fire evacuations.
- c. The principal will report to the Board annually on compliance with the procedures detailed in this handbook.

#### In the principal's absence:

- d. If the principal is not present during an emergency her responsibility, including that of being the building warden for fire evacuations, will be taken over by the Deputy Principal or Assistant Principal.

#### Staff responsibilities:

- e. All staff are required to be familiar with and to be able to competently carry out the school's emergency procedures as detailed in this handbook.
- f. The prime responsibility of all staff is the safety of children.
- g. A teacher's first responsibility is to her/his own class.
- h. In the event that a teacher is not with the class at the time of an emergency the teacher of the nearest class (or another adult member of staff if that teacher so delegates) is to take responsibility for the class and stay with them until relieved of the responsibility by the class teacher or the senior staff member present.

#### Relievers

- i. A copy of emergency management procedures will be issued to relievers along with their relievers information pack when they arrive at the school.

### C. Information:

#### Each room will have a plan showing the location of the nearest:

- alarm
- assembly point(s).
- fire extinguisher
- fire hose

**Exits from all rooms will be clearly marked with EXIT signs.**

## **D. Practice of emergency procedures**

### **Teaching programme**

A programme of safety instruction will be included in each class programme. The programme will include:

- awareness of the need for emergency practices
- knowledge of the school's safety procedures as they apply to pupils
- assessment of pupils ability to comply with safety procedures
- related safety knowledge, skills and attitudes

### **Trial evacuations**

- a. The school will hold a trial evacuation each term under conditions which check the effectiveness of the procedures; ie:
  - i. practices will be held at different parts of the school day
  - ii. various emergency exits will be used
  - iii. various people will assume responsibility for leadership
- b. The Principal/Deputy Principal are responsible for ensuring that these procedures are followed
- c. A schedule of trial evacuation dates will be drawn up in advance and the Fire Service notified of the schedule to enable them to attend the trial evacuation for monitoring purposes.

### **Records and reporting**

A logbook will be kept to record the holding of emergency practices, and will record the result of each practice including:

- time taken for the procedure
- compliance with emergency procedures
- problems encountered
- changes of procedure needed.

## **E. Equipment**

### **Inspection and reporting**

- a. The Property manager will carry out regular safety inspections of all equipment. Electrical testing will take place annually.

### **Fire hoses and extinguishers**

- b. The property manager is primarily responsible for ensuring that emergency equipment is maintained in good working order.
- c. All staff share a duty to inform the property manager if equipment is known to be in need of maintenance.

### **Emergency exits**

- d. Emergency exits will be clearly marked.
- e. Staff are required to ensure that exits are not obstructed in any way at any time.
- f. The property manager will check all exits to ensure that they are not obstructed, and report any issues to the Deputy Principal/Principal immediately.

### **First aid kits:**

- g. A separate medical kit for emergencies will be kept in the first aid room. This kit is only to be used during emergencies.
- h. The Resource Room Teacher Aide will maintain the emergency kit up to specification checking supplies regularly.

- F. EVACUATION PROCEDURES:** Refer attached flow charts for responses to specific emergencies (eg fire, earthquake etc)

### Evacuation Alarm

The alarm for evacuation will be the ringing of the electric fire alarm bells, intermittent bell ringing, or in the case of no electricity, the hand bell. (the hand bell will be kept in the reception office).

When the evacuation (continuous ringing) alarm sounds:

- all pupils will remain completely quiet, and listen for instructions
- teachers will give instructions as to which exit is to be used.
- on the teacher's instruction children will move as directed, in complete silence, to the assembly point, and wait silently for further instructions.
- pupils will be trained to understand that if no teacher is present the children will move silently to the assembly point. A teacher from an adjacent class will if at all possible fill the role of the teacher who is not present.
- assemble on the courts
- the person responsible for each class will count those present to confirm everyone is accounted for.
- the emergency warden will be informed of any pupils unaccounted for, and record details on the evacuation checklist.
- where possible doors and windows will be closed as rooms are vacated.
- the emergency warden will ensure that emergency services have been called
- if any person is unaccounted for the emergency warden will arrange for the buildings to be searched.

### Specific Responsibilities for Staff Members

Principal	<ul style="list-style-type: none"> <li>• the principal is the building warden, and manages the evacuation and assembly.</li> <li>• ensures emergency services are called if appropriate</li> <li>• ensures all pupils and adults are accounted for</li> <li>• ensures the evacuation is recorded on the evacuation checklist</li> </ul>
Teachers	<ul style="list-style-type: none"> <li>• Care for pupils in their own room - supervise them during evacuation and at the assembly point</li> <li>• if a class is without a teacher the teacher from an adjacent class will assume responsibility for the class.</li> <li>• if time permits, and especially in wet or cold weather, teachers will ensure that children take whatever warm clothing they have available when evacuating the premises.</li> </ul>
Resource Room Teacher Aide	<ul style="list-style-type: none"> <li>• Checks the medical room</li> <li>• Takes the emergency to the assembly point</li> <li>• If possible with complete safety, takes a current list of contact names and addresses for pupils' families when leaving the buildings</li> <li>• In the event of fire take whatever steps can be taken in complete safety to secure key school records (asset registers, registers of admission and withdrawal)</li> </ul>
Receptionist	<ul style="list-style-type: none"> <li>• Takes the emergency register and visitors book out to the assembly point.</li> <li>• If possible with complete safety, takes a current list of contact names and addresses for pupils' families when leaving the buildings. (In office tray)</li> </ul>
Teacher aides	<ul style="list-style-type: none"> <li>• if necessary, under the teachers' supervision assist special needs pupils with whom they work</li> </ul>

	<ul style="list-style-type: none"> <li>gather at the assembly point and under the principal's direction carry out any other duties requested</li> </ul>
Caretaker	<ul style="list-style-type: none"> <li>moves to the assembly point and assist as required</li> </ul>
ALL STAFF	<ul style="list-style-type: none"> <li>where possible, close windows and doors, and turn off electrical appliances and the power mains.</li> </ul>

## G. Re-Occupation of Buildings Following Evacuation

### Checking buildings

The principal will arrange for buildings to be carefully checked before allowing re occupation of buildings.

When checking buildings prior to re-occupation check for:

- obvious structural damage (after an earthquake)
- dislodged book cases, cupboards, fittings which could fall
- leaks in water and gas pipes
- breaks or blockages in sewer drains and fittings
- spillage of hazardous substances (ie cleaners' supplies)
- fires not completely extinguished

Toilets should not be used until thoroughly checked for damage and leakage.

## H. Sending Pupils Home

### Decision to send pupils home

- Any decision to send children home will be made by the principal, or in the principal's absence by deputy or assistant principals.
- Children will be kept at school until it is safe to release them.

### In the event of earthquake:

- Children may be arranged in groups and escorted home by adults
- Accurate records will be kept of the movement of children:
  - when they left
  - who they left with
  - where they were going

### Students will not be left to find their own way home if:

- there is any possibility that their parents/guardians may be delayed
- there is any possibility that children will find it difficult to get home.

### Children whose parents or caregivers can't be contacted

- Children whose parents or caregivers can't be contacted will be kept at the school.

## I. Staff Training in Emergency Procedures

### Induction of new members of staff

The principal will provide new staff members with an induction kit which will include information about the school's emergency procedures.

### On-going staff training

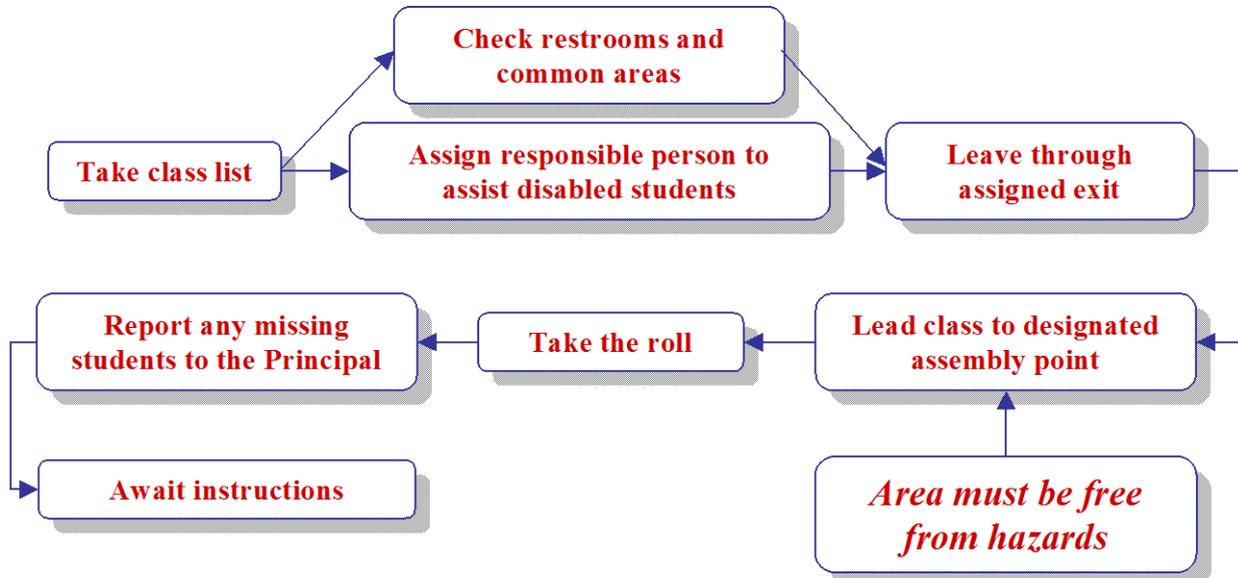
Following each emergency drill staff will discuss the outcomes and make decisions regarding revision of the plan

additional training needed for staff and/or pupils

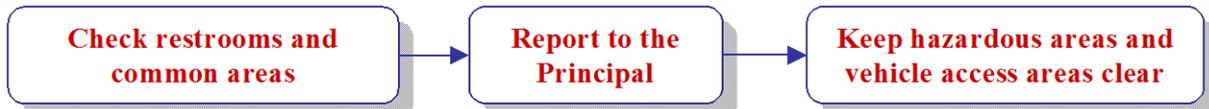
additional drills needed to achieve satisfactory standards

## Evacuation/Emergency Response

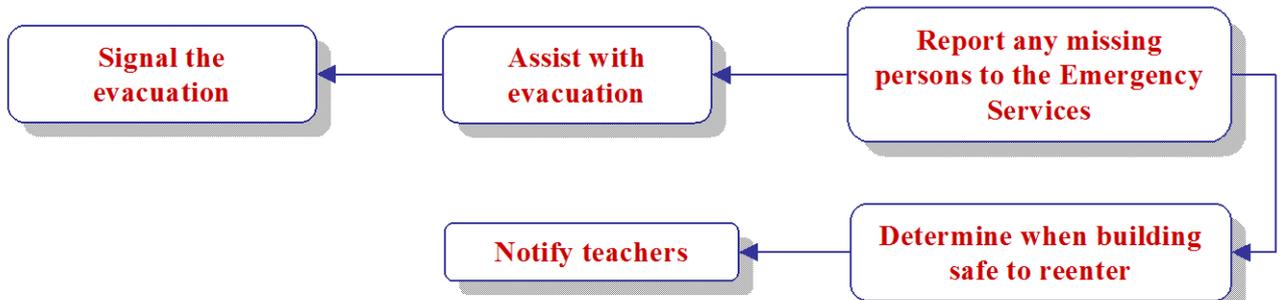
### Staff Assigned to a Class



### Staff Not Assigned to a Class

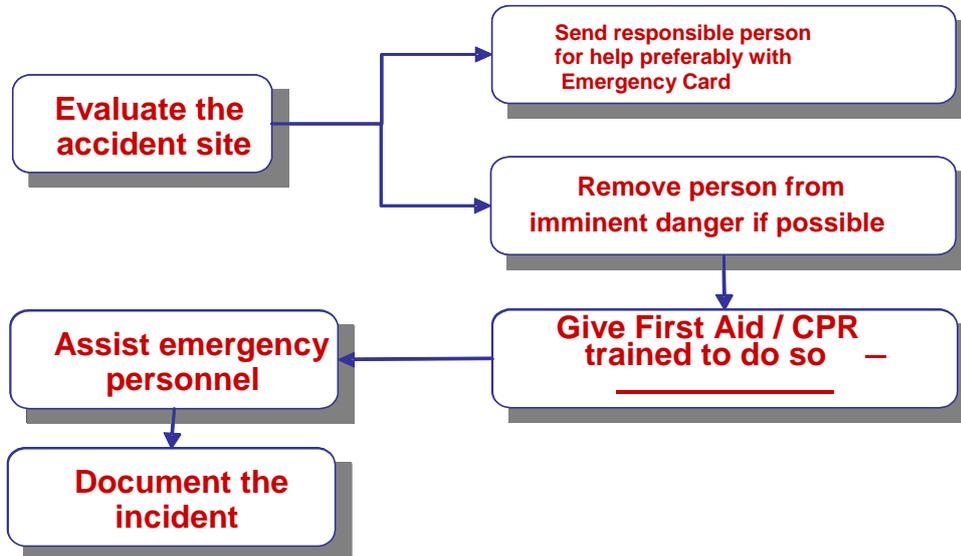


### Principal

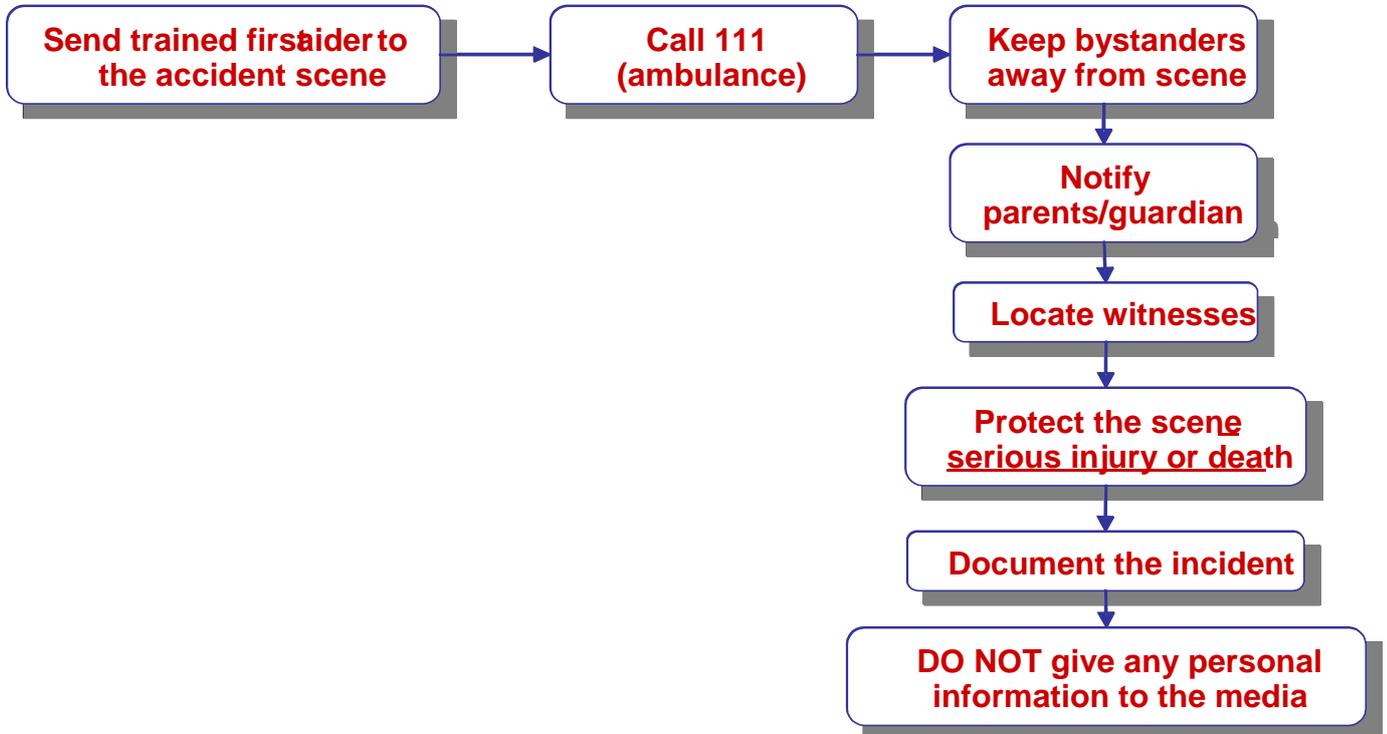


# Medical Emergency Response

## School Action

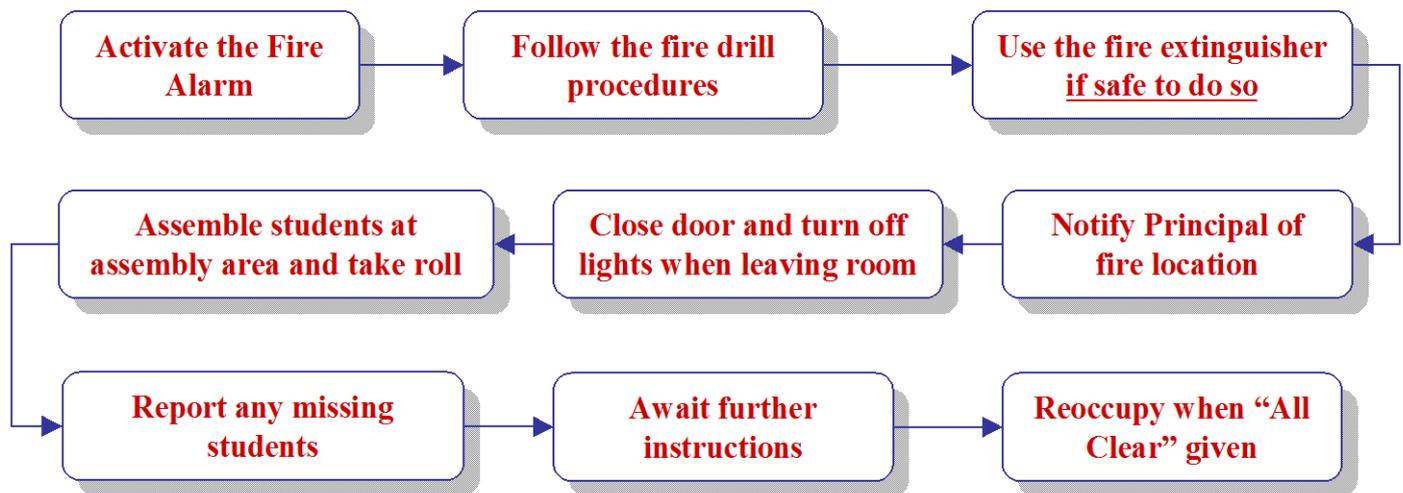


## Principal Action

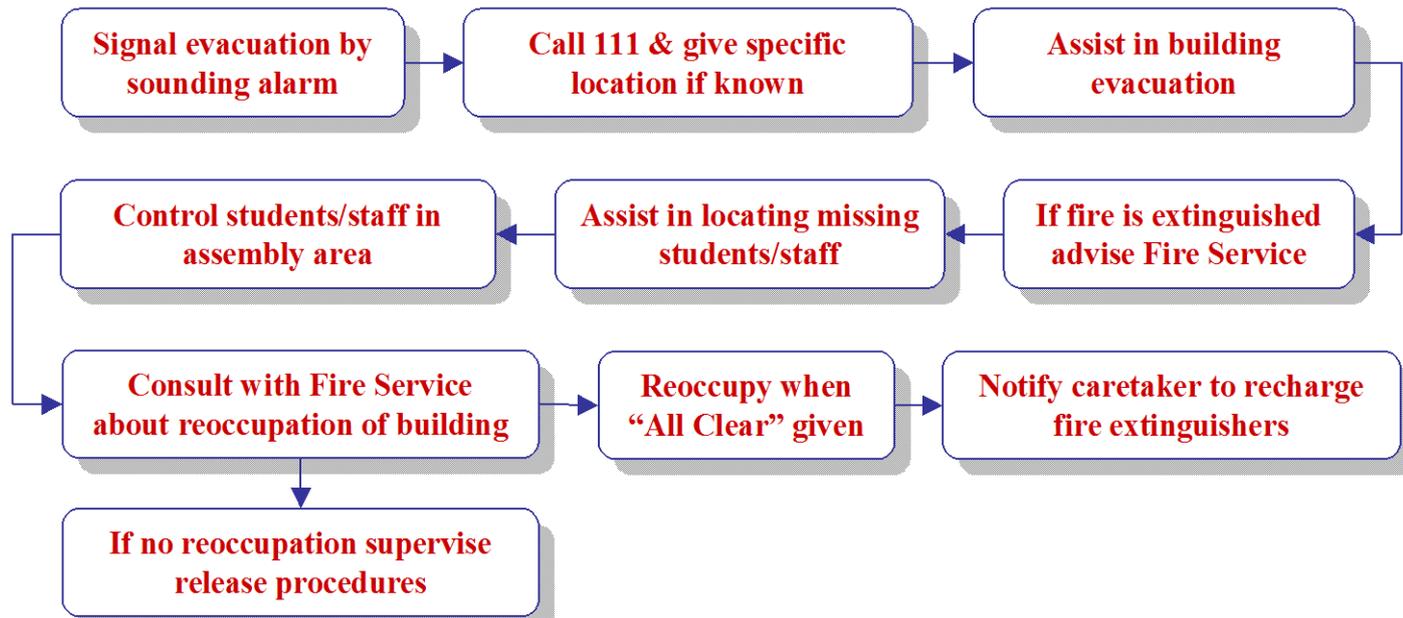


## Fire Emergency Response

### Staff Action

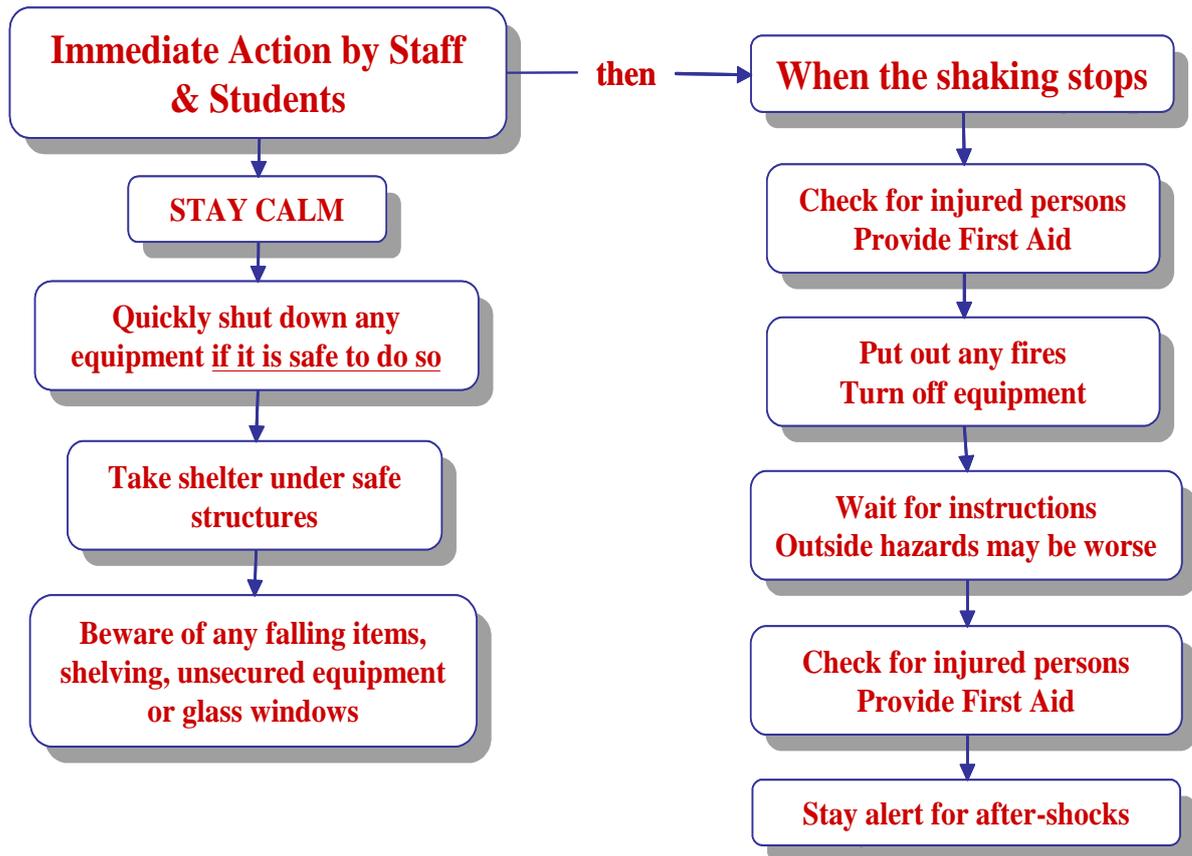


### Principal Action

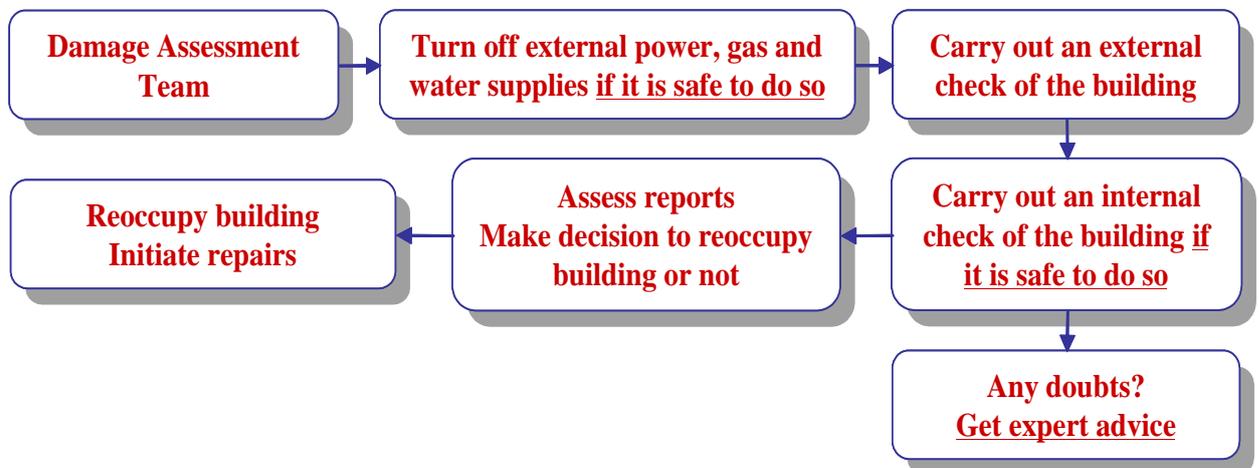


## Earthquake Emergency Response

Teachers should use the words “**DROP – EARTHQUAKE**” to clearly indicate to children what they should do.

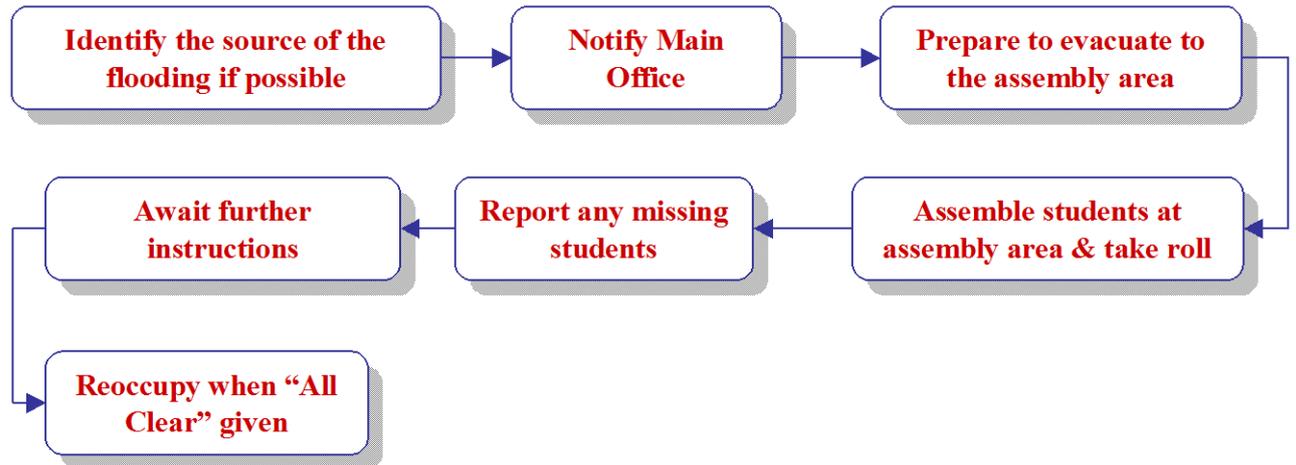


### Post Event

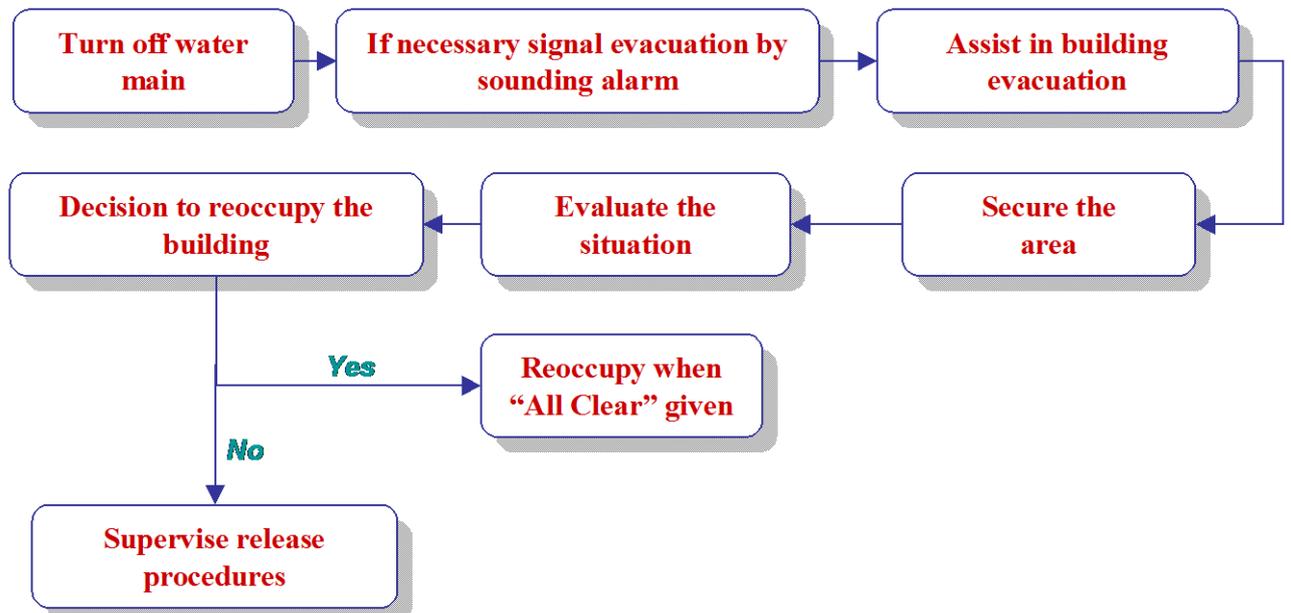


## Flood In Building Emergency Response

### Staff Action



### Principal Action



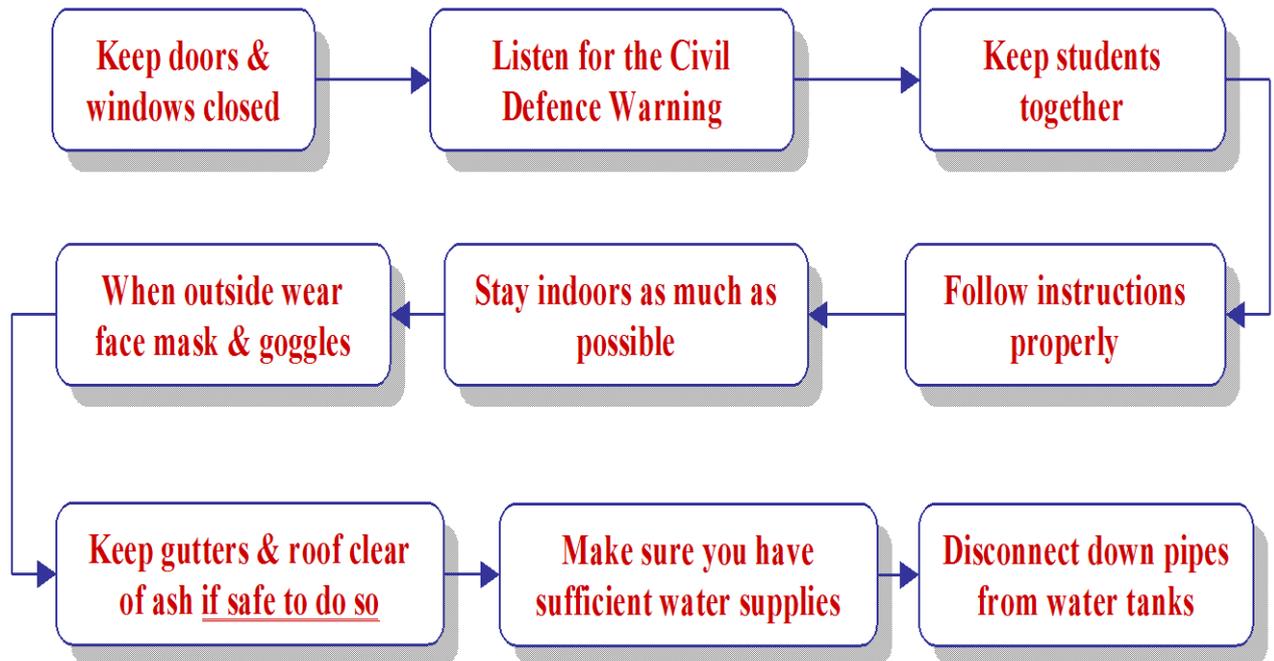
## Volcanic Eruption And Ashfall Emergency Response

New Zealand has several active volcanic zones, all of them in the North Island.

Civil Defence will warn of impending life-threatening eruptions.

**Be prepared to respond rapidly.**

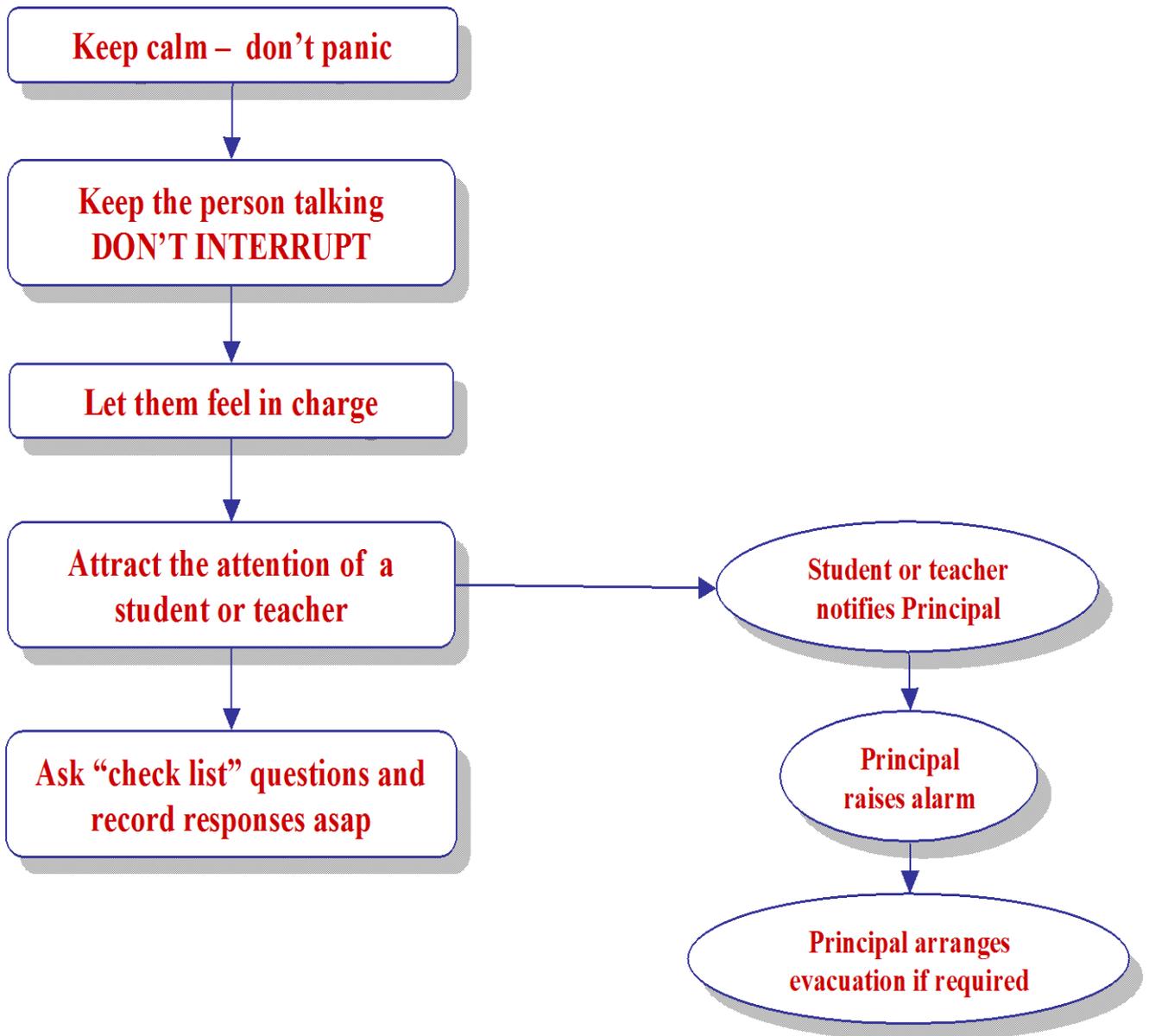
### Staff Action



### Principal Action

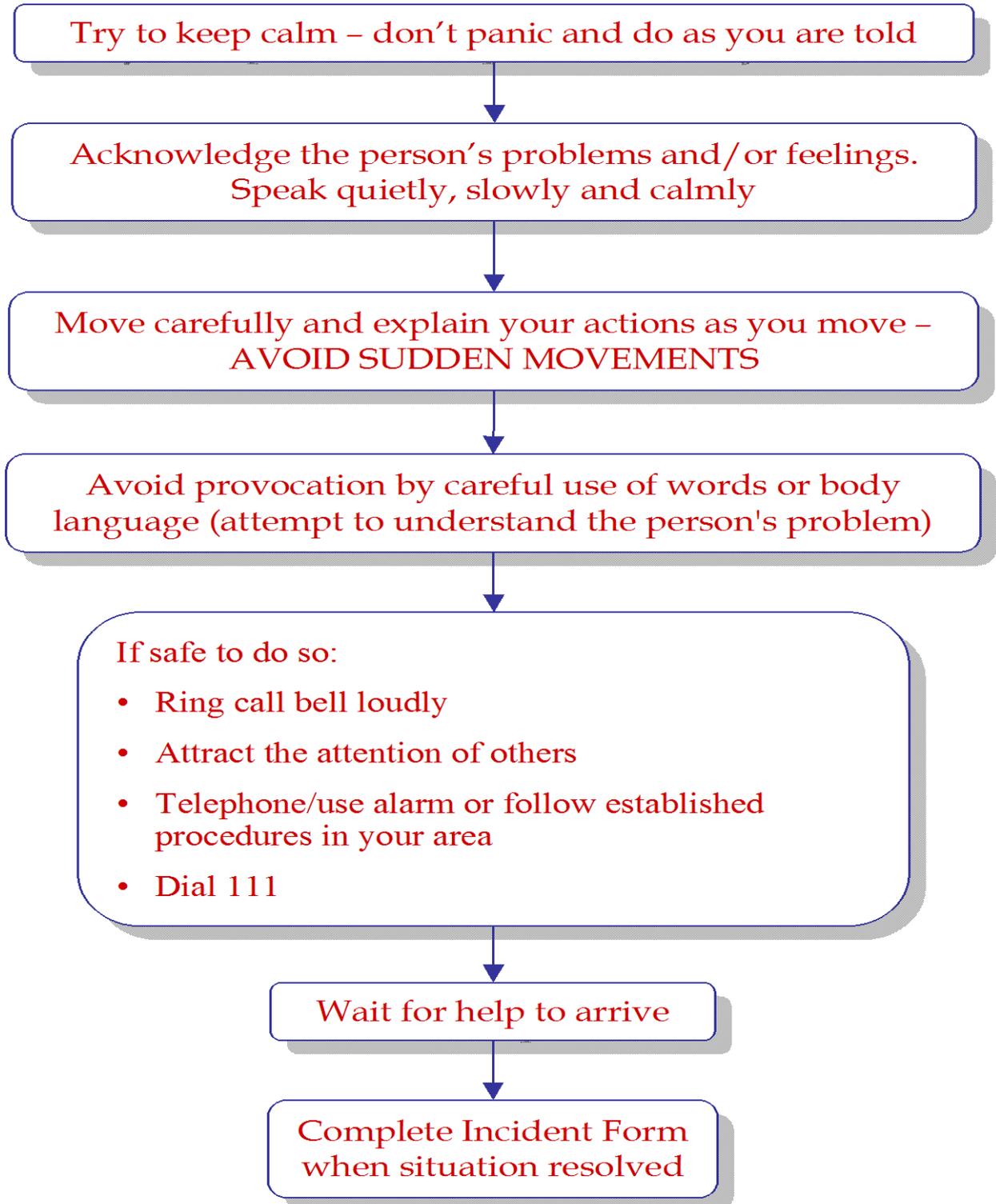


## Bomb/Arson Threat Emergency Response



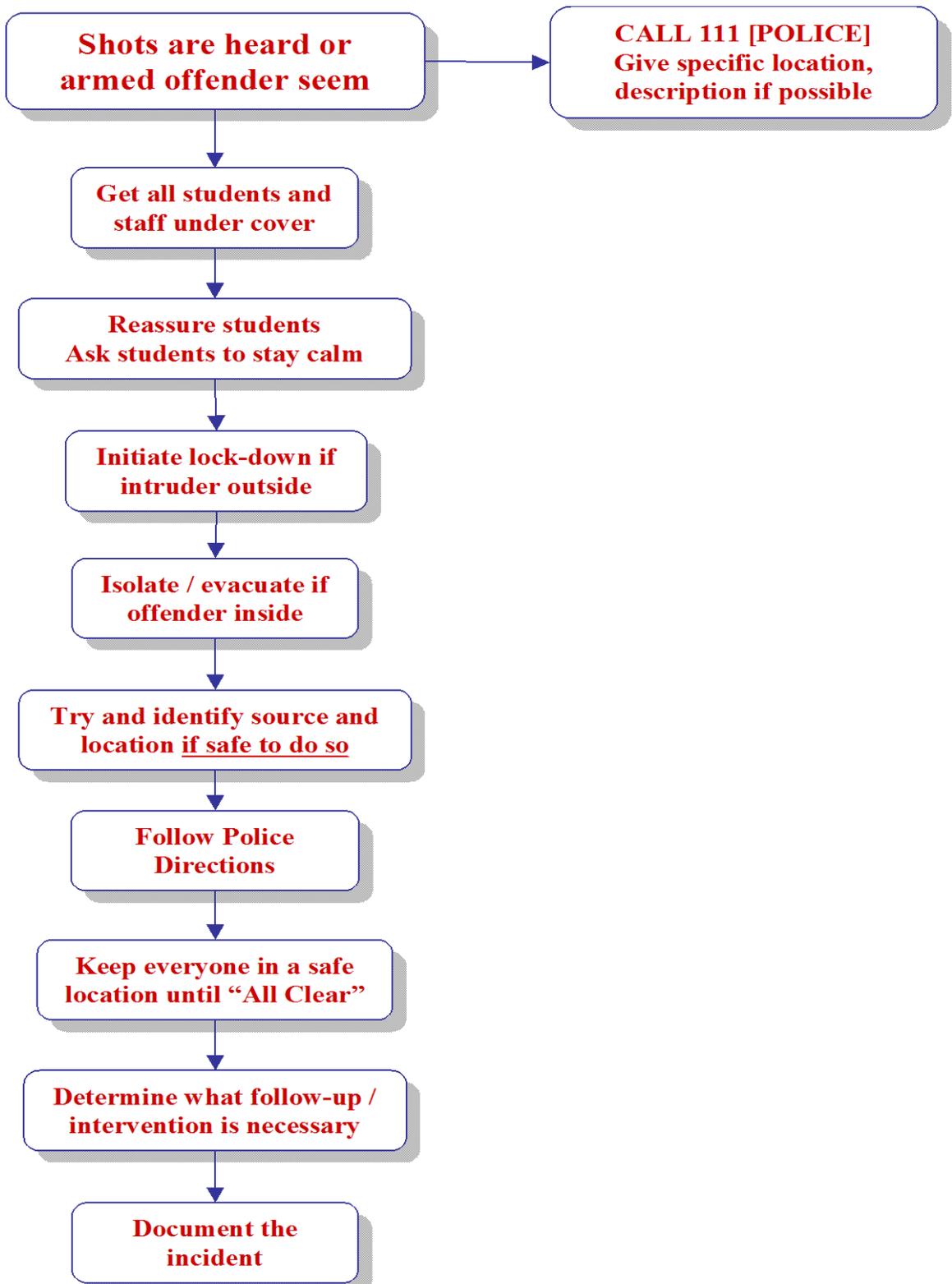
\*\*\* Use Emergency Alert Card when seeking assistance whenever possible.

## Violence/Personal Threat Emergency Response

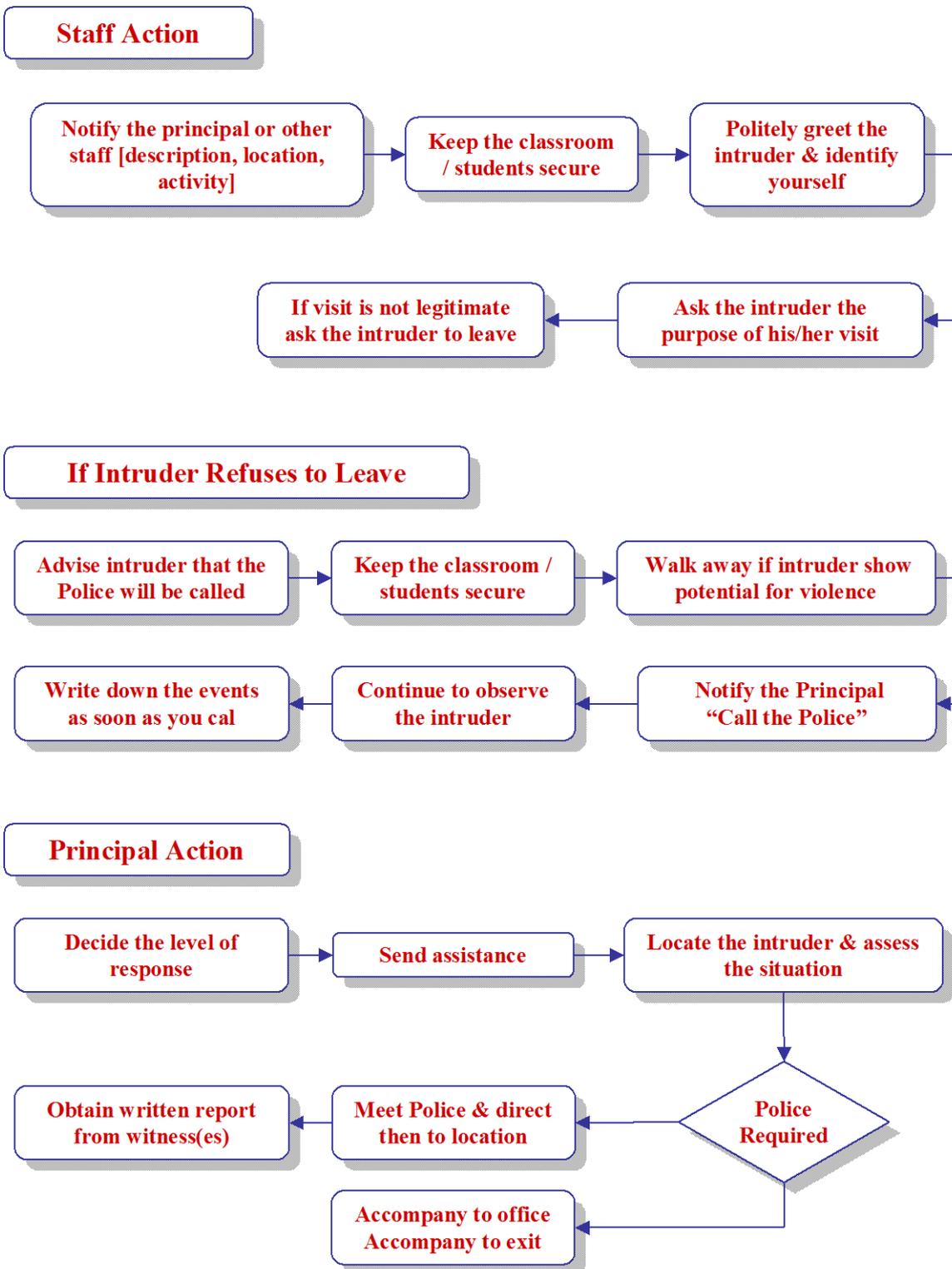


\*\*\* Use Emergency Alert Card when seeking assistance whenever possible.

## Armed Intruders Incident Emergency Response

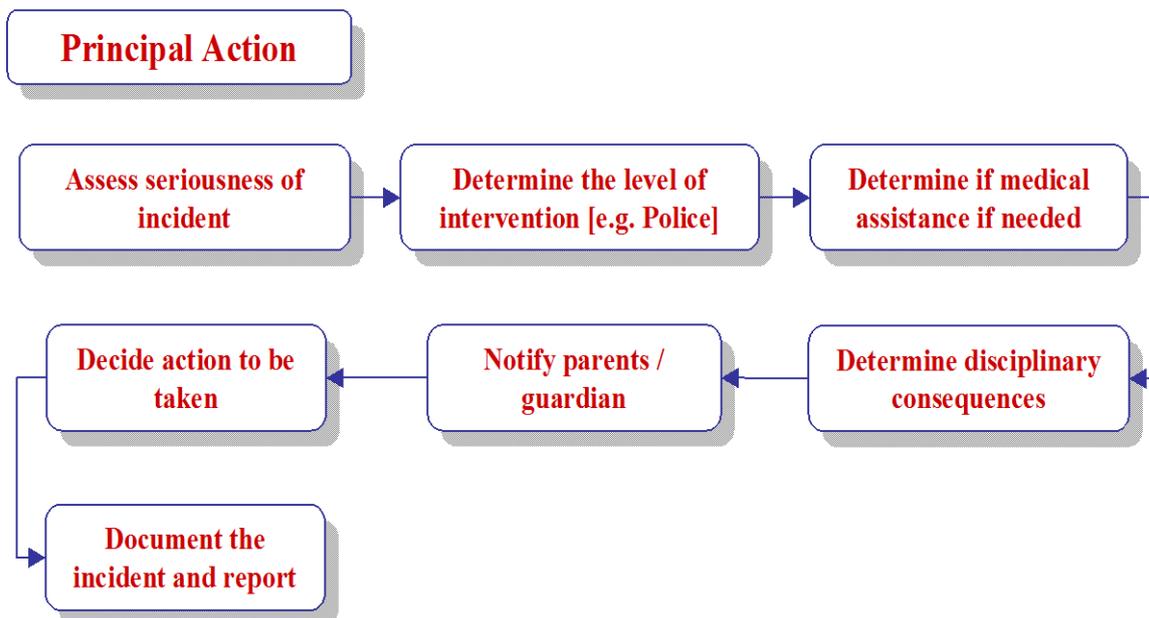
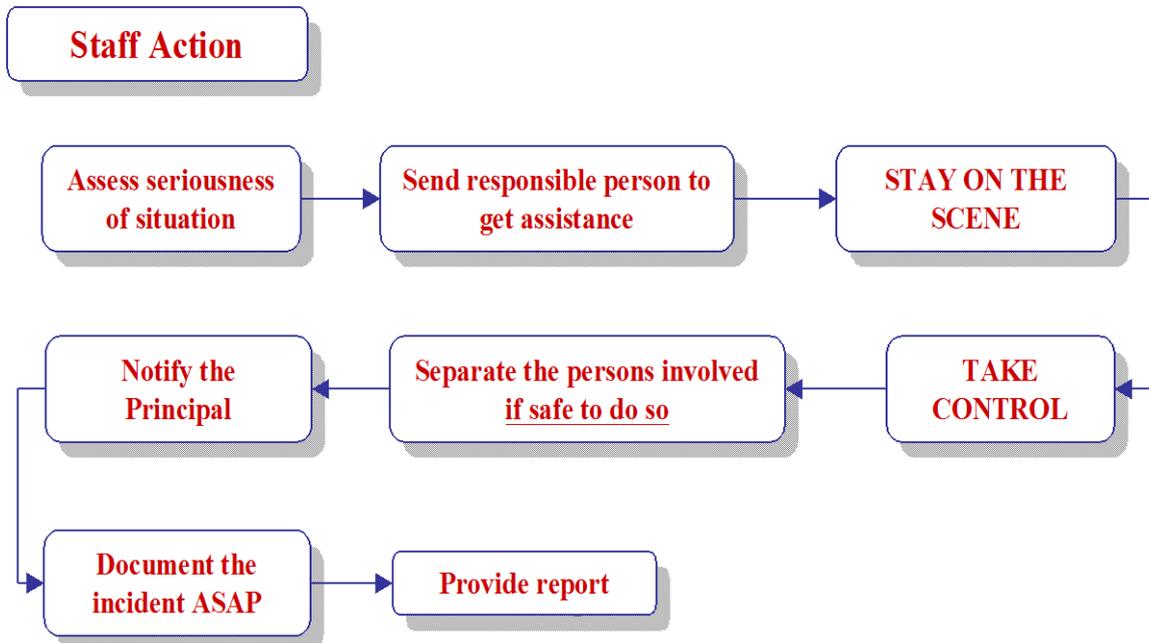


## Intruder Inside Building Emergency Response



\*\*\* Use Emergency Alert Card when seeking assistance whenever possible

## Physical Assault Emergency Response



\*\*\* Use Emergency Alert Card when seeking assistance whenever possible