

**EMERGENCY and EVACUATION**

**PROCEDURE**

**RATIONALE**

To ensure the safety of students, staff and others during an emergency.

To ensure damage to property is minimised.

**GUIDELINES**

# EMERGENCY MANAGEMENT

The School needs to be prepared for an emergency such as fire, earthquake, flood and armed intruder. In order to ensure that the welfare and safety of the students and staff who are at the school at the time is catered for the following will be put in place:

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| * By the end of the first four weeks each year have set up a staff organisation that caters for accurate up-dating of student phone numbers and addresses, evacuation, retention of students at school, contacting parents, checking registers, first aid, gas, water, and electricity, alarm bell ringing, fire extinguisher use. * All staff to be trained in first aid to preliminary certificate standard. * Have set aside safe areas of the school for the location of first aid supplies, water, food, tools and other safety equipment. Purchase and maintain this on a regular schedule and have a list of these items included in the Information Booklet along with their locations. * Send a Civil Defence emergency contact information newsletter home early in Term 1 of each year. * Early in each new year staff will be brought up to date on any responsibility alterations due to staff changes, and what each member of staff is required to do in an emergency. * Once per term conduct emergency drills to test the emergency procedures set down. |

**GENERAL ROUTINES**

***ALL STAFF MUST REMAIN AT THE SCHOOL TO ENSURE ALL STUDENTS ARE CALM AND SAFE***

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| **EMERGENCY PROCEDURES**   * Continuous, bell-ringing signals an emergency situation. * Upon hearing the emergency bell, children leave what they are doing and make their way calmly to the **school’s evacuation** **assembly-point** unless told otherwise by a teacher. Staff to take their copy of the current Attendance Sheet with them. * At the assembly point, each class teacher calls their roll. The names of any child found absent, but known to be at school, is immediately reported to the Principal/DP. * Shared areas, such as toilets, are checked by designated Block Teachers /Teacher Associates to ensure that they are clear of children. * The children and staff remain at the **school’s evacuation** **assembly-point** until told otherwise by the Principal/DP. * Parents are made aware that in an emergency situation, whether localised or civil defence-related, the school will continue to be responsible for **ALL school students**. In the case of an Earthquake, Extreme Fire, flood or wind disaster or other such emergency that requires the closing of the school, students will be required to remain on site until collected by a parent/caregiver. Where the school is deemed to remain open, students will be dismissed at the usual 3pm bell. * Staff members are made aware of fire extinguisher locations and usage. |

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# SCHOOL SPECIFIC EVACUATION PROCEDURES

**Name of Building:** …………….School

**Address:**

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| AREA WARDENS The **AREA WARDENS** are appointed to supervise evacuations of their particular area.  Head Warden: Principal  Deputy Warden: Deputy Principal  Area Wardens: **AREA 1 Office Manager** - Administration Office, toilets and staffroom.  **AREA 2 Principal -** All property & sheds.  **AREA 3 - Class Teachers –** Classrooms  **1. Appointment and Identification of Area Wardens**  This will be reviewed annually and training provided where necessary.  **Area Wardens** are staff given the responsibility of their immediate building block. 2 Display of Notices Laminated notices are displayed appropriately in all buildings explaining the procedures and the routines to be followed in an evacuation. These are not to be moved and checked regularly. 3 Trial Evacuations and Drills ***Conducted at least once per term*** – eg. ‘Drop. Cover, Hold’ Earthquake specific  NB:   * Classes to practice moving to evacuation area and line up numerically without a fuss or rushing. * New relievers are informed of Evacuation Procedures by Deputy Principal during meet and greet. A copy of the Evacuation Procedures is kept in each classrooms ‘Relievers Folder’ which are kept in the office for relief staff. * Office Manager to bring a full set of class lists to the evacuation point, box of pens (20), emergency radio, cellphone and laptop. * Teachers to have class list readily available at all times. |

**Review Responsibility: *BOT H/S Person , Staff H/S Co-ordinator,OM , DP & Principal***

**Date Confirmed: 28 March 2017**

**Principal: …………………………………………………….**



**EMERGENCY MANAGEMENT PLAN**

**EMERGENCY CHECKLIST**

* **Emergency Class and Contact Lists**
* **First Aid**
* **Evacuation Response**
* **Fire Emergency**
* **Earthquake Emergency**
* **Flood / Wind Emergency**
* **Medical Emergency**
* **Death Emergency**
* **Missing Student Emergency**
* **Major Traffic Emergency**
* **Site Map and evacuation route**
* **Steps for staff to stay with students**

**HEALTH AND SAFETY CRISIS PROCEDURES**

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| **Emergency Phone Numbers** |
| **Fire 1-111** |
| **Ambulance 1-111** |
| **Police 1-111** |



**SCHOOL EMERGENCIES**

**FIRE**

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| **IMMEDIATE RESPONSE**  RING THE ALARM  PHONE 1- 111 – Fire Brigade  Evacuate to Safety Zone |

1. Recognise the Fire Signal – (continuous ringing of the bell) or handbell
2. Follow evacuation procedures for your room or area
3. Assemble on the northern field by the soccer goal post (Assembly Point/Safety Zone)

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| **Staff Instructions**   1. Instruct the children in their care to exit by nearest fire exit and collect class list and emergency bag if in classroom. 2. Ensure that everyone is out of the rooms before leaving. 3. Ensure any person with a disability/identified for emergency assistance on class roll. **(NB Persons employed for a child requiring physical assistance have that child as their sole responsibility).** 4. Check area of responsibility and close doors on leaving then go to assembly point/safety zone.   5. Check the class list (students respond verbally and raise their hand) and notify Principal/DP or teacher in charge.  6. Wait for further instructions.  ***Classes will stay in these areas until released by the Principal /DP*** |



**EARTHQUAKE**

***DROP, COVER AND HOLD***

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| **INSIDE**   1. “EARTHQUAKE – DROP” 2. Get under a desk 3. Face away from the windows 4. Get into ‘Turtle’ position, hold desk leg 5. Wait to be told what to do |

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| **OUTSIDE**   1. Get clear of buildings 2. Keep clear of power lines 3. Get into ‘Turtle’ position 4. Wait to be told what to do |

**EARTHQUAKE EVACUATION PROCEDURES**

* The decision to evacuate, in the event of earthquake or other non-fire emergency, is made by the Principal/DP or the teacher in charge (in Principal’s /DP’s absence)
* The decision to evacuate is signalled by the continuous ringing of the bell or handbell.
* The whole school assembles on the designated field (assembly point/safety zone).

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| **STAFF INSTRUCTIONS**  1. Evacuation takes place if danger of further tremors/damage may cause buildings or fittings to collapse. Buildings are checked for fire by senior staff. Rolls are checked by class teachers and procedures followed as outlined in fire procedures.  2. Following the ALL CLEAR, the students assemble in rooms away from windows or fittings that may collapse during any further tremors  3. Walk classes to the assembly point/safety zone.  4. Ensure the safety of any person with disability/identified for emergency assistance on the class roll.  5. Senior staff co-ordinate procedures.  6. Safe areas are located to prevent injury occurring from aftershocks  7. Sit classes quietly in the assembly/point/identified safe area.  8. Check the register and notify Principal or teacher in charge.  9. Wait for further instructions  10.Gas is only turned off if there is smell of gas.  11. Students are only released to authorised emergency release adults.  12. A register is kept of student’s names, time of release and adult released to. |



**CHEMICAL EMERGENCY**

* If an emergency arises in the school or its surroundings, all instructions from the appropriate authorities are to be followed.
* Students will be kept inside with windows and doors shut until the all clear is given.

**GAS LEAK**

* As soon as a potential/actual leak is detected, the children are evacuated to an area UPWIND of the leak.
* AO or designated teacher immediately turns off the gas main and contacts Gas Energy Company on their emergency number.
* If the risk is such that an emergency situation is declared, students are sent home according to the evacuation procedures.

**EVACUATION**

* The gas horn sounds to alert students to stay in classrooms or to go inside the hall if during interval times, immediately.
* Windows/doors are closed / locked (and the roll checked).
* Doors/windows remain locked until the all clear sounds (i.e., normal school bell) or emergency services arrive and advise otherwise.
* Communication on site is maintained via telephone.



**PERSONAL INJURY ACCIDENT**

* **Notify Principal /DP and Office Manager straight away**
* If incident is serious, call Emergency Services
* Contact nearest trained First Aider:

or *Local Medical Centre or Ambulance*

* Administer emergency first aid until First Aider arrives
* Always use universal barrier precautions (gloves) with body fluids.
* If required, Principal or senior staff member contacts the Ministry of Education’s Traumatic Incident Co-ordinator.
* Principal or senior staff member to contact family/whanau (may consult with *Ministry of Education’s Traumatic Incident Co-ordinato*r).

**DEATH AT SCHOOL**

* Remove students from the area, secure the scene to prevent others from entering, and preserve evidence.
* Notify Principal /DP or senior staff member (in Principal’s absence) and Office straight away.
* Notify Police.
* Principal or senior staff member may request support from the *Ministry of* *Education’s Traumatic Incident Co-ordinator* (works with Principal and school’s Traumatic Incident Team to decide on best course of action for the school and community)

**BOMB THREAT**

**By phone**

* Write down the exact wording of the threat and the time
* Listen to the caller’s voice – record anything specific
* Listen for any background noises

**Suspicious letter or package**

* Do not open it or cut strings
* Do not disturb surface/wrapping
* Do not handle (if handled, gently lower to a level surface)
* Clear immediate area of all people
* Call Police

**Threatening or ‘crank’ letter**

* Handle all documents by edges only; do not place further fingerprints or indentations on them
* Place the letter and envelope in a plastic bag or large envelope and preserve them for the Police

Note who has handled the correspondence.

**OPERATIONAL CRISIS**

(Severe weather/electrical/water, etc)

* Notify the Principal/DP and Office and advise of the nature of the problem.
* Remove all students from the affected area to an area of safety.
* **NEVER** touch any live wires (treat all wires as live).
* **DO NOT** attempt to rescue a person who is experiencing an electric shock until you have confirmed that the power is no longer connected.
* Secure area to prevent anyone else from entering.
* Contact Emergency Services as appropriate.
* In high winds stay inside; if possible open windows on calm side of building to reduce pressure on the roof.



**EMERGENCY RESPONSIBILITIES**

**Emergency responsibilities for school leaders**

1. Take Emergency Bag as you are evacuating own class to the assembly point/safety zone, check that other staff have evacuated their classes
2. Ensure that all resource rooms /toilets in your block have been checked
3. Call own class roll
4. Report to Principal /DP or senior staff member (in Principal’s absence) that all students have been accounted for
5. Confer with Principal/DP or senior staff member (in Principal’s absence) about safe return of students to classrooms/homes.

**Emergency responsibilities for Office staff in consultation with Principal /DP**

1. Ring evacuation signal/fire alarm (if not already done)
2. Ring FIRE BRIGADE (111) and other help as needed or instructed
3. Take Contacts List and cordless phone
4. If safe is open (and personal safety not threatened), put money in safe and lock
5. Clear medical room, meeting room and staff room, administration block toilets, and all other rooms in administration block
6. Report to Principal/DP at assembly point/safety zone.

**Emergency responsibilities for Principal/DP or senior staff (in Principal’s absence)**

1. Ring evacuation signal/fire alarm (if not already done)
2. Take master roll (if not already done) Close filing cabinets if time permits
3. Check staff toilets, library/hall area ensuring that the east end is secure and that they have been fully evacuated. This task may be shared with Reading Recovery Teacher.
4. Check grounds for “stray” students and take them to safety zone/assembly point.

**Report to safety zone/assembly point.**

**If the media makes an approach in any situation, they should be directed to the Board Chairperson/Principal. Staffs are not to make any comments to the Press.**

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**EMERGENCY** **STUDENT ACCOUNTING FORM**

**DATE:**

**TEACHER:**

**LIST STUDENTS NOT ACCOUNTED FOR:**

1. ……………………………………………………………………………………

2. …………………………………………………………………………………..

3. …………………………………………………………………………………..

4. ………………………………………………………………………………….

5. ………………………………………………………………………………….

6. …………………………………………………………………………………..

7. …………………………………………………………………………………..

8. …………………………………………………………………………………..

9. …………………………………………………………………………………..

10. .………………………………………………………………………………….

STUDENTS WITH ME WHO ARE NOT IN MY CLASS

NAME ROOM NUMBER

…………………………………………..…………… ………………………..

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ANY OTHER RELEVANT INFORMATION

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Teacher’s Name: ……………………………………………………………………

Signed: …………………………………………………………………………………..



**MOE GUIDELINES IN THE EVENT OF A MAJOR EMERGENCY**

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| In the event of a major emergency event (for example a major earthquake) these guidelines may assist schools.  **The school should have water (3+ litres per day per person) and food stored for at least 3 days**   1. Initially, follow the emergency procedures for the emergency event   (for example, in an earthquake Drop, Cover and Hold, check class rolls, etc.)  2. Staff to activate emergency response plans   1. Check assembly area for hazards to ensure it is safe 2. Check water and food supplies 3. Designated staff to go to their reception points, equipped with the list of students and the people authorised to collect them 4. Students are kept in the assembly area until they are picked up by their parents, caregivers or other authorised adults 5. Students who are not collected by their parents, caregivers or other authorised adults are to be supervised at the school (if safe to remain there) for up to 3 days 6. If it is safe to remain at the school and there is no immediate danger stay where you are, and provide a Civil Defence Centre with the completed Emergency Information Response Form which should include the following information:    * Usual location    * Current location    * Total number of adults at current location    * Total number of children at current location    * Number of people trapped    * Number of people injured 7. Collect the Red Cross Registration forms (for all staff and students remaining   at the school from the Civil Defence Centre (these  forms will need to be completed and returned to the Civil Defence Centre  personnel)   1. If it is not safe to remain at the school move to another building close by   N.B., If relocating:   * leave a notice on the door stating where you have relocated to * treat all wires as live  1. Listen to the radio for Civil Defence messages. |

**FOR SCHOOLS**

**EMERGENCY INFORMATION RESPONSE FORM**

Name of School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- |
| **Usual Location** |  |
| **Current Location** |  |
| **Total Number of Adults at Current Location** |  |
| **Total Number of students at Current Location** |  |
| **Number of People Trapped** (brief description of where they are trapped) |  |
| **Number of People Injured**  (brief description of injuries) |  |

**Map of School**

Detailing:

Gas,Water,Power,First aid kits,Fire extinguishers,Evacuation escape routes,Safety Zone/Assembly Point,Telephones,Sewer (where it goes) and Civil Defence

**EMERGENCY EVACUATION PLAN FOR LESS ABLE PEOPLE**

* People requiring assistance are identified on the Emergency Evacuation Register.
* Assistance Register located in the Special Needs Register and on the front cover of each class roll. Special requirements are noted.
* Parents of identified students are phoned first in a whole school evacuation, e.g., anxiety disorders.
* Types of assistance required and the staff responsible are recorded.
* A note in the front of each school roll enables relievers to identify students requiring special assistance.
* Senior staff check assistance is provided in an emergency situation.

**MANAGEMENT PROCEDURES FOR CIVIL DEFENCE (EMERGENCY CLOSURES)**

**Guidelines**

1. The school will be closed whenever the Board of Trustees feel that the health or safety of students and staff are at risk.
2. The Principal will have the responsibility of advising the Board that a closure is necessary.
3. The Principal will consult with the Board Chairperson or a delegated Board representative, before making any decision to close the school. The only exception to this is when students are immediately at risk e.g. in the event of a fire, earthquake, or flood when the Principal does have the delegated authority to close the school.
4. All methods practicable will be used to contact parent/caregivers, informing them that the school has been closed.
5. The Principal and staff will be responsible for the safety of students until such time that they can be collected by parents/caregivers or other suitable arrangements can be made to send students home.
6. The Principal will advise the Ministry of Education as soon as possible about the closure, informing them of the reasons for making it necessary to close the school.
7. Appendices entitled *Appendix A ~ Emergency Closure of School: Evacuation Procedures*, *Appendix B ~ Emergency Closure of School: Emergency Fire Procedures* and *Appendix C ~ Emergency Closure of School: Emergency Earthquake Procedures* are attached to these management procedures.
8. A detailed set of Evacuation Procedures will be included in the *Bohally Intermediate School Organisational Manual* which will be used as a teaching resource by staff to prepare students for emergencies.
9. Evacuation Procedures for fire and/or earthquakes will be practised on a regular basis (at least once a term).

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