

## Emergency/Crisis Management Plan

## Legal Requirements

Civil Defence Act 1983 (43,44,45)

### Section 43

Every school shall maintain plans for the continuation to the fullest possible extent of its essential functions during and following a state of national emergency or civil defence emergency.

### Section 44

Every school required by this Act or any regulations made under this Act or any operative national civil defence plan to undertake any civil defence measures or to perform any functions or duties shall take all necessary steps to undertake those measures or to perform those functions and duties

### Section 45

Every school shall make adequate provision in premises under its control and occupied by it (whether or not the premises are owned by it) for the purpose of performing its functions and duties or exercising its powers for the rescue of endangered persons in the premises, first aid to casualties occurring there, and the relief of distress during a state of national emergency or of civil defence emergency, and shall provide the necessary training, equipment, facilities and accommodation to perform those functions.

## Emergency Services Contact Information

Police, Fire, Ambulance	111
Napier Police Station	8310700
National Poison Centre	Urgent line 0800 764 766 Non-urgent 03 479 7284
Ministry of Education	National Office (04) 463 8000 Traumatic Incident Team 0800 TI Team (0800 848 326) Contact Centre 0800 225 580
MOE Media advice and assistance	Point of contact Senior Media Advisor, Communications Group Phone 04 – 463 8000
Security Alarm Monitoring	8737433

## Responsibilities in an Emergency

### **Role of Principal**

- Take primary responsibility and assume leadership in a disaster and remain contactable by mobile phone.
- Regularly review the school's Emergency Management Plans.
- Use Facebook and the website to keep parents informed.
- Be familiar with regulations from the Ministry of Education and the Ministry of Health, especially with regard to school evacuation / closure.
- Be familiar with Civil Defence procedures
- Make the safety and well being of students and staff of Tamatea Intermediate School the paramount consideration.
- To decide if and when it is appropriate to evacuate the whole school to the meeting point at Taradale Park.
- Ensure all parents/ caregivers are informed about emergency and evacuation procedures of Tamatea Intermediate School
- Ensure all staff and students are conversant with emergency and evacuation procedures in this plan and ensure regular practices take place.
- To make recommendations to the Board of Trustees with regard to policy matters, purchase of materials etc.
- To know other responsibilities staff have and decide upon an order of dismissal.
- Know where to turn off water supply, electricity, gas and know what dangerous chemicals are on the school site.
- Serve as liaison officer with the local Civil Defence staff, emergency services and media.

### **Role of Deputy Principal**

- To take over role of Principal in the event of the Principal being absent or incapacitated.

### **Role of Administration Manager**

- To ensure that at all times, first aid supplies are adequate.
- To maintain an emergency kit - radio, torches, batteries, matches and candles.
- Keep list of children in the school up to date, with up to date phone numbers and contact numbers - note any special health problems and supply of medication.
- Answer any telephone inquiries.
- In an evacuation, check administration block for children and locate any visitors to the school.
- Maintain a guest register and use this to conduct a roll call of visitors to the school.
- Take responsibility for a 111 call
- Put a message on the school answer phone if necessary

### **Role of Teachers**

- Ensure the personal safety of all children
- Know evacuation procedures thoroughly and in case of school closure ensure no child is permitted to go home alone. Record the name of the adult the child leaves with.
- Be aware of any potential dangers in your classroom and school.
- After checking your classroom, check the classes next door so you can take control if a teacher is injured.
- Have sufficient knowledge of First Aid to be able to attend to injuries.
- When evacuating the classroom make sure all doors are closed.
- Ensure there is an up to date evacuation class list and map in your classroom.

### **Role of Parents/ Caregivers**

- Know the procedures in case of an emergency at Tamatea Intermediate School
- Collect children from within the school grounds/ Evacuation meeting point as children will not be dismissed until personal contact with the teacher, or assigned caregiver is made.
- Have an up to date emergency contact registered with the school.
- Advise the school of any changes in contact information.
- Try to avoid using the school phone. Listen to your radio, check Facebook and website for updates.

### **Role of Students**

- Know the drill for each emergency procedure.
- Do what you are instructed to do in drills and emergency situations.
- Do not leave the school ground without a designated contact/ parent collecting you.

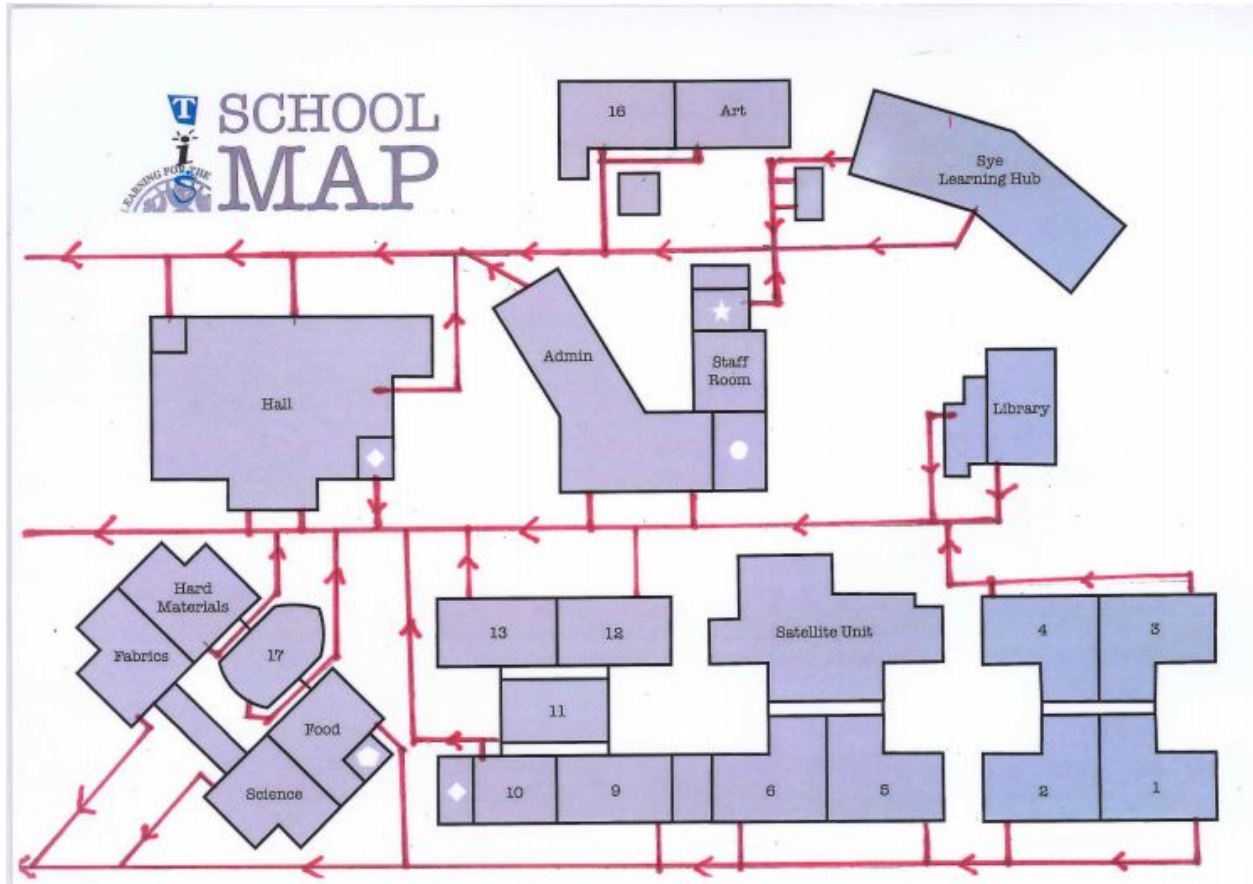
### **Role of Ancillary Staff**

- Escort students in your care back to their teacher.
- Report to Principal to see if you can be of any assistance elsewhere.

### **Role of Caretaker**

- Turn off gas/ electricity/ water in an earthquake
- Report to Principal to see if you can be of any assistance elsewhere.

## Emergency Evacuation Site Map



## Emergency Evacuation Procedures

1. Sound Alarm
2. Ring (1 for an outside line) then 111
3. Leave by nearest exit
4. Staff will accept responsibility for the welfare of children until such times as child and parent/ caregiver are reunited or they are relieved of the responsibility by the principal.

*Drills will be conducted regularly to achieve automatic response routines in the event of earthquake, fire, tsunami etc.*

### **Movement From Rooms**

Should be done immediately but without rush to final assembly area. See the Emergency Evacuation Site Map for suggested routes to the final assembly area.

### **Final Assembly Area**

On the grass between the Hall and High School boundary line. Students and staff will assemble in year group. Class teachers will do a roll check to ensure that all pupils are present. Roll call is to be reported to Principal/ Deputy Principal immediately.

## Earthquake

Initial response. Seek cover under desks at floor level. When safe and if necessary, assemble class clear of buildings. Move to the school assembly area using the route on the evacuation map or alternatively the safest route possible.

## Fire

Signal = continuous ringing of the bell and/or alarm.

1. Close all windows.
2. Evacuate buildings and close all doors.
3. Move by shortest safe route to school assembly area.

Principal/School Secretary responsible for clearance of sick bay and staffroom.

**Hall and Library** - Teacher supervising groups is responsible for their movement to assembly area.

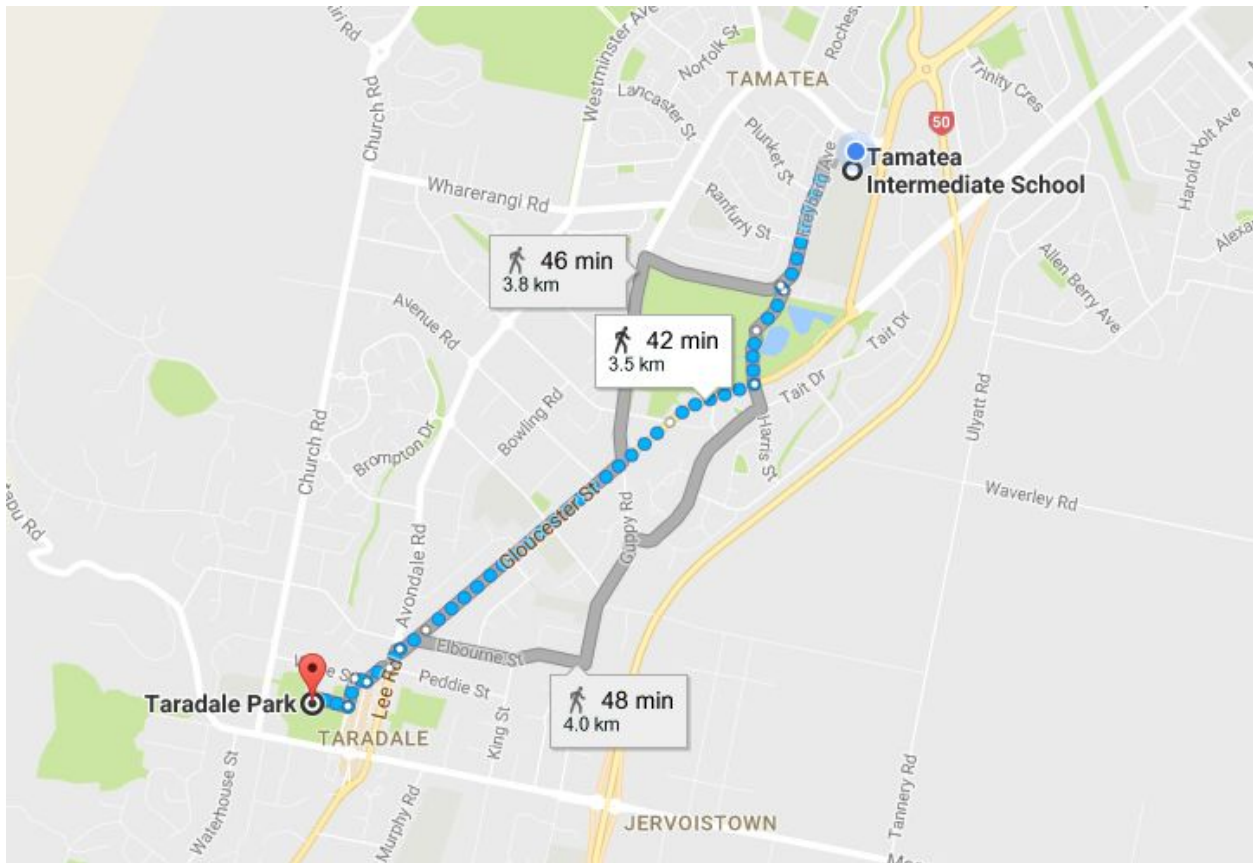
**Dental Clinic** - Dental Therapist and patients move to assembly area.

**Intervals** - Children move independently to assembly area.

## Tsunami

- Tamatea Intermediate School is located within the Civil Defence Yellow Zone.
- Tamatea Intermediate will listen to local radio, Civil Defence and TV for advice or information
- In the case of a long (over one minute) or strong **local source** tsunami, evacuation will be immediate. Students will be evacuated out of the yellow zone and into the white zone. The Assembly and pick up point will be Taradale Park.
- In the case of a **distant or regional source** tsunami we will remain at school.
- A fire evacuation bell will be activated to begin evacuation of the full school to the field area.

- When full classes have been accounted for they will immediately evacuate tdown Freyberg and Gloucester Streets to Taradale Park.
- Classes will stay together.
- Parents/ Caregivers wishing to collect children will need to present to the teacher/ allocated caregiver to have their child’s name ticked off the roll.
- The school van will be used to transport any incapacitated students and emergency supplies - driven by Home Liaison Officer.



## Lockdown Procedure 1

A lock-down of the school will be implemented anytime students need to be contained and protected inside school buildings, for example;

- A chemical spill, which could put students and staff at risk of toxic inhalation if allowed outside.
  - A person on the school site who could pose the risk of a hostage situation.
  - An unarmed intruder inside the building
- In all these cases the police would request a lock-down of the school to prevent putting students and staff in danger separating them from the risk. The lock-down may also help to prevent confusion, and to make it easier for staff to

account for all students as it is simpler to determine if a student is missing when the students are at least standing still. In the event of a school lockdown the following procedures shall apply:

- A short bell will sound 5 times
- All staff must usher students to the nearest inside area if it safe to do so
- Lock exterior doors and turn off lights
- Gate monitors are is to lock all perimeter gates, if it is safe to do so.
- Secure and cover classroom windows, if possible
- Move all persons away from the windows
- Take attendance in each classroom (teachers should prepare a list of extra and missing students in the room).
- Staff will receive any communications via email or the classroom phone.
- Staff are to remain on lockdown until they have been personally notified there is no longer a threat by one of the administration staff.
- All communication with staff and the community will be the responsibility of the Principal or Deputy Principal. Staff are to ensure no students use the phone line or devices. The phone line must be kept clear.

## Lockdown Procedure 2

If the 'Lockdown Alarm' is sounded before school, during morning tea or lunch time students are to move directly to their classroom as long as it is safe to do so.

- Teaching staff are to stay in, or move to, their classrooms immediately.
- Support staff are to move promptly to the playground areas and direct students to their classrooms, if it is safe to do so.
- The person in charge should stay in, or move to, the office area to facilitate the communication process.
- If outside, students should proceed to the nearest classroom.
- Staff need to be mindful that students from other classrooms may seek sanctuary in their classroom
- Continue to follow Lockdown Procedure 1