



EMERGENCIES PROCEDURE

AIM

To prepare pupils, staff and the school community so that we are ready as can reasonably be expected, for a disaster as described in the Civil Defence Act 1983.

PURPOSES

1. To prepare counter-disaster plans for likely emergencies.
2. To train students and staff so that in the event of any emergency the safest procedures are followed.
3. To minimise likely hazards.
4. To provide the school with the necessary
 - (a) equipment, or knowledge of where to obtain it quickly;
 - (b) expertise (eg First Aid), or knowledge of where to obtain it quickly;
 - (c) knowledge of student and staff strengths (eg CPR training);
 - (d) knowledge of student and staff medical conditions that may require special attention.
5. To provide staff with a detailed knowledge of their responsibilities in a major emergency through discussions with invited experts.
6. To regularly inform parents of our school's emergency plans.
7. To ensure that at least three staff members and two parents can operate the Civil Defence radio.

GUIDELINES

Following an earthquake or natural disaster, all systems of communication that are dependent on electrical power or telephone lines may be partially or totally disrupted for several hours. An effective communication plan addresses this problem and presents alternate ways to receive and convey messages.

If parents are not aware of the school's emergency plans, they are likely to risk their own safety and impede the operation of the school's response plan to retrieve their children. A plan for communicating with parents before and after an emergency is critical. It may not eliminate the problem, but it will help to reduce congestion, confusion and anxiety.

Each year the Emergency Procedures will be circulated to all parents and caregivers.

This procedure will be used in conjunction with the Lower Hutt City Civil Defence Organisation's book - Civil Defence Disaster Management Programme for Schools and Pre-school Organisations.

EMERGENCY IMPLEMENTATION PLAN

IN THE EVENT OF A NATURAL DISASTER:

- (a) No student will be dismissed from school unless a parent or individual designated by a parent, comes for him/her.
- (b) No child will be allowed to leave with another person, even a relative or babysitter, unless we have written permission to that effect or that particular person is listed on the student's emergency information in our files. With this in mind, we ask parents to contact the office if their child's information is not up to date.
- (c) All parents, or designated persons who come for students, must have them signed out at the office or at the temporary Student Release Station. Signs will be posted if this alternate location is required.
- (d) We are prepared to care for our children in times of critical situations. If parents are unable to reach the school, we will care for their child here. We have people with first aid certificates, and we will be in communication with various local emergency services. We do ask for parents' help in the following areas:
 - Please do not telephone the school - we must have the lines open for emergency calls;
 - Following an earthquake or other emergency, do not immediately drive to the school - streets and access to our school may be cluttered with debris. The school access route and street entrance area must remain clear for emergency vehicles.
 - Do turn your radio to 2ZB (1035 mh). Information and directions about the extent of the emergency will be given over the radio.

EMERGENCY DRILL PROCEDURES:

(Fire and earthquake drill)

1. In the event of an earthquake students to take up earthquake positions on the signal 'drop' (ie get under tables and hold on to table legs; or in areas without shelter, crouch down with head on ground, hands over base of skull with arms folded around head).
2. If outside, move away from all buildings.
3. In the case of a major quake, evacuation may be necessary. Await information from the Principal, or in the case of major disaster teacher to use his/her discretion.

Fire Signal: continuous ringing of electric bell or handbell or continuous blasts on a whistle

1. Children stand and exit to court area behind the mural/block wall between Room 11 and Discovery and teachers collect 'Emergency Evacuation Folders' located by the classroom door as they exit.
2. Teachers to check toilets located outside classroom door.
3. Office Manager to check administration block and meet Principal at assembly area with 'Emergency Evacuation' folder. This folder includes master role, daily absentee print out and 'Tawhai School Evacuation Report' form.
4. Caretaker to check hall, library, resource room, and toilets between rooms 7 and 8.
5. Principal to meet office manager at assembly area.
6. At the assembly area, classroom teacher to call roll and notify office manager of who is and/or is not accounted for. The office manager will record this information on 'Tawhai School Evacuation Report Form' and notify Principal of any persons unaccounted for.

NB: In the event it was not possible for staff to collect 'Emergency Evacuation Folder' from their classroom the Office Manager will have a master copy they can use.

Review Responsibility: *Board H&S Representative, Staff H&S Co-ordinator, DP's & Principal*

Date Confirmed:

Principal: