



Te Pākihi o Maru

Together growing hearts and minds

EMERGENCY MANAGEMENT PROCEDURE

Outcome

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

Procedures

Tumuaki's responsibilities:

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

In the tumuaki's absence:

- If the tumuaki is not present during an emergency his/her responsibility, including that of being the building warden for fire evacuations, will be taken over by the tumuaki's delegated authority, but only after that person has made suitable arrangements for the safety of their own class.

Staff responsibilities:

- 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 procedure.
- The prime responsibility of all staff is the safety of children.
- A kaiako's first responsibility is to their own class.
- In the event that a kaiako is not with the class at the time of an emergency the kaiako of the nearest class (or another adult member of staff) is to take responsibility for the class and stay with them until relieved of the responsibility by the class kaiako or the senior staff member present.

Guest and temporary staff:

- The tumuaki tuarua will ensure all relievers have read and signed the relevant emergency procedures.

Emergency procedures:

Trial evacuations

- The school will hold a trial evacuation each term under conditions which check the effectiveness of the procedures; i.e.:
 - 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
- iv) Glen Warren Kindergarten will be phoned and informed that a drill will be taking place (021 190 3290).

Fire

- The person discovering the fire is to ring the alarm using the switch which is clearly marked in each classroom.
- The tumuaki or office manager will immediately call the emergency services.
- The buildings will be evacuated as per the evacuation procedure.
- A flag will be placed into the field to let Glen Warren Kindergarten know that this is not a drill and that they need to evacuate their building.
- A phone call will also be made to Glen Warren Kindergarten to inform them it is not a drill (021 190 3290).
- If the school is on fire then we will walk to St Joseph's school and gather on the field.

Earthquake

- The alarm for earthquake emergencies will be the intermittent ringing of the electric or hand bell.
- When the earthquake (intermittent ringing) alarm sounds:
 - the staff member will give the instruction "Earthquake"
 - people will take shelter under the nearest available desk or table and hold onto its legs
 - if no suitable table is available they should kneel with their backs towards the nearest window, their head against their knees, their hands clasped behind their neck, and their arms protecting their head, close their eyes tightly, and stay in that position until they are told they are safe to move
 - if children are outside when an earthquake occurs they should be moved at least 20 metres away from the buildings
 - if there is a risk of Tsunami the school will walk to the top of Torridge Street.

Evacuation Alarm

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

Specific responsibilities for staff:

Tumuaki	<ul style="list-style-type: none"> • the tumuaki is the building warden, and manages the evacuation and assembly • ensures emergency services are called if appropriate • ensures all students and adults are accounted for • ensures the evacuation is recorded
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	<ul style="list-style-type: none"> • authorises the release of students • authorises the return to classroom
Kaiako	<ul style="list-style-type: none"> • care for students in their own room - supervise them during evacuation and at the assembly point • if a class is without a kaiako the kaiako from an adjacent class will assume responsibility for the class • if time permits, and especially in wet or cold weather, kaiako will ensure that children take whatever warm clothing they have available when evacuating the premises • ensures classroom roll is taken to evacuation point • inform tumuaki (or senior leader) that students are present and accounted for
Office Manager	<ul style="list-style-type: none"> • fire warden • checks the medical room • takes the emergency kit (including the first aid kit and emergency procedures) to the assembly point • if possible with complete safety, takes a current list of contact names and addresses for students' whānau when leaving the buildings • 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)
Kaiāwhina	<ul style="list-style-type: none"> • if necessary, under kaiako supervision assist special needs students with whom they work • gather at the assembly point and under the tumuaki's direction carry out any other duties requested
ALL STAFF	<ul style="list-style-type: none"> • where possible, close windows and doors, and turn off electrical appliances and the power mains.

Re-Occupation of Buildings Following Evacuation:

Checking buildings

- The tumuaki will arrange for buildings to be carefully checked before allowing reoccupation.
- When checking buildings prior to reoccupation 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.

Sending Students Home:

Decision to send students home

- Any decision to send children home will be made by the tumuaki, or in their absence the delegated authority.
- 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!

Equipment:

Inspection and reporting

The Caretaker will carry out safety inspections as required in the *School Building System and Features Manual* and complete the required reports.

Fire hoses and extinguishers

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

Emergency exits

- Emergency exits will be clearly marked.
- Staff are required to ensure that exits are not obstructed in any way at any time.
- The caretaker will check all exits to ensure that they are not obstructed.

First aid kits

- A separate medical kit for emergencies will be kept in the administration storeroom along with the emergency kit.
- The school office manager will maintain the emergency kit up to specification and will check it at least once each month.
- The emergency kit will only be used during emergencies and will not be used for other school activities.