

Kilbirnie School

Emergency Procedures



Purpose:

This policy outlines how the School will ensure the safety of students, staff and school property in the event of an emergency or traumatic incident.

Scope:

This policy applies to all staff.

General Responsibilities:

School

- The School will maintain adequate stocks of water, medical and emergency supplies, including radio, batteries and torches
- All potential hazards or threats around the school will be identified, and rectified if necessary
- The School will ensure that all parents and caregivers understand the appropriate procedures for the release of children from school, should an emergency occur

Principal

- The Principal will determine, in consultation with the Chairperson of the Board if possible, whether a matter is deemed an emergency or a crisis
- The Principal will liaise with family/community and the Chairperson will liaise with media

Board

- Following an emergency or crisis, the Board will review the event and its impact on the school community and ensure relevant agency and community support is available where appropriate.

Staff

- All staff will be familiar with Emergency and Crisis Procedures - displayed in classrooms, hall, library and administration block. Senior students should also be encouraged to familiarise themselves with procedures.
- Staff will be trained in basic first aid skills, with current certificates
- Staff will hold regular practices and drills at least once a term

Emergency Responsibilities for Principal

- Ring evacuation signal / fire alarm (if not already done)
- Grab master roll (if not done already)
- Close filing cabinets
- Report to assembly area lower asphalt area

Emergency Responsibilities for Syndicate Leaders

- After evacuating own class, check that other syndicate staff have evacuated their classes
- Call own class rolls
- Ensure syndicate teachers have also called rolls
- Report to Principal that all children have been accounted for
- Confer with Principal about safe return of children to classrooms/homes

Emergency Responsibilities for Office Staff

- Ring evacuation signal/Fire Alarm (if not already done)
- Ring FIRE BRIGADE (111) and other help as needed or instructed
- Grab master roll and pupil address file box
- If safe is open, put money in safe and lock
- Clear administration block toilets, hall, medical room, staff room and all other rooms in administration block
- Check around grounds in general for “stray” children and take them to main assembly area on upper or lower courts
- Report to assembly area top field, then to principal once classes accounted for

FIRE/EVACUATION

RING THE ALARM

PHONE 111 – Fire Brigade

Evacuate to Safety Zone

ALARM

A continuous bell ringing (or hand bell when electric bell is not operating or cannot be heard)

EXITS

Students to leave the building by the closest or safest door, and proceed in an orderly manner to the designated assembly area.

- Rooms 1 - 10: Main or fire exit doors
- Library: Main or fire exit door
- Room 7: Main door or withdrawal room door
- Hall: Hall fire doors
- Administration: Main or staffroom door

ASSEMBLY AREAS

Teachers will need to use their discretion as to the safest path to move students to assembly area. Once assembled, roll to be called.

- Rooms 5 - 6: Top asphalt area or grass area if exiting from fire doors
- Library, hall: Same
- All others: Bottom asphalt area.

TEACHERS

Ensure that every child is out of the room before leaving.

Close door before leaving.

Take attendance register with you to assembly area, mark roll and inform principal/secretary.

Sit classes quietly in the assembly area until released by principal.

ANCILLARY STAFF

Take students to nearest assembly area.

Inform principal or secretary, or class teacher, of attendance.

PRINCIPAL

Check library, senior resource room, junior and senior toilets
Proceed to lower assembly area.

SECRETARY

Check administration building including hall, staffroom and toilets, middle toilets and resource room

Take school admission register to upper assembly area.

Communicate with principal once attendances top field confirmed

EARTHQUAKE

Drop, Cover and Hold

**(Turtle Position – crouch down using hands and arms to cover head and neck)
If outside, do not enter buildings. Move to nearest assembly area.**

INSIDE

1. '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

OUTSIDE

1. Get clear of buildings – DO NOT enter 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, will be made by the Principal or the teacher in charge in the Principal's absence

The decision to evacuate will be signalled by the continuous ringing of the bell or hand bell

STAFF INSTRUCTIONS

Collect register

Walk classes to the safety zone – Principal will notify teacher of zone, probably hall

Ensure the safety of any person with a disability

Sit classes quietly at the Safety Zone

Check the register and notify Principal or teacher in charge

Wait for further instructions

The Principal will make a decision about the safety of the buildings and a possible return to class. If the school is unsafe the school will be deemed closed and parents will be contacted.

CHEMICAL EMERGENCY

If an emergency arises in the school or its surrounding area, all instructions of the appropriate authorities will be followed. Students will be kept inside with windows and doors shut until the all clear is given.

PERSONAL INJURY / ACCIDENT

Notify Office straight away.

Contact nearest trained first aider to administer first aid.

Always use universal precautions (i.e. gloves) with bodily fluids.

Contact family and/or Emergency Services as appropriate

TSUNAMI

In the event of a Tsunami we should be notified by Civil Defence – plenty of warning would be given. Small Tsunamis would not reach the school.

In the event of a Tsunami (Tidal Wave) children will need to be evacuated quickly using the following routes:

Route 1: Up track at top of Raupo Street towards Overtoun Terrace. This route will be used if students have notice of tsunami in less than 30 minutes

Route 2: Along Moxham Avenue towards the shops (north), over footbridge toward Hataitai Park, up path towards netball courts.

Staff Instructions

Collect attendance register.

Ensure that every child is out of the room before leaving

Check area of responsibility and close doors on leaving

Escort class enroute to Safety Zone with rest of school

Sit classes quietly in the Safety Zone

Check the register and notify Principal or teacher in charge

Wait for further instructions

DEATH AT SCHOOL

Assess safety of self and group

Notify Principal and Office straight away. Contact relevant emergency services.

Remove students from the area, keeping class and eyewitnesses together. Try to establish circumstances of death.

Secure the scene to prevent others from entering. Do not disturb body or scene.

Do not leave the body alone if possible. Cover and treat with sensitivity.

BOMB THREAT

By Phone

Ensure you 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

Questions to ask

1. When is the bomb going to explode?
2. Where is the bomb?
3. What does the bomb look like?
4. What kind of bomb is it?
5. What will make the bomb explode?
6. Why did you place the bomb?
7. What is your name?
8. Where are you?
9. What is your address

Suspicious Letter or Package

Do not open it or cut strings

Gently lower to a level surface – do not disturb

Do not place in water – sand or in any confined space

Clear immediate area of all people

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

REVERSE EVACUATION PLAN

If a situation should arise where it is safer to keep children inside school (for example threats arising from the threat of assault or firearms or intoxicated individuals) the decision will be made by the New Zealand Police, or the Principal, or the Deputy Principal, or the Syndicate Leader or the Class Teacher, according to the situation.

If the decision has been made by the Class Teacher or the Syndicate Leader then the School Office will be notified as soon as possible. A decision on whether or not to contact the Police will be made by the Principal.

If the decision has been made by the New Zealand Police then the School Office, in conjunction with the Principal will notify staff with directions as to when to hold the children and as to when the 'all clear' is notified.

Classroom doors will be locked and students will be kept away from windows.

No-one will be allowed into classrooms unless their identity is known.

SEVERE WEATHER / ELECTRICAL / WATER

Notify the Principal 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

DO NOT attempt to rescue a person who is experiencing an electric shock

Secure area to prevent anyone else from entering

Contact Emergency Services as appropriate

Review

The policy will be reviewed every three years, or as soon as practicable after an emergency.

TRAUMATIC INCIDENT RESPONSE PLAN

Stage One – Initial Response

Follow appropriate procedures as outlined below (e.g. Death at school; Personal injury or accident; Bomb threat etc)

Stage Two

The Principal (or delegated staff member) will

- ✚ Contact the Board Chairperson who will then contact other Board members
- ✚ Call a staff meeting to inform all staff of the situation
- ✚ Contact RTLB service to organise additional support for students/staff/self
- ✚ Appoint a media liaison person (approach the Board Chairperson)
- ✚ Keep minutes or notes of the event and actions taken

Stage Three

At the staff meeting

- ✚ Inform staff of situation
- ✚ Identify students and staff in need of additional support
- ✚ Plan the next day
- ✚ Allocate responsibilities
- ✚ Call a second meeting early the next day to inform staff of current situation

Stage Four

Contact Group Special Education

- ✚ To inform them of the event
- ✚ To seek feedback and advice

Contact Occupational Safety and Health if appropriate

Stage Five

Maintain contact with the family

Update minutes or records of the event and follow-up procedures or actions

Update Board Chairperson

Stage Six

Second Staff Meeting

- ✚ Update on situation
- ✚ Programme for the day
- ✚ Next steps
- ✚ Outline counselling/support available

Organise flowers etc for family, staff members

Arrange relievers or redistribution of classes if necessary

Complete OSH report if appropriate

Inform parent community if appropriate

Update minutes or record of the event

Provide on-going monitoring, counselling and support for students and staff involved

Stage Seven – Debrief

Evaluate incident, complete incident report – submit summary to the Board

Review traumatic incident procedures and actions of people involved

EMERGENCY STUDENT ACCOUNTING FORM

DATE:

TEACHER:

LIST STUDENTS NOT ACCOUNTED FOR:

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

STUDENTS WITH ME THAT ARE NOT IN MY CLASS

NAME

ROOM NUMBER

.....

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ANY OTHER RELEVANT INFORMATION

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EMERGENCY PLAN

1. The Principal will lead the School's emergency response, or in his/her absence the Deputy Principal or other most appropriate senior staff member.
2. In the event of a natural disaster or other emergency, the school bell will ring continuously to warn everyone.
3. The School will maintain a current Evacuation Plan, which will be implemented apart from emergencies where it is unsafe to leave the school buildings (e.g. earthquake) or where students need to be removed further from the school site (e.g. tsunami).
4. Key elements of the Evacuation Plan are:
 - Where safe to do so, teachers will lead classes to one of the two designated assembly areas: (a) Main school ~ the school field; (b) Senior school ~ corner of school closest to main school
 - Those with designated responsibility will check specific building areas closing fire stop doors after them before themselves going to assembly areas for calling class roll.
 - Any absences must be reported immediately to the Principal and whereabouts, if known, listed for checking.
5. The School maintains a visitor entry system, requiring all visitors to report in and out at the school office. On evacuation, visitors must be checked off this list. Any person in the School having disabilities will also have that noted.
6. The Principal will ensure (subject to limitations imposed by the emergency) appropriate external communications, particularly with:
 - Parents/caregivers
 - Board of Trustees
 - Other community members
 - Police/fire brigade
 - Civil Defence
 - Ministry of Education
 - City/regional councils
 - Other government agencies
 - Media
7. Any emergency may affect the wider community. While focussing on the School's priority obligations to students, staff and their families, the Principal may authorise use of School buildings and other resources to assist the community's wider emergency response.

Communication procedures

In the event of an emergency the following communication procedures will be followed-

- If students are held at school because of an emergency parents will be informed.
- The school must have up-to-date parent/caregiver details.
- The school will text and email parents. The message will request parents come to collect their child/children from school as soon as conditions allow by reporting to the school office. Parents will be informed that students are accounted for and are currently being looked after by school staff.
- School supplies will be used if needed.
- School facilities will be used to house and care for students.
- Staff will stay with all students who are not able to be placed in the care of the parent/caregiver or family emergency contact.