

CIVIL EMERGENCY

(Fire, Earthquake, Volcanic Eruption/Toxic Spill, Tsunami, High Winds / Tornado)

INTRODUCTION

A civil emergency may occur without warning. The health and safety of all occupants of school buildings and grounds is of paramount importance. Therefore clear procedures which are known to all will ensure a calm organised response. Various emergencies which may occur have specific procedures to be followed by all on the school premises at the time and these procedures are clearly documented and known by the school's staff, pupils and families.

GUIDELINES

1. Staff members will have digital access to our emergency procedures.
2. Procedures for fire drills must be displayed in classrooms and practised each term. Procedures for other emergencies such as Lock Downs and Earthquakes will be undertaken once a year. The Junior School Deputy Principal is responsible for ensuring that evacuation procedures are practised each term.
3. Emergency procedures will be communicated to parents/caregivers via our school website.
4. In any emergency, teachers and support staff must be prepared to exercise judgement, use common sense and give on the spot instruction.
5. The class teacher/support staff member who has the children at the time of the emergency signal is responsible for them until they are gathered at the designated meeting place. The most senior staff member present will assume overall control of the group (with teachers' support) until Civil Defence or other authorities take over.
5. At the meeting place teaching staff will remain with and care for their class group until: all children have been collected by a parent/designated caregiver; the area has been declared safe or the children have been handed over to Civil Defence or other suitable authorities (e.g. Police, etc.). Teachers are to make every effort to record who the child has been picked up by.
6. The Principal, Deputy Principals and Property Manager (**i.e. Crisis team**) will liaise with the authorities.
7. An Emergency First Aid Kit is kept in the Medical Room and updated regularly by office administration staff in charge of first aid. A radio is kept in the office along with a set of emergency class lists. For any emergency that requires evacuation, the Office Staff will take the Emergency First Aid Kit, Class Lists and radio with them to the Assembly Point.
8. Permanent staff members need to actively assist relief staff with evacuation procedures.

PROCEDURES

1. Fire Evacuation Plan

- The signal will be a continuous siren with a message stating "evacuate the building".
- Teachers will vacate the building immediately with their classes in an orderly, controlled manner and proceed to the Assembly Point on the school back field.
- Office staff will bring with them the class rolls for the teachers to check.

- Office staff will also bring the visitors' register with them.
- Principal will ascertain the number of children, staff or other occupants, if any, not accounted for and if any medical attention is required.
- Children will remain at the Assembly Point until the all clear is given by the Principal or D.P's.

a) Senior Management.

The Crisis team will be directly responsible for ensuring that:

- The evacuation alarm is sounding
- The Brigade has been advised
- The entire evacuation is orderly and well supervised
- The officer attending the emergency is advised if the building has been cleared and all persons accounted for
- All staff are fully conversant with their responsibilities (beginning of the year advise staff of procedure).

b) Teaching Staff will be responsible for:

- Own class during entire evacuation
- Making sure all doors are closed if possible
- Walking in orderly fashion with their class to assembly point and taking the roll
- Line their classes up in class lines behind the tennis club gate on the backfield
- Giving on the spot instruction
- All other teachers taking small groups or 1:1 teaching will escort children to join their class at the assembly point to be marked off the roll. They will be responsible for pupils in their care until delivered to classroom teacher. Support where needed.

c) Support Staff will be responsible for:

- Any special needs pupils in their care and providing support for class teacher

2. Earthquake

All occupants should remain in the building until the shaking has stopped and the all clear is given by the Principal or Class teacher.

a) Children Inside

- Teacher to give on the spot instructions using the words "DROP, COVER, HOLD".
- Children to take cover under tables/desks and hold onto furniture legs.
- If no desk or table is available, they should drop to their knees (backs to the windows); keep knees together; clasp both hands firmly behind their heads (bowing their heads); bury their faces in their arms, protecting their heads; close their eyes tightly; and stay in position until it is safe to move. If students cannot move away from windows, they should turn away from the glass to minimise injuries from broken glass.
- If the decision to evacuate is made, the movement to the Assembly Point would be as for Fire Evacuation. All care to be taken for maximum safety (i.e. avoid buildings, power lines/poles and trees). The office staff will provide a roll for teachers to undertake a roll call at the assembly point if possible.
- Principal will ascertain how many children, staff or other occupants, if any, are not accounted for and if any medical attention is required

- Wait at Assembly Point for further instructions or until Civil Defence or other suitable authorities (e.g. Police, Fire Department) arrive.

b) Children Outside

- Move away from all buildings, power lines/poles and trees.
- Drop, Cover and Hold - remaining still in this position until assisted/further instructions given by teacher.
- Exercising judgement for maximum safety gather children in small groups and proceed to Assembly Point or other area that is safe and wait there for instructions from Principal or other suitable authorities (e.g. Police, Civil Defence).
- In the event of an earthquake occurring during interval or lunchtime, all staff will proceed by the safest, quickest route to Assembly Point (back field) and assist children. Staff without class responsibility will check play areas, toilets and classrooms – moving from the front of the school to the assembly areas.
- If occurring immediately after school, all available staff will give assistance where needed giving priority to bus pupils and those children who are unsupervised by a caregiver.

c) Swimming Pool

Children will be moved out of pool as soon as possible

- Move away from buildings and water and proceed to Assembly Point.

d) On the School Bus.

- The driver is responsible for the safety of the children on their bus until they reach their destination or the Civil Defence/ Fire Department arrive.
- The bus driver is to proceed with all care and caution and keep clear of all hazards.
- If bus is immobilised in an unsafe position it should be evacuated and pupils supervised by bus driver.

3. Volcanic Eruption/Toxic Spill

- Shut all windows and doors and wait in classroom for further instructions or until Civil Defence, Fire Department or Police personnel issue instructions.
- If heavy ash is falling do not shelter in buildings with low pitch roofs or in confined small rooms where gases may accumulate.
- If classes are instructed to move out of a building cover head and body with substantial clothing e.g. coats, hats, jerseys or blankets, breathe through handkerchief or thin layer of clothing if possible.

4. Tsunami

Emergency Management Bay Of Plenty – have advised that KKPS is not in a Tsunami inundation zone should a tsunami occur.

- Once warning has been received from Civil Defence all appropriate action will be taken to have parents contacted (text/ email/ Facebook).
- Children will proceed to their classrooms with their teachers.
- Senior leadership will await further instruction from Civil Defence.

5. High Winds/Tornado

a) Children Inside

- Open windows on lee side.
- Children to take cover under tables/desks and hold onto furniture legs.
- If no desk or table is available, they should drop to their knees (away from windows); keep knees together; clasp both hands firmly behind their heads (bowing their heads); bury their faces in their arms, protecting their heads; close their eyes tightly; and stay in position until it is safe to move. If students cannot move away from windows, they should turn away from the glass to minimise injuries from broken glass.
- Wait in classroom for further instructions or until Civil Defence, Fire Department or Police personnel issue instruction.

b) Children Outside

- Move away from all buildings, power lines/poles and trees.
- Drop, Cover, Hold - remaining still in this position until assisted/further instructions given by teacher.
- Exercising judgement for maximum safety gather children in small groups and proceed to Assembly Point or other area that is safe and wait there for instructions from Principal or other suitable authorities (e.g. Police, Civil Defence).

POST EVACUATION PROCEDURES

- The decision to send children home in any of the above emergency situations will be made by the Principal, Deputy Principals or next senior staff member.
- Children should not be released until it is safe to travel and their parents/caregivers have come to collect them. Children will be signed out from their classrooms. The name and cell phone number of the person collecting the child needs to be recorded and teachers need to ensure that the adult is listed as an emergency contact on ETAP. If not, the caregiver needs to be contacted for their approval.
- Bus pupils will remain at school until circumstances permit their delivery. Normal buses will be used where possible. Caregivers will be permitted to come and pick up students.
- All uncollected children will remain in the care of the staff until handed over to Civil Defence or other suitable authorities (e.g. Police, Fire Department, Dept. of Social Welfare).
- Parents will be notified through the media when the school will re-open again – a notice will also be placed at the front gate (Beach Road).

LOCK DOWN

A. Supporting Processes
1. The following people have the authority to initiate, manage and conclude a lockdown: The principal The deputy principals Area leaders
2. A lockdown will be initiated when a situation arises that requires the isolation (rather than evacuation) of staff and students from an identified threat. It will involve the whole school campus

including Katikati College. Examples of situations requiring a lockdown include: an aggressive or violent intruder; dangerous animals; severe storms
3. If individuals sight something suspicious one of the following methods will be used to contact the school office: Classroom intercoms Mobile phones
4. If a notification is received by the school office, the principal will be alerted and the closest staff member with authority to initiate a lock down will activate the alarm. The lock down alarm will be sounded across the school but as soon as lockdown has been accomplished the alarm will be turned off.
5. The staff member who has initiated the lock down will instruct an admin officer or a senior management member to dial 111 if necessary.
6. Any student or staff member not in a classroom when the alarm sounds will make their way to the nearest classroom. In the event of the lockdown happening before or after school or during a breaktime, staff members will usher children to the nearest securable room.
7. Teachers will take a roll of all the children and adults in their room. They will convey this information to the school office via email. (If email is unavailable the school intercom or mobile phones will be used). The administration staff will identify children who are unaccounted for. The administrative staff will take all reasonable and responsible steps to locate children who are unaccounted for while ensuring their own personal safety.
8. This procedure will be reviewed as part of the BOT cycle of review and after the event of the procedures having to be implemented.
9. The procedures will be shared with the local police and feedback will be taken on board when reviewing the document.
10. The procedures will be held in our Governance Manual and instructions regarding staff members' duties during a lock down will be placed in the staff handbook.

B. Initiating a Lockdown
1. Staff member to communicate the issue to administration via the intercom or mobile phone. As much information as possible regarding what has been seen needs to be given.
2. If unable to contact administration, staff member is to instigate lockdown for their own classroom, advise neighbouring classrooms and continue to try and alert administration.
3. Once contacted administration will activate lockdown.

C. Lockdown (Role of staff)
1. The lockdown alarm will sound.
2. Close and lock windows and doors.
3. If possible, pull curtains. If not get the children to sit on the floor along the walls or under desks where they will not be easily seen.
4. Turn off any equipment emitting noise e.g. stereo, computer.
5. Turn off lights.
6. The children are to remain silent.
7. The teacher needs to do a roll count of children and adults in their room. This needs to be emailed immediately to the office manager and the principal. If email is unavailable the administration will contact the class teacher via intercom or mobile to ask for the roll.

8. Children are to remain in the classroom until the all clear is given.
D. Lockdown (Role of administration)
1. Collect any information about the intruder/ incident.
2. Communicate information to the police and take their instruction.
3. Collate roll call information and attempt to locate children who are unaccounted for while ensuring that personal safety is paramount.
4. Divert parents and returning groups away from the school.
E. Extended lockdown
1. Children to continue the process of quiet sitting.
2. No child will be allowed to leave the room e.g. to go to the toilet.
3. If emergency medication is needed, contact administration for advice. The situation will be assessed and options discussed.
4. Instructions will be taken from the police if they have taken control.
F. Lockdown over
1. A message will be put over the intercom to announce that the lockdown is now over.
2. Staff members will debrief children before they go home to reinforce the fact that they are now safe.
3. A staff meeting will be held to debrief staff and to review the efficiency of the procedures.
4. Counselling support will be sought if necessary.
5. Letters will be sent out with students detailing why the lockdown was initiated and what steps have been undertaken to keep their child safe.
6. The Principal or BOT chair will talk to the media if necessary.
G. Follow up
1. Details of the incident and the procedures followed will be documented.
2. A review of the procedures will be undertaken and documented.
3. New procedures will be practised.