

Nelson Park School
Supporting Document

NAG 5: Health & Safety

EMERGENCY PROCEDURES

RATIONALE

During emergencies the first priorities are to protect life, prevent injury and reduce distress, and secondly to minimize damage to property. To do this effectively, planning and co-ordination of evacuation procedures need to occur.

PURPOSE

- To ensure the Nelson Park School children are provided with a safe and supervised environment in the event of an emergency or disaster.
- To ensure that adequate procedures are in place for the care of children after a disaster until they can be united with caregivers.
- To ensure that all school occupants are familiar with evacuation procedures.

▪ **GUIDELINES**

- All staff will be familiar with the Emergency Evacuation Plan *and revisited on TOD each year (support staff at a special meeting)*
- A copy of the current "Evacuation Procedures" will be displayed in each classroom
- All children will be instructed and practice evacuation routines as per the "Evacuation Procedures" displayed in the classroom.
- Evacuation practices will be held each term with a different part of the school designated as the "hot spot". At least one evacuation will be held during lunch or playtime and one at a time that has not been publicized to staff. One practice will be in the afternoon and one should involve classes using an alternative exit. Practices should take into account the timetables of part-time staff to ensure all staff experience evacuation procedures.
- Non teaching staff will have specific areas of responsibility: these will be updated annually.
- Checks will take place annually on safety installations, exit signs, emergency and first aid equipment.
- Plans of the school will be updated regularly to indicate the location of any potentially hazardous items
- At least three members of staff will have first aid training and opportunities will be given for training and refresher courses biennially for all staff.

- Emergency recovery procedures will be followed as per the Civil Defence Guidelines Booklet (held in the Principal's filing cabinet) to enable the school to return to near normal operation.
- A Post Evacuation plan will be put in place where appropriate
- A post-emergency evaluation will be held at the earliest convenience of the Senior Management Team to discuss the effectiveness of overall performance of everyone involved.
- All visitors entering the school will sign in at the office, and sign out on leaving, staff will sign out and in when leaving the school during the course of the school day.

Once an emergency other than fire or earthquake emerges, the Senior Management Team will meet and decide on the best possible course of action based on the best possible information available at the time. The Chairperson of the Board of Trustees will be contacted at the earliest possible time. Time to reflect on the effectiveness of decisions and actions will happen at the earliest convenience of the Senior Management Team.

CONCLUSION

Nelson Park School B.O.T. and staff recognise the welfare of the children has to be catered for in the event of an emergency and where appropriate will request outside support from or be directed by authorities (e.g. Civil Defence/Police) to keep trauma to a minimum.

SCENARIOS:

FIRE

All occupants shall:

- Begin a quiet, orderly evacuation on hearing the fire alarm, a continuous bell, either electric or hand bell, closing doors as you leave the building.
- Children will be guided to the nearest, most appropriate exit from the school grounds.
- Teachers and non-teaching staff will carry out their assigned responsibilities
- Children will assemble in the Northern end of Nelson Park (away from the trees) for a roll check
- The Office Manager will check the Medical Room, collect the first aid kit, the cell phone and the daily absentee form.
- Teachers' Aides will care for the children they are working with then join up with the appropriate classroom when in the park
- The Caretaker will turn off the gas at the main.

- The Librarian will check all areas of the library and the toilet, then help with the evacuation of Room 15 & 16
- The system for checking:

▪ Junior toilets	Teacher Aide
▪ Hall toilets	Librarian
▪ Senior toilets and PE shed	Resource Manager
▪ Staff and Sick Room toilets	Office Staff

Each term these roles will be checked and revised as necessary.

- Teachers with children who are visually or hearing impaired or with other special needs, will need to ensure those children are cared for in appropriate ways.
- When, and if, the all clear is given, classes will return to classrooms or a designated area, i.e. the hall, to be dismissed at the end of the day or to be collected by parents/caregivers.
- Those with specific duties will designate a back-up person familiar with the required duties.
- Any staff member leaving the school grounds for a period of time will inform other team leaders, i.e. the Principal will inform the DP, etc., within the chain of responsibility.
- If the smoke detectors set off the alarm, it will be combined (when possible) with the continuous bell to ensure all areas are aware of the need to evacuate.

EARTHQUAKE

All occupants should (if inside)

- Remain in the building until shaking stops, moving under tables and holding the table legs, with backs to windows.
- This should be practiced on a regular basis

Staff should:

- Direct children to **DROP-COVER-HOLD**

As soon as the shaking has stopped the Principal will inform teachers whether to remain in the buildings, evacuate to the assembly area or evacuate the school.

TSUNAMI

Two scenarios are:

- A) sufficient and timely warning
- B) (need two evacuation routes)

For Scenario A, authorities will guide us to safely disperse children in our care to their families or in the event being out of school hours will advise the closure of school. (see General Guidelines section)

For Scenario B, the whole school will evacuate to the Napier Hill via Faraday St.

Senior Management Team will make a decision as to whether we stay or move to higher ground. If the decision to move is made we move quickly via the selected route.

LOCKDOWN

In the event that a Lockdown is called, staff are to follow the instructions of the Principal or Senior Management team who will be advised of the situation by the appropriate authorities (e.g. Police or environmental agencies), following guidelines and procedures as set out in the Lockdown policy.

GENERAL GUIDELINES

In any emergency situation children will only be released into the care of a known (to the child) parent or caregiver or to medical/emergency personnel.

Codes of Advisory- A colour coded system of advisory is to be used to alert staff of the severity of potential hazards (with the exception of evacuation events)

- Green – all clear/situation normal
- Orange Alert – alerting staff of a potential hazard and teachers should be prepared for further news
- Red Alert – everyone move inside for full lockdown. Await further instructions

Once an emergency other than fire or earthquake emerges, the Senior Management Team will meet and decide on the best possible course of action based on the best possible information available at the time. The Chairperson of the Board of Trustees will be contacted at the earliest possible time.

- Parents will be notified of this annually via newsletter and in the "Parent Information Booklet."
- Buddy classes will be used to provide support to younger children if children need to be kept at school for a long period of time. The first priority of staff is the supervision of the children in their care
- Where possible staff need to make alternative arrangements for collecting their own children from other institutions, but support will be given so that they are able to communicate with their families to ensure they are safe
- The Principal will identify which members of staff may need to be released to care for dependent family members
- A staff member will remain at school until the last child has been collected, children will be moved to the hall if they need to remain at the school outside of school hours.
- If the emergency occurs at lunch or playtime, children will move to the park via the usual route, duty teachers will help move all children to the park where they will gather in their class lines
- A supply of food that does not require heating will be kept in a designated place in the office. This supply will be donated by families every two years. Food that

is due for use will be handed on to the local food-bank, if not needed by the school.

- Water should be available in cylinders and cisterns. Pur Tabs will be used to ensure this water is safe for drinking.
- Blankets are available in Sick Bay, and gym mats in the hall for sleeping on if necessary
- First Aid Kits, spare batteries, candles, matches, a transistor radio and torch are available in the Sick Bay cupboard
- All classes will be supplied with an emergency kit
- Contact will be made with the Civil Defence Post at Napier Intermediate or Napier Central School.
- Staff need to ensure that when engaged in EOTC or other off-site events, they comply with emergency procedures relevant to that venue.

EVACUATION PROCEDURES

FIRE

Signal: Continuous bell ringing (hand or electric)

- If you discover a fire - activate the alarm
- Evacuate children by the nearest safe exit, closing doors behind you
- Take a class list
- Check other areas if necessary
- Move to the assembly area taking the most appropriate route
- Call roll
- Advise Principal:
 - Of missing children
 - When class is accounted for
 - Advise of reason for activating alarm

Wait for all clear before either returning to class or being returned to parental care.

EARTHQUAKE

Inside:

- take cover under desks: hold desk legs: turn away from glass areas **Drop, Cover, Hold** - see "What's the Plan Stan" resource
- remain in the building until shaking stops: leave building if evacuation signal sounds (if power is out then a continuously ringing hand-bell will sound. Follow evacuation procedures for a fire.

Wait for all clear before either returning to class, being returned to parental care or being advised to evacuate to higher ground.

Outside:

- move clear of buildings, trees, fences, walls and power poles –Drop and Cover (Adopt Turtle position- WTPS)
- follow evacuation procedures as for fire

Staff please ensure that you carry out these checks as part of your evacuation procedure.

Teacher Aide	Junior toilets
Resource Manager	Senior toilets and PE shed
Librarian	All library areas including toilet. Rooms 15 and 16
Office Manager	Check Medical Room, toilet and staff toilets, collect First Aid Kit, cell phone, absentee data and sign-out sheet
Caretaker	Turn off gas at main
Room 8/8a teacher	Hall and Hall toilets

For other emergency situations, flood, volcanic eruption, non-natural (chemical spill, distant fire event smoke drift, pandemic event, transportation accident, armed offender/act of terrorism, we follow the advice and instructions of authority agencies – Civil Defence / Police.

All classes should visit the What's the Plan Stan resource at the start of Term One each year. A full focus of the resource should occur once every three years.

_____ Board Chairperson

With the authority of the board on 20 September 2017

Next Review: September 2020

