



EMERGENCY MANAGEMENT PLAN

Reviewed July 2024

POLICY STATEMENT

The Wānaka Primary School Board of Trustees holds the safety of students and staff in our school paramount and takes every precaution to ensure the safety of all. The below procedures link with the school's Health and Safety policy and all other related policies as in School Docs. The emergency procedures below support students and staff in how to respond to emergency events.

SCHOOL CLOSURE IN AN EMERGENCY

The principal as general manager of the school will inform the board chairperson in the first instance, should a situation arise which would affect health, safety or welfare of pupils or staff

Possible situations causing this could be an act of nature (*flood, earthquake, fire, lack of water, sewerage malfunctions or industrial action on the part of any employee*). The School will inform all caregivers as quickly as possible of the school closure via School App, email and website notifications.

EMERGENCY PROCEDURES

1. Fire Evacuation Procedures
2. Earthquake Evacuation Procedures
3. Lockdown Procedures
4. Bomb Threat Procedures
5. Snow Day Procedures

GENERAL EVACUATION PROTOCOLS

- Should an emergency occur, a designated staff member will raise the alarm and students will follow the appropriate drilled procedures
- Any child with disabilities will be assisted by their designated helper
- The toilets, library, office and other non-classroom areas are to be checked by office
 - staff/leadership team assigned to areas
- Rolls are to be used to account for all students and a tablet at Reception to account for visitors to the school
- Trial evacuation drills will be held each term. Dates of drills will be noted in the principal's reports and the report sent to the Fire Department
- Office staff hold a current First Aid Certificate
- Staff are to receive training for evacuation/emergency procedures
- The evacuation plan in the case of fire and earthquake will be displayed in the classroom and office area

- The Ministry of Education will be advised of all steps taken following an emergency

RECOVERY ACTION PLANNING

- Principal/DP to establish and remain at an Emergency Control Centre, normally in the administration area, to take charge of all activities
- Appoint a person to record all decisions made and actions taken for debrief purposes.
- Listen to your local radio station for advice from the Meteorological Service or Civil Defence Organisation
- Ensure extra attention is given to people with disabilities at the school
- Using the school's communication system/mobile phones etc. check with each class teacher as to their wellbeing or needs
- If deemed necessary a designated person will turn off the electricity
- Alert emergency services if deemed necessary
- Plan ahead! What to do in 2 or 6 hours? Will the current situation improve, remain or get worse?
- Check off school roll including visitors as soon as possible
- Make the decision whether a full scale evacuation is necessary
- Designate one room and staff members to provide First Aid requirements
- Ensure telephone systems are only used for contacting emergency services for assistance
- Determine whether or not to resume normal school activities
- If parents/caregivers collect children, the roll is to be marked accordingly. Approved caregivers only can sign children out if the school has been informed by the parent about any change
- If the school needs to be closed, ensure parents/caregivers are informed of the need to collect students. Students will remain at school in a safe, comforting area until parents get to school
- If it becomes essential to move staff and students to an alternative site, a large notice is left at the vacated premises in a prominent position stating the new location
- We will consider the possibility that some students may not have been collected by normal school closing time. Contact with the Police or Civil Defence authorities at the nearest CD Sector Post (if a Civil Defence Emergency has been declared) prior to that time being reached would be made
- In case of a Civil Defence Emergency, leadership would establish communications with the CD Sector Warden allocated to our school (if a designated CD Sector Post)
- The Board of Trustees, with the principal and staff will meet or communicate as soon as possible after any emergency to discuss the reopening of school. If necessary, alternative accommodation will be sought where existing school buildings do not provide a healthy and safe environment for children until such time as this is resolved. In the case of a civil emergency, the principal in conjunction with the designated board member and local authorities will assess the circumstances and decide when the school will reopen for instruction. In other emergencies the principal and board members, after

consultation with appropriate health services and the Ministry of Education the school, will assess the circumstances and decide when the school will reopen for instruction

FIRE EVACUATION

The automated voice message of 'PLEASE EVACUATE THE BUILDING' or the continuous ringing of the old school bell indicates that all buildings must be evacuated without delay

Teachers Role:

In case of fire, the principal, or someone in the administration area with telephone access will ring the Fire Brigade immediately after activating the fire bell. Evacuation procedures will then be followed. The signal for evacuation will be the continuous ringing of the bell- audio 'Please evacuate the building'

Evacuate the room quickly without panic or confusion

- Check the pod/room Evacuation Plan displayed by fire doors and entrance doors
 - Close all windows. Check toilets and break out spaces etc
 - Turn off any heating. Close doors
- Proceed via the designated route to the assembly point. Pods 1 - 3 on the grassed area behind Pod 2 (or in the dental clinic car park if necessary) and Pods 4 - 8 and the hall assemble on the playing field behind Pods 6 and 7
- Account for all students in your class - once at the assembly point teachers take their rolls
- Leadership team may take individuals or groups to the closest or safest assembly point if required for further safety
- Report attendance to the D.P. or a pod leader at the assembly area
- The D.P./pod leader then goes to the alarm shed to report to the Principal who is awaiting the fire crew's arrival
- All contractors on site to be aware of drills / assembly area etc.

1. EARTHQUAKE ACTION

- Each teacher takes responsibility for the pupils in their classroom
- If an earthquake is felt everyone will carry out the drop-cover-hold procedure and follow the instructions of the teacher
- Teachers ensure students are away from glass windows and doors and not close to items that could fall i.e. shelves



Teachers use the command 'Earthquake- children, drop - cover - hold' if possible under tables etc. If there are no tables and students / staff are in open spaces within a building drop - cover - hold by walls. Make sure you are not near glass. Drop cover hold under tables is based on NZ Civil Defence guidelines <http://www.civildefence.govt.nz/>

Children should secure their shelters by holding on to the desk legs using both hands. Hands should be positioned just below the desktop. Advise students that desks may topple or move during strong shaking if they do not hold on to them

All non-teaching staff and parents are to follow the school's earthquake procedures

Pupils and staff who are outside, move away from trees and buildings, drop - cover and hold

Unless there is an obvious hazard in remaining, teachers will keep pupils in the classroom. This is the safest place in the event of aftershocks

If evacuation is essential, the same procedures as for fire evacuation will be used

The Principal/ DP or caretaker will turn off the electricity

Unless there is an obvious hazard (e.g. major cracks in ceiling or walls or possibility of building collapse) teachers will keep students in the classroom (this is usually the safest place). Stay alert and await instructions from the Principal/ DPs

Each teacher will eliminate any incipient hazard (e.g. removal of debris near exits) in and immediately adjacent to their classroom. Extinguish small fires before they get out of hand

If classroom evacuation is essential (obvious damage to school structure/ teacher decides it would be unsafe to remain in class/ instructions from the Principal/ DPs, the school's evacuation procedures will be used

Students remain in this position until the shaking stops and you tell them that it is ALL CLEAR or a message comes over the intercom so it is safe to stand up. Principal/DPs and caretaker will come around and check the facilities

Stress that no one should stand up until you have checked the room for safety i.e. heaters/light dangling above desks, broken glass on the floor between desks, which you need to clear before students get up

Stress the importance of them remaining quiet, it is vital that they are still able to listen to your instructions and/or cries from injured or frightened students. Advise students that the noise that accompanies an earthquake may make it difficult to communicate

If the earthquake happens during assembly students remain seated and cover their heads with their hands and lean forward, face down to their knees and remain quiet

If out In the School Grounds:

Students should turn their back towards the school buildings and move towards an open space, away from buildings and overhead power lines. Crouch low to the ground like a Turtle, keep looking around, remain aware of dangers that may demand you move. Parked cars may roll around, large trees may fall, and playground equipment or rugby posts may collapse. When the ground stops shaking all students should immediately move to the designated evacuation assembly area

On completion of the roll call, if any children/ staff members are missing, the area where they were last seen should be checked. No rescues will be attempted unless there is no danger to the teacher, or any risk imposed on the rest of the children. Someone missing will be reported to the principal

General rescues will be left to the emergency services or those suitably equipped on hand. The first responsibility is the safety of the children; any efforts to save property must be at the discretion and direction of the principal.

4. Bomb Threat

In the event of a bomb threat, the safety of everyone on the school grounds is paramount. New Zealand Police have well-established procedures for dealing with bomb threats and will give advice about how to respond if a threat is made. If the school receives a bomb threat over the phone, follow these guidelines:

The person receiving the call should keep calm and be courteous.

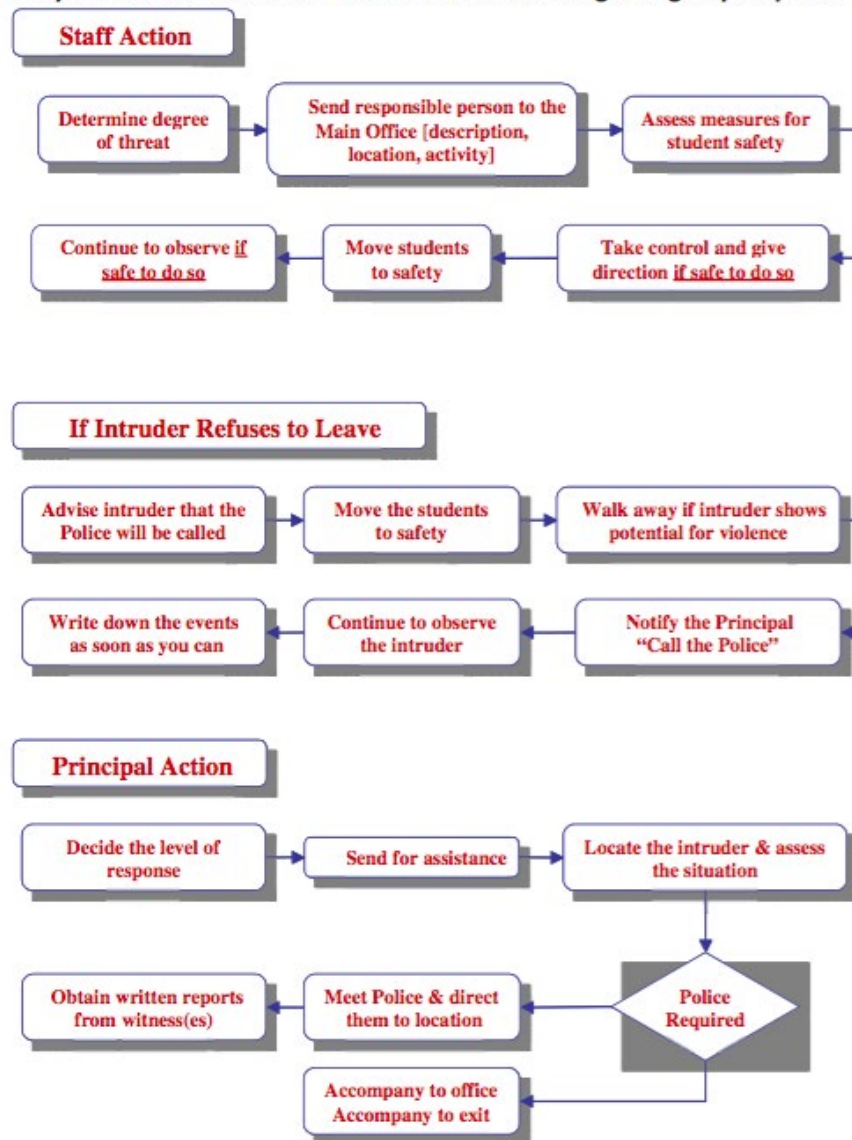
Do not interrupt the caller – write down the exact wording of the threat (as best you can), and write down details such as the caller's voice, the sort of language used, any background noises, and the sex and estimated age of the caller (see the checklist below).

After the call, ring the police immediately for advice.

The school will follow its emergency procedures if advised by the police.

5. LOCKDOWN PROCEDURES

Ministry of Education Toolkit 5T - Intruder Outside Building Emergency Response



A lock-down of the school will be implemented any time students need to be contained and protected inside school buildings - for example; a chemical spill, which could put students and staff at risk of toxic inhalation if allowed outside, a person on the school site who could pose the risk of a hostage situation, an unauthorised intruder inside the building. In all these cases a lock-down of the school would be called to prevent putting students and staff in danger, separating them from the risk. The lock-down may also help to prevent confusion, and to make it easier for staff to account for all students as it is simpler to determine if a student is missing when the students are at least standing still.

General Emergency Lockdown Procedures Communications

In the event of a critical incident requiring 'Lockdown', the person witnessing the incident must try to notify the school office so that the alarm can be raised.

- Contact office using Pod phones
- If using cell phone contact office staff or principal directly by landline or ring a mobile phone:
 - Wendy - 027 340 0502
 - Jason - 021 1 526732
 - Jennie - 021 1083117
 - Lucy - 027 4368875
- 111 is rung by lead staff if the situation requires immediate response
- The office staff member receiving the incident call will notify the Principal or a member of the leadership team if the principal is not in the school. 111 is rung by lead staff if the situation requires immediate response
- The person-in-charge at the time of the incident will determine the need for a 'Lockdown'
- An Emergency Lockdown will be announced by intercom or other voice communication. The announcement will state the following:
 - "This is a LOCKDOWN"
 - "This is not a drill"
- Fire evacuation alarms are not to be sounded. Everyone is to stay in the room, take cover under tables and to keep calm and quiet.
- The person in charge or delegated person shall immediately contact the Police and provide as much information as possible
- Fire evacuation alarms are not to be sounded
- Notification made to Police services, as well as Fire and Ambulance service if required
- When you call 111, provide the following information: Identify yourself, the school name and full address, describe situation (provide all known information), identify whether anyone is injured and the severity of the injuries, stay on the line and continue to provide information as requested by the emergency operator, explain safe approach (routes/entrance) for Police and advise Police where they will be met. Begin to document times and events relating to the incident

If the 'Lockdown signal' is sounded before school, during morning tea or lunchtime, students are:

- to move directly to their classroom (as long as it is safe to do so) or to the closest pod if not
- Staff are to move back to their classrooms immediately (as long as it is safe to do so)
- The persons in charge should stay in, or move to, the office area (in a safe place) to facilitate the communication process
- If outside, students should proceed to the nearest pod
- When the 'lockdown' signal is given, staff will go to their classroom doors. They will take in any students not already in a classroom, then close and lock the doors. Children are to go beneath furniture away from windows, pull curtains/blinds and teachers turn off the lights.

DURING THE LOCKDOWN

During a lockdown no students would be able to use the toilets so buckets are provided in each classroom. Staff need to be mindful that students from other classrooms may seek sanctuary in their classroom.

- Staff direct children and any visitors or volunteers to the nearest inside area and keep an eye out for stragglers needing to enter
- As soon as possible lock the classroom and other doors
- Close and lock any windows/ doors
- Close curtains
- Turn off lights
- Staff and students should stay away from windows and doors, and remain low to the ground
- Everyone is to remain quiet
- Staff should not allow students to use the classroom phone if there is one available. It must be kept free for communication with the office
- Staff with mobile phones should ensure they are turned on, and should check them frequently for messages
- No one is to answer the door under any circumstances until the stand down has been issued by an authorised member in charge
- Should the fire alarm sound, do not evacuate the building unless:
 - You have first hand knowledge that there is a fire in the building, or
 - You have been advised by Police or the person in charge to evacuate the building.
- Students and staff should stay where they are until official notification is provided by the person in charge or an identified police officer that the lockdown is over
- Where the lockdown lasts an extended period of time or extends beyond normal school hours, the person in charge or designated serious incident co-ordinator, should notify parents via local media and with the assistance of local police
- In conjunction with local police, the person in charge or designated serious incident co-ordinator should arrange for parents to pick students up from school at a designated safe area
- At the conclusion of the lockdown, a signal will be given for children to return to their classroom teacher who will then mark the roll

Once police arrive on the scene, they have ultimate command of the incident. Staff, students and other occupants must provide full cooperation and follow police directions. Police will control access to the school and designated off-site locations. Police will assign an officer to the off-site evacuation location to communicate information to staff, students and families. Police will direct families arriving on-site to pre-designated, off-site evacuation locations where they can receive information.

The Principal/ DP/ AP if the principal is not on site remains primarily responsible for the safety of students and staff. The Principal or designate will meet Police on arrival and describe the situation. Administration and staff cooperate with Police to make appropriate decisions.

Post Lockdown Incident Follow up

Actions taken following violent incidents can have a major impact on the wellbeing of staff, students and the broader community. Follow-up procedures may include the following:

- Post incident debriefing assembly
- Crisis Response Team for counselling for staff and students
- Provide appropriate information to parents, guardians, staff, students and the broader school community regarding the incident
- Debrief by Police of school administration present at the time of the incident
- Coordinate Police or school news releases
- Evaluate the adequacy of the lock down processes plan and make modifications as necessary
- Identify lessons learned and developing further preventative measures
- Maintain close contact with any injured victims and families
- Maintain close cooperation with Police service to facilitate completion of investigations
- Complete all necessary legal, insurance and administrative forms and documents as required.

STEPS	ACTION REQUIRED
1) In the event of a critical incident requiring 'Lockdown'	The person witnessing the incident must try to notify the school office so that the alarm can be raised. First priority is to ensure you and students in care are safe.
2) The office staff member receiving the incident call will notify the Principal/ Deputy Principals	The person-in-charge at the time of the incident will determine the need for a 'Lockdown' and sound the appropriate alarm.
3) An Emergency Lockdown will be announced by intercom or other voice communication. The announcement will state the following:	"This is a LOCKDOWN" "This is not a drill"
4) Alternative signal: Continuous ringing of the 'old bell'.	Office Team member will ring the old school with intermittent 5 second bursts for a continuous one minute period.
5) Everyone move to class places (students to go back to their classes) if possible and take cover. If you cannot get back to your class space seek a place close by that is deemed safe.	Everyone to quickly move to their home class/ base space if outside, so roll count can occur. If the class or yourself are already in class, stay there If you are outside, if possible, try to safely and quickly go back to your home classroom. All people to sit on the floor hidden from windows/ doors
6) Teachers lock their Class Doors and doors to the spaces they are working in i.e. Library, Hall, Admin lock Admin building doors	Team leader within the Pod - or delegated person/ persons to Check toilets Lock Pod outside Doors Close all curtains/blinds Turn off lights,computers etc Doors are locked only open again if All Clear has been signalled Emergency services or Senior Leadership advise you to leave the room

STEPS	ACTION REQUIRED
7) Roll Count - Headcount who is present and who is in your room. Use Fire card that is in the room	Remain seated, keep low and keep calm and quiet. Teachers and team members conduct roll count and inform the office by email office@wanaka.school.nz or to the leadership teams/office staff mobile phones using the following communication so it is consistent and Control Centre can easily understand Message to be formed using the following structure: Room/Place you are in at lockdown Number of students present Number of adults present and names Anyone Missing? Indicate if you are safe or unsafe?
8) Check Equipment	Ensure Lights are off Ensure all electrical equipment that makes noise is off Ensure students' phones are off Ensure students close devices Ensure blinds are down in areas where there are blinds You may want to tip tables over to screen off areas Set up an emergency bucket Teachers and Administration team - Keep laptops, mobile phones on but make sure the volume is low and these devices are close to you. And do not communicate unless to the office/leadership team or Control centre
9) Emergency Bucket	Get the Emergency Bucket out; set it up in an appropriate area
10 a) The end of an Emergency Lockdown will be announced by intercom or other voice communication. The announcement will state the following:	"This is the END of the LOCKDOWN"
11) Communication process at the end of a lock down	Teachers and team members conduct roll count and inform the office by email OR TEXT Message to be formed using the following structure: Room/ Place you are in at lockdown Number of students present Number of adults present and names We are now out of lockdown