

# SECONDARY SCHOOL EMERGENCY PLAN

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## Introduction

### **Objectives**

This Plan has as its primary objectives:

1. To save lives and prevent injuries;
2. To safeguard school property and records;
3. To promote a fast, effective reaction in coping with emergencies;
4. To restore conditions back to normal with minimal confusion as promptly as possible.

For these objectives to be attained will require clear activation procedures and responsibilities, identification of all tasks to be performed and by whom, an organised yet flexible response, and the dedication and co-operation of all.

### **Purpose**

The purpose of this Emergency Response Plan is to provide a useful framework for coping responsibly with the various disasters that could occur at our School and to assign responsibilities to meet these emergencies.

It is vital to the continued functioning of the school, and its staff and students that we be prepared to respond effectively in times of emergencies. Such preparations will also help us meet our obligations to our community.

This plan is developed to be used in case of emergency. All BoT members and employees should:

1. Identify and eliminate or minimise the risks and threats
2. Familiarise themselves with this plan, and operate a regular programme of awareness and trials
3. Be prepared to activate the plan immediately , and
4. Perform any duties to which they are assigned to make its activation effective.

Parts of the plan are to be posted in the room and shall be in a prominent spot. All who use that room should familiarise themselves with the provision as it applies to that room. When you have a substitute, make sure they are aware of this plan and the functions they will be required to perform.

Teachers shall teach the Emergency Response Plan to the students. The members of each classroom shall be instructed in the evacuation plan so they can respond immediately upon receiving the necessary warning.

### **PLAN APPROVAL**

This plan is the Emergency Preparedness Plan for \_\_\_\_\_ School. The Plan has been reviewed and is approved for our school.

Principal \_\_\_\_\_

Chairperson BoT \_\_\_\_\_

Date: \_\_\_\_\_

## Responsibilities

### ***LEGAL RESPONSIBILITIES IN THE CIVIL DEFENCE ACT 1983***

#### *S2 Interpretation*

“organisation” means:

(a) any Board of Trustees constituted under Part 1X of the Education Act 1989

#### *S43 ...organisations... to prepare plans to continue functioning during and after national or civil defence emergency*

Every ...organisation... shall maintain plans for the continuation to the fullest possible extent of its essential functions during and following a state of civil defence emergency

#### *S44 ... organisations .... To undertake civil defence functions and responsibilities*

Every ...organisation ...required by this Act or any regulations made under this Act or any operative national civil defence plan to undertake any civil defence measure or to perform any functions or duties shall take all necessary steps to undertake those measure or to perform those functions and duties

#### *S45 ... Organisations ... to provide for rescue and relief in their premises*

Every ... organisation ... shall make adequate provision in premises under its control and occupied by it for the purpose of performing its functions and duties or exercising its powers for the rescue of endangered persons in the premises, first aid to casualties occurring there and the relief of distress during a state of a national emergency or of civil defence emergency and shall provide the necessary training, equipment, facilities, and accommodation to perform those functions.

### ***BOARDS OF TRUSTEES' RESPONSIBILITIES***

BOTs are responsible under the Education Act 1989 for the management of schools. Under the Civil Defence Act 1983 they also have a statutory responsibility to prepare for civil defence emergencies and to contribute to civil defence planning.

BOTs are responsible for the effective planning and co-ordination of safety procedures; for ensuring that all school occupants are familiar with emergency drills; for establishing effective administration procedures; for maintaining liaison with support agencies and for the protection of property.

### ***PRINCIPAL'S RESPONSIBILITIES***

The principal is responsible for ensuring that all occupants of the premises are familiar with the procedures to be followed in a fire, earthquake, or other emergency, and for ensuring that regular evacuation drills are held. The principal should ensure that drivers of school buses regularly instruct students on bus emergency procedures. The principal may be delegated responsibility for deciding whether the buildings and/or premises are safe to occupy prior to or after an emergency, such as landslide, earthquake or fire and for decisions about the evacuation of schools premises, and whether or not to send students home.

### ***TEACHERS RESPONSIBILITIES***

Teachers are responsible for ensuring that their students are familiar with the correct procedures to be followed in emergencies. Students need basic information about the causes of fires and other emergencies, and their likely effects. Staff are responsible in an emergency to locate the class roll and take it to the assembly area.

## **Availability of Plan for Viewing**

This plan is a public document and is available for viewing on request. Parent/Guardians will be advised when the plan has been reviewed.

## **Contacts**

- Emergency dial 111
- Local Civil Defence
- Police
- Fire Service
- Principal
- Deputy Principal
- Chairperson BoT
- Caretaker
- Other as required – such as teachers with access to keys, utility suppliers, local council etc

## **Hazards**

*(NOTE: this section should be completed in more details by the school)*

The major external threats to the school are:

- Earthquake – four major active faultlines are within the Wellington Region
- Flood – the school is situated in the flood plain, and is vulnerable to the river and to localised rain. The effects could range from major flooding to minor inconveniences.
- Fire – this threat is ever present

Other threats the school can be affected by are:

- Storm
- Chemical Incident
- Tsunami
- Landslips

Minimising the impact of threats

- Securing equipment and furniture from hazards, such as bookcases, resources on bookcases, safety glass in windows
- Chemicals should be stored above ground level, where possible

See the school's Occupational and Safety policy for further details.

## **Training**

### ***Civil Defence Rescue Team Training***

The CD Team will be reviewed at the beginning of each year, with new students welcome. The team will participate in the Civil Defence Secondary School Rescue training and assessment days. They will train each Wednesday lunch of the first term, or as required to meet the standards of the Civil Defence Rescue Manual. They will have training once a month thereafter.

### ***Drills & Exercises***

The principal shall hold fire drills and other disaster drills each term to insure that all students, staff members, and others are sufficiently familiar with such drills that they can be activated and accomplished quickly and efficiently. These drills shall be held at both regular and inopportune times to take care of almost any situation.

Everyone in the building, including other employees, all office workers, custodial staff, and visitors must obey the instructions in the room or area they occupy when the alarm is sounded.

Drills will also be carried out for quick evacuation of the gym and auditorium. The school secretary will be responsible to ring bell and to notify the relevant agency.

Term 1	Fire Only
Term 2	Unannounced drill
Term 3	Earthquake drill - full evacuation with search and rescue
Term 4	Unannounced full evacuation

#### **Earthquake Drill**

Four short blasts on the bell indicates mock earthquake. Everyone will respond immediately by dropping to knees, covering their head and neck with arms and hands, or getting under furniture. They will remain there until two short blasts indicates EQ finished. Follow evacuation procedures to assembly area.

### ***First aid training***

It is important to ensure that some staff/CD team members have first aid training. This is offered at no cost to the CD Team through the local Emergency Management Office.

### ***Staff Training***

Staff will familiarise themselves with this plan, and participate in drills and exercises. Teachers with specific duties and roles in an emergency will participate in any training, which should be held at least once a year and initiated by the CD Rescue team (or CD Committee)

Personnel of our School will be able to:

- Respond to a fire drill and evacuate the school within a minute and follow all other procedures as listed in the emergency plan on fire and evacuation.
- Recognise the difference between warning systems for different types of emergencies.
- Respond to an earthquake drill and follow all procedures as outlined in the "Emergency Plan" on earthquake.
- Know how to call for emergency help and know where the emergency phone numbers are listed.
- Recognise the procedures to follow if hazardous materials, wind and other types of severe weather, medical, flood, earthquake or any other type of emergency should arise.
- Know where emergency and first aid equipment is found in the building and how to use such equipment.
- Know where the command centre is and understand how the chain of command works.
- Know how and where to evacuate the school grounds.

- Know and understand the early release policy.
- Personnel will be made aware of the safety features of the building and sources of help that are available.

Training will be made to specific people to assist in special duties as outlined in the Emergency Plan.

## Response Procedures

### *Emergency Evacuation Procedures*

1. Immediately upon hearing the Fire Alarm signal, or being advised by principal, students, staff, and others in the building shall evacuate the building via prearranged evacuation route (see map) quickly, quietly, and single file. The last person out of the room shall pull the door closed, but will not lock it.
2. Students with special needs will be assisted by one or two other students.
3. The first two students out of the outside door, will hold the door open for other students.
4. The first teacher out will monitor student exit and keep students from re-entering the building.
5. Students in the library, lunchroom or computer lab will exit the building via the closest exit and then walk quickly to their assembly area (see map).
6. Students will take nothing (including coats) with them. Teachers will take only the class roll and emergency backpack.
7. If regular exit is blocked, the teacher will lead the group to an alternate exit.
8. During recess the students should go to their assembly area.
9. If a student is not with their regular class, they will report to that class after they have left the building.
10. Upon reaching the assembly area, teachers shall take attendance.
11. Record names of any students, teachers or staff missing/absent, and report immediately to the Principal.
12. Students and teachers shall await further instructions.
13. Re-entry or further instruction will come only from the Principal.
14. The custodian will notify the utility companies of a break or suspected break in utilities.
15. The principal will determine whether the students will go home, or any further action should be implemented. If students are released prior to regular hours, follow the section "Releasing Students to Parents."
16. A search of the premises for missing people will be carried out by the CD Team, They must not put themselves or others in danger. Missing persons will be reported to the emergency services personnel when this can be done.
17. In the event the school cannot be reoccupied it may be necessary to evacuate the school grounds. If the weather is bad the school will move to the community centre/church, or to other school premises, (pre-determined place). If the weather is nice we will wait on the school grounds.

### **Earthquake Response**

*Shaking occurs*

Everybody should drop to the floor and take the earthquake position – *kneeling on knees bent forward, arms covering head with hands clasped behind neck, faced away from any windows*

If furniture available then take cover under it, faced away from windows, hold onto legs

If inside stay inside - If outside stay outside

Move away from potentially dangerous objects

*Shaking stops – but after shocks likely*

Students remain where they are until teacher advises what to do

Teacher checks all students are okay, provides some reassurance

Those injured are attended to/comforted

Liaise with Principal whether to remain in building or evacuate

Evacuate following the procedures to the normal assembly area (sport field one)

### **Flood Response**

CD Sirens may be activated, advice by phone or fax from Police or Civil Defence may be received to evacuate or stay at school

Follow student release policy

Teachers and students should prepare for evacuation if directed by Principal

Lift any valuable items such as computers only if time permits

Mark rooms all clear on leaving

Take class roll and other necessary items

Meet at the assembly area

Or,

Teacher and students prepare to move to first floor, dedicated room

Move quietly upstairs

Await the advice of the principal

### **Storm Response**

Follow student release policy

Secure any loose items outside – rubbish bins, outdoor furniture

Come inside and stay inside

Stick tape across windows, pull curtains

Move students far away from windows, or to safer part of building

Open windows on the side of the building away from wind to reduce the likelihood of roof lifting

Listen to radio for information or advice

### **Chemical Response**

Listen for CD Sirens

Turn on radio for information and advice

Listen to the advice of the emergency services

Shut windows, and put clothes or other items in gaps, such as under doors

### **Alarm Signals**

**FIRE ALARMS**

Continuous ringing of buzzer

**ALL CLEAR**

Buzzer stops

### ***EARLY CLOSING OF SCHOOL***

Special instructions over intercom

### ***CHEMICAL INCIDENT OR FLOOD***

CD Sirens sound

### ***OTHER***

Announcement over intercom

### ***Post Disaster Procedures***

- Principal to be advised of any missing students
- Set up a first aid station
- Get injured students/staff to first aid station – cars may be used for warmth for injured
- First aid station will be set up in room 3 next to the first aid room, or outside that room if necessary.
- Communications to be made with CDHQ to advise on situation. A runner will be selected to go to the nearest CD Centre, to get them to radio information to CDHQ.
- Keep listening to radio for information and advice
- Student may not be able to go home. Welfares areas will be set up including:
  - accommodation will be in the school gym
  - Food and water will be rationed, and a stall will be set up at the canteen
  - Critical incident stress group / support area

Other areas to be set up

- Set up the command post and command structure
- Information centre for outside people making enquiries
- Rest area for those who have been particularly busy
- Principal is to arrange for the buildings and facilities to be checked for damage, and spillages of chemical or hazardous goods.

## **School Closure / Student Release**

The Principal is responsible for the custody of the students, and is responsible for the decisions made in regard to student release during an emergency. Students will not be released into an unsafe environment, and will be retained at school until collected by authorised person. This extends also to hours outside normal school hours where the environment is unsafe.

The school student release policy must be followed in all emergency situations. This is maintained and kept on the file xx-xx.

The Civil Defence or Police can provide guidance in the decision to evacuate/close a school.

Notification of the school emergency planning to parents via the Newsletter in March each year, with a request (form) for updated information on emergency contact information and authorised persons for collecting students.

## **Communications**

In a major disaster is probable that communications will be disrupted. Telecom have advised that it may take at least 3 days to get communications up and running, also not to rely on cell phones due to probably overloading and that they have not been tested in an emergency situation.

## Example Plan

**CD HEADQUARTERS TO PROVIDE ADVICE AS FOLLOWS:**

- By tuning into a local radio station – should be monitored at all times
- By fax to school fax machine
- By phone to school
- By checking the Emergency Management Office Internet site <http://www.huttcity.govt.nz>
- By having a runner go to the nearest CD Centre for update

**URGENT ASSISTANCE**

- For urgent assistance only schools should phone the Emergency Management Office or emergency services, or request assistance through the nearest CD Centre

### Teams & Tasks

The school has a clear plan of who will do what prior to an emergency to minimise confusion, duplication, and inconsistencies at the time of an emergency.

The following teams and duties can be pre-assigned, and training can be provided pre-event.

Name & Tasks	Equipment	Team Members	Trained (Date)
<p><b>Planning Committee</b></p> <ul style="list-style-type: none"> <li>• knows threat &amp; damage potential</li> <li>• knows emergency planning process</li> </ul>	<ul style="list-style-type: none"> <li>• this Plan</li> <li>• master keys and bolt cutters</li> <li>• evacuation plan</li> <li>• supply storage map</li> <li>• shovels and ropes</li> <li>• gloves, goggles, face masks</li> <li>• hard hats</li> </ul>		
<p><b>Principal/CD Manager/Command Post</b></p> <ul style="list-style-type: none"> <li>• understands emergency situation co-ordinate</li> <li>• communications</li> </ul>	<ul style="list-style-type: none"> <li>• roster of students and employees</li> <li>• emergency assignment list</li> <li>• map of school</li> <li>• evacuation Plan</li> <li>• clipboard</li> <li>• walkie-talkie</li> <li>• Bullhorn/loudhailer</li> <li>• battery operated radio &amp; batteries</li> <li>• paper and writing equip</li> </ul>		
<p><b>Teachers</b></p> <ul style="list-style-type: none"> <li>• knows what happens in a quake and likely results</li> <li>• know how children may react and how to cope with that</li> </ul>	<ul style="list-style-type: none"> <li>• up to date class register</li> <li>• complete classroom emergency kit</li> </ul>		

## Example Plan

<b>Name &amp; Tasks</b>	<b>Equipment</b>	<b>Team Members</b>	<b>Trained (Date)</b>
<p><b>Evacuation Team</b></p> <ul style="list-style-type: none"> <li>• know techniques for quick damage assessment</li> <li>• know crowd control procedures</li> </ul>	<ul style="list-style-type: none"> <li>• master keys</li> <li>• evacuation Plan</li> <li>• map of premises</li> <li>• employee &amp; student roster</li> <li>• bullhorns</li> <li>• walkie-talkies</li> <li>• signs to post and writing implements</li> </ul>		
<p><b>Fire Safety Team</b></p> <ul style="list-style-type: none"> <li>• operate different types of fire extinguishers</li> <li>• know when and how to turn off utilities</li> <li>• understand fire safety</li> <li>• know how to put out various types of fires</li> </ul>	<ul style="list-style-type: none"> <li>• fire extinguishers</li> <li>• gloves</li> <li>• shovels &amp; axes</li> <li>• walkie-talkies</li> </ul>		
<p><b>First Aid Team</b></p> <ul style="list-style-type: none"> <li>• knows first aid and CPR</li> <li>• understands triage</li> </ul>	<ul style="list-style-type: none"> <li>• health cards on all</li> <li>• emergency cards</li> <li>• first aid supplies</li> <li>• first aid equipment</li> <li>• flashlights</li> <li>• paper and pens etc.</li> <li>• clipboard</li> <li>• evacuation Plan</li> <li>• non prescription drugs</li> <li>• ID Badge or armband</li> </ul>		
<p><b>Maintenance Team</b></p> <ul style="list-style-type: none"> <li>• non-structural hazard ID and reduction</li> <li>• know when and how to turn off utilities</li> <li>• know techniques of food and water storage and distribution</li> <li>• know emergency sanitation procedures</li> </ul>	<ul style="list-style-type: none"> <li>• supply storage map</li> <li>• food and water set up</li> <li>• sanitation supplies</li> <li>• facility map showing utility connections</li> <li>• tools for shutoff of utilities</li> <li>• fire extinguishers</li> <li>• evacuation Plan</li> <li>• paper and writing implements</li> </ul>		

## Example Plan

<b>Name &amp; Tasks</b>	<b>Equipment</b>	<b>Team Members</b>	<b>Trained (Date)</b>
<p><b>Search &amp; Rescue Team</b></p> <ul style="list-style-type: none"> <li>• know procedures for reconnaissance</li> <li>• know victim extrication techniques</li> </ul>	<ul style="list-style-type: none"> <li>• roster of employees &amp; students</li> <li>• map of school</li> <li>• fire extinguishers</li> <li>• flashlights</li> <li>• walkie-talkies</li> </ul>		
<p><b>Site Security Team</b></p> <ul style="list-style-type: none"> <li>• know damage potential</li> <li>• know comms</li> </ul>	<ul style="list-style-type: none"> <li>• map of school</li> <li>• evacuation Plan</li> <li>• master keys</li> <li>• walkie-talkies</li> <li>• signs to post and writing implements</li> <li>• ID Badge or armbands</li> </ul>		

## Emergency Equipment & Supplies

### Supplies

<b>Supply</b>	<b>Location</b>
Water	dairies if they stock water. Water is also kept in zips, toilet cisterns, water tanks, water heaters, 300 lt of water supplies in store room hand. This will be checked at the change of daylight saving Oct and Mar. Will be changed by the CD Team at least 12 monthly. Washing water can be taken from the school pool
Food / Cooking	arrangements in place with the xxxx dairy. 300 tins of food, muesli bars kept in store room. This will be renewed when daylight saving changes back. Old food will go to foodbank.
Light	The School has a barbecue and spare gas bottle Light – torches, electric torches, lifesticks, candles and matches, torches in staff members cars, light from vehicles
Warmth	40 blankets and 300 survival blankets kept in store room, lost and found clothing, curtains, keeping children dry and close together, heaters and blankets in cars, obtaining from elsewhere such as neighbouring motel or community
Toilet / Hygiene	make shift toilets – plastic bags taped inside toilets or buckets, digging pits – have spare toilet paper, Soap & disinfectant in CD Store
Radio	transistor radio and batteries in Principal Office, windup/solar powered radios in CD store, car radios
First Aid	First Aid kit kept in staff room, Emergency Kit with CD Equipment Hand bell or whistles, loud hailer

### Equipment

The school has the following equipment and Rescue equipment:

Spade x 2	Caretakers shed
Axe x 1	Caretakers shed
Stretchers	CD store
Harness x 4	CD store
Rope x 4	CD store
Crowbar x 1	Caretakers shed
Facemasks	
Tarpaulins	

## Map Of School Premises

The map of the school identifies the location of the following:

- Buildings & physical features
- Sewer pipes
- Shut-off valves for water
- Fire and smoke stop doors
- Fire alarms
- Emergency lighting unit
- Fire hydrants
- Taps and hoses
- Static water supplies such as pools, water tanks
- workshops
- Location and description of haz items
- Open areas
- Assembly areas
- First aid equipment
- CD Equipment
- Likely location of people with disabilities
- Water mains
- Power lines
- Shut-off valves for gas
- Exit Ways
- Security alarms
- Fire hose reels
- Fire brigade inlets
- Access/egress ramps
- Egress escape routes – primary and secondary
- Boiler room
- Chemical and dangerous goods store
- Vehicle parking
- School keys
- Rescue equipment
- Battery-powered torches
- Nearest emergency shelter around school premises
- Gas mains
- Telephone lines
- Mains switches for power
- Civil defence siren
- Smoke alarms
- Fire extinguishers
- Fire alarm indicator panel
- Building fire breaks
- Sprinkler valve and brigade inlet
- laboratories
- Access for emergency vehicles
- Lifts
- telephones
- Emergency kits
- Portable radios

A map poster is on the wall in the staff room, main office and senior school Dean's office.

The map is attached as annex A

## **Miscellaneous**

### ***ALTERNATIVE SITE/ACCOMMODATION***

Arrangements need to be in place for accommodating students and staff in an emergency.

In the event a school is badly damaged and students cannot be accommodated at the school, alternate arrangements should already be in place. The likes of sports centres or clubs, RSAs, working mens clubs, community halls etc, are possible sites.

### ***WARNING SYSTEM***

The community siren warning system will sound if the community is threatened by an impending threat such as possible major flooding or chemical incident. The school needs to tune into a local radio station when they hear the sirens sounding for more than a couple of minutes.

### ***SCHOOL TRIPS***

Refer to file xxx for the school external trip policy.

If a disaster occurs while a class on a school trip, the school is fully responsible for the students. They will if possible endeavour to return to school grounds.

### ***VISITORS***

The school records all visitors and supplies visitor badges. Visitors will be included in the roll call in an emergency, and must be accounted for.

### ***SPECIAL NEEDS / MEDICATION***

The school maintains a register for the following

- Disabled persons who require assistance
- People who have special medication and require medication
- People with special dietary requirements