

St Francis School



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Emergency Procedures Policy

RATIONALE

In emergencies, the priorities are: "the rescue of endangered persons in the premises, the first aid to casualties occurring there and the relief of distress. (Civil Defence Act 1983).

RESPONSIBILITIES

a) **Board of Trustees**

Board of Trustees 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. Boards of Trustees 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
- For the protection of property.

b) **Principal**

The Principal (*in her/his absence the Acting Principal*) may be delegated the responsibility for

- i) Deciding whether buildings and/or premises are safe to occupy after an emergency, except where the decision rests with the Chief Fire Officer, Police or Civil Defence officer.
- ii) Decisions about the evacuations of school premises.
- iii) The decision as to whether or not students will be sent home.

c) **Teaching Staff**

Teachers are responsible for ensuring that their students are familiar with the correct procedures to be followed in emergencies. It is the responsibility of staff to locate and take with them to the assembly area the class attendance register / class weekly attendance sheet (*if in class when emergency happens*).

ALARM

The school has an electronic fire alarm system this will be triggered by the alarm system within the school. In the event of a fire, the Principal or designated person will ring the Fire Brigade (111).

LOCK IN / LOCK OUT PROCEDURES

Each emergency requires a different approach.

PRACTICE DRILLS

To ensure that we are well prepared for emergencies, emergency drills will be practised regularly, (*preferably once a term*)

- evacuation of building - Lock out procedures
- earthquake drill. – Lock in Procedures

EVACUATION PLAN AND PROCEDURES

Should an emergency happen, a designated person (*Principal or in her/his absence Acting Principal*) will raise the alarm and students will evacuate the buildings and assemble in the designated area.

Their designated helper will assist students with disabilities.

The toilets, library, office and non classroom areas will be checked by designated person.

Teachers are responsible for bringing their class list which will be used to account for all students

All staff are to receive training for the evacuation plan.

All staff are encouraged to hold a current First Aid Certificate.

Trials Evacuations will occur at least once a term and be recorded as having taken place.

EMERGENCY CLOSURE OF THE SCHOOL

The school would be closed in situations where services such as water, electricity and sewage are not operating or where safe access to the school is not possible.

Student safety is always a priority

All persons associated with the school are to be notified as soon as possible – parents, caregivers, bus operators.

The Ministry of Education (Hamilton) is to be notified as soon as possible

POST EMERGENCY PROCEDURE.

The Principal, in conjunction with the Chairperson, will assess the circumstances and decide when the school will re-opened for instruction

IN THE EVENT OF A FIRE

a) Alarm:

Smoke detectors will activate the alarm, sending out siren & voice message "Fire Evacuate Now". The Principal or designated person will ring the Fire Brigade and meet the Fire Brigade at the Mackay Street entrance. Children and staff to immediately vacate the buildings in an orderly manner and move to the Assembly Point – the end of the field.

Exits will depend on the situation of the fire.

Room 1 Exit Main Door and around Room Five. Teacher to check Library & Resource Room.

Room 3 Exit Door to field. Teacher to check toilets & Teachers Workroom.

Room 4 Exit Around Room Five

Room 5 Exit to field.

Secretary Administration area

Teacher Aide and Reading Recovery Teacher to escort children in their care to the field area.

Teachers to bring class list and pen to Assembly Point. (*If in class when emergency happens*)

Secretary to bring Day Book, Cordless phone, Emergency First Aid Box & Parental/Caregivers Contact List.

b) When Assembled:

Names to be checked against register and teacher to report to Deputy/Acting Principal, who will inform Principal of any missing children. No one will be permitted to re-enter building until all clear given by Fire Chief or Principal.

In the event of it being necessary to send children home procedures below will be followed

c) During Morning Tea or Lunch:

Children move to assembly area without returning to their classrooms. This to be signalled by an air-horn which is located in Secretary's Office near phone.

Rooms 1 and 4 teachers to go to field assembly point, Rooms 3 and 5 teachers to go to netball court assembly point, with school wide lists which are located in the staffroom.

d) Class in Library:

Exit via deck around to field

SENDING CHILDREN HOME:

Children must not be released to go home after an emergency until approval has been given by the Principal or other delegated person. Then students will be collected by a parent, guardian or caregiver. If parents/caregivers can not be contacted they will be given into the care of the secondary caregiver as recorded on their enrolment sheet. If necessary they will be grouped according to the location of their homes or that of the caregivers home and escorted there by an adult. Accurate records will be kept of the names of students **and the names of people escorting them home and to where they have been delivered.**

IN THE EVENT OF AN EARTHQUAKE:

Students should remain in the building until the shaking has stopped and/or the all clear is given by the teacher, remembering the possibility of after-shocks.

DRILL: DROP, COVER, HOLD.

INSIDE: Teacher calls DROP or some other pre-arranged signal. Students take cover under a desk or table and hold onto table legs, facing away from windows. If no desk or table is available, drop to knees and clasp hands behind head, burying head in arms, close eyes tightly. Evacuate building, as for fire, if this is necessary.

OUTSIDE:

Children or staff, to keep clear of all buildings and overhead wires.

IN THE EVENT OF A CIVIL EMERGENCY:

School will follow the instructions of Civil Defence with children and staff safety paramount at all times.

IN THE EVENT OF A TSUNAMI:

In the event of a Tsunami warning being received the school will assemble students, do roll check and then immediately evacuate the premises and proceed out the Baillie St gate onto Willoughby Street and up to the top of Hape Road where they will remain until further instructions are received from Civil Defence. The Secretary will take the 'Emergency Pack'.

IN THE EVENT OF LOCKDOWN: (draft)

A lock-down would be used anytime students need to be contained and protected inside school buildings, e.g. A chemical spill, an intruder

When the 'lock down' signal is given, teachers go to their classroom doors, listening, then looking for a sign of imminent danger. If it's safe to do so, they pull in any students from the decks or nearby toilets, then close and lock the door and turn off the lights.

General Emergency Lockdown Procedures

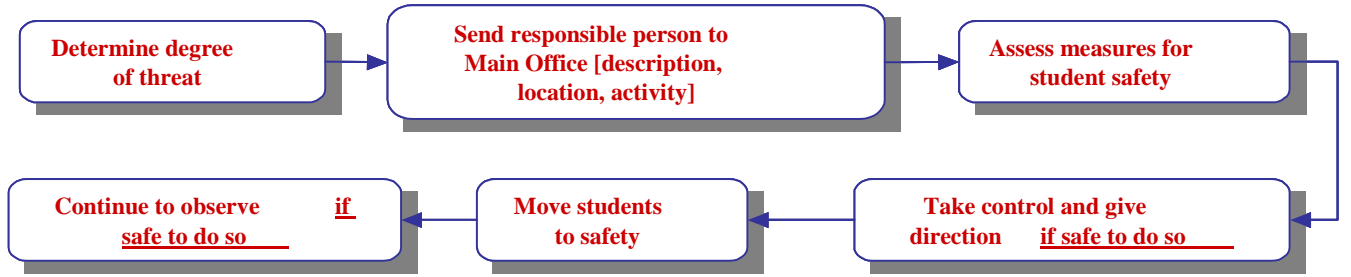
Communication

1. In the event of a critical incident requiring 'Lock Down', the person witnessing the incident must try to notify the school office to raise the alarm. The Office staff member receiving the incident call will notify the Principal or DP.
2. The Principal and/or the person-in-charge (PIC) at the time of the incident will determine the need for a 'Lock Down' and sound the appropriate alarm.
3. An Emergency Lockdown will be announced continuous ringing of school bell
"Everyone is to stay in the room, remain seated and to keep calm and quiet."
4. The Principal or PIC shall immediately contact Police and provide as much information as possible.
5. Fire evacuation alarms are not to be sounded.

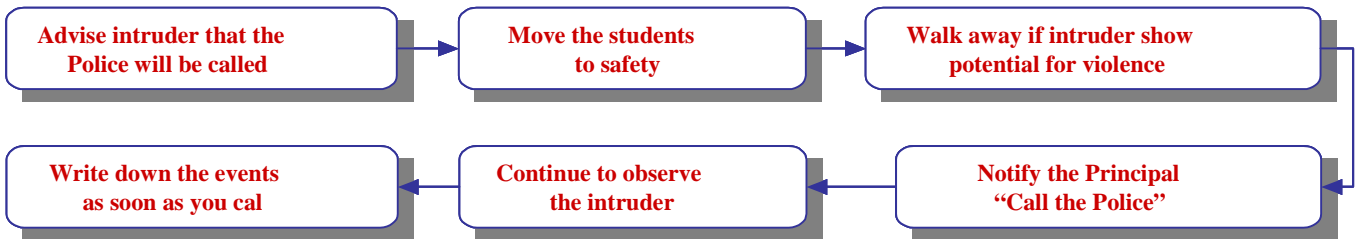
Procedures

1. If the 'Lock Down Alarm' is sounded before school, during morning tea or lunch time students are to move directly to their classroom as long as it is safe to do so.
 - a. Teachers are to stay in, or move to, their classroom.
 - b. Principal to move promptly to the playground areas and direct students to their classrooms, if it is safe to do so.
 - c. The Principal move to the office area to facilitate communication.
2. If outside, children should proceed to the nearest classroom.
Staff need to be mindful that children from other classrooms may seek sanctuary in their room.
3. Lock classroom and other doors.
4. Close and lock windows . Close curtains.
6. Turn off lights and computer monitors (not teacher's laptop).
7. Each person should stay away from windows and doors, and remain low to the ground.
8. Everyone is to remain quiet.
9. Communication will mainly be via teachers cell-phone and by email to the teachers laptop.
10. No one is to answer the door under any circumstance.
11. A staff member should take a head count and obtain the name of each individual in the room. When practical, email the list of children and staff in the room to the office office@stfrancis-thames.school.nz).
Inform the office via email of any children missing.
12. Should the fire alarm sound, do not evacuate the building unless:
 - a. You have first hand knowledge that there is a fire in the building, or
 - b. You have been advised by Police or the Principal to evacuate the building.
13. Remain in position until all clear and notified by law enforcement, fire, emergency manager, Principal or PIC.
 - a. The 'ALL CLEAR' announcement will be communicated by the Person In Charge
 - b. The 'ALL CLEAR' announcement will state the following:
"The LOCK DOWN has now ended."
"Everyone is to move in an orderly manner to the emergency assembly area ."

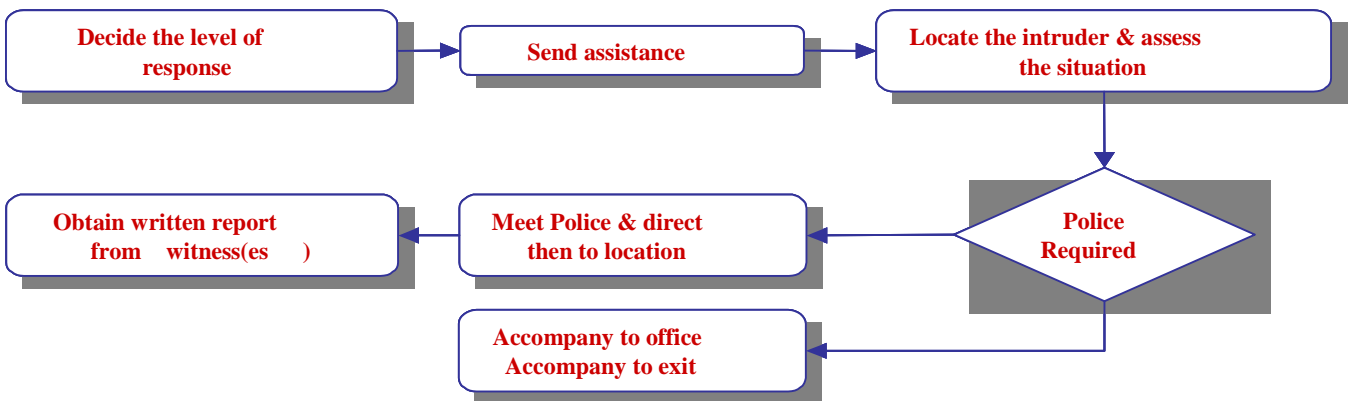
Staff Action



If Intruder Refuses to Leave



Principal Action



DATE

REVIEW DATE

CHAIRPERSON

PRINCIPAL