

## **5d: POLICY EMERGENCIES**

### **RATIONALE**

Ruahine School has responsibility for the welfare and safety of the students, staff, contractors and visitors. To ensure the safety of the above, it is necessary to have a plan of action to be followed in the event of an emergency.

### **PURPOSE**

1. To develop appropriate emergency procedures, systems and signage
2. To regularly monitor and review the effectiveness of these procedures, systems and signage

### **GUIDELINES**

- Maintain an Emergency Drill / Evacuation Plan
- Regular practises of emergency procedures for fire, earthquake and lockdown will be held each term. The programme will be monitored, reviewed and changed as required following practises and drills
- Dannevirke Fire Station will be contacted with results of fire drills four times a year
- The school will maintain a connection with TDC Civil Defence
- The Civil Defence radio will be used by senior students for practise weekly
- School programmes incorporate disaster and crisis planning guides, prevention and practise
- Staff, children and visitors will be familiar with Emergency Drill - Evacuation Programme
- New staff will be taken through induction forms
- Contractors will complete Ruahine School induction procedures
- Emergency posters and other instructions will be easily located around the school.
- In an emergency, the Principal or their Delegate will have ultimate authority
- Procedures are to be followed in the case of an emergency
- Staff will remain with their students until given authority to leave
- If a school closure is required parents will be contacted immediately, staff will supervise students until safe collection can be arranged. The Principal will contact the MOE and the BOT Chair
- If the school must go into Lockdown the Lockdown procedure will be followed.

### **CONCLUSION**

By ensuring staff and students are familiar with the above procedures, the school will be a safer environment in the event of an emergency.

**Chairperson:**

**Principal:**

**Policy No:**

**5d**

**Date of Adoption:**

**7 May 2019**

**Reviewed:**

### **Reference:**

<https://www.education.govt.nz/school/student-support/emergencies-and-traumatic-incidents/>

<https://www.civildefence.govt.nz/get-ready/at-school/>

### **Procedures:**

5d.1 Crisis Management (Code Red)

*Planning and Preparing for Emergencies and Traumatic Incidents (MOE)*

*Ruahine School Crisis Reaction / Code Red Procedure*

*Ruahine School checklist for checking property after a major incident*

5d.2 Earthquake

5d.3 Fire

5d.4 Lockdown

5d.5 Pandemic

5d.6 Civil Defence