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**WAINUIOMATA**  
HIGH SCHOOL

# **Wainuiomata High School Emergency Preparedness and Management Plan 2017**

## **Introduction**

The application of these guidelines can assist in increasing the safety of the school in reducing the potential impact of an emergency.

Experience has shown that where people are aware of the potential for disaster and plan their response accordingly, the injuries, damage and subsequent trauma that occur are significantly reduced.

The ultimate aim is the continuing safety and well-being of pupils and staff and visitors.

The Principal makes all decisions in an emergency.

This document is reviewed annually.

# Assumptions and Facts

When preparing our school emergency plan, we had to consider the following:

1. Emergency plans are based on the assumption that schools may need to look after themselves during the initial stages of an emergency. Emergency services may not be able to respond for some hours after the initial stages of an emergency due to an overload in the demand on their resources.
2. A State of Local Emergency can be declared if there is a situation that:
  - “causes or may cause loss of life or injury or illness or distress or in any way endangers the safety of the public or property in New Zealand or any part of New Zealand and
  - cannot be dealt with by emergency services, or otherwise requires a significant and co-ordinated response.”

Note: Many civil defence emergencies will not require a ‘State of Local Emergency’ to be declared.

However, such emergencies will still require a co-ordinated approach by the local Civil Defence partner agencies (i.e. Emergency Services, Territorial Authority, Welfare Agencies etc).

3. Utilities such as water, sewage, electricity, communications, transport and food supplies could be unavailable, inoperative, or unsafe for several hours, days or even longer. Premises may suffer moderate or even severe damage. Students and staff during an emergency may need to be attended to within the school environment until help is available.

**Planning was based upon the assumption that the school will need to look after itself in the initial stages of an emergency.**

# Emergency Plan for Wainuiomata High School

## Mission Statement

*“We will at all times strive to maintain a safe environment which will minimise the chances of injury or stress to, or death of, students and staff in the event of an emergency”.*

- The Principal has the authority to close the school when he deems it necessary. Where possible, closure of the school will be cleared in advance with the Board of Trustee Chairperson. Parents/caregivers will be advised of the closure as soon as possible via text, website and Facebook page.
- The school has appointed **Louise Berry** as the Emergency Plan Coordinator.
- All staff need to be aware of the school’s Emergency Plan, its content and location.
- Staff were briefed on the school’s plan content in February 2017.
- All staff hold a copy of the attached “Emergency Plan for Wainuiomata High School”.
- **Fire responses** are practised at least twice each year with responsibility for organising the drill up to Louise Berry. The designated assembly area is to be known by all staff and students. Fire evacuation procedures, routes and assembly points are clearly marked on a school map and displayed in every classroom.
- **Earthquake responses** are practised at least twice each year in accordance with the school’s earthquake guidelines. Earthquake evacuation procedures, routes and assembly points are clearly marked on a school map and displayed in every classroom.
- **Lock-down evacuation responses** are practised at least once each year in accordance with the school’s guidelines in case of sudden storms (electrical or wind), chemical spills, dangerous people or major road accidents near the school premises. **Ensure that students and staff know the school’s signal alerting to a quick return to their classrooms (continuous ringing of the school bell).**
- **Louise Berry** is responsible for knowing the location of survival/evacuation items including:
  1. Class rolls
  2. **The school’s Emergency Plan**
  3. First aid kit
  4. Visitors book
  5. **Portable radio plus extra batteries (in a sealed pack)**
  6. **Torch plus extra batteries (in a sealed pack)**
  7. Water and food supply
- In order to reduce a ‘flood’ of phonecalls and/or arrival of parents/caregivers at the school during or after an emergency, a letter has been sent out to parents/caregivers advising them of the school’s plan on emergency preparedness, evacuation procedures plus pupil release guidelines.
- The name and location of our nearest Civil Defence (CD) Sector Post is Konini Primary School, Konini Street, Wainuiomata.

# School Closure Guidelines

**The Board of Trustees, in consultation with the Principal (unless directed by the Ministry of Education) makes the final decision on whether to close the High School.**

## Points to consider

Before making the decision to close the school, we may need to ask ourselves the questions below:

### Before School Hours

- Will students or staff members be at risk whilst making their way to school?
- Listen to a local radio station for weather forecasts and road conditions and/or check the MetService website. [www.metservice.co.nz](http://www.metservice.co.nz)
- Were there radio announcements from emergency services advising to close the school?
- Will teachers living some distance away from the school be able to attend? For example, if snow conditions prevent 60% of the teachers making their way safely to the school, will the teachers who do attend be able to cope with the shortfall? Note: relief teaching staff may not be easy to obtain during adverse weather conditions.
- Are teachers who are not able to make it safely to the school able to call in because of phone and/or power failure?
- Prior to any closure decision you need to discuss your concerns with your Board of Trustee Chairperson. Should this not be possible (e.g. phone lines down), do you have authority to close?

### During School Hours

- If you are considering closing the school, will the situation remain the same or worsen in the next hour (or 2 or 3 hours)?
- Are there concerns for the safety of the school buildings and/or access into the buildings if the current situation continues (e.g. storm, earthquake, tsunami warning)?
- Will you put caregivers collecting students or students going home at further risk by closing the school? For example, are the roads safe to travel or are we better off leaving the school open?
- What is the plan for evacuating the remaining students (those not collected by caregivers)? If the school buildings or surrounding areas are unsafe, what alternative location can be used? Can we get the students there safely? Do we have access to this location? Note: you can contact the Police for advice or assistance.
- Have you made arrangements for those students whose caregivers you cannot contact, to notify them of the school closure? These students remain your responsibility until an authorised person arrives to collect them OR you are otherwise advised by emergency services.
- Ensure you have a school policy on student collection in this situation.**
- You may be notified by emergency services to close the school.

# Wainuiomata High School Policy on Student Collection

At the start of every year parents/caregivers are asked via a letter sent home to let us know what they want us to do with their child in the event of an emergency evacuation, e.g. Be released from school, Stay at school until Caregiver collects. This information is stored on KAMAR.

The office staff will copy this information off for Manaaki Teachers at the start of each term or as a new student enrolls.

A hard copy of this information is also stored with the emergency rolls in the front office.

Deans will also have a copy of the information for students in their House.

See Appendix 11 for a copy of the letter.

## **If the Principal/Board Chair decide to Close the School the following will happen:**

- Notify the local radio stations of the school closure. Note: telephone lines down or phone 'overload' could well be an issue.
- Inform caregivers of closure. School-wide text and message on the school Facebook page and High School website (if the power is still on).
- Inform caregivers how long the school will be closed for IF possible. It is probably more realistic that in most adverse conditions this decision is made on a 'day by day' basis.
- Aim to leave an appropriate phone message for caregivers phoning the school.
- If the school will not be opening staff will be informed via the Crisis Tree (Appendix 13)
- In an event of an emergency where staff may be "stuck" in Wainuiomata the Principal will make the final decision on whether staff are able to leave the school grounds.

**Appendix 1:** A list of names and phone numbers of important services and emergency contacts.

**Appendix 2:** A list of Board of Trustees members' names (contact details available on request).

**Appendix 3:** The Emergency Response Plan.

**Appendix 4:** The Recovery Action Plan.

**Appendix 5:** A Staff Skills Summary, listing those holding first aid certificates, those competent in fire abatement, those trained in dealing with hazardous chemicals, those trained in rescue techniques and those with any other relevant qualifications or expertise.

**Appendix 6:** Threat Analysis.

**Appendix 7:** Annual Safety Audit of the school, its structures, fittings and contents.

**Appendix 8:** Attached to the policy is a copy of the School Evacuation Plan. Each teacher holds a copy.

**Appendix 9:** A copy of the School Site Plan. Each teacher holds a copy.

**Appendix 10:** Information about emergency water supply.

**Appendix 11:** A sample letter to parents/caregivers.

**Appendix 12:** The Emergency Preparedness Audit.

**Appendix 13:** 2017 Crisis Tree Phone List

**Emergency policy procedures are reviewed by Board of Trustees members and the Principal once every year and revised/updated and approved as required. All staff are notified of any changes made.**

A copy of the Emergency Plan is held by at least the Board of Trustees Chairperson, the Principal and the Caretaker.

A copy of the Emergency Plan should be easily accessible to school staff (teaching and non-teaching) and parents/caregivers.

Date of policy preparation

Signed: \_\_\_\_\_ (Principal)

Signed: \_\_\_\_\_ (BOT Chair)

# Appendix 1

<b>Important Contacts</b>			
<b>Service</b>	<b>Location</b>	<b>Contact</b>	<b>Phone No</b>
<b>Police</b>	Wainuiomata	111	04-4390500
<b>Fire</b>	Wainuiomata	111	111
<b>Ambulance</b>	Lower Hutt	111	111
<b>Civil Defence</b>	Hutt City Council		04-5706666
<b>CD Area Coordinator</b>	Hutt City Council		04-5706666
<b>Medical Centre</b>	Whai Oranga O Te Iwi Health Centre	7 The Strand, Wainuiomata	04-5646966
<b>Pharmacy</b>	Clives Chemist	Clive	04-564 8618
<b>Hospital</b>	Hutt Hospital		04-5666999
<b>Electricity Supplier</b>	Genesis Energy		0800-600902
<b>Gas Supplier</b>	Nova Energy		0800-668242
<b>Plumber</b>	Total Plumbing		04-5649626
<b>Electrician</b>	Scott Carroll Electrical		04-5289191 or 021-793855
<b>Maintenance/Builder</b>	Wayne Foster		027-6182003
<b>Glazier</b>	Rob's Glass		04 567 5082
<b>Bus Company</b>	Classic Coaches		04-5645015 or 021-407605
<b>Taxi Company</b>	Hutt City Taxis		04-57000057
<b>Security Company</b>	Harbour City Security		04-4999988
<b>Chemical Spill</b>		0800 CHEMCALL	0800 243-622

## Appendix 2

<b>Board of Trustee Members</b>			
<b>Name</b>	<b>Address</b>	<b>Phone No</b>	<b>Mobile No</b>
Lynda Koia	<i>Contact details available on request.</i>		
Martin Isberg			
Ken Wilson			
Sandy McVey			
Karl Cutter			
Awhina Vailima			
Jay Farris			
Gabriel Tupou			
Rebecca George			
Fiona Waitere			
Joseph Tunupopo			
Hayley Lawrence			

# Appendix 3

## Emergency Response Plan

This plan defines the responsibilities for action in an emergency affecting  
Wainuiomata High School

### Earthquake Scenario

#### Initial Action if Outdoors

Teachers 'on duty' and students will carry out the earthquake response as outlined and practised in accordance with the earthquake response guidelines.



Await instructions from Principal.

#### Initial Action for Non-Teaching Staff

Non-teaching staff will (at the time of an emergency) take cover under a desk or close to a wall and move away from glass areas if possible.



Non-teaching staff will check for hazards in administration area.



Non-teaching staff will conduct an external building safety check and report to the Principal who will inform all staff of the situation and/or action.

#### Initial Action if in Class

Teachers and students will carry out the earthquake response as outlined and practised in accordance with the earthquake response guidelines

#### Post Impact Action if in Class

Calm and reassure each other.



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.



Each teacher will eliminate any hazard (e.g. remove 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 Principal), the school's evacuation procedures will be used.

## Fire

See the separate plan for a fire (Emergency Plan Staff Manual 2017).

## Wind Storms

If the opportunity presents itself, secure and put away outdoor furniture and equipment. Listen to the radio for reports and advice from the MetService and/or Civil Defence.

- Keep students indoors and away from windows.
- Tape up windows if you consider there is a risk of them breaking.
- Open windows on the downwind side of the buildings if you consider there is a risk of the roof lifting.

## Electrical Storms

All students and staff are to remain indoors away from windows. If students are outside activate your reverse evacuation response plan. Be aware that when outside, tall objects (trees, lamp posts, tall posts) will attract lightning strikes. School may decide to delay release of students.

## Flooding/Snow

Parents/caregivers should be contacted early to collect students if this is considered a risk. Be aware that some parents/caregivers may not be able to collect students due to flooding/blockage of roads.

## Chemical Spillage

Chemical spill outside the school premises e.g. on road or from nearby industry:

- Move inside (reverse evacuation response) and close doors and windows.
- Contact emergency services and listen to radio for reports and advice.
- Be prepared to evacuate.

Chemical spill on the school premises:

- Contact emergency services, alert them of problem and ask for advice.
- Isolate area where spill has occurred.
- Be prepared to evacuate.

## Pandemic

A separate pandemic action plan should be prepared for your school. Visit [www.minedu.govt.nz](http://www.minedu.govt.nz) for a detailed guideline (on the homepage find Topical Issues then Pandemic Influenza Planning).

**Warning of Impending Emergencies** - If a warning of an emergency is received, the Principal will authenticate the message before action is taken, by either:

1. Listen to the radio for advice from emergency services or Civil Defence.
2. Contact the emergency services or your local Civil Defence organisation.

# Appendix 4

## Recovery Action

***Actions below are not in any particular order. The actions required on the day will depend upon the nature and severity of the emergency!***

- Principal to establish and remain at an Emergency Control Point (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 MetService or Civil Defence organisation.
- Ensure attention is given to special needs/disabled people at the school.
- Using the school's communication system or non-teaching staff, check with each class teacher as to their wellbeing and needs.
- If deemed necessary a designated person will turn off water, electricity, gas and check the safety of any furnace or boiler which cannot easily be turned off. If fire hoses are on the general water supply, do not turn the water off.
- Alert emergency services if deemed necessary.
- Plan ahead! What to do in 2 or 6 hours? Will the current situation improve, remain the same or get worse?
- Check off the 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.
- Determine whether or not to resume normal school activities.
- If parents/caregivers collect their children, the roll is to be marked accordingly. Approve the departure of any teaching staff leaving the school premises.
- If the school needs to be closed, ensure parents/caregivers are informed of the need to collect students.
- If it becomes essential to move staff and students to an alternative site, ensure a large notice is left at the vacated premises in a prominent position stating the new location.
- Consider the possibility that some students may not have been collected by normal school closing time.
- In case of a Civil Defence emergency, establish communications with the nearest Civil Defence Sector Post to your school (Konini Primary School).

## Appendix 5

<b>Staff Skills List</b>	
<b>Name</b>	<b>Skill</b>
Ali Saunders	First Aid
Leah Harrison	First Aid
Philip Kauika	First Aid
Kath McGuinness	First Aid
Peter Free	First Aid
Louse Berry	Civil Defence School Leader

# Appendix 6

## Threat Analysis

A threat analysis should be carried out to determine what actions may be necessary to ensure safety at the school. The basic checklist below will be of assistance in identifying potential threats.

### Threats to Wainuiomata High School

**KEY:**                      **A = Definite risk**    **B = Possible risk**    **C = Minor risk**

**NOTE:**                    **If A or B is chosen, identify and describe the nature of the risk(s)**

	<b>A</b>	<b>B</b>	<b>C</b>
Is the school vulnerable to earthquakes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the school on a floodplain or adjacent to a watercourse which may flood?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a major reservoir or storage dam near the school?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do high voltage power lines cross the school grounds?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the school exposed to the wind if a windstorm occurs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a history/risk of land movement near the school	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the school within 2 km from the coast and at risk from a tsunami?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a LPG or other bulk fuel installation or pipelines near the school?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there high risk industry near the school (e.g. paint factory)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the school near a major road, intersection or railway?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the school adjacent to an airport or beneath the approach/departure flight path?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the school likely to be affected by heavy snowfall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the school in a location vulnerable to fire from any cause (e.g. bush, park)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the school at risk from being physically isolated by loss of road access?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any other hazards? Specify: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Appendix 7

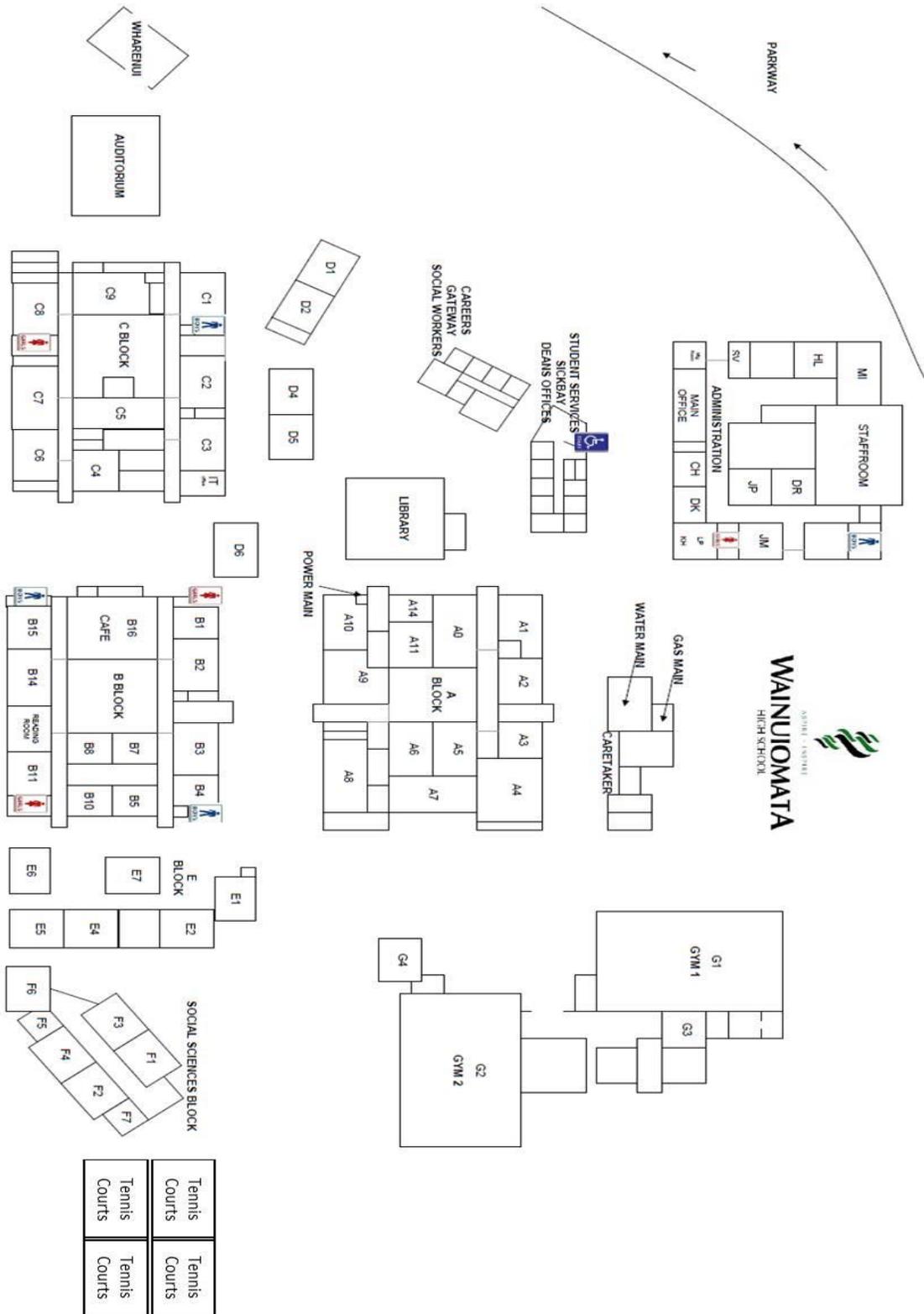
## Annual Safety Audit

In the month of May each year the Board of Trustees will ask the Caretaker to carry out an audit of the premises, fixtures and contents to minimise risks.

	YES	NO
Is heavy furniture (e.g. bookcases, pianos) and equipment especially that in woodwork/metalwork rooms, securely fastened to structural elements of the building?	<input type="checkbox"/>	<input type="checkbox"/>
Are heavier items such as speakers and storage boxes stored on lower shelves or on the floor?	<input type="checkbox"/>	<input type="checkbox"/>
Are play areas located away from brick or block walls which may create a hazard?	<input type="checkbox"/>	<input type="checkbox"/>
Are computers and computer desks secured and unable to tip/move?	<input type="checkbox"/>	<input type="checkbox"/>
Are laboratory chemicals stored in shelves with a lip or fastening strap?	<input type="checkbox"/>	<input type="checkbox"/>
Are cleaning chemicals such as bleach and spray cans stored safely?	<input type="checkbox"/>	<input type="checkbox"/>
Are toxic, corrosive and flammable liquids and gases securely stored to withstand falling and breaking?	<input type="checkbox"/>	<input type="checkbox"/>
Are warning signs posted in areas housing hazardous substances?	<input type="checkbox"/>	<input type="checkbox"/>
Are water tanks secure, including hot water cylinders?	<input type="checkbox"/>	<input type="checkbox"/>
Are windows and glazed doors fitted with safety glass, especially those near exits?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a good first aid kit and manual in each area of large schools?	<input type="checkbox"/>	<input type="checkbox"/>
Has the first aid kit been checked and replenished in the last six months?	<input type="checkbox"/>	<input type="checkbox"/>
Has the fire fighting equipment been checked & serviced in the last year?	<input type="checkbox"/>	<input type="checkbox"/>
Has the fire alarm been tested in the last six months?	<input type="checkbox"/>	<input type="checkbox"/>
Can all staff operate fire equipment?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a manual back-up in the event of failure of electrically operated alarms?	<input type="checkbox"/>	<input type="checkbox"/>
Do staff know what and where, the manual back-up is?	<input type="checkbox"/>	<input type="checkbox"/>
Are the fire exits kept clear at ALL TIMES?	<input type="checkbox"/>	<input type="checkbox"/>
Are electrical wiring, gas services and appliances annually maintained by a registered electrician?	<input type="checkbox"/>	<input type="checkbox"/>
If the general telephone system requires mains electrical power, do you have an accessible phone that does not require mains electrical power?	<input type="checkbox"/>	<input type="checkbox"/>
Is the telephone system equipment securely fastened?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a battery powered radio (with spare batteries in sealed pack) available at the school?	<input type="checkbox"/>	<input type="checkbox"/>
Are fluorescent light fixtures fitted with tube retention guards?	<input type="checkbox"/>	<input type="checkbox"/>
Does your school have block or brick chimneys? If so are they earthquake secured?	<input type="checkbox"/>	<input type="checkbox"/>
Do lights and heaters attached by chains to the ceiling have closed ceiling hooks?	<input type="checkbox"/>	<input type="checkbox"/>

# Appendix 8

## School Evacuation Plan



Tennis Courts	Tennis Courts
Tennis Courts	Tennis Courts

**Mark clearly:**

- Location of classrooms, library and other activity rooms, restrooms, heating plant, hallways and all doors.
- Fire evacuation route and dedicated assembly area. Using arrows, indicate quickest/safest ways to reach assembly area.
- Earthquake evacuation route and dedicated assembly area (away from power lines, tall trees, high brick walls). Using arrows, indicate quickest/safest ways to reach assembly area. Keep in mind that hallways may be cluttered with debris from ceilings, fallen wall units, light fixtures and broken glass. Warn your students of these post earthquake possibilities. Prepare an alternative evacuation route.
- Fire extinguishers, all staff should know how to operate these!
- Electrical power master switch plus all sub mains.
- Main shutoff valves for water and gas (if installed).
- Outside water taps and fire hoses.
- First aid equipment.

**NOTE:** Would your plan work for a Reverse Evacuation (i.e. from outdoors to back indoors)? This may be required in situations such as sudden hail storm, lightning storm, a major road accident outside the school, threat from a dangerous person or chemical spill near the school.

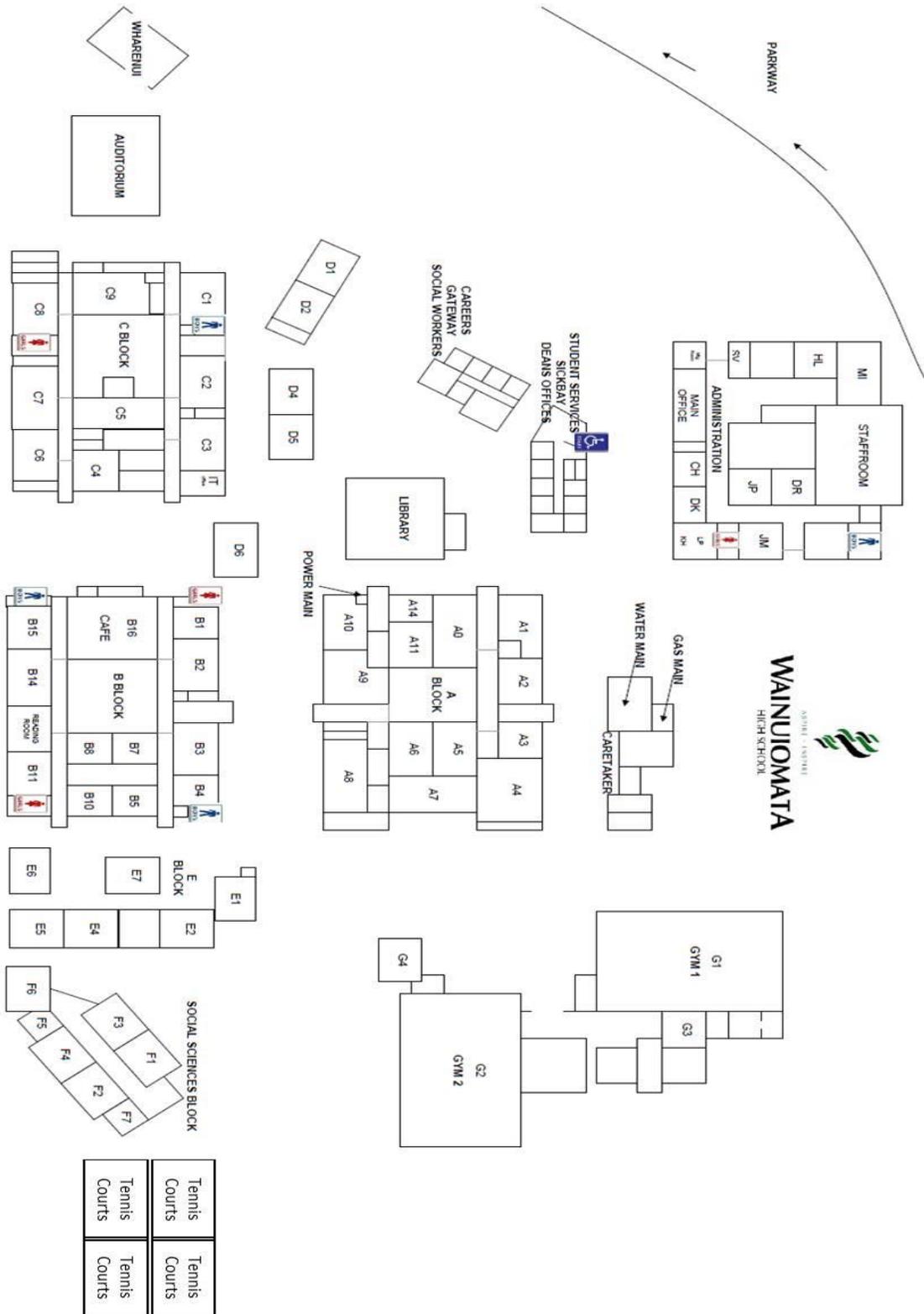
Our signal for students when they are outside alerting them to return to their classrooms as quick as possible is the continuous ringing of the school bell.

**ALL teaching and non-teaching staff should know the location  
of all marked items.**

**All staff members should have their own site  
& evacuation plans clearly displayed in their classroom.**

# Appendix 9

## School Site Plan



# Appendix 10

## EMERGENCY WATER SUPPLY

### Storage of an emergency water supply is essential!

It is very likely that after a major earthquake, the usual water supply will be unavailable. We will need a water supply for drinking, cooking, cleaning, washing hands and first aid purposes. Each person requires 3 litres per day for drinking and basic hygiene.

#### Water storage

It is recognised that it is unrealistic for, particularly larger, schools to store vast amounts of water due to lack of available space. However in case of unavailability of water due to an emergency/disaster schools need to be able to have access to some water supply for reasons mentioned above.

Use large plastic drums, or for smaller amounts 3 litre fruit juice bottles. Rinse container and lid well with hot water. Fill until the container overflows then place the lid on and secure tightly. To prevent water from going stale, ensure that there is no air left in the container. Label each container stating date prepared. Water that is bottled this way should remain drinkable for at least 12 months.

#### Questions you should consider regarding an emergency water supply

1. Is it possible to utilise water from the hot water cylinders?
2. Water from toilet cisterns may be used as an emergency water supply as long as chemicals have not been placed in your school's toilet cisterns.
3. Do you have an emergency water supply stored on your school premises?
4. Is your water supply likely to be utilised by someone else during an emergency e.g. for fire fighting?
5. Board Chair has suggested we investigate buying some water storage tanks.

## EMERGENCY FOOD SUPPLY

It is unrealistic for larger schools to store vast amounts of canned and dried food. Many schools have a canteen/tuck shop and this food supply can be utilised during or after an emergency should students be forced to remain at the school after school hours. Smaller schools without these facilities may decide to purchase and store a certain amount of food. Local dairies and/or supermarkets may be able to supply food to the school if required.

During Term One every year we have a mufti day where students bring an appropriate can of food, which is stored in a room of the main school garage. At the end of the year this food is donated to the local Foodbank.

## SUGGESTION: EMERGENCY TOILET FACILITIES

- Plastic buckets, with a lid, lined with plastic bags make suitable emergency toilets.
- Erect some kind of screen for privacy.
- Set up a suitable system for washing hands.

# Appendix 11

Dear Parent/Caregiver

## What happens to my child while at school during an earthquake?

Students at Wainuiomata High School are taught earthquake safety response procedures. Teachers practise these procedures regularly throughout the year.

## What happens to my child in case of fire at the school?

Students at Wainuiomata High School are taught fire safety procedures. Teachers practise these procedures throughout the year.

## If the Principal/Board Chair decide to close the school the following will happen:

- Notify the local radio stations of the school closure. Note: telephone lines down or phone 'overload' could well be an issue.
- Inform caregivers of closure. School-wide text and message on the school Facebook page and High School website (if the power is still on).
- Inform caregivers how long the school will be closed for IF possible. It is probably more realistic that in most adverse conditions this decision is made on a 'day by day' basis.
- Aim to leave an appropriate phone message for caregivers phoning the school.

## What about other emergencies?

1. The school has the necessary policies and procedures in place to meet the safety requirements of the Education, Civil Defence and Health and Safety in Employment Acts.
2. Several staff at the school hold a current first aid qualification and are able to assist anyone injured until professional medical assistance arrives.
3. Should the school for safety reasons decide to close early, students will not be released except to a parent/caregiver or other approved adult. When collecting your child you must tell the roll attendant that your child is leaving the school grounds. This roll check is a vital information source for the Principal as valuable time and resources could be wasted searching for a student who has already been collected.
4. Should the school be required to be evacuated to another location, every effort will be made to advise parents/caregivers through the media and other means of the new location. Students will not be released except to a parent/caregiver or other approved adult.

### **So please remember**

In the event of an emergency:

- Do not panic!! Staff know what to do. Try not to use the phone as this ties up the lines for emergency calls.
- Do not take risks on the road trying to reach the school until you know it is safe to travel. Listen to your radio for road reports and advice from the emergency services and/or Civil Defence.
- Read the back of the Yellow Pages for more information.

**HELP YOUR COMMUNITY TO BE A SAFER PLACE TO LIVE**

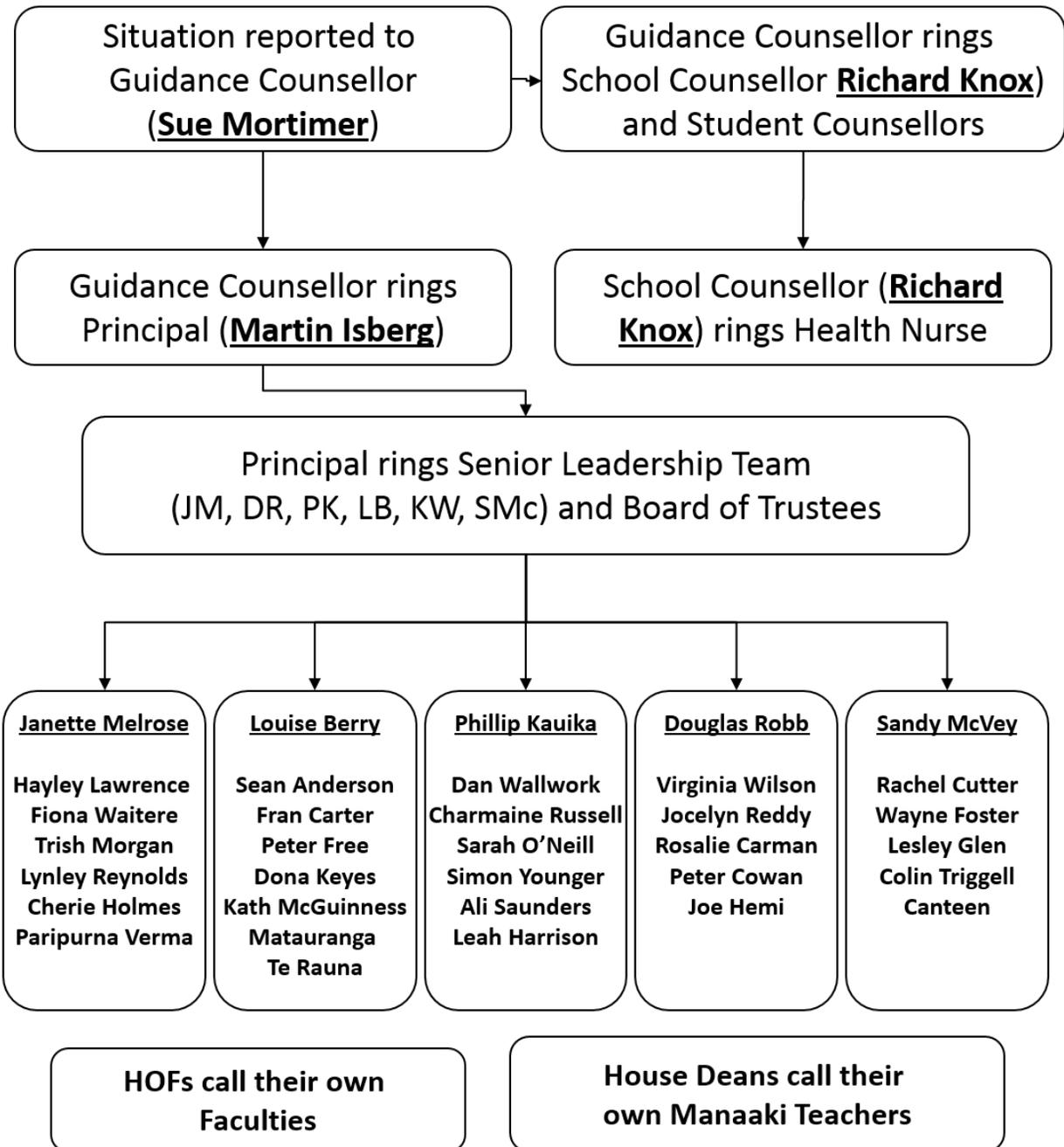
# Appendix 12

## Emergency Preparedness Audit

<b>Annual Audit Process</b>		
<b>School Year</b>	<b>2017</b>	<b>2018</b>
Classroom Hazard Check by Teachers		
Principal's Initials		
Fire Evacuation Response practice		
Principal's Initials		
Earthquake Response practice		
Principal's Initials		
Annual Safety Audit		
BOT Chairperson		
School Threat Analysis Safety Audit		
BOT Chairperson		
Policy Annual Review		
BOT Chair or Principal's Initials		
School Survival/ Evacuation Items		
Principal's Initials		
All above completed		
BOT Chairperson's Signature		

# Appendix 13

## WAINUIOMATA HIGH SCHOOL CRISIS PHONE TREE



Updated January 2017