



# OUR SCHOOL EMERGENCY PLAN

## **Seatoun School**

**387 students and 48 staff**

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This emergency plan focuses on emergencies where school staff will need to take immediate, self-directed actions such as fire, earthquake and lockdown. During or prior to the onset of other types of emergency, officials such as Police, Civil Defence, the Ministry of Education, or the Met Service will provide official advice and guidance.

# Emergency Planning for schools

Emergencies can happen at any time. Our school is prepared, has a plan in place to respond to emergencies to these to minimise the effect to students and staff.

This plan was developed in collaboration with the Wellington Region Emergency Management Office.

## Family Reunification Plan

To be able to release students to parents and caregivers during or after an emergency event, it is important to have a reunification plan in place.

This plan should outline how parent and caregivers will be informed quickly after an event, and details of who is authorised to collect each student. This plan should document how students will be accounted for when leaving with their parent or authorised caregiver.

### **When there is an emergency we will attempt to notify parents by**

1. SMS via Signmee 2. community notice via Hero 3. Website updated 4. Answer Phone updated This will be done by Office staff

### **When parents arrive to pick up their children**

Once the roll has been taken children will be sitting in family/whanau groupings which may include local kindergarten children who will be identified by high visibility vests. On arrival at the collection site, parents or authorised alternatives, will be directed to go directly to their children. They will remain with the children and the class until we have been given the all clear by Civil Defence when will commence the reunification process. We will start with the families with younger children. In an orderly and manageable fashion students will be released into the care of the parent/emergency contact. Tables will be set up (or staff members in pink vests will be standing with clip boards) with alphabet signs indicating which person the collector reports to, according to the child's surname. The child/children's name will be highlighted and the person collecting the child/children name will also be highlighted. If it is not the parent, then a record of where the child/children will be taken is also noted. Children who are significantly injured will be recorded on the master list at reception. Collectors will be informed of the situation at this point.

# Fire Procedures

This procedure outlines what to do in the event of a fire. You should follow the same procedures when practicing a fire drill.

## **If you discover a fire**

- Activate the fire alarm
- Evacuate people from the area
- Call 111
- Extinguish the fire only if safe to do so

## **If the fire alarm sounds**

- Teachers should collect their class roll and take their students to the designated assembly point(s)
- Walk calmly and quickly and avoid panic
- Ensure students/ visitors with disabilities are assisted by a responsible person
- Ensure any visitors are included in the evacuation
- Check bathrooms and common rooms en route to the designated assembly point
- Ensure all students remain at the assembly point until clearance to leave is given
- Move staff and students to your offsite location if unable to stay on school grounds
- Decide if a controlled family reunification is required

## **Our on-site assembly point(s) is**

On the field to the south of the school building.

## **Our off-site evacuation point(s) is**

If we need to leave school property we will walk to Seatoun Park. If weather is poor, we have access to Seatoun Soccer Club rooms.

# Earthquake Procedures

This procedure outlines what to do in the event of an earthquake. You should follow the same procedures when practicing an earthquake drill.

## When the ground begins to shake

- Everyone, including students, teachers and staff must immediately **DROP**, **COVER**, and **HOLD**.
- Your own safety comes first. You cannot help anyone else if you are injured.

## When the ground stops shaking

- Ensure your personal safety first
- Check those around you and offer help if necessary
- If anyone requires medical assistance, call 111 and administer first aid
- Teachers should collect their class roll and take their students to the designated assembly point(s), move to your designated offsite evacuation point if it is not safe to stay at the school
- Your school is not in a tsunami zone, you do not need to evacuate to higher ground
- Check buildings for signs of damage
- Get staff and pupils away from dangerous areas
- Listen to the radio for information
- Attempt to inform parents of your situation and your actions
- Decide if a controlled family reunification is required

## Our on-site assembly point(s) are

On the field to the south of the school building.

## Our off-site evacuation point(s) are:

If we need to leave school property we will walk to Seatoun Park. If weather is poor, we have access to Seatoun Soccer Club rooms.

# Lockdown Procedures

This provides a very basic guide to manage the response to a dangerous person entering the school, or if Police contact you and request the school go into lockdown. We suggest these procedures are practiced as a table top activity with your staff but not involving (or scaring) the students.

The aftermath of an intruder incident will require careful management as even in the 'best case' scenario of no one being injured or killed, there will be traumatised staff and students, concerned parents, confusion, disruption and media interest.

## **If shots are heard or an intruder is seen on the premises**

- Call 111, identify yourself and your school, your address and provide all details the operator requests.
- If safe, move to safe positions to wait for the Police to arrive
- Alert staff that the school is going into lock down (avoid using the fire alarm).
- Move everyone out of hallways and into rooms.
- Lock and/or barricade, or cover if possible, doors/windows.
- Keep quiet and do not leave the classroom unless it is safe to do so.
- Should the event occur while students are outside in playing fields: instruct students to move to nearest secure room, or to a safe assembly area (which may include an off-site area close to the school).
- When police arrive, follow their instructions

## **Our system for alerting staff that the school is going into lock down is:**

1. Administration staff will text message all teachers (Whats App could work well) 2. Broadcast code "Put out the red cones" over the intercom system. 3. Visit all classrooms. Teachers to check neighbouring classrooms. In the event that the children are in the playground during morning tea or lunch the bell will be rung to indicate that the children are to return to the classroom. The office staff will advise the teachers of the situation. If individual classes are outside the office staff will advise the teacher of the situation and assist them to get the students inside.

## **Following the incident**

- The Ministry of Education Trauma Incident Team will provide support. Phone 0800 84 83 26
- Consider whether to temporarily close, or continue operating. (The Trauma Incident Teams will provide guidance on suitable responses)
- Continue to monitor the wellbeing of students and staff

For detailed resources on traumatic incidents, visit:

<http://www.minedu.govt.nz/EmergenciesTraumaticIncidents>

# Advice for other hazards

This planning document focuses on emergencies where your staff will need to take immediate, self-directed actions. During or prior to the onset of other types of emergency officials such as Police, Civil Defence, the Ministry of Education, or the Met Service will provide official advice.

Below are some general guidelines for some of these types of emergencies

**In all situations, call 111 if it is an emergency**

## Storm, flooding and snow

If stormy weather is forecast, consider how this may affect your school.

- Consider not opening and advising students to stay at home.
- If strong winds are forecast ensure all objects that could become airborne and cause damage are secured away from the wind, consider taping windows to reduce the risk of them breaking.
- If heavy rain is forecast that could cause flooding, move records and equipment out of harm's way.

## Pandemic

In the event a health crisis, official guidance will be provided by the Ministry of Health, the Ministry of Education, and Civil Defence Emergency Management.

## Dealing with Deceased (during a disaster)

Technically any deceased person needs to be treated as a crime scene

If there are deceased persons after an earthquake or other significant emergency and you are not able to immediately contact the Police

- Cover the body with a blanket, tarp or similar
- Only move the body(s) if there are impeding access to rescue other people, or it is causing distress to others
- If you must move the body take some photos first to pass onto Police later

## Gas leak

If you can smell, see or hear, or otherwise suspect a gas leak, turn off the main valve and call 111.

Do not operate the fire alarm as sparks could ignite, Consider evacuating the area or

the school. Do not re-enter building or outside area until cleared by authorised personnel.

### **Suspicious package or substance**

When dealing with suspicious packages the utmost caution must be exercised and no attempts must be made to touch, move or examine the package. Immediately Call 111 and follow the operator's instructions.

### **Serious injury or death**

Immediately call 111.

### **Chemical spill**

Immediately call 111 and consider evacuation or lockdown.

# Our School could act as a spontaneous community hub

A Community Emergency Hub is a known gathering point for the community during and after a significant emergency. They are a hub for the coordination of any community emergency response. It is opened and managed entirely by the public, possibly with the assistance of the staff from the property where the Community Emergency Hub is located.

Our school is not identified as a Community Emergency Hub, however Schools and community centres are community hubs where people may naturally gather during and after an emergency.

To facilitate opportunities for the community to gather and coordinate their response, all schools should be prepared to act as unofficial Community Emergency Hubs.

After people have checked on their household and neighbours, they should go to a Community Emergency Hub:

- If they need assistance
- If they can provide assistance by sharing resources and skills
- To gather and share information on what has happened in their neighbourhood
- To help coordinate their community's response locally and pass on information to your council's Emergency Operations Centre