

GLADSTONE PRIMARY SCHOOL

41. EMERGENCY MANAGEMENT

Rationale

Emergency procedures must be in place to maximise student and staff safety in the event of an emergency due to fire, earthquake, storm, hazardous chemical spillage, or other potentially life threatening event!

Procedures

As attached.

Guidelines

1. Training will be given to ensure all staff and students are familiar with the Emergency Procedures.
2. Practices in emergency drills will be carried out each term, and minuted in the Principal's Report to the Board.
3. All access points to buildings (door ways) and egress points (in relocatable rooms) to be clear at all times.
4. All staff to be familiar with the situation of the alarm and assembly areas.
5. The booklet "Emergency Procedures" published by Civil Defence and the Ministry of Education 1992 will be used as a guideline.
6. The Site Warden is the Principal (identified by a yellow vest). The Sector Wardens are identified by red hats. All class teachers are designated Floor Wardens. The Wardens must wear their identification when evacuations are underway.

Dave Shadbolt _____
(Principal)

Fiona Barker _____
(Chairperson)

GLADSTONE PRIMARY SCHOOL

Emergency Procedures : To be used in conjunction with Policy Statement No 66.

The teacher's first responsibility is to the students

IN THE EVENT OF ANY EMERGENCY NO STUDENTS ARE TO LEAVE THE SCHOOL UNLESS COLLECTED BY PARENTS/CAREGIVERS.

Emergency Procedures

Alarm points are situated at various places around the school. All staff are to make themselves familiar with the situation and use of them. It should be noted that this is an internal system and does not alert emergency services, which must be summoned by telephone.

Fire and Emergency Evacuation Procedures

In the case of fire, or where it is necessary to evacuate the school building the signal will be the continuous ringing of the school bell. In such cases the teachers will evacuate their classes in a quick, quiet and efficient manner to the allocated position on the lower courts. Teachers take the attendance register and when the students are assembled, call the register. The teacher from each classroom is to report to the Associate Principals when all are accounted for. Classes remain on the assembly area and await further instructions.

Egress

All classes use the door on the outside of the classroom unless circumstances dictate otherwise.

Earthquake

In the event of an earthquake very little warning is given.

1. If inside students take refuge under desks; teachers under tables or in door frames. Make sure students do not rush outside. When the tremors have abated, students will file out and take their class position on the court. Registers will be checked.

2. If outside assemble the students in an open space away from buildings, tall trees, flag poles etc. Sit on the ground until tremors have abated. Assemble in class positions on the court. Check the register.

Cyclone/Storm

Teacher in charge of room decides whether it is safe to stay. Move or stay inside away from windows. Make sure students do not go outside. Register to be checked and staff duties carried out.

Hazardous Chemical Spillage/ Volcanic Eruption and Ashfall

Move or stay inside. Close all windows and doors. Register to be checked and staff duties carried out.

INSTRUCTIONS FOR STAFF AND WARDENS

IF YOU DISCOVER A FIRE

1. Raise the alarm immediately by operating the nearest fire alarm.
2. Ensure Fire Service is notified per **111** call. This may be done using a telephone in neighbouring premises or, if safe to do so, by the receptionist/telephonist prior to them evacuating. Clearly state the premises NAME, ADDRESS (including suburb and city/town) and NATURE OF EMERGENCY (Fire, bells ringing, etc).
3. Potentially dangerous processes or machinery should be closed down. Leave lights on. Shut doors and windows. The closing down process should only be carried out if possible to do so safely and with no delay.
4. Leave immediately by the NEAREST escape route. Move quickly but **DO NOT RUN**.
5. Report to your designated assembly area.
6. Do not return to the building until **ALL CLEAR** is given.

FIRE WARDENS' DUTIES - YOUR PRIME CONCERN IS THE SAVING OF LIFE

ON HEARING ALARM

1. Initiate evacuation.
2. Ensure your floor/area is evacuated. Check toilets, locker rooms, as per Policy.
3. Ensure all smoke stop doors on route of exit are closed.
4. Note location of persons remaining in premises, including disabled persons, fire control personnel, etc.
5. Report to Building Warden and pass information on.
6. Report to assembly area for personnel control.
7. Only if conditions permit, and it is safe to do so, should any attempt be made to extinguish the fire. (Persons remaining in the building to attempt extinguishment of fire to have their location reported to Building Fire Warden).

LOCATION OF EMERGENCY RESOURCES

- Battery powered radio for emergency message broadcasts – Office Store.
- Fire extinguishers - as per site plan.
- First Aid Kits - Medical Room.

CONTINUED FUNCTIONING OF THE SCHOOL

In an event such as an earthquake, volcanic eruption or major destructive storm that causes a national or civil emergency it may become necessary to keep our students at school. In such an occurrence we would be guided by the Civil Defence authorities and no children would be able to leave the School unless permission is obtained from a designated Civil Defence Officer. In the case of a volcanic eruption and ashfall emergency the attached action plan is to followed.

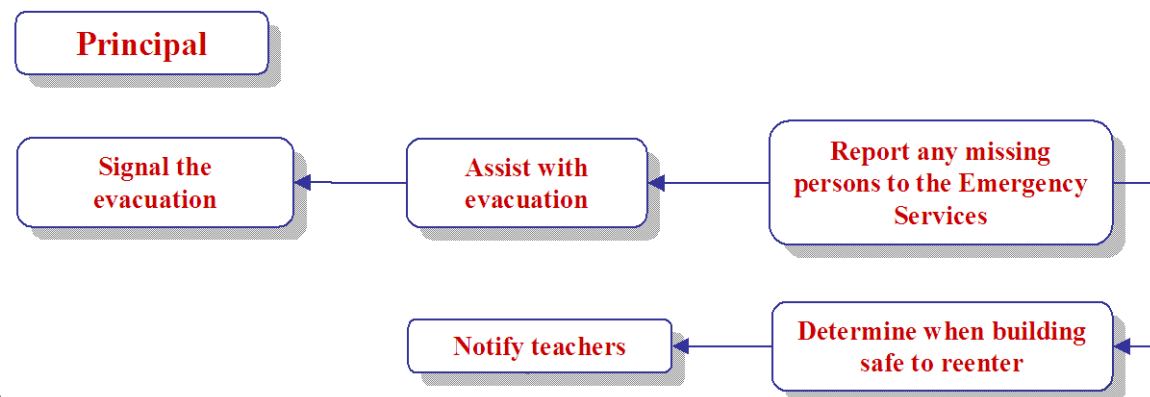
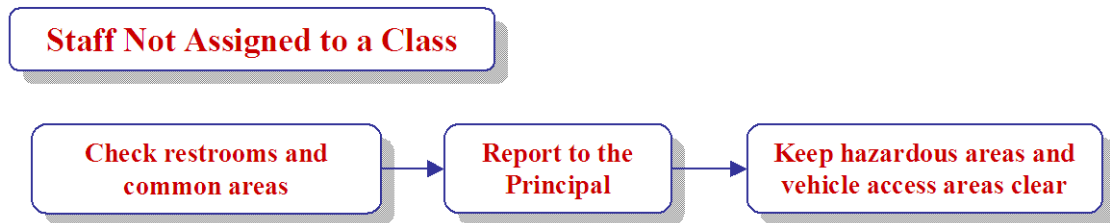
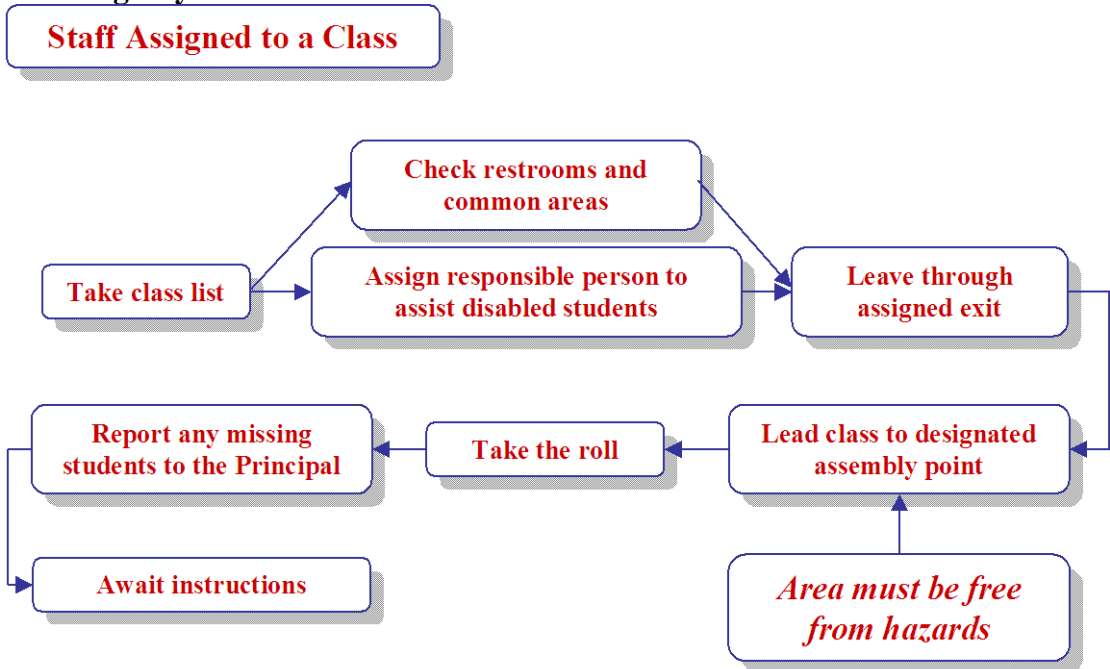
In order for the School to continue functioning the following will need to be observed:

- no-one is to leave the School grounds unless collected by a parent or caregiver.
- conserve water - do not flush toilets.
- conserve or eliminate the risk with electricity by turning off all power outlets and appliances.

Dave Shadbolt _____
(Principal)

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(Chairperson)

Evacuation/Emergency



Response

Volcanic Eruption And Ashfall Emergency Response

New Zealand has several active volcanic zones, all of them in the North Island.

Civil Defence will warn of impending life-threatening eruptions.

Be prepared to respond rapidly.

