



# OUR SCHOOL EMERGENCY PLAN

## **Pinehaven School**

**220 students and 25 staff**

Forest Road

Office phone: 04 528 4365

Office fax: no fax

Emergency mobile phone: 528 4365

Main office email: [office@pinehaven.school.nz](mailto:office@pinehaven.school.nz)

Website: [www.pinehaven.school.nz](http://www.pinehaven.school.nz)

Twitter: no twitter

Facebook: no facebook - secret group only for invited members

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 and 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

A list of emergency contacts is stored in the school's electronic data base - these people are authorised to collect a child from school. A printed copy is kept in the office to take with us in the case of evacuating the school. Families who live in Whiteman's Valley are encouraged to have an emergency contact person on the Pinehaven side of the hill if at all possible.

If there is any kind of emergency at our school, or affecting the area, we will try to keep parents informed of what is happening. If you receive a message from the school that we have implemented our family reunification process, this means that we will only release students in a controlled fashion to people who have been authorised by parents to collect their children. The person coming to collect each student should enter the school through the main gate, and come directly to the office, where a process will be in place to approve them collecting students. Please ensure the list of people authorised to collect your children from the school is kept up to date and includes people who live within walking distance of the school. Children who live within walking distance will not be released without confirmation from parents that they can walk home. In the event of a minor emergency, children will not be put on the school bus without confirmation that there is someone at home to meet them. You need to ensure the people who are on this list are aware of the expectation to pick up your children during a significant emergency, if it is likely that you will be unable to or delayed. Please be aware you will not be permitted to collect other people's children if you are not listed as an emergency contact, even if we know you are friends with their parents.

# Fire Procedures

This procedure outlines what we will do in the event of a fire. We will follow the same procedures when practicing a fire drill.

## **If we 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 will 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 on the way to the designated assembly point
- Ensure all students remain at the assembly point until clearance to leave is given
- Move staff and students to our offsite location if unable to stay on school grounds
- Decide if a controlled family reunification is required

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

Evacuation of buildings is signalled by the continuous sound of the fire siren and internal speaker system. Rooms 1-5 and the Library (as well as any attached resource/withdrawal rooms) evacuate to the top courts by the bike container. Rooms 6-10 and the hall (as well as any attached resource/withdrawal rooms) evacuate to the tennis courts next to the hall. Staffroom/Admin evacuate to designated warden spots or either court area (whichever is most appropriate given the situation). Teachers will take a roll call. The hub leader (senior staff) at each assembly point will indicate the to Principal and Office Manager when all are accounted for, and report any missing people.

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

If we need to leave the school property, on the Principal's direction, we will cross the road and walk to the site of the Pinehaven Library. We have discussed this with the Library and hold a key in the office.

# Earthquake Procedures

This procedure outlines what we will do in the event of an earthquake. We will follow the same procedures when practicing an earthquake drill.

## When the ground begins to shake

- Everyone, including students, teachers and staff will immediately **DROP**, **COVER**, and **HOLD**.
- We will look to our own safety first. We cannot help anyone else if we are injured ourselves.

## When the ground stops shaking

- Ensure our personal safety first
- Check those around us and offer help if necessary
- If anyone requires medical assistance, call 111 and administer first aid
- Teachers will collect their class roll and take their students to the designated assembly point(s). We will move to our designated offsite evacuation point if it is not safe to stay at the school
- Our school is not in a tsunami zone, we 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 our situation and our actions
- Decide if a controlled family reunification is required

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# Lockdown Procedures

This provides a very basic guide to manage the response to a dangerous person entering the school, or if Police contact us and request the school go into lockdown. Civil Defence 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

## **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 our 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, the Ministry of Health 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, we will consider how this may affect our 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 we 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 we must move the body take some photos first to pass onto Police later

## **Gas leak**

If we 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