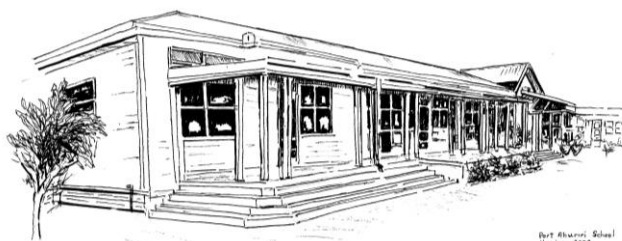


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Emergency/Crisis Management Plan

1. **LEGAL REQUIREMENT**
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3. **RISK AREAS LIKELY TO AFFECT PORT AHURIRI SCHOOL**
4. **POLICY ON EMERGENCY PROCEDURE**
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 - Role of School Secretary
 - Role of Teachers
 - Role of Parents
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 - Fire
 - Flooding,
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 - Severe Storms, Cyclone, High winds, Volcanic Activity
 - Lock Down Situations
 - Chemical/ Petrol Spillage
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 - Traffic Accident
 - Trauma Support
 - Pandemic
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7. **LIST OF BASIC EQUIPMENT HELD ON SCHOOL SITE**
8. **PLAN OF SCHOOL BUILDINGS SHOWING EMERGENCY ASSEMBLY AREA, BUILDINGS, ROOMS, WATER MAIN ELECTRICITY AND GAS SHUT OFF AREAS.**
9. **EMERGENCY CONTACTS**
10. **SITE OF NEAREST CIVIL DEFENCE CENTRE IN AN EMERGENCY**

LEGAL REQUIREMENTS - Civil Defence Act 1983 (43, 44, 45)

Section 43

Every school shall maintain plans for the continuation to the fullest possible extent of its essential functions during and following a state of national emergency or civil defence emergency.

Section 44

Every school required by this Act or any regulations made under this Act or any operative national civil defence plan to undertake any civil defence measures or to perform any functions or duties shall take all necessary steps to undertake those measures or to perform those functions and duties.

Section 45

Every school shall make adequate provision in premises under its control and occupied by it (whether or not the premises are owned by it) for the purpose of performing its functions and duties or exercising its powers for the rescue of endangered persons in the premises, first aid to casualties occurring there, and the relief of distress during a state of national emergency or of civil defence emergency, and shall provide the necessary training, equipment, facilities and accommodation to perform those functions.

Pandemic Planning

The Ministry of Health and The Ministry of Education expect all schools to have a plan about how to cope with illness such as Bird Flu. Port Ahuriri School has adopted the procedures contained in Influenza Pandemic: Planning Guide for Schools – August 2011

IDENTIFYING THE RISKS

Risks can be grouped into 4 areas:

External:

War etc.

Geological:

Earthquake

Volcanic Activity

Meteorological:

Cyclone

Tsunami

Flood

High Winds

Man Made:

Chemical spill in the Napier Port area

Rupture petrol tanks in Battery Road

Hazardous materials in storage and /or transport (Chlorine, Ammonia, Radioactive materials, petrol, natural gas, LPG)

Motor accident

Fire

Armed Offenders Alert/Dangerous persons

Pandemic

Traumatic Incidents

Bomb Threat

RISK AREAS LIKELY TO EFFECT PORT AHURIRI SCHOOL

Earthquake

Tsunami

Traffic Accident

Fire

Cyclone – Strong winds or severe storm

Locked Down situations including armed offenders' alerts

Spillage of chemicals at Napier Port or neighbouring industries.

Spillage or traffic accident involving hazardous materials or electrical wiring

Flood

Pandemic

Volcanic Activity

Traumatic Incidents

Emergency Evacuation Guidelines

In emergency situations such as fire, earthquake or other defined emergencies, all staff must be thoroughly familiar with the agreed procedures. The first priority is the protection of life and the prevention of injury.

PROCEDURE

When buildings are to be evacuated there will be **ringing of a bell**, (hand or electric), and/or a message via the evacuation system over the emergency speaker system.

In the Case of Fire:

On such a signal all are to assemble on the field. Children sit in class groups. Classes using the hall, library or swimming pool to also assemble on the field. Classes using the field remain on the field.

In the case of Earthquake:

In an earthquake pupils are to “drop, cover and hold” under desks, hold onto the legs of the desk or table they are under until the shock is over. (Pupils must understand that this gives protection from falling glass, ceiling panels, shelf contents.)

Teacher does as children do (Each classroom will have a laminated list of current students near the door. A printed list of students absent from the school will be held in the office each morning / afternoon)

In the case of Tsunami:

In the event of a major earthquake where you are knocked to the ground or it lasts longer than 1 minute, posing a risk of Tsunami, the children, visitors and staff will be evacuated to higher ground, up Goldsmith Road to Goldsmith Terrace. We have approx. 12 minutes to evacuate.

Emergency evacuation will be practiced once per term. Teachers will highlight action needed in various emergencies.

GUIDELINES

Children must be quiet so they may hear instructions

Children must walk to the assembly area

Children must remain in the assembly area until dismissed by the staff member in charge.

Teachers must remain with their class until the children are dismissed.

Teachers must leave the room last. A roll check will be carried out at assembly point and Principal informed of missing children, staff or other school visitors.

The senior teacher in each area will check all toilet areas and report to the assembly area.

The Caretaker will turn off electricity if accessible.

Disaster, Rescue and Relief Guidelines

Pre-Disaster:

The children and staff are instructed and practice evacuation routines as per the emergency evacuation policy.

During:

Children and staff follow the procedures outlined in the evacuation / pandemic planning procedure

Post:

Staff, along with community support will endeavour to supervise and care for children, communicate with caregivers and reunite children with families. Children are checked off the roll as released. The name of the person the child is released to is recorded.

School staff will follow directions issued by official agencies.

RESPONSIBILITIES IN AN EMERGENCY

PRINCIPAL

- Take primary responsibility and assume leadership in a disaster.
- Regularly review the schools' Civil Defence and Pandemic Plans.
- Use the agreed communications plan to keep parents and staff informed as is necessary and possible.
- Be familiar with regulations from the Ministries of Education and Health, especially with regard to school evacuation / closure and pandemic emergency steps.
- Make the safety and well-being of children and staff of Port Ahuriri School the paramount consideration
- To decide if and when it is appropriate to evacuate the school.
- Ensure all parents/caregivers are informed about emergency evacuation and evacuation procedures of Port Ahuriri School.
- Ensure all staff and children are conversant with emergency and evacuation procedures in this plan and ensure regular practices take place.
- To make recommendations to the Board with regard to policy matters, purchase of materials etc.
- To know other responsibilities staff have and decide upon an order of dismissal. Suggested order:
 - those having community responsibilities (emergency service personnel)
 - those with young children of their own
 - those who have a distance to travel or may have difficulty getting to their place of residence
- Serve as a liaison officer with the local Civil Defence staff, emergency services and media as required.

ROLE OF DEPUTY PRINCIPAL

- Take over role of principal in the event of the principal being absent or incapacitated.
- To manage the communications plan (in liaison with the Principal)

ROLE OF SCHOOL SECRETARY

- To ensure that at all times the first aid supplies are adequate.
- Keep list of children in the school up to date with up-to-date phone numbers and contact numbers – note any special health problems and supply of medication.
- Answer the telephone and answer any enquiries, where possible.
- In an evacuation, check administration block for children and locate any visitors to the school.
- Take responsibility for a 111 call.
- Bring card file and absentee list from the office

ROLE OF TEACHERS

- Ensure the personal safety of all children.
- Know evacuation procedures thoroughly. In case of school closure, *ensure* no child is permitted to go home alone. Record names of adults they leave with.
- Be aware of any potential dangers in or out of class.
- After checking own room be aware of the classrooms next door so control is managed if teacher is injured.
- Have sufficient knowledge of First Aid to be able to attend to injuries.
- When evacuating the classroom make sure **all doors are closed**.
- Ensure there is an up to date "evacuation class list."

ROLE OF PARENTS

- Know the procedure in case of an emergency at Port Ahuriri School
- Collect children from within the school grounds or evacuation point at the most suitable time. Children will not be dismissed until personal contact with the teacher, or assigned caregiver, is made.
- Have an emergency contact in case you are unable to reach the school.
- Try not to phone the school – listen to your radio and/or check school communication platforms.
- Sign up to receive Hero Alerts.

ROLE OF CHILDREN

- Know the drill for each emergency procedure.
- Do exactly what you are instructed to do.
- Do not leave the school grounds unless your parents or a designated contact collects you.

ROLE OF ANCILLARY STAFF

- Escort children in your care back to their class teachers.
- Report to the principal to see if you can be of any assistance.

ROLE OF CARETAKER

- Check all toilet areas.
- Turn off electricity / water (if possible and required)
- Report to principal to see if you can be of any assistance elsewhere.

SPECIAL EMERGENCY PROCEDURES

Section 43.

During a Civil Defence Emergency, to ensure the physical health and well-being of the children, the Napier Civil Defence Authorities/City Council will not allow the school to open until all services are re-established.

After a Civil Defence Emergency, to ensure the school opens as soon as possible, the Principal/Board/Caretaker will conduct a hazard risk assessment and vulnerability check of the schools' systems looking for:

- a) obvious cracks in any walls
- b) dislodged bookcases or fittings which could fall in any earthquake after shock
- c) leaks in water pipes
- d) breaks or blockages in sewage drains and fittings
- e) breaks in electrical wiring
- f) any fire which has not been completely extinguished, and
- g) implement a remedial program to overcome major items identified in the above checks

Section 44.

The school responsibilities during a civil defence emergency are to look after children whose parents/caregivers aren't able to pick them up (Our nearest Civil Defence Centre is at Napier Central School.)

EARTHQUAKE

In Buildings: - Drop, Cover and Hold - climb under tables, hold table legs, stay away from windows. Remain inside until instructed to evacuate. Staff should always reassure children and then evacuate in an orderly manner.

In Playground: - drop to ground, assess your position – trees, electric wires etc. – and if necessary crawl to a safer situation in the turtle position

N.B. Teachers will need to be aware that dangers occur from falling roofing, glass, toppling walls, burst hot water pipes, etc. All care needs to be exercised. Children may not be able to evacuate in the manner that they have practised and will definitely be traumatised.

In the event of a major earthquake with the risk of tsunami the school will evacuate to higher ground via Goldsmith Road to Goldsmith Terrace. Any children unclaimed would be taken by staff to Napier Central School where they will still remain the responsibility of Port Ahuriri School staff, until released to parents, family or CYFS.

FIRE

Children must be reassured and evacuated in an orderly manner.
After evacuation all reasonable efforts should be made to secure property and limit damage by containment of the fire.
Fire extinguishers are situated in each block.

FLOODING

If the surrounding district is affected by flooding there may be a call from Civil Defence to send children home because of the threat of flooding in our area.
If this occurs the children would be retained in the school until dismissed directly into their parents/caregivers custody.
If any child is unable to reach their home or their contact the school will retain responsibility until such time as contact / official representation is made.

TSUNAMI

Immediate evacuation up Goldsmith Road

SEVERE STORMS, CYCLONE, STRONG WINDS, VOLCANIC ACTIVITY

Stay indoors unless otherwise instructed. Listen to local radio.

Teachers should:

- check children's presence (roll call)
- secure all doors and windows
- instruct children to move quickly and quietly to the safest, strongest area in the classroom
- if the roof starts to lift, open the windows on the sheltered side of the classroom

If possible: place pieces of tape in an X formation on large windows. Secure outside objects that are in the immediate vicinity of the classroom (rubbish bins, seats) and are likely to threaten the personal safety of the children and/or their teacher.

In playground: Children need to move quickly and safely to their classrooms.

N.B: Danger exists from flying objects and falling trees. Children will have to assess their own safety and remain where they are or move to a safer situation.

If school closes: Children are dismissed directly into their parents/caregivers custody

Staff will follow the directions as given for the area from Civil Defence personnel.

LOCK DOWN PROCEDURES

A lockdown will be initiated when a situation arises that requires the isolation (rather than evacuation) of staff and students from an identified threat.

GUIDELINES

- Situations that might trigger a lockdown (real or perceived) should be immediately reported to the principal (or delegate).
- The Police will be informed immediately.
- The following alarms will inform teachers:
 - A message over the school intercom and/or
 - The school lockdown alarm is activated.
- Once a lockdown is signalled, staff are to:
 - Return to their hub.
 - Lock all external doors including toilets. Piki responsible for Block A toilets and Aoraki for Block E toilets. Office responsible for Library and Staffroom doors.
 - Activate the internal toilet access doors.
 - Do not open doors under any circumstances or let anyone out of the hub until all clear is given. Pull curtains if you have them or blinds. Children to sit on the floor and not draw attention to themselves.
 - Retake your roll. Notify the office the names of any children who were present and who aren't and any additional children you have.
- Staff are asked not to contact parents, others outside the school or the media.
- Children are to be kept in the hub until staff are asked to release them by a member of the senior management team or the Police.
- Should a lockdown be necessary at lunchtime, all staff will immediately return to their hubs to receive students.
- Once all students and staff are safe, and following the advice of Police, the school will inform parents of the Lockdown via the school app and/or Facebook and endeavour to keep them updated on a regular basis.

FOLLOW UP

- A school assembly will be held (if possible) to debrief children prior to them going home, to reassure them they are safe.
- A staff debriefing session will be held to enable issues to be aired and review procedures. All staff will be reminded of the Gains/EAP facilities available.
- A final statement will be sent via app / Facebook / Seesaw to parents bringing the situation to a close.
- Any media statement required will be issued by either the principal (or delegate) and/or Board Presiding member
- Principal to contact local Director of Education (Ministry of Education)

CHEMICAL SPILLAGE

Areas of risk: swimming pool, road accident, Napier Port spillage

Children are to stay indoors, windows and doors closed. Children should only leave the room if requested by the teacher or principal.

BOMB THREAT

Receiving a Call

- In the event of a bomb threat, it is best for the person who receives it to take as much information as possible including; the time, details of what has been said, any caller ID number and note any other information they can hear.

Response Process

- The person should then notify senior school management immediately and call 111
- Police staff will be able to provide advice including whether the school needs to evacuate, go into lockdown, or take other action.

Evacuation Procedures

- Activate alarm
- Announce over speaker it is an evacuation (DO NOT suggest a bomb threat)
- Meet on field as per normal
- All staff/children removed off-site as quickly as possible to Ahuriri Park and wait on further instructions from the police.

TRAFFIC ACCIDENT

It is not envisaged that traffic accidents would create a situation which would be dangerous to pupils at Port Ahuriri School but should that situation arise then the procedures for **Chemical Spillage** would apply.

However, a fatal or injury accident happening outside the school would be a traumatic event for children to witness, and steps would need to be taken to ensure that children are protected as much as possible. In this event children are directed to move away and if appropriate leave the school grounds via an alternative route.

TRAUMATIC INCIDENT

TI Phone Number – 0800848326 / 0277078605 (Local)

Ministry of Education Trauma Incident Team staff will be first point of contact for support and guidance.

Traumatic Incidents are defined as events that:

- Cause sudden and/or significant disruption to the operation of the school and their community
- Have the potential to affect a large number of children and staff
- Create significant danger or risk to the physical and emotional wellbeing of children and those within their community
- May attract media attention or a public profile for the school as a result of these incidents.

Examples include:

- The sudden accidental / non-accidental death, or serious injury of a child or staff member.
- The terminal illness of a student or staff member
- Witnessing sudden injury or death of a child or staff member.
- Threats to the safety of students or staff including the presence of an individual behaving in a threatening manner
- Physical or sexual abuse (or allegations of) which impacts on the school
- Serious fraud, theft or vandalism
- A lost or missing child or staff member
- Floods, fires, earthquakes and other community crises or natural disasters.
- A lockdown.

Managing Emergencies and Traumatic Incidents

Gather the Facts:

- listen to what has happened, record the caller's name and phone number, record the names of others involved
- verify the facts of the event, ascertain the reactions of those involved and record any actions taken
- check that the appropriate emergency services have been contacted
- inform the caller of any actions staff will take (such as informing the principal, local Ministry of Education traumatic incident coordinator)
- give the caller a staff member's name and phone number in case they need to call back
- contact the principal and/or the local traumatic incident coordinator.

Immediate Actions for the Principal:

- inform the presiding member to determine the need to assemble the crisis management team (CMT),
- Assemble CMT – gather people who are best suited with the relevant skills for the situation – this is not necessarily hierarchical
- contact the traumatic incident service for support
- appoint a phone monitor to free the principal/acting principal from incoming calls.

Following notification of a traumatic incident the CMT will meet as soon as possible to verify facts, assess the situation and decide on an appropriate response.

It should consider:

- The community being informed
- Relevant agencies being contacted with urgency to ensure that support for staff and students is obtained
- Identification of specific individuals or groups that are affected or need assistance
- Communications plans with relevant sector groups
- Systems that support school continuity and return to regular routines and structures

Respond to People Who Are Injured:

- establish communication/liaison links with medical staff
- participate in and manage medical triage with other trained first aiders and medical staff
- ensure immediate medical intervention in life threatening situations
- ensure patients are prioritized for treatment in line with the severity of their medical condition
- keep accurate records of injured staff and students, doctors and hospitals involved
- communicate medical conditions and notify next of kin, release information in consultation with traumatic incident response team and police
- consult and inform staff
- minimise student exposure to the injury scene with the use of screens/removal etc
- manage parent arrivals and student release through agreed systems
- clean site (in culturally appropriate ways).

Inform your Community:

- determine how and when to release information to staff
- remind staff of the CMT role, ie to help the school resume functioning
- decide how and when information can be released, ie in class groups (smaller), among staff
- develop sign in and out procedures for staff and visitors
- write statements for teachers to read to students
- determine communication and liaison with families/whānau
- write statements for the wider community and decide how these are to be distributed. Include what is/will be the path for students and the school going forward both immediately and in the future.

Prepare for the Media:

- designate a media spokesperson (usually the presiding member or principal) and confirm that no one else talks
- ensure sufficient staff and phones are available to handle incoming media and public calls
- log all calls, where possible
- transfer calls to the identified media spokesperson
- ensure all administration staff and teachers are briefed on all aspects of information flow
- develop a media response in liaison with management/the board (keeping in mind confidentiality, family/whānau wishes, information available to be released and the need to check with police and emergency services)
- determine how and what information can be released to the community (eg, using recorded phone messages and staff statements)
- liaise with others to check whether the content of all messages is culturally appropriate
- maintain a media contact list
- control times and places of media arrival and remind media of the effect of media coverage on children and young people – especially where an incident involves suicide
- draft letters to be sent home, include facts, summaries, information about likely reactions and support networks.

Respond to the Media:

- inform media of the media spokesperson who will be the only spokesperson for the school

Support Staff, Students, Parents and the Community:

- prepare written material for the school community to support their understanding of the event and communication with children and young people
- allow students to express thoughts and feelings regarding an incident
- clarify misinformation
- encourage teachers to normalise students' feelings and provide factual answers to questions
- encourage helping relationships, characterised by empathy, warmth and genuineness in the classroom
- be aware of cultural differences that exist in expressions of grief
- maintain confidentiality
- identify high-risk children and young people and monitor classroom and school attendance closely
- support referrals for immediate outside support, where needed
- provide contact numbers for parents to ring after hours if needed
- document actions taken
- provide teachers, families/whānau and the community with information on supporting children and young people and where and how to seek additional support.

Evaluate your Plan, Procedures and Practice:

- meet to evaluate your plan, procedures and practice, look at ways to improve the plan and procedures
- identify and follow up outstanding tasks and identify and address any concerns
- identify any ongoing support needs of staff and students
- discuss the need for letters of appreciation and/or any remembrance activities.

PANDEMIC

Port Ahuriri School will follow the Ministry of Education and Ministry of Health pandemic planning advice.

During a pandemic event, the Ministry of Health and/or local Medical Officers of Health will provide leadership or direction around the opening and closing of schools.

The principal is the pandemic manager and the deputy principal will act in this role should the principal be unable to carry out the role.

The Ministry of Health has four "alert codes"

- | | | | |
|-------|--------|--------------|--|
| (i) | White | - advisory | Confirmation of a potential emergency situation that may impact in or on New Zealand in the future.
For example, a new infectious disease with pandemic potential, or early warning of possible volcanic activity. |
| (ii) | Yellow | - standby | For example, an imported case of a new and highly infectious disease discovered in New Zealand, or initial reports of a major mass casualty event within one area of New Zealand which may require assistance from unaffected DHBs |
| (iii) | Red | - activation | For example, a large-scale epidemic or pandemic, or major mass casualty event requiring assistance from outside the affected region |
| (iv) | Green | - stand down | End of outbreak, epidemic or emergency. Recovery activities will continue. |

The school will implement the alert codes as required by Ministry of Health

Prepare to Respond to a Pandemic

Trigger: Ministry of Health announces New Zealand borders are closed. Ministry of Health (MoH)

Alert Code: **Yellow**

Goals: All staff, board of trustees, students and parents/caregivers are informed, understand their roles and responsibilities.

The powers of Medical Officers of Health to close schools and centers are described on pg 4 and 5 of the MoE Pandemic Planning Guide.

Actions: Monitor and respond to information provided by MoE and take appropriate action as required

Keep SMS database updated

Educate staff and students about the importance of staying home when sick and the importance of good hygiene practices

Respond to a Pandemic

Trigger: Ministry of Health announces human pandemic strain case(s) found in separate locations in New Zealand.

Alert Code: **Red**

Goals: If outside pandemic cluster area the school is on heightened alert.

If inside pandemic cluster area the school is closed in consultation with Medical Officers of Health.

Action One

School has no pandemic cases and can continue to remain open

School may have possible pandemic case/s and can still remain open

Start preparing for a possible school closure

- School should not close without taking advice for local DHB and/or Medical Officer of Health
 - Make preparations for possible closure
 - Make preparations for securing premises
- Follow MoH travel advice
 - Review travel of staff who work between regions
- Have clear guidelines around how/when decisions are made to send children and/or staff home (in consultation with a medical adviser)
- Ensure notification of cases and status reports to health authorities
- Have excellent personal hygiene facilities and practices to limit spread
- Assist health authorities to track 'contacts' of people showing symptoms

Action Two

School Closure

- Have arrangements in place for staff salaries, power, phone etc
- Have arrangements for voluntary redeployment of staff in alternative duties – such as health and welfare roles
- While school may be closed to students, it will not be closed in a quarantine sense. Staff may still go to work using appropriate social distancing measures or work remotely
- Guidance on staff salaries will be clarified after discussion with employers and unions
- Post notices of closure on entry points and main buildings
- Keep relevant groups informed through school communication strategies
- If requested, make school facilities available with local agencies for response efforts
- Activate rigorous personal hygiene, social distancing and cleaning routines for those staff continuing to work at school.
- Provide options for working remotely where applicable and/or necessary

Recover from a Pandemic

Trigger: Population protected by vaccination and/or pandemic abated in New Zealand. Ministry of Health (MoH)

Alert Code: **Green**

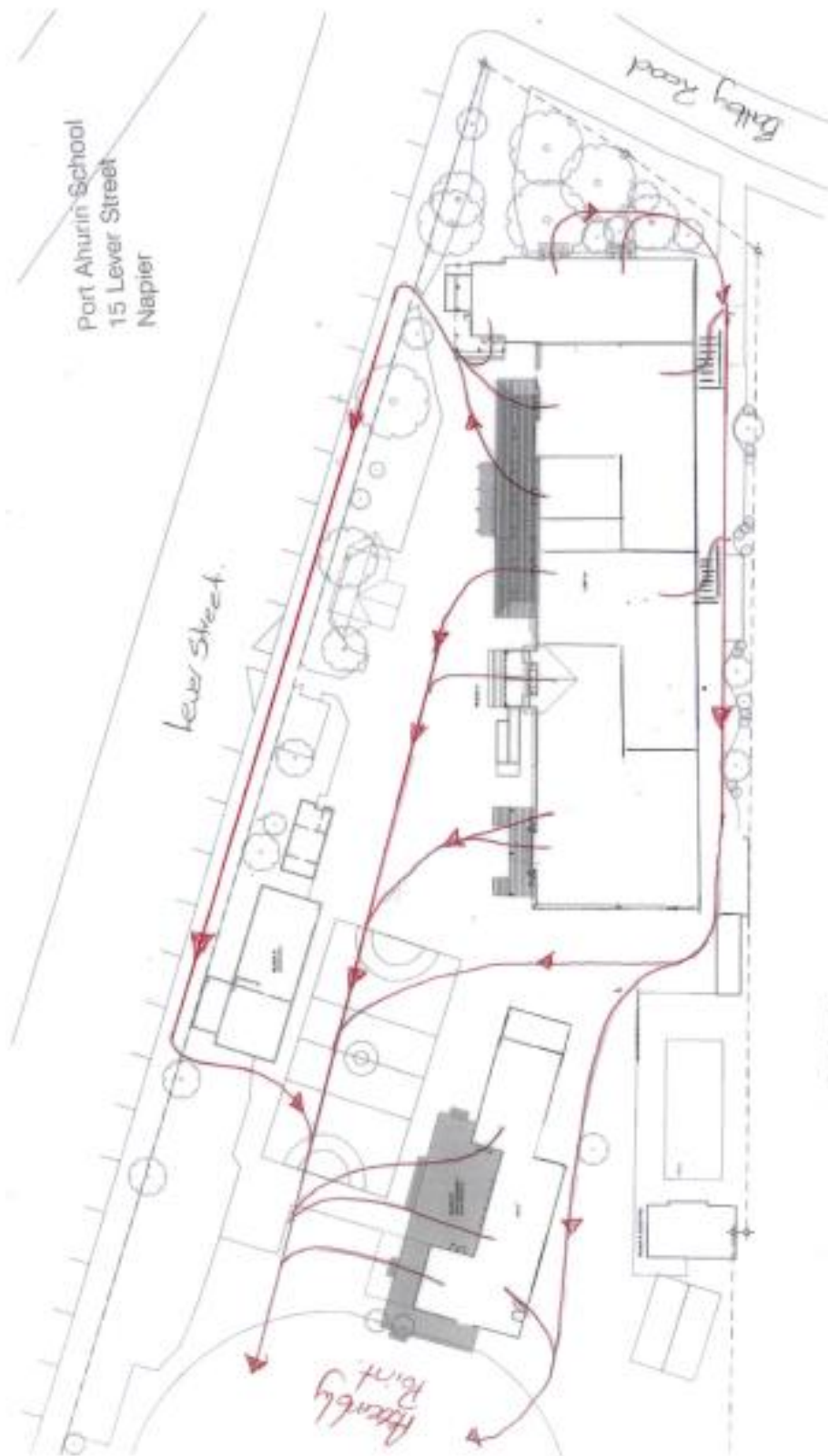
Goals: Ensure continued wellbeing of staff, children and students, and education services are fully restored.

- Contact MoE for advice – liaise with Traumatic Incident team as necessary
- Arrange debrief of event for staff and students
- Arrange trauma and/or grief counselling as necessary
- Communication to relevant groups covering: the current pandemic phase, what the school is doing to re-start, what parents and children can do at home, the next steps
- Support and monitor the wellbeing of staff and children
 - Follow the advice of health officials in managing return to work/lessons
 - Watch for other symptoms of grief and trauma

EMERGENCY SCHOOL KIT

- Crank Radio
- Survival blankets
- First Aid kit and supplies
- Individual prescription medicines
- Face masks
- Plastic bags and ties, wipes
- Water purification tablets

PLAN OF BUILDINGS SHOWING EMERGENCY ASSEMBLY AREAS.



EMERGENCY CONTACTS

FIRE, POLICE, AMBULANCE DIAL 111

Non-emergency calls:

Police Dalton House
 Dalton Street
 PO Box 245
 NAPIER Phone 8310700

Hospital Hawkes Bay Hospital
 Omaha Road
 HASTINGS Phone 878 8109

Hawkes Bay St John Ambulance Service
 62 Tait Drive
 NAPIER Phone 8441950

Napier Health Centre
 Wellesley Road
 NAPIER Phone 8788109

Princess Alexandra Retirement Village for the Elderly has commercial kitchens and is a residential site. We would in an emergency seek their support if appropriate.

NAPIER CITY COUNCIL

Civil Defence
Dangerous Goods
Environmental Health
Building Inspectors
Dog Control

Phone: (06) 835 7579

After Hours: Phone 835 7579

NEAREST CIVIL DEFENCE CENTRE LOCATION

The nearest Civil Defence Centre, in case of an emergency, is located at Napier Central School, Napier Terrace.