



# OUR SCHOOL EMERGENCY PLAN

## Newlands College

1000 students and 100 staff

68 Bracken Road, Newlands, Wellington 6037

Office Phone	(04) 473 4136
Emergency Phone	Dial 1 then 111
Main Office Email	newcol@newlands.school.nz
Website	www.newlands.school.nz
Emergency controller Deb King	021 888 078
Medical Centre – Newlands	478 9858
Police (local Johnsonville)	478 3583
Radio station	National Radio 567 AM, 101.3 FM, Newstalk ZB 1035 AM, 89.3 FM
NZ Poisons Centre	0800 764 766

## Key People:

Deb King	Take megaphone, evacuation bag, cell phone, laptop and go to evacuation point.
Hyonju Park and Tracy	Grabs the folder, bag with students' medication (insulin from the fridge) and first aid kit and goes to evacuation point.
Craig Milmine	Take laptop to evacuation point.
Fei Gao	Updates website if possible. Brings a first aid kit, folder and memory stick from computer to evacuation point.
Asim Beganovich and Cornelios Floratos	In response to an alarm bell Asim will meet FS at the alarm pad in the Hall Foyer. Both will go to the source of the alarm to determine cause. A decision will then be made about whether to call emergency services. One of them needs to call KG or go down to evacuation point to give the all clear.
Edna Kaiaruna	Stay in office to determine nature of emergency. If an evacuation is necessary Edna will change the message on phone system if possible and then go to evacuation point.
SLT	Cover for all positions.

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**

Where possible we will send an email to all parents in our database indicating that an evacuation has occurred. We will send out a text message via school-links. We will update our facebook (if appropriate). Our main answerphone message will be changed to indicate what has occurred.

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

Parents are directed to the side gates of the school. Here will be limited drive on access. The Senior Leadership Team or representatives will be at the gates with information about where to collect students. Students will go to their form class. Older siblings will go to the form class of the youngest family member. Form teachers will record when students leave, who they leave with and where they are going.

# 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 points(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**

All the main school staff and students assemble on the netball courts. LSC students and staff assemble outside M8.

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

All the main school staff and students assemble on the bottom field. LSC students and staff assemble on the bottom field.

# 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) is**

All the main school staff and students assemble on the netball courts. LSC students and staff assemble outside M8.

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

All the main school staff and students assemble on the bottom field. LSC students and staff assemble on the bottom field.

# 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 a 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 lockdown (Using text message and two-short bells repeated).
- 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 on the 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).
- If appropriate, SLT may control the incident via the intercom.
- When police arrive, follow their instructions.

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

- Using a text message via 'school-links'.
- Two short bells which are repeated after a short interval.

## **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 well-being 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.

### **Bomb Threat**

In the event of a bomb threat being made, as much information as possible is obtained from the caller.

- The police are then called.
  - The police guide the school as to due process.
  - An email is sent to staff to alert them to the bomb threat.
  - The alarm is raised and students and staff evacuate to Evacuation Point B (the bottom field).
  - Students should take their bags with them.
  - Police will arrive and clear the school.
- 
- It will be helpful if staff and students identify any unusual packages to SLT/Police.

### **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 Civil Defence Centre 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 Civil Defence Centre is located.

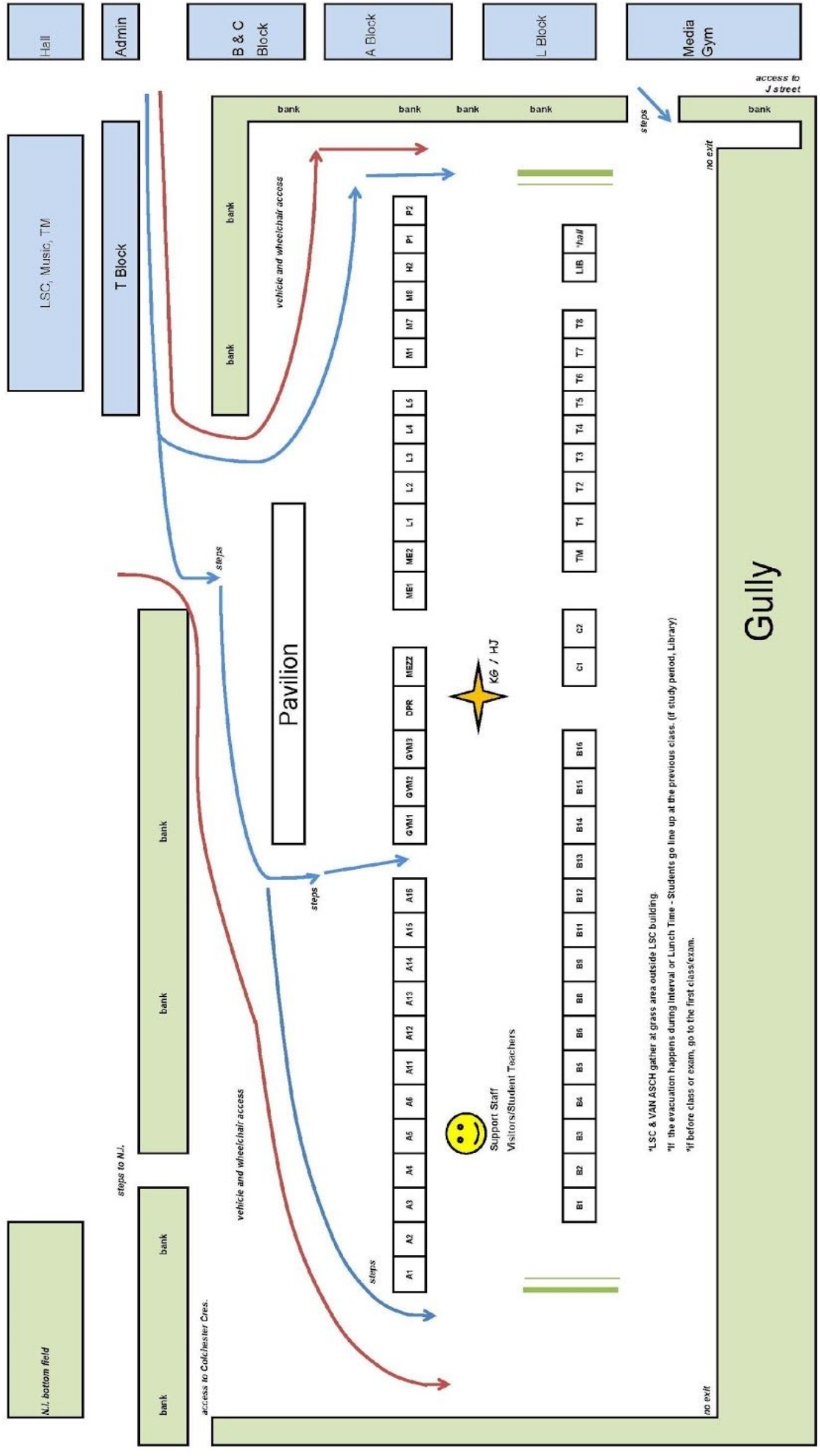
Our school is not identified as a Civil Defence Centre; however schools and community centres are community hubs where people may naturally gather during and after an emergency.

To facilitate opportunities for the community to gather and coordinate their response, all schools should be prepared to act as unofficial Civil Defence Centres.

After people have checked on their household and neighbours, they should go to a Civil Defence Centre:

- 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 responses locally and pass on information to your council's Emergency Operations Centre.

# PLAN B - Emergency Evacuation Gathering Point - Field



\*LSC & VAN ASCH gather at grass area outside LSC building.  
 \*If the evacuation happens during interval or Lunch Time - Students go line up at the previous class. (If study period, Library)  
 \*If before class or exam, go to the first class/exam.

Support Staff  
 Visitors/Student Teachers



## Checklist for Block Wardens

<b>Admin Block</b>	<b>Fei / Carolyn</b>
<b>A Block – Downstairs</b>	Teacher in A5/A6 (CB/KD)
<b>A Block - Upstairs</b>	Teacher in A12/A13(PD/MH)
<b>B Block – Downstairs</b>	Teacher in B1/B2 (CY/SU)
<b>B Block – Upstairs</b>	Teacher in B15/16 (MY/WD/BU)
<b>B Block – B7/8/9</b>	Teacher in B8/B9(GR/BW)
<b>C Block</b>	Teacher in C1/2 (MW/HN)
<b>Learning Support</b>	AB / OR
<b>LSC – Teacher Aides</b>	Carol /
<b>L Block – Upstairs</b>	SR /GW
<b>L Block – Downstairs</b>	BL / WA
<b>M Block/TM</b>	LU / LD
<b>M8</b>	RY/WK
<b>ME Block</b>	MN / LB
<b>T Block</b>	HP / AL
<b>Library</b>	Ciska
<b>GYM / DPR</b>	HU / DR
<b>Canteen</b>	Rebecca
<b>Workshop</b>	Asim
<b>Pavilion</b>	WR

In case the Netball Courts are not accessible – 1<sup>st</sup> option) Sports Field – 2<sup>nd</sup> option) Newlands Intermediate

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>* <b>WARDENS</b></li> <li>* Teachers/Class Rolls</li> </ul> <p>(Other Support Staff in the Office to share Evacuation Duty when HJ is absent)</p> <ul style="list-style-type: none"> <li>* Relievers &amp; Language Assistants</li> <li>* Student teachers: If non-contact</li> <li>* All support staff/ visitors</li> <li>* <b>LSC &amp; Van Asch staff &amp; students</b></li> </ul> | <p><b>Report to KG</b></p> <p>Teachers tick rolls, if anyone absent, give list to HJ</p> <p>Tick the subject teacher</p> <p>Report to SUPPORT STAFF assembly point</p> <p>Report to SUPPORT STAFF assembly point</p> <p><b>LSC building grass area</b></p> |
|---|--|