

POLICY

CIVIL DEFENCE EMERGENCY

RATIONALE

To ensure the safety of all people on our premises we must have adequate procedures detailing actions to be taken in the event of an emergency which could place them in danger.

PURPOSE

- To comply with relevant legislations:
Building Regulations
Fire Safety and evacuation of buildings regulations
Civil Defence Act
Local Government Act - Health & Safety in Employment Act.
- To ensure that our premises are equipped with adequate fire safety and emergency equipment and all reasonable safety measures are implemented relating to buildings, fittings and equipment.
- To ensure that we have appropriate safety procedures for incidents which could endanger the safety of persons on the premises.
- To ensure training of staff in relevant safety measures.

GUIDELINES

Our Emergency Procedures Plan is:

Fire Safety	-	evacuate
Bomb Threat	-	evacuate
Chemical Accident	-	shelter, then evacuate
Earthquake	-	evacuate
Building Damage	-	evacuate
Armed Hold-up	-	shelter
Loss of Services	-	evacuate
Civil Defense Emergency	-	shelter
Tornado	-	Shelter, then evacuate

An emergency will be signalled by continuous ringing of the school bell or hand bell. For shelter emergencies the bell will ring intermittently. The All Clear signal is 3 long rings

CONCLUSION

All personnel will follow these procedures in the case of an emergency.

Prepared by: Principal
Date: March 2002
Reviewed: September 2011
Next Review: September 2014

PROCEDURES FOR A CIVIL EMERGENCY

The following information will be published annually in our school newsletter to inform parents:

"Civil Defence - Emergency Procedures

We have just reviewed our procedures in the case of a Civil Emergency.

Our school is designated a 'Civil Defense Post' as declared by the Regional Authority. For these procedures, a Civil Defence Emergency may be defined as fire, earthquake, plane crash, petrol spillage etc.

The staff's main responsibility in any emergency is the safety of the children.

During school hours, the following procedures will be followed:

On receiving the Emergency warning or other indication of an emergency, all pupils will be kept under the strict control of the school staff. A Battery Powered Radio will be available and manned at all times after the emergency has been declared.

1. Every child on the school roll must be accounted for. Pupils will only be released to parents who collect them from school or authorise their removal. by another adult or family member.
2. The visitors book will be checked by the secretary to ensure all adults are accounted for.
3. Any children unclaimed by parents will be handed over to a Civil Defence Welfare Centre where they will be accommodated by Civil Defence Personnel until re-united with their parents or relatives.
4. Information regarding closure of schools will be broadcast through National Radio Stations."

The Emergency procedures plan in the Civil Defence Policy will be followed regarding evacuation or shelter relating to the situations outlined.

At all times the safety of persons on the premises is paramount - major response will be to avoid danger.

Evacuations of the premises will be on the recommendation of the Police or New Zealand Fire Service. Staff will be trained in emergency procedures and records kept in the Building Maintenance Manual.

Actions to be taken in Emergency Response

1. Evacuation

- i) To get children safely outside.
- ii) To have them assemble in their designated safe area.
- iii) Account for every child on the roll.
- iv) Principal will check all areas to ensure no children or adults remain in buildings.

2. Sheltering

- i) Tornado - shelter under desks
- ii) Non-fire - close doors and windows
- iii) stay inside until all-clear is given

- iv) Earthquake - Get Outside
- 3. First Aid Training
 - The following staff members have had first aid training:
Lorraine Wilson, Heidi Hewes, all teachers.
- 4. Loss of Essential Services
 - All practicable steps will be taken to ensure continuation of essential school functions in the event of disruption to supply of water, electricity and communications.
 - In the event of failure of services, the principal and senior staff will meet to determine priority and decide upon action to be taken.
- 5. Fire
 - If a fire is discovered, operate the nearest fire alarm box and telephone the Fire Service - Dial 111.
- 6. When you hear a fire alarm
 - On the continuous sounding of the fire alarm, leave the building by your outside door of your classroom. Alternate exit is the door into the cloak bay.
 - Assemble in class lines on the top court:
 - Walk at all times
 - Remain in the assembly area until a Roll Call is taken
 - Return to your classroom when the 'all clear' is given.