



NELSON CENTRAL SCHOOL

CIVIL DEFENCE EMERGENCY PROCEDURES

EMERGENCY PROCEDURES

RATIONALE: It is the shared responsibility of the Board of Trustees, staff and pupils to be prepared for any emergency situation that can reasonably be anticipated.

PURPOSE: To provide guidelines for the development of effective procedures to be followed in the event of any emergency so that risk to life and property is kept to a minimum.

GUIDELINES:

1. A handbook for school staff is to be prepared which outlines responsibilities and procedures. This handbook, which will be regularly reviewed to ensure it allows for changing circumstances, will cover the following headings:

- Responsibilities;
- Channels of communication;
- Analysis of potential risks;
- Inspection & Maintenance of Emergency and safety equipment;
 - alarm system
 - Fire fighting Equipment
 - Smoke-stop and Fire Doors
 - Exit Doors & Signs
 - Evacuation Procedure Notices
 - Emergency Lighting
 - Telephones
- First Aid (equipment and training);
- Evacuation procedures and practice drills;
- Recovery following an emergency;
- Plan of Buildings & Grounds;
- Emergency contacts;
- Security Provisions;
- Emergency Kit;
- Rescue Equipment;
- Portable Radio;

2. Hazards and Precautions. The School's Emergency handbook will also set out ways and means of ensuring all are aware of potential hazards and provision made to minimise their effects.

Fire

chimneys and flues
electric heaters
electrical appliances
wiring and fittings
swimming pool chemicals
flammable goods and cleaning materials
rubbish
classroom displays and decorations

fireworks
smoking

Earthquake

Buildings
furniture and equipment
safe storage

Flood

Tsunami
Landslip
Storm-force wind and cyclone
Electrical Storm
Chemical spillage

3. Details of emergency drills and evacuation procedures will also be included in the school's emergency handbook. These drills will be practiced at least once a term.
4. The Handbook will also outline procedures to be carried out following an evacuation.
5. Staff Training. It will be the responsibility of the principal to ensure all staff are aware of the procedures set out in the Emergency Handbook. Staff are expected to keep themselves up to date with First Aid techniques and instruction will be provided at staff meetings in this from time to time.

CONCLUSION:

Any one of a number of emergency situations may arise at any time and it is the shared responsibility with the school to be ready and able to cope with these.

RESPONSIBILITIES

The Board of Trustees is responsible for the effective planning and coordination of safety procedures; for ensuring that all school occupants are familiar with emergency drills; for establishing effective administration procedures; for maintaining liaison with support agencies; and for the protection of property.

The Principal is responsible for ensuring that all occupants of the school premises are familiar with the procedures to be followed in a fire, earthquake, or other emergency and for ensuring that regular evacuation drills are held.

The Principal, in consultation (where practical) with the Chairperson of the Board, Convenors of the Grounds and Buildings Advisory Group, also has the responsibility for deciding whether the buildings and/or premises are safe to occupy prior to or after an emergency, and for decisions about the evacuation of school premises, and about whether or not to send students home.

Note: In the event of the Principal being absent from the school the Deputy Principal, or in the absence of D.P. the Assistant Principal, will assume all responsibilities of the Principal.

Class Teachers have the responsibility of ensuring the children for whom they are responsible are aware of such procedures.

APPOINTMENT AND TRAINING OF WARDENS

The Building/School Warden is the Principal.

Deputy Wardens are:

- the Deputy Principal for classes required to assemble at the Eastern end of the front field
- the Senior Teacher for classes required to assemble in the adventure playground
- the Senior Teacher for classes required to assemble at the Western end of the front field
- the Senior Teacher for classes required to assemble on the back field.

Wardens will be identified by an armband or sash.

Training for wardens will include familiarity with the procedures outlined in this document.

DISPLAY OF FIRE ACTION NOTICES

Fire action notices are displayed in each classroom, the office foyer, staffroom, hall and the foyer of Renwick House.

TRIAL EVACUATIONS

Trial evacuations are carried out at least once per term and include evacuation for fire, evacuation for earthquake and evacuation during interval or lunch breaks.

The local Fire Station will be informed by letter or fax with reasonable notice (14 days) of the next intended trial evacuation.

The Fire Service Communication Centre will be contacted 5-10 minutes before operating the Trial Evacuation switch to advise them we are conducting a trial evacuation.

Trial evacuations will be managed by the Principal, Deputy Principal or Associate Principal.

MEANS OF ESCAPE TO BE MONITORED

Staff will be advised to keep all means of escape clear of obstacles at all times.

Exit doors are not to be locked, barred or blockaded so as to prevent occupants from leaving the building at any time.

Smoke Control and Fire Stop doors are to be kept closed and not chocked or wedged open.

Stairways and passages are not to be used as places for storage or where refuse is allowed to accumulate.

Flammable liquids or materials are not to be stored near or within any part of the building used as a means of escape from fire. Such liquids will be stored in non-combustible containers.

A EVACUATION OF PERSONS WITH DISABILITIES.

A building assistance register for persons with disabilities will be maintained, continuously updated and held by the School Secretary. Teachers who have a named person in their class will be responsible for making sure that person(s) is safely evacuated and accounted for.

INSTRUCTIONS FOR A SAFE, EXPEDITIOUS AND EFFICIENT EVACUATION

IF YOU DISCOVER A FIRE

Raise the alarm immediately by operating the nearest fire alarm.

Ensure Fire Service is notified per 111 call. This may be done using telephone in neighbouring premises or, if safe to do so, by the receptionist/telephonist prior to them evacuating. Clearly state the premises **NELSON CENTRAL SCHOOL 70 NILE STREET NELSON** and **NATURE OF EMERGENCY** (fire, bells ringing etc).

Potentially dangerous processes or machinery should be closed down. Leave lights on.

The closing down process should only be carried out if possible to do so safely and with no delay..

Leave immediately by the **NEAREST** safe exit route. Move quickly but **DO NOT RUN**.

Do not use lifts.

Report to designated assembly point.

Stay outside the building until the "all-clear" is given.

Only if it is safe to do so should fire-fighting be attempted.

DEPUTY WARDEN'S DUTIES

Assist all occupants in your area to leave the building via the nearest safe exit.

Ensure smoke control doors are closed.

Check toilets etc.

Ensure critical appliances and systems are turned off if it is safe to do so.

Watch for people with disabilities who may require assistance. Or appoint a suitable person to assist as necessary.

Note location of any persons remaining inside the building.

Report to the building warden at the east end of the front field indicating area is clear or occupied. e.g.

Location of any persons Fire Fighting or location of persons with disabilities.

Only if it is safe to do so should fire-fighting be attempted.

BUILDING WARDEN'S DUTIES

Ensure the Fire Service has been called. Dial 111 (or delegate)

Report to the east end of the front field)

Await reports from deputy wardens.

Initiate action if no report is received from any deputy wardens.

Appoint a suitable person to assist persons with disabilities as necessary. I

Advise Fire Service, on their arrival, of the evacuation status, including the location of any persons with disabilities still in the building.

AFTER HOURS INSTRUCTION NOTICE

This notice is to be used when there may only be a small number of people in the building at a time when wardens etc. are unavailable e. g. 2 or 3 cleaners, 6 night . workers, etc. It should be placed on the staff notice board.

LIAISON WITH SUPPORT AGENCIES

Civil Defence:

Unknown

Nelson City Council (Phone 546 0200)

N.Z. Fire Service:

Emergency: Phone 111

Other:

Nelson Brigade 546 2100

Police:

Emergency: Phone 111

Other:

Police Station (Nelson) 548 8309

Medical:

Emergency: Phone 111

Other:

Nelson Doctors:

Radio Stations:

Radio Nelson 548 1064

Radio Fifehire 546 9670

Any radio messages or news statements concerning emergency situations must be authorised by the Principal and/or the Chairperson of the Board (or if unavailable: Chairperson Grounds Advisory Group)

Note: Where possible prior consultation should occur between at least two of the above.

PLAN OF THE SCHOOL PREMISES

A plan of the school is attached as Appendix 1 of this handbook. It shows the location of hose reels, fire alarm boxes, fire extinguishers, hazards (dangerous goods store), main switchboard, vehicle access routes and Fire Hydrants.

EMERGENCY CONTACTS

A list of school contact persons and after hours numbers will be displayed on the main office window. Copies will also be held by the Nelson Fire Brigade and the Nelson Police.

The current list is:

Board of Trustees Chairperson:	Paul Russell 548 8687 or 546 0681
Buildings & Grounds Advisory Group Convenor:	David Gray 540 6569 or 548 7915
Principal:	Paul M Potaka 547 3344
Caretaker:	Chris Gregory 547 9277

POSSIBLE EMERGENCY ACCOMMODATION

Consider also use of Trinity Church Hall as accommodation on the day of the emergency.

FIRST AID TRAINING

First Aid Refresher Courses will be provided for all teaching staff at least every second year.

SAFETY INSPECTIONS

It will be the responsibility of the Caretaker to check each morning when the school is opened, that corridors and passageways are clear of all forms of obstruction, that outside doors are unlocked, and that all exit doors can be opened freely.

The Caretaker will also bring to the attention of the Principal any potential hazards in classrooms or other parts of the school. It is the responsibility of the Principal to ensure appropriate action is taken to eliminate such hazards.

Regular checks will also be undertaken by the Caretaker in accordance with the guidelines in the Building Maintenance manual.

See also: [Health & Safety Policy](#)

FIRE INSPECTION SURVEYS

Regular fire inspection surveys of safety installations and fire-fighting equipment are to be carried out by Wormald Fire Protection Ltd under contract to the Ministry of Education. A report is made to the Ministry of Education Office in Nelson, with a copy forwarded to school. These reports make recommendations for any work that needs to be carried out.

Contact:	Wormald Fire Protection Ltd
	PO Box 97
	Nelson
	Ph 548 2893

MAINTENANCE OF FIRE-FIGHTING EQUIPMENT

Argest Technical Services Ltd have a contract with Works Consultancy to carry out 12 monthly maintenance of fire equipment. Any repairs needed between the annual visits, however, are the responsibility of the Board of Trustees.

It is the responsibility of the Caretaker to check the condition of all fire-fighting equipment at least monthly, arranging for any minor maintenance as required. Any major requirements should be included in the Caretaker's monthly report to the Grounds and Buildings Advisory Group.

SECURITY PROVISIONS

Security Checks: It is the delegated responsibility of the Caretaker to ensure that all doors (including internal fire doors) and windows have been closed and exterior doors locked.

School Records: Copies of important school records (hard copy and on disk) should be kept off site. Regular backups should be made of computerised records such as Accounts, Pupil files and Resource Manager (asset register) with a copy of the latest backup being kept off site.

Keys: The Caretaker holds a complete set of school keys. The Principal is responsible for storing duplicates of keys. The School Secretary is responsible for maintaining a record of keys to staff and others (e.g. long-term users of school buildings).

Vandalism and Arson: Outside lighting is provided to help discourage nocturnal activity. Any damage should be repaired as soon as possible as vandal damage left tends to attract further "copycat" damage. Members of the school community are encouraged to make use of the school premises and grounds as their presence acts as a deterrent to misbehaviour by others.

Security Alarm: An infra-red sensor alarm system is installed in several parts of the school. The system is monitored by Signature Securities who despatch a patrol when an unset or activation is triggered. Their instructions are to secure the site, contact the police if necessary, and reset alarms. If necessary the following may be contacted for advice or authority:

Each of the above have keys to the administration block and Principal's office so they can disarm the alarm and phone the police.

Staff have keys and codes to the administration and main blocks as well as their own classroom areas. A record of authorities is kept on file by the secretary.

USE OF THE SCHOOL PREMISES BY THE PUBLIC

See School Policy: [Hire of Facilities](#).

Regular users will be provided with an information sheet outlining evacuation procedures together with relevant safety and security measures with which they are expected to comply as a condition of use. Fire exits to be clearly marked.

Rooms regularly occupied by casual users (e. g. Staffroom) will have a notice advising of evacuation procedures displayed in a prominent place. Fire exits to be clearly marked.

SAFETY INSTALLATIONS

Safety installations comprise the fixed components of the school premises that are provided to ensure the safety of the occupants and the protection of property. It is the responsibility of the Caretaker to check these regularly and keep them in good working condition.

The Alarm System

The school is equipped with a mains electric alarm system with battery back-up. Fire alarm manual call points are located around the premises (See Appendix 1)

It is the responsibility of the Principal and staff to ensure all pupils know how to activate the alarm or call for help.

Fire-Fighting Equipment

Fire hose reels and portable extinguishers are available at several locations around the school (See Appendix 1). It is the responsibility of the Caretaker to ensure this, equipment is kept in good working order. All staff must be familiar with the location and correct operating procedures. Instruction will be arranged from time to time with the Nelson Fire Brigade.

Fire-fighting equipment should only be used when the fire is small and easily dealt with. In case of doubt, the priority is always to evacuate the building.

Water Mains

The water mains that supply fire-fighting equipment must not be turned off.

Smoke-stop and Fire Doors

These must be free to close at all times. It is the responsibility of the caretaker to ensure automatic door closers are kept in good working order.

Exit Doors

All exit doors, including fire doors, doors on escape routes, and doors between adjoining rooms, must open from the inside in the direction of outward travel, without the use of keys.

It is the responsibility of all staff to ensure exits that could be used as escape routes are kept clear. It is the responsibility of the Caretaker to check that escape routes are clear each morning as he unlocks the school.

Exit Signs and Evacuation Procedure Notices

Exit signs and Evacuation Notices are provided in areas likely to be used by the general public: Staff Room,

Telephones

During an emergency the telephone should be used for emergency communications.

Please note that in the event of a power failure only the phone in the Secretary's office will be operable.

Security Alarm

The security alarm will operate for a limited period only in the event of a power failure.

EMERGENCY EQUIPMENT

Emergency equipment comprises any portable equipment that has been assembled specifically for emergency situations, together with other equipment from within the school that may also be of use in an emergency.

Emergency Kit

The following items are to be kept in the drawers under the divan in the Medical Room:

Additional first aid supplies
 Two heavy duty torches and spare batteries
 Spare batteries. for the radio
 Matches
 Whistle
 Stick-on labels suitable for use as identification tags (600)
 Candles and matches
 Water purifying tablets
 Can opener
 A copy of this handbook

Other utensils will be available in the staffroom

It is the responsibility of the School Secretary to regularly check that supplies of these items (in good condition) are maintained.

The following items are located at other places around the school:

Battery powered radio	-	Principal's Office
Cell phone	-	Front office
Handbell	-	Nil
Loud-hailer	-	Board room
Various tools etc	-	Caretaker's workroom and shed
Fresh water in containers	-	Caretaker's workroom
Ropes	-	P.E. Shed
Blankets	-	Medical Room
Fixed and portable first aid	-	Medical Room
First Aid Books	-	Medical Room and Teacher's Library
Gas BBQ and gas bottle	-	Store room

Food supplies

It is anticipated that after an emergency, up to 50 people may need to be catered for because they will not be able to return to their homes. Arrangements have been made with The Pie Factory and Kandy Korner Dairy to supply foodstuffs in the case of an emergency. In addition, the following supplies will be kept on site:

Tea, coffee, milk, sugar, packets of soup, canned foods (spaghetti, baked beans, fish, meat, fruit), dried fruit, skimmed milk powder, UHT milk, condensed milk, soap, dishwashing liquid, tea towels,

HAZARDS AND PRECAUTIONS

Fire:

Boiler House: It is the responsibility of the Caretaker to ensure that proper maintenance and cleaning is carried out regularly. Special care should be taken with the disposal of hot ashes.

Electric Heaters: All staff are to take special care that heaters are turned off when leaving a room. Special care should be taken to ensure portable heaters are not used close to inflammable materials, clothing etc.

Note: Portable heaters are to be of the "fan" variety only and are NOT to be left on when unattended

Airing of Clothing: Clothing is not to be dried in front or on top of any type of heater.

Misuse of Electrical Installations: Hazardous practices that may cause fires include the use of incorrect fuse wire; the connection of heaters, jugs or irons to lighting sockets instead of to power points; the use of defective electrical equipment; tampering with electrical wiring and electrical fittings; and the overloading of electrical outlets with appliances.

Any suspected defects should be reported urgently to the Caretaker.

Electrical Appliances: All appliances should be turned off at the wall when you are not in attendance. Please report any suspected faults to the teacher in charge of the equipment immediately you notice it.

Fixed appliances (heaters, water heaters) should be regularly checked by the Caretaker and once a year by an electrician.

Lighting (including fluorescent fittings):

All light fittings should be kept well away from soft board ceilings to reduce the risk of fire.

Swimming Pool Chemicals:

These are to be stored in the special store adjacent to the Filter Shed, away from all other chemicals, direct sunlight, or any other source of heat.

Flammable Goods and Cleaning Materials:

Flammable goods, such as petrol, methylated spirits, paints and solvents, should be properly stored and kept away from any area where they could start or support a fire.

Rubbish:

Rubbish should not be allowed to accumulate. It is the responsibility of the Caretaker to ensure that all rubbish bins are emptied daily. When teachers have an extra large amount of rubbish (e.g. at the end of term) they should make special arrangement with the Caretaker for the disposal of this. As little rubbish as possible should remain in classrooms overnight.

Classroom Decorations and Displays:

Excessive quantities of combustible materials such as paper, plastics and celluloid suspended from walls and ceilings may constitute a serious fire risk. Teachers are to consult with the Caretaker if in doubt about the risk their displays may cause. It is the responsibility of the Caretaker to report any such risks to the Principal.

Fireworks:

Children are not permitted to bring fireworks to school and fireworks are not to be used in the school grounds.

Smoking:

Cigarette butts and matches are a fire hazard.

The whole school (inside and out) is a smoke-free zone during school hours. No smoking is permitted inside the school buildings at any time. (See School Policy on Smoking)

EARTHQUAKE:Buildings:

It is the responsibility of the Board of Trustees Grounds and Buildings Advisory Committee to ensure that the following are checked from time to time (e.g. annually):

- bracing and fixing of ceiling panels
- fixing of light fittings
- other high objects

Furniture and Equipment:

Any heavy items of furniture likely to move (e.g. Piano) are to be restrained in some way. Classroom shelving should not be above door level. Items on high shelving in storerooms etc should be stored in such a way that they will not easily fall off the shelves. Items that may move and block escape routes should be relocated.

TSUNAMI (TIDAL WAVE):

Because of the low-lying location of the school, serious consideration must be given to tidal waves as a potential hazard.

The evacuation plan in the event of a Tsunami warning will depend on the length of time available:

1. If there is more than one and half hours warning a notice will be broadcast over the local radio stations asking parents to collect their children from the school and evacuate them to high ground. Children not collected within the first hour will be walked in class groups to an evacuation point at **Renwick House**.

The radio broadcasts would then advise parents to collect their children from that address as soon as possible with a sign posted at the front entrance of the school advising the same.

2. If less than one and a half hours warning is possible, the children will be immediately walked to the evacuation point at Renwick House and messages broadcast asking parents to collect their children from there as soon as possible. A sign advising parents where to collect their children from would also be posted at the front entrance of the school.

If, in the event of an evacuation in 1 or 2 above, it becomes necessary for some of the children to remain at Renwick House for a prolonged period, **local residents** will be asked to billet them.

Staff responsibilities:

All staff will evacuate with the children, non teaching staff attaching themselves to junior classes to help the class teachers, Teachers are expected to remain with their classes until all children have been collected, or until advised by the Principal that they may leave.

Class teachers are to mark off children collected from school in the attendance register. The roll should also be called just prior to leaving the school. The registers (and a pen!) will be taken with the class to the evacuation pot. Children will be marked off as they are collected from the evacuation point by parents.

STORM-FORCE WIND AND CYCLONE

In the event of storm-force winds or severe gales precautions should be taken as time allows:

E.g. Store or secure rubbish tins or anything else that could be carried by the wind.
(Caretaker's responsibilities),

All staff and pupils are to remain indoors until the danger is over. Because of the likelihood of prefabricated buildings being blown off their foundations, consideration should be given to moving those classes to the Library if conditions allow.

If there is an indication of the roof lifting, the windows on the side of the building that is sheltered from the wind should be opened.

Electrical Storms: Stay away from metal and electrical fixtures as these may act as lightning conductors. If outside, keep clear of trees.

CHEMICAL SPILLAGE AND INDUSTRIAL ACCIDENT

Possible hazards for our school include:

Spillage as a result of accidents in Nile or Manuka Streets.

Civil Defence advice is to evacuate the children if accident is within 1 km of the school. The decision to order such an evacuation would be taken in consultation with

the emergency services involved. Evacuation would be as for Tsunami with radio notices broadcast appropriately.

PRACTICE DRILLS

Drills for Fire and Earthquake will be practised at least once a term.

It is the responsibility of each class teacher to ensure the children in their care are familiar with the procedures. Teachers should also incorporate studies of civil emergencies into their programmes as appropriate (e.g. when such events occur elsewhere as part of current events studies.) Classes should talk through the likely consequences if such events occurred here, what the effects may be for the school, and what contingency plans are.

Teachers should also discuss with children how to respond to an alarm when not in the classroom or under the direct supervision of a teacher.

FIRE DRILL:

Signal: Continuous sounding of electric alarms or, in the event of alarm failure, the large outdoor hand bell and/or small handbell.

Class Teachers' Responsibilities:

1. On hearing the alarm each teacher will take the class attendance register and a pen, and direct the children to make their way by the most appropriate escape route (Normally the front door of each classroom).
2. Teachers to ensure all children leave classroom - check storerooms and toilets. Close all doors as you leave.
3. Teachers to escort classes in an orderly manner to their **designated muster areas**. See attached map. There is a map in each classroom describing the evacuation route to be taken and the assembly point to be used by each classroom.
4. On reaching the assembly area the children will be lined up and the teacher will call the roll. The teacher send a reliable child to the Principal (who will also be at the assembly area) to report that all children are accounted for. Teachers will report in person if any children are not present.
5. The class is to remain at the assembly area under the close supervision of the class teacher until advised by the Principal that it is safe to return to class.

Responsibilities of the Principal:

The Principal will move to the assembly area, taking with him/her a whistle and a card to record class reports. When the safety of all children and staff has been ascertained, the Principal will (in the event of a real fire) ascertain in consultation with the Chief fire officer present if and when it is safe to return to their classrooms.

Responsibilities of Non-teaching staff:

The Caretaker is to turn off electricity at the main switchboard (See Appendix 1) and report to the Principal.

The School Secretary will take the portable first aid kit from the medical room, check that all rooms in the Administration Block have been evacuated, close doors and report to the Principal.

Register of Admission & Withdrawal: This is to be taken to the assembly area by the Secretary, or in her/his absence, the Principal.

Other clerical staff teacher aides, grounds staff etc will report to the Principal at the assembly area.

Parents, volunteer workers and other visitors to the school should also report to the assembly area.

EARTHQUAKE DRILL:

In an earthquake the children should remain in the building until the shaking has stopped and/or the "all clear" is given by the teacher.

The word DROP should be used by teachers to indicate the beginning of an earthquake drill.

Children should take cover under a sturdy desk or table, if one is near, and hold on to its legs.

If no desk or table is available, they should:

- (1) drop to their knees (away from windows);
- (2) keep knees together;
- (3) clasp both hands firmly behind their heads (bowing their heads);
- (4) bury faces in arms, protecting their heads;
- (5) close eyes tightly; and
- (6) stay in position until it is safe to move.

If children cannot move away from windows, they should turn away from the glass to minimise injuries from broken glass.

Safe Distance:

If the signal to evacuate the building (fire bells or long blasts on whistle) is given, all occupants should proceed to the agreed assembly point (as for fire). Everyone should have on suitable foot wear to avoid the dangers presented by broken glass.

A safe distance is:

- 20 metres from a single storey building.
- 40 metres from a two storey building or trees

Keep well clear of all overhead power lines.

OTHER DRILLS:Sending Children Home:

If it is necessary for children to be sent home the procedure will be for parents or other parent nominated "emergency contacts" to collect the children from the school.

Class teachers will keep a record of when children were collected and by whom.

Children will either be collected from: classrooms; school assembly area; or assembly area, depending on the nature of the emergency.

Under no circumstances are children to be sent home unaccompanied by an adult.

EMERGENCY EVACUATION PROCEDURES:Appliances, power and water supplies.

In the event of a total evacuation of the school premises it will be the responsibility of the Caretaker to ensure that all electrical appliances are switched off that the power is off at the main switchboard, that the boiler (if operating) is off and that water (except fire-fighting supplies) is turned off.

Clothing:

If time permits, staff should ensure that students are adequately clothed prior to evacuation. This is particularly important during cold or wet weather.

Fire evacuation:

When it is not possible to easily extinguish a fire, the first priority of the school staff is to evacuate the building immediately.

Earthquake evacuation:

In an earthquake it is generally safer to remain inside until the shaking has stopped and/or further instructions are given by the teacher. Students and staff should resist the urge to escape from the building. Falling debris is responsible for most earthquake casualties. Usually, less rubble and glass will fall inside than outside a building.

In the event of damage to the school buildings it may be necessary for the Principal to direct a full or partial evacuation.

If an earthquake occurs when people are outside, they should move to a safe distance from all buildings and other potentially dangerous structures (e.g. power poles and lines).

Sending Children Home:

Any decision to send children home should be made by the Principal following consultation with the Chairperson of the Board of Trustees if time permits.

Children will only be sent in the company of a parent or other adult nominated by parents as an emergency contact.

Where it is necessary to evacuate the school site before children are able to be collected, (e.g. short warning Tsunami or chemical spillage etc.), the children will be walked to the assembly area at, and parents advised by radio and notice on the school door to collect them from there. (See Tsunami page, for details).

PROVISION FOR POST DISASTER RESCUE AND RELIEF

STUDENT DISPERSAL TO PARENTS / CAREGIVERS FOLLOWING CIVIL EMERGENCY
continuation of essential functions during and after a Civil Emergency.

Fire
Earthquake
Flooding
Wing Strike

In these situations it may not be possible to deliver children to their homes because of road / bridge closure.

COMMUNICATIONS

It is possible that we will have no communications to the homes of children in the event of general blanket power failure. Parents arriving at the school to pick up children will report to the Principal so that childrens names may be ticked off the roll. We will hold children at the school until collected by parents. Police and other emergency services will also be contacted for direction / instruction / information.

FIRE

In the event of fire children will be evacuated from classrooms in the manner laid down in the classroom evacuation procedures.

Rescue of Trapped Persons

The teachers first responsibility is to their students.

No rescues will be attempted unless there is no danger to the teacher, or any risk imposed on the rest of the children.

Generally rescues will be left to the emergency services or those suitably equipped and on hand.

Treatment of Casualties

Casualties if any are likely to be burns, smoke inhalation and panic and injuries from falls.. A first aid kit will be taken to the assembly area and administered to those requiring it.

If possible emergency services and local police will be contacted immediately and asked to provide assistance and advice.

If possible parents will be contacted to collect their children from the school.

Staff will be responsible for children who were not collected by parents. These students will be removed from school premises to a safe location.

EARTHQUAKE

Rescue of Endangered Persons

The teachers first responsibility is towards the children in their care. Rescues should not be attempted where the teacher or remainder of the class is at risk. Trapped individuals can be reported once the classes are evacuated, and children are accounted for and under supervision. Then a rescue team of designate personnel will be sent to attempt a rescue.

Treatment of Injured Persons

Injuries are likely to involve crushing and blows caused by falling objects. Immediate First Aid will be rendered.

Injuries requiring further treatment will be notified as soon as possible to emergency services. (medical centre, hospital)

Roads and Bridges Open

The procedures to be followed will be the same as those followed in the event of fire. Buildings will be examined and determined to be safe before the School is reopened. All children will be our responsibility until collected by parents or authorised caregivers.

If our buildings are still "safe", the children will assemble inside.

Buildings that withstand the main quake should withstand aftershocks.

Resources available for Emergency Accommodation

*The School hall

*Neighbours Houses

*Water from the swimming pool, hot water cylinders and toilets

*Blankets and limited supply of food (kept with emergency equipment)

*If buildings are still safe, two fires available for heating.

Re-occupation of buildings

After an evacuation, children and staff must not re-enter the buildings until all rooms have been checked and the principal is satisfied that the buildings are safe for re-occupation.

The following should be checked for:

- obvious cracks in walls
- dislodged bookcases or fittings that could fall in any earthquake aftershocks
- leaks in water pipes;
- breaks and/or blockages in sewerage drains and fittings;
- breaks in electric wires;
- spillage or insecure storage of hazardous goods;
- any fires which have not been completely extinguished.

DO NOT TURN OFF WATER MAINS THAT SUPPLY FIRE-FIGHTING EQUIPMENT

If necessary, the Principal should call in appropriate tradesmen to check for electrical and plumbing faults, or an engineer if there appears to be structural damage to buildings.

EMERGENCY RECOVERY PROCEDURES :

These procedures cover the stages by which a school is able to return to a near normal condition following an emergency. The recovery process includes:

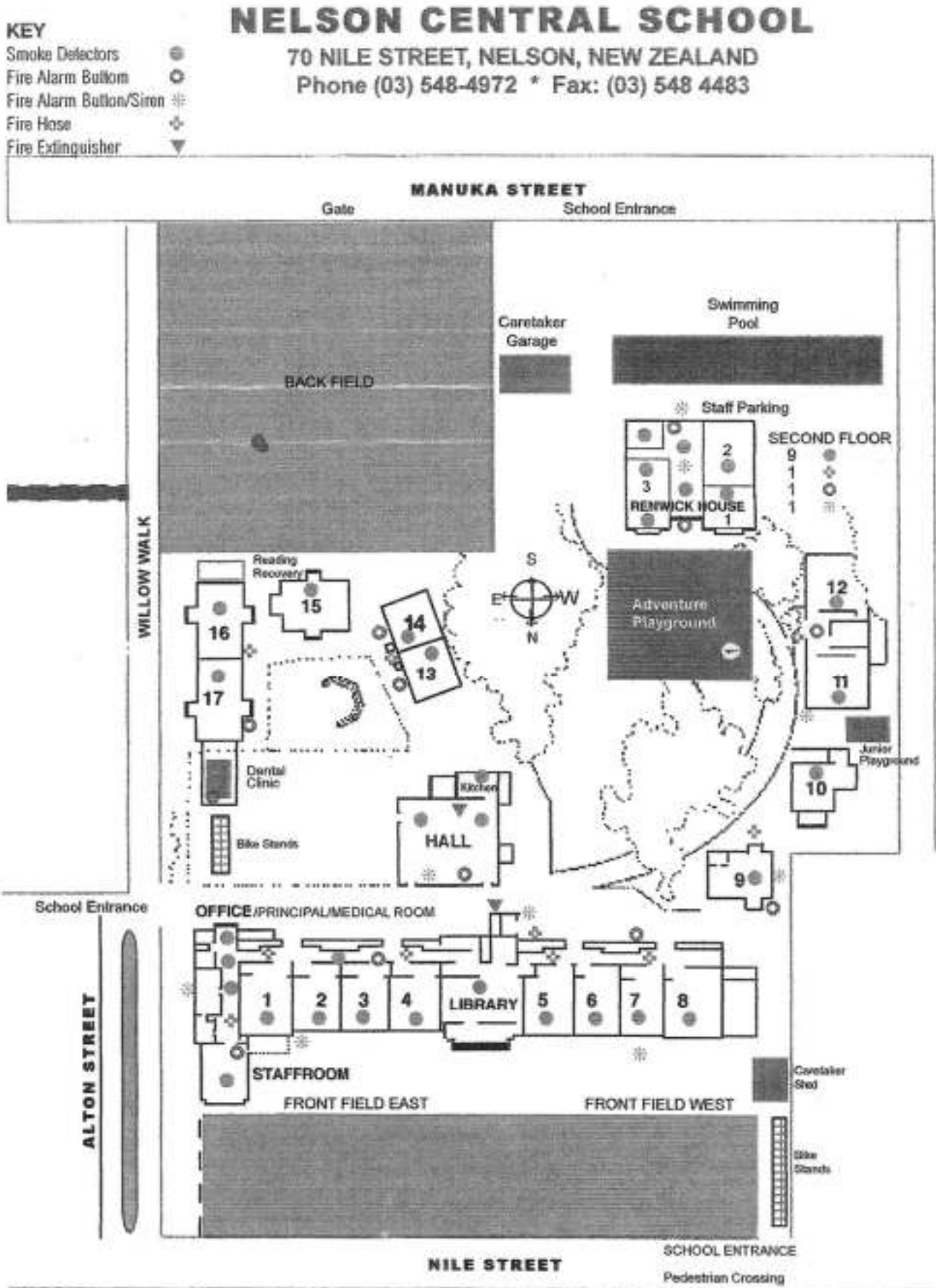
- keeping people informed;
- recommencing classes;
- cleaning up the premises;
- replacing resources;
- protecting the property;
- planning for replacement accommodation;
- administrative arrangements.

In the event of an emergency where recovery procedures are required, a special sub-committee of the Board of Trustees will be convened to plan and oversee the work involved. This committee will include the Principal and the Chairperson of the Grounds and Buildings Advisory Group.

Liaison with the Ministry of Education (Nelson Office) will be an important aspect of the committee's work.

Further suggestions on Recovery Procedures are included in the Ministry of Education/Civil Defence publication: Emergency Procedures: Guidelines for Schools.

Appendix 1



FIRE ACTION

IF YOU DISCOVER A FIRE

**Operate Fire Alarm &
Telephone the Fire Service immediately**

from a safe phone: (OUTSIDE LINE IF REQUIRED) **DIAL: 111**

WHEN WARNED OF A FIRE IN THIS BUILDING

Leave the building immediately by your nearest exit which is at:

[Redacted]

Your alternative exit is at:

[Redacted]

Assemble at:

[Redacted]

**STAY AT THE ASSEMBLY POINT UNTIL THE "ALL CLEAR"
IS GIVEN. WALK -**

DO NOT RUN DO NOT USE LIFTS

TRIAL EVACUATION REPORT

To be completed and forwarded to the local Fire Safely Officer of the Fire Service.

Building Name:

Building Address:

Name of Person Supervising Trial:

Phone No.:

Local Fire Station Advised: Yes No

NZ Fire Service Comms Centre Phoned

(14 days notice)

(5 to 10 minutes prior to commencement).

Date Trial Conducted

Time of Trial

- | | Mins | | | Secs |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--|--|--------------------------|
| | <input type="checkbox"/> | | | <input type="checkbox"/> |
| | YES | | | NO |
| 1. Time taken to complete evacuation of building.. | <input type="checkbox"/> | | | <input type="checkbox"/> |
| 2. Did all Floor Wardens report promptly to the Building Warden stating their area and the evacuation status? | <input type="checkbox"/> | | | <input type="checkbox"/> |
| 3. Did floor Wardens ensure the use of the nearest safe exit? | <input type="checkbox"/> | | | <input type="checkbox"/> |
| 4. Could alarm be heard in all areas? (ask Warden) | <input type="checkbox"/> | | | <input type="checkbox"/> |
| 5. Were all smoke and fire control doors closed?
(These may not always close on trial evacuation if they are held open by approved hold open devices). | <input type="checkbox"/> | | | <input type="checkbox"/> |
| 6. Were all wardens and staff members familiar with the Evacuation Scheme? | <input type="checkbox"/> | | | <input type="checkbox"/> |
| 7. Did all wardens wear identification in accordance with the scheme? | <input type="checkbox"/> | | | <input type="checkbox"/> |
| 8. Was a call made to the Fire Service using 111? | <input type="checkbox"/> | | | <input type="checkbox"/> |
| 9. Was the correct Assembly Point used? (refer to scheme) | <input type="checkbox"/> | | | <input type="checkbox"/> |
| 10. Was the correct Building Assistance Register used? (refer to scheme) | <input type="checkbox"/> | | | <input type="checkbox"/> |
| 11. Are all evacuation procedure notices in place? | <input type="checkbox"/> | | | <input type="checkbox"/> |
| 12. Are all exitways clear and all doors able to be opened without the use of a key? | <input type="checkbox"/> | | | <input type="checkbox"/> |
| 13. Has all firefighting equipment been serviced in the last 12 months? | <input type="checkbox"/> | | | <input type="checkbox"/> |
| 14. Next T/E scheduledDate and time.. | <input type="checkbox"/> | | | <input type="checkbox"/> |
| 15. Are Wardens adequately trained? | <input type="checkbox"/> | | | <input type="checkbox"/> |

Comments

Signed

Comments may continue on a separate if required.

DAILY / MONTHLY SAFETY CHECKLIST

BUILDING: DATE:

ADDRESS: FLOOR/AREA:

Check each item and tick the appropriate box. Make note of any work required to rectify the situation immediately.

ITEM	YES	NO
Smoke, exit and fire doors move freely, are in good working order and not held open by non-complying devices.	<input type="checkbox"/>	<input type="checkbox"/>
Check escape routes are clear of obstructions (rubbish, storage, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Exit signs in place and visible?	<input type="checkbox"/>	<input type="checkbox"/>
Exit doors open easily without use of a key?	<input type="checkbox"/>	<input type="checkbox"/>
Fire hose reels in good condition and not obstructed?	<input type="checkbox"/>	<input type="checkbox"/>
Fire extinguishers in place, not obstructed and in clear view?	<input type="checkbox"/>	<input type="checkbox"/>
Fire extinguisher seal intact?	<input type="checkbox"/>	<input type="checkbox"/>
Manual Call Points not obstructed, glass intact?	<input type="checkbox"/>	<input type="checkbox"/>
HOUSEKEEPING: Flammable storage appropriate	<input type="checkbox"/>	<input type="checkbox"/>
Floor/Area tidy and neat	<input type="checkbox"/>	<input type="checkbox"/>
Rubbish removed	<input type="checkbox"/>	<input type="checkbox"/>
Previous faults connected	<input type="checkbox"/>	<input type="checkbox"/>
Does this building have a current Building Warrant of Fitness	<input type="checkbox"/>	<input type="checkbox"/>

FAULTS:

Date to be rectified by: / /

Signature:

Rectified by:

A SELF TEST FOR ALL WARDENS

WHAT DO I DO FIRST IF I SEE FLAMES OR SMELL SMOKE?

WHERE IS THE NEAREST FIRE ALARM CALL POINT?

WHO DIALS — 1 1 1 ?

DO I NEED TO DIAL AN EXTRA NUMBER FOR AN OUTSIDE LINE BEFORE I 1 1?

WHERE IS THE NEAREST FIRE HOSE REEL?

DO I KNOW HOW TO OPERATE A FIRE HOSE REEL?

WHERE IS THE NEAREST EXTINGUISHER, WHAT TYPE IS IT? AND WHAT TYPE OF FIRE WILL IT EXTINGUISH?

DO I KNOW HOW TO OPERATE THE FIRE EXTINGUISHER?

STATE WHERE THE OUTSIDE ASSEMBLY POINTS ARE LOCATED? .

WHO IS THE BUILDING WARDEN AND FLOOR WARDEN?

WHERE DO I MEET THE BUILDING WARDEN DURING A FIRE EVACUATION?

WHAT DO I DO IF THE SMOKE IS THICK?

HOW DO I RECOGNISE AN EXIT DOOR?

IF THE LIGHTING IS OFF, WHERE IS THE NEAREST TORCH?

WHERE IS THE MAIN ELECTRICAL SWITCH?

MY WALLET AND RINGS ARE IN THE CHANGING ROOM DURING FIRE ALARM SOUNDING

- WHAT DO I DO ABOUT THEM?

AN OCCUPANT SAYS "I WANT MY HAND BAG" DURING THE FIRE ALARM SOUNDING -

- WHAT DO I DO ABOUT IT?

WHO MEETS THE FIRE SERVICE WHEN IT ARRIVES?

WHERE IS THE FIRE ALARM PANEL?

DO I SHUT DOORS DURING EVACUATION ?

Further information can be obtained on Draft Evacuation Schemes including layout

templates on our Internet Website: www.fire.org.nz

MEMO TO ALL STAFF

AFTER HOURS EMERGENCY EVACUATION INSTRUCTIONS

Please ensure that all staff members are aware of the following:

In the event of an Emergency Evacuation of the building being required outside normal working hours, all building occupants should follow the instructions set out below:

IF YOU DISCOVER A FIRE:

1. Raise the alarm immediately by operating the nearest Fire Alarm Call Point.
2. Ensure the Fire Service is notified per 111 call.
3. If safe to do so, quickly check that the floor is clear of all other personnel.
4. Leave immediately by your nearest escape route as indicated on the Fire Action notice displayed on
5. your floor/area.
6. Lifts should not be used.
7. Assemble at:

8. Report to the Fire Service on their arrival.
9. Do not attempt to re-enter the building until the Fire Service have given the "all clear"

IF YOU HEAR THE FIRE ALARM SOUNDING FOLLOW STEPS 2 - 8

BUILDING ASSISTANCE REGISTER FOR PERSONS WITH DISABILITIES

NAME OF BUILDING

ADDRESS OF BUILDING

.....

THE FOLLOWING LOCATIONS IDENTIFIED AS AREAS WHERE REGULAR USERS OF THE BUILDING WHO WOULD REQUIRE ASSISTANCE TO EVACUATE THE BUILDING IN THE EVENT OF AN EMERGENCY WILL MOST LIKELY BE FOUND.

DATE	LIKELY LOCATION OF PERSONS REQUIRING ASSISTANCE	ASSISTANCE REQUIRED	PERSON ASSIGNED TO ASSIST

THE FOLLOWING STAFF HAVE BEEN ASSIGNED TO ASSIST EVACUATING ANY PERSON WITH DISABILITIES VISITING THIS BUILDING AT THE TIME OF AN EMERGENCY EVACUATION.

DATE	APPOINTED PERSON ASSIGNED TO ASSIST
	Warden(s) at the time of an alarm where necessary will appoint a suitable person to assist any person(s) with disabilities who are in the building.

THIS REGISTER IS CONTINUOUSLY UPDATED BY:

(SPECIFY THE PERSON (POSITION) RESPONSIBLE FOR UPDATING THIS REGISTER)