

# TOKO SCHOOL

## CRISIS AND EMERGENCY RESPONSE PLAN



# Toko School

*Quality learning for all in a caring community*

**An emergency will be either advised by word of mouth or ringing of the fire alarm.**

This is a controlled document that was reviewed: September 2019

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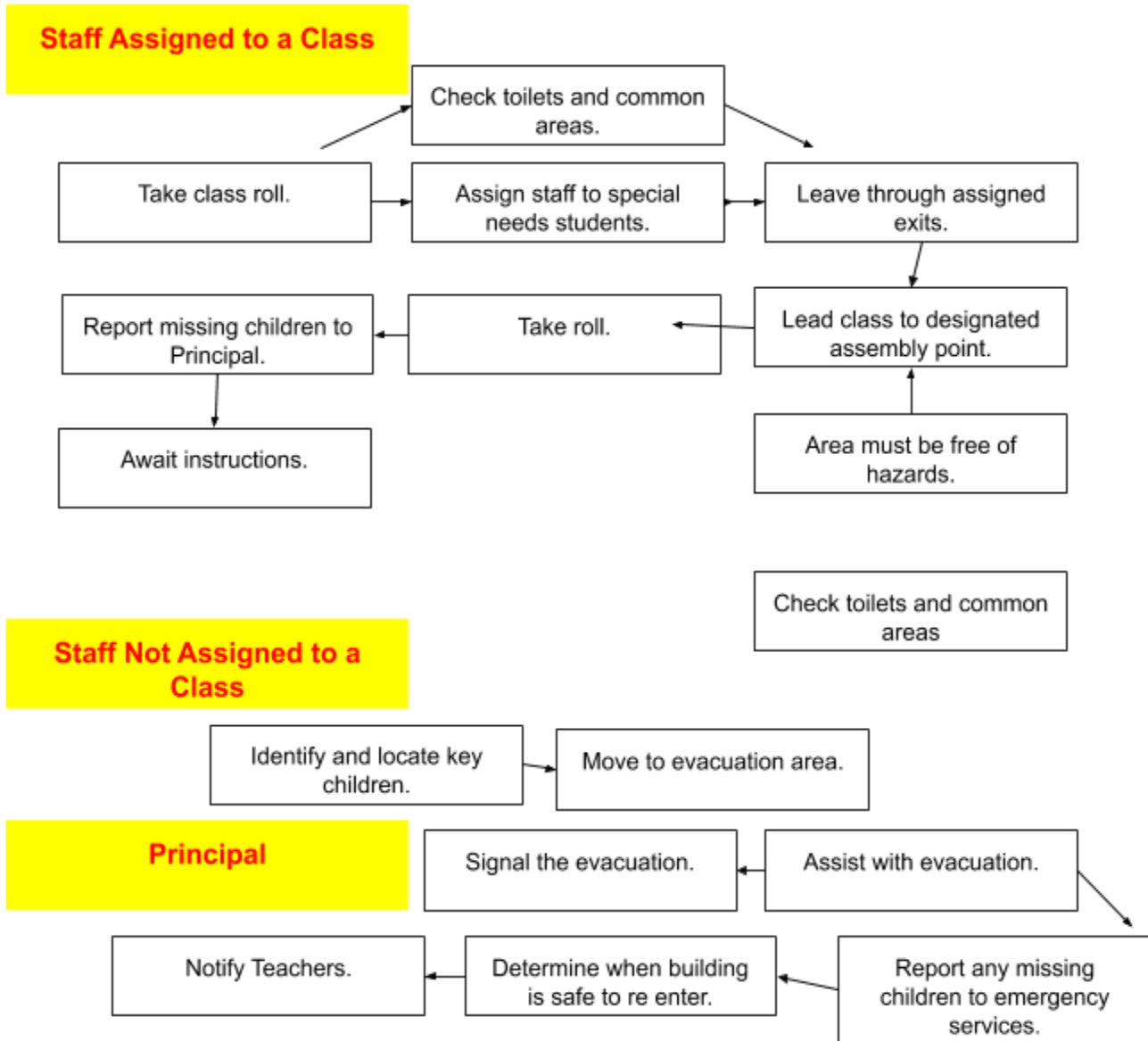
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# EMERGENCY PROCEDURES - STOP, THINK, ACT

The first priority in the event of an emergency is for the safety of all people present.

## Evacuation Emergency Response



In all emergencies where applicable/appropriate parents will be contacted as soon as is practical or as advised by emergency services.

## Evacuation Check Lists

Support Staff: Likely days of work

Name	Place of Work	Hours	Days
Kim Waite	Various	All day	Monday to Friday
Jolynne Mancer	Room 1	All day	Monday to Friday
Megan Oliver	Room 2	All day	Monday to Friday
Sasha Hancock	Room 3	All day	Monday to Friday
Rebecca Jury	Room 4	All day	Monday to Friday
Kate Fergusson	Room 5	All day	Monday to Wednesday
Sue Fergus			Thursday to Friday
Kathie Wyllie	Reliever	Various	Various
Alison Eagar	Various	Various	Monday to Friday
Shelley Fuller	Room 6	All day	Monday to Friday
Annette Hinton	Office	8.30 til 3.30pm	Monday to Friday
Margaret Mason	Various	am	Monday to Friday
Treena Cullen	Various	Various	Monday to Friday
Stacey Milham	Various	Various	Monday to Friday
Debbie Stone	Various	Various	Monday to Friday
Delwyn Taylor	various	3.00 -6.00	Monday to Friday



# Ambulance Procedure



# Fire Evacuation plan

Immediate action by all upon hearing evacuation alarm

**STAY CALM**

**Indoors**

**Outdoors**

Leave rooms/buildings by nearest exit to the designated field as per evacuation notice.

Move to closest designated field.

Staff to take **emergency roll** with them and **check designated areas**. Where possible, smoke stop doors, and windows, should be closed.

Carry out head check/roll check

Designated AP's/Team Leaders to report to PRINCIPAL/Fire Warden at back field. Report accounted for/not accounted for.

Wait for instructions from warden or 2IC

Fire/situation under control?

**YES**

**NO**

All clear will be given by Fire Warden

Initiate School evacuation Plan

Return to rooms or activities if able.

Debrief and support

Status all clear

Initiate Traumatic Incident plan

Debrief

Warden, caretaker &/or 2IC

# Post – Fire Evacuation Response & Procedures

Turn off external power and gas if it is safe to do so.

Carry out safety checks, roll checks and ensure all injuries recorded and all areas have reported

**EVACUATION DRILL**

**EMERGENCY**

Fill out Evacuation Form in the main office.

Await instructions from emergency services.

Notes to debriefing

**Partial use of school facilities.**

**School Evacuation**

Contact BOT Chairman

Contact BOT Chairman

Initiate urgent repairs/barricades.

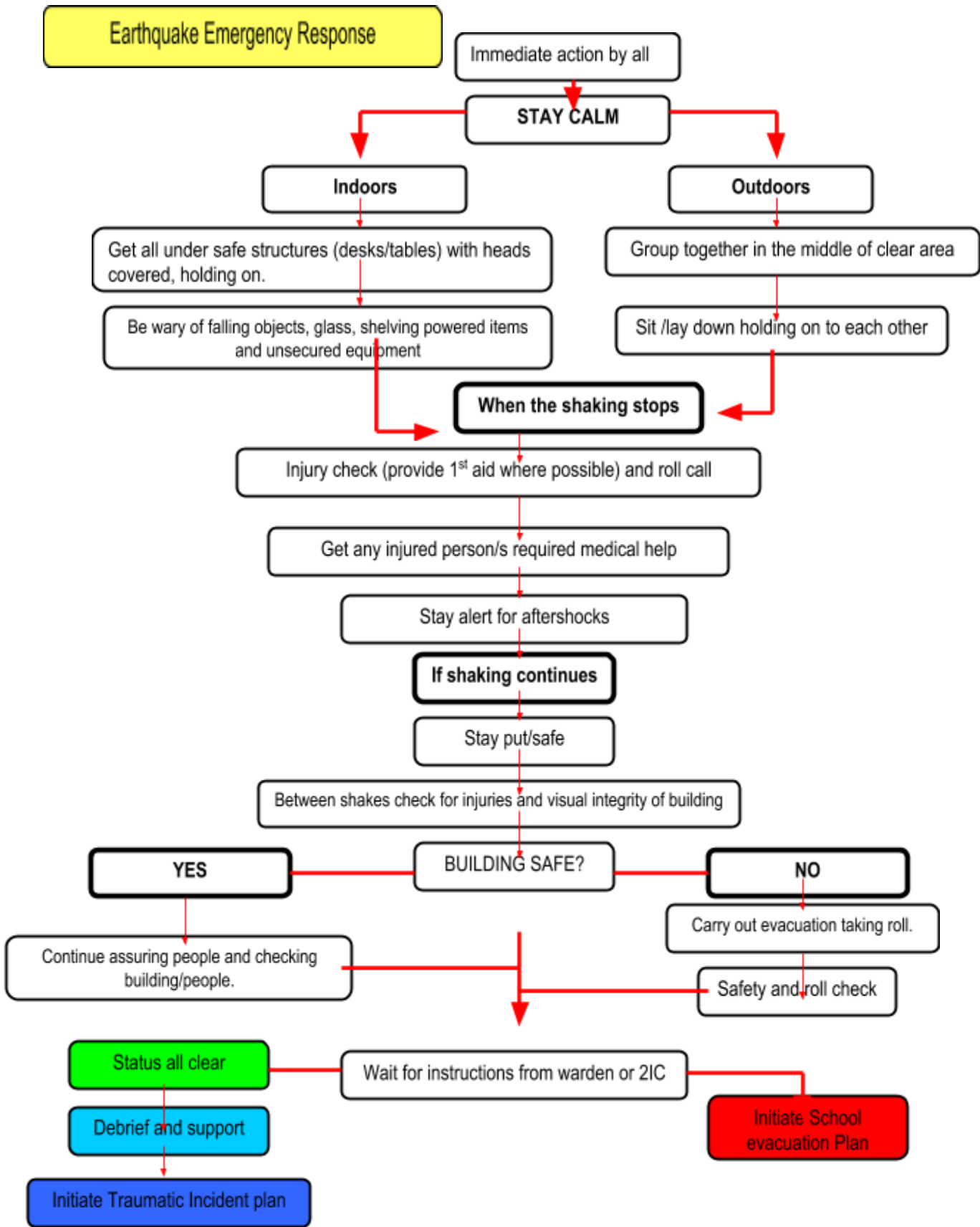
Contact Ministry

Buildings unsafe/ damaged – close off and get expert advice

Clean up, initiation of repairs and replacement

File report take photos if necessary

Full report to BOT/ Ministry







Do not move unless directed or if it is not safe to remain inside/where you are.

### Earthquake Drill

When you hear **the Megaphone siren** or **call** for Earthquake Drill, you need to follow the above procedure:

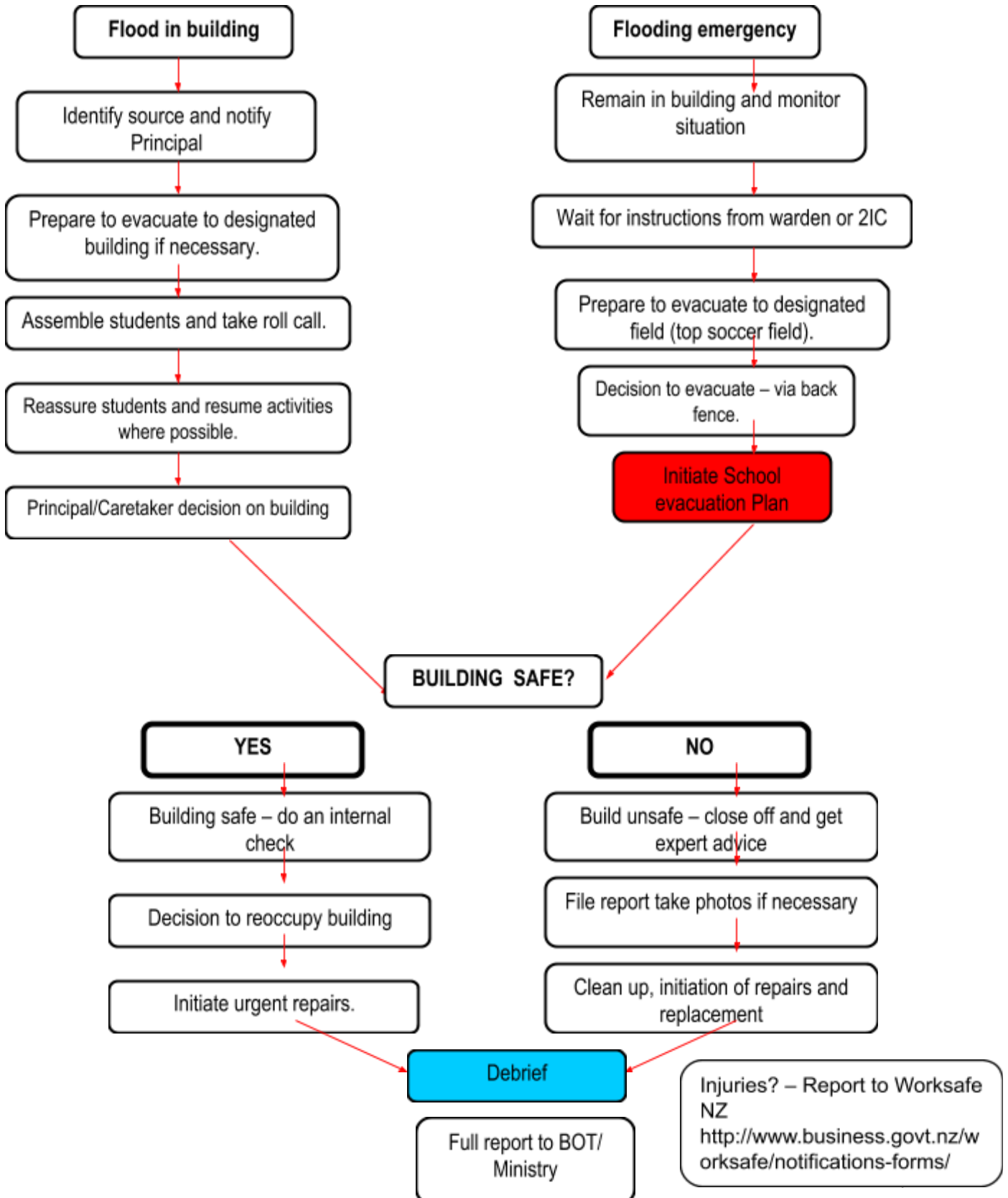
Information, activities and details are on the What's The Plan website ( [HYPERLINK](http://www.whatstheplanstan.govt.nz/earthquake.html)

"<http://www.whatstheplanstan.govt.nz/earthquake.html>"  
<http://www.whatstheplanstan.govt.nz/earthquake.html> )

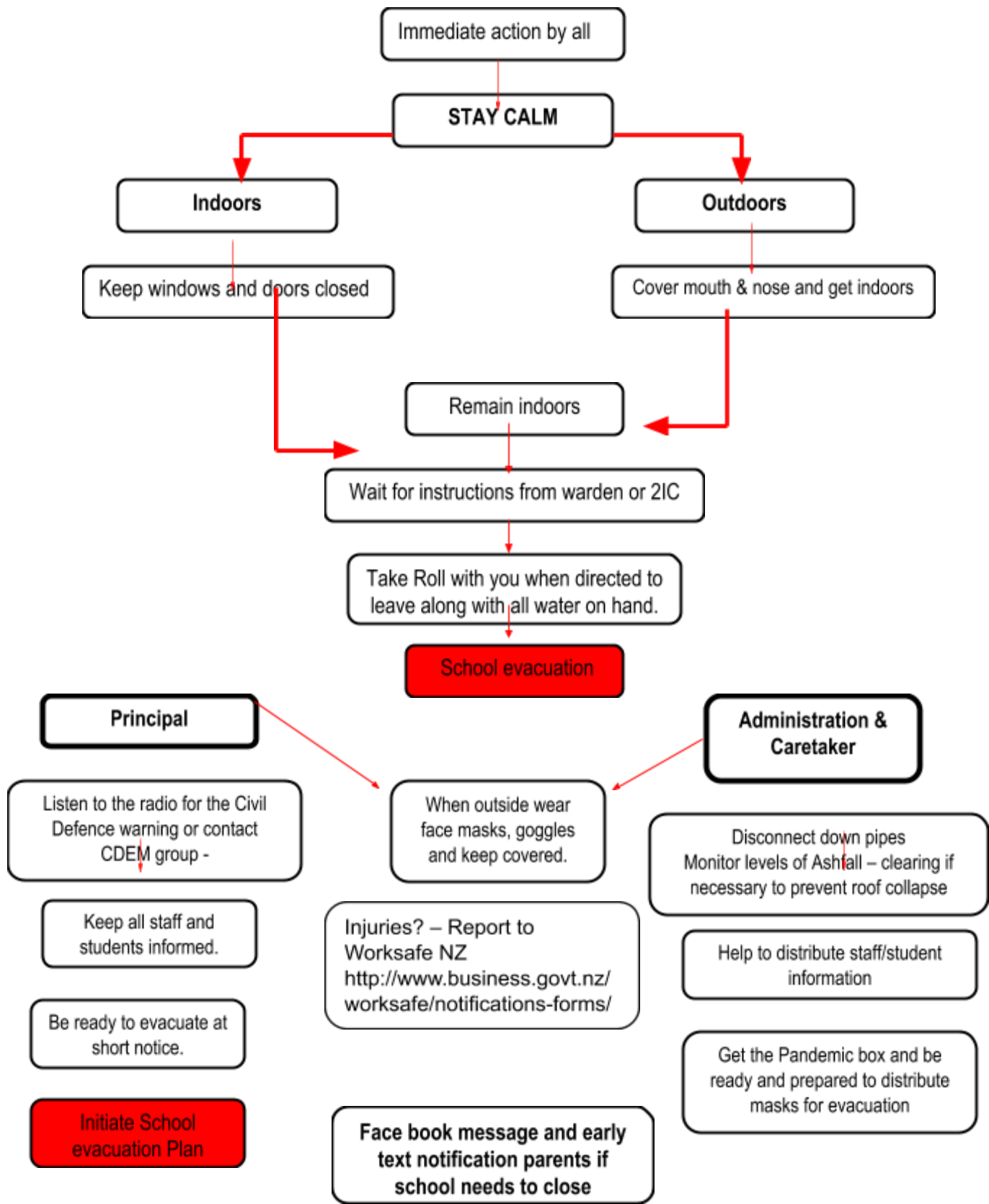
Please ensure you go over this with students/adults regularly.

Standard advice in New Zealand for what to do in an earthquake is to drop, take cover under a sturdy piece of furniture, and hold on, or shelter against an interior wall away from windows, bookcases etc. That advice still holds true and has not changed says John Hamilton, the Director of Civil Defence Emergency Management.

# FLOODING PROCEDURE



# Volcanic Eruption & Ashfall Emergency Response



# Bomb / Bomb Threat

Immediate action by all upon receiving information

**STAY CALM call Police**

Initiate Lockdown

Evacuate area if imminent threat in known location e.g. package

**Indoors**

**Outdoors /insecure room**

Follow the Police or PIC's instructions

Follow Lockdown Procedures

Move to nearest classroom/room

**Do not operate cell phones or electrical switches**

Follow Lockdown Procedures

Keep area clear

Wait for instructions from Principal or 2IC Or Police

**All clear**

**Unsafe**

Continued Lockdown until clear or safe evacuation

Resume programmes

Initiate School evacuation Plan

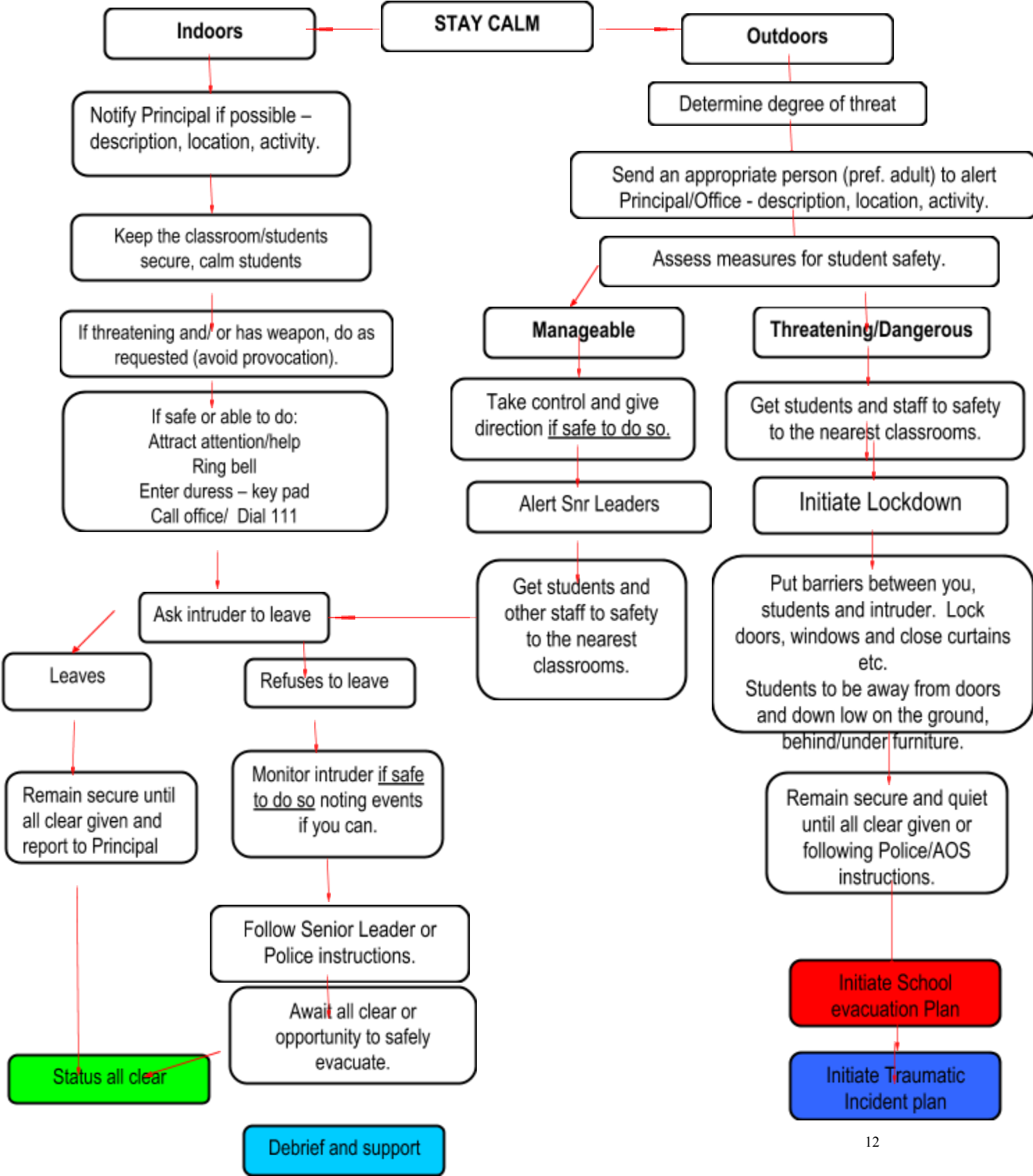
Debrief and review

Debrief and review

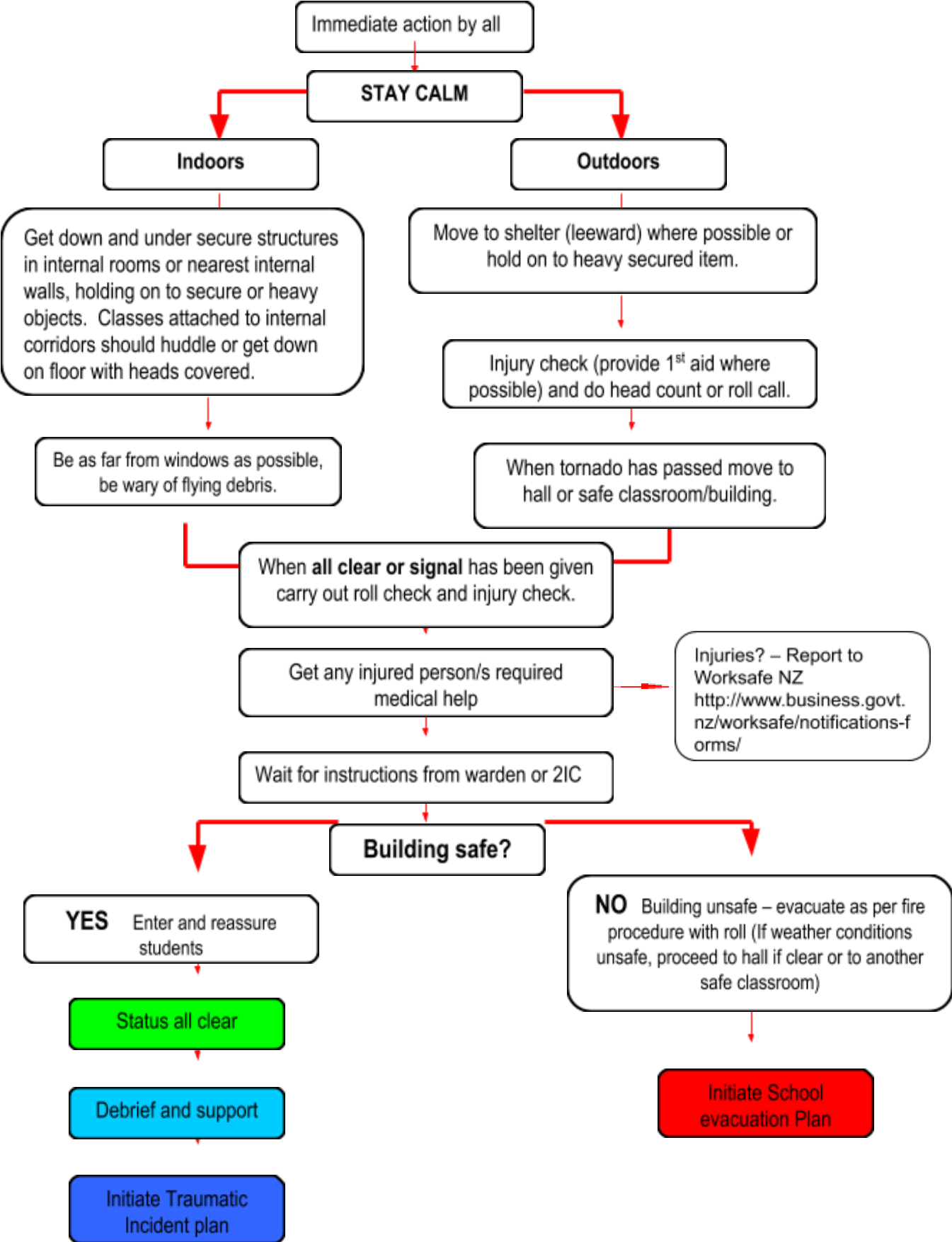
Initiate Traumatic Incident plan if req.

# Intruder Procedure

Action to be taken by Staff



# Tornado Emergency Response





or

**Indoors**

Calm and reassure  
students



Get on floor away from doors and windows





## Missing Child Emergency Response

## Death Emergency Response

## ASSISTING PERSONS WITH DISABILITY DURING AN EMERGENCY

### Assistance Register For Persons With Disabilities

The following persons have been identified as regular users of the buildings who would require assistance in the event of an evacuation.

Date	Disabled Person/s Name	Likely location of persons requiring assistance	Form of assistance required	Person/s assigned to assist.
Jan 2019	Mackenzie Wilson	Room 6	Assistance following instructions/directions	Alison Eagar Treena Cullen Debbie Stone
Jan 2019	MJ Dollard	Room 2	Assistance following instructions/directions and walking	Alison Eagar Stacey Milham Megan Oliver
Jan 2019	Billie Dollard	Room 5	Assistance following instructions/directions and walking	Alison Eagar Kate Fergusson/Sue Fergus or Kathy Wyllie Karen Bellamy

### EMERGENCY CONTACTS

**Principal** Kim Waite 0273483550

**Chairperson** Kathrine Sextus 0277622967  
Board of Trustees

**Deputy** Sasha Hancock 0274958524  
Sue Fergus 0276004402

**Toko Fire Brigade** Ring 111

**First Aid** All teaching staff and Teacher Aides

**Ambulance** Ring 111

**Police** Ring 111

**Fire** Ring 111

**Electrician** Phil Boyes 0274442226

**Plumber** Vepo 0800 033 400

#### Civil Defence

Refer inside cover of Yellow Pages

## **This School Crisis and Emergency Response Plan has been developed to:**

1. Give guidance to all employees and staff during a crisis and an emergency.
2. Describe the Crisis and Emergency Response Management System.
3. Demonstrate that the School has taken all practical steps to manage a crisis and/or an emergency situation and is complying with relevant legislation and regulations.

### **This Crisis and Emergency Response Plan has been prepared to comply with the following:**

- Civil Defence Emergency Management Act 2002
- Health and Safety at Work Act 2015 (HSWA)
- Education Act 1989
- Fire Safety and Evacuation of Building Regulations 1992

### **Key obligations under these acts include:**

- Maintain plans for the continuation to the fullest possible extent of its essential functions during and following a state of civil defence emergency
- Undertake any civil defence measures or perform any functions or duties that it is required to perform
- Rescue and provide first aid and relief to people on their premises – and provide the training and equipment for this
- Hazards are identified, an emergency response plan is prepared and communicated to all students and staff
- Requirement for procedures for safe, expedition and efficient evacuation in the event of fire
- The appointment and training of a building fire warden and floor wardens to supervise such evacuations
- The management of escape routes to predetermined assembly points
- The display of notices in the buildings explaining the procedures and routes to be followed in an evacuation
- The holding of trial evacuations
- The evacuation of people with disabilities, including a continuously updated assistance register available to key staff during an evacuation

### **To achieve this, the following has been developed:**

1. **A hazard register** identifying all known hazards and appropriate control measures.
2. **Emergency Responses** for the situation when hazards are not contained]
3. **The Management Structure** to respond to a crisis and an emergency
4. The **Emergency Equipment facilities** at this location
5. A **register of those on the premise** who may require assistance in an emergency
6. A **register of contacts required** in an emergency
7. **Site plans for the facilities**

## HAZARD MANAGEMENT

The school Hazard register is found in the school office.

The hazard identification and management process is found in the School Health and Safety Procedure Manual.

The events that have been identified requiring emergency response are:

- Evacuation
- Medical
- Fire
- Earthquake
- Flood in Building
- Flooding
- Volcanic Eruption and Ashfall
- Bomb/Arson Threat
- Violence/Personal Threat
- Armed Intruders Incident
- Intruder Inside Building
- Intruder Outside Building
- Physical Assault
- Death
- Missing Child

## CRISIS AND EMERGENCY ROLES AND RESPONSIBILITIES

### Crises and Emergencies

An emergency is an event that requires an immediate and automatic response, following prepared procedures. A crisis is an event that may begin as an emergency but requires a prolonged response. This plan has developed different management structures to ensure the optimal response.

Note that when an emergency occurs, the emergency management structure is invoked first. The Site Warden will decide to escalate the situation to a crisis, and then will invoke the crisis management structure with associated roles and responsibilities.

## Emergency Management Structure

An emergency at TOKO SCHOOL will be managed via the following structure:

### Principal and Associate Principal Responsibilities During Emergency

The Warden responsibilities are, during an emergency:

Principal	<ul style="list-style-type: none"><li>● Collate reports from all Building Wardens to ensure that the facilities have been completely evacuated</li><li>● Liaise with emergency services</li><li>● Provide emergency services with numbers missing (if any) and their possible locations</li><li>● Provide emergency services with any detail from the emergency plan (it should be taken when you evacuate)</li><li>● Be identifiable during an emergency (e.g. fluorescent vest)</li><li>● Determine if Emergency should be escalated into a Crisis and invoke the Crisis Management structure</li></ul>
Associate Principal #1	<ul style="list-style-type: none"><li>● Systematically evacuate all people from your area of responsibility, Junior Block and Room 6</li><li>● Maintain calm in the absence of the Principal</li></ul>
Associate Principal #2	<ul style="list-style-type: none"><li>● Systematically evacuate all people from your area of responsibility, Main Block.</li><li>● Maintain calm in the absence of the Principal</li></ul>

### Principal Responsibilities In Non-Emergency

Principal	<ul style="list-style-type: none"><li>● Arrange for evacuation drills per school term</li><li>● Review evacuation performance after drill with Building Wardens and Floor Wardens</li><li>● Update Emergency Plan as necessary after the drill</li><li>● Ensure that all inspections and equipment testing are completed as per schedule</li><li>● Ensure that the Emergency Response Plan is updated with any changes in the assistance register, or wardens and that these are available to the building wardens and Fire Service</li><li>● Ensure that emergency information is displayed appropriately throughout the facility</li><li>● Ensure that all emergency equipment inspections and preventative maintenance routines are completed as per schedule</li></ul>
Associate Principal #1	<ul style="list-style-type: none"><li>● Check weekly that paths within the building to the assembly area are clear and clean</li><li>● Check weekly that all the fire doors open freely</li><li>● Ensure that escape routes are clearly marked and emergency lighting functions</li></ul>
Associate Principal #2	<ul style="list-style-type: none"><li>● Check weekly that paths within the building to the assembly area are clear and clean</li><li>● Check weekly that all the fire doors open freely</li><li>● Ensure that escape routes are clearly marked and emergency lighting functions</li></ul>

## Crisis Management

A crisis is the management of an event that may have arisen from an emergency situation, or an event that has a significant affect the operation of the school. Examples of these events include:

- The death or serious harm of a student or employee
- Significant damage to the school physical assets, e.g. a fire causing the loss of class rooms
- An event involving students, or employees that significantly affect the reputation of the school (including an illegal activity)

***The procedure for managing the death of, or serious harm to a student or employee is found in the procedures manual.***

The crisis management team shall be invoked by the Site Warden during an emergency response, or the Principal and/or Board Chairperson in response to a significant event that affects the school. The objective of the team is to facilitate the return to normality within the school.

### Crisis Team

The crisis team will comprise:

- Principal
- Associate Principals
- Board Chair if available/
- BOT Health & Safety Officer

### Team Crisis Activities

The Crisis Management Team will:

- verify the information received
- identify what information should be shared with school members
- remind staff that only the Principal or those s/he delegates should respond to the media
- ensure that outside helping agencies come in at the team's request rather than on their own mandate
- ensure accurate communication of information to staff and students
- develop an *Action Plan* which will include preparing staff for appropriate responses to students' and their own grief (if appropriate)

### Practice, Evaluation and Review

The crisis team should undertake table top exercises at least once a year , and a full scale exercise (involving emergency response) once every two years, and this should involve outside support services (such as the fire brigade).

The performance of the crisis team should be evaluated, along with emergency response. The Crisis and Emergency Plan should be revised accordingly.

## REGISTER OF EMERGENCY EQUIPMENT

**First Aid Kits**

**Sick Bay Cupboard.**

**Civil Defense Emergency Kit**

**Resource Room (Main Block)**

### Trained First Aiders

**All teaching Staff and Teacher Aides**

### First Aid Supplies [Minimum Required For 75 Persons]

Number	Item
4	Triangular bandages
9	Roller bandages [incl crepe bandages 50mm and 75 mm sizes]
10	Sterile dressings [75x75mm packets]
2	Adhesive wound dressing strip [100mm packets]
1	Waterproof adhesive plaster [50mm reel]
5	Sterile non-adhesive pads [100 x 100mm packets]
4	Sterile eye pads
1	Container for pouring water over eye [plastic squeeze bottle]
1	Receptacle for soiled dressings [bucket with foot operated lid]
1	250 ml antiseptic liquid approved by Medical Officer of Health
1	Safety pins [card]
1	Scissors – surgical or equivalent stainless steel [pair]
1	Splinter forceps, fine point – stainless steel
1	Injury register and pen or pencil
1	First Aid Booklet [issued by Departments of Labour and Health or Red Cross / Order of St John
1	Card listing local emergency numbers
8	Disposable gloves – large size or multi fitting [pairs]

## SITE PLANS

Electricity:	<i>Main board by sick bay. Other boards in Room 1, 2 , Library, Hall, Teacher Resource Room.</i>
Water:	<i>Pump and Bore in far northern corner of property</i>

### Site Plans:

**Principal's Office Wall**

**Master in Google Drive - BOT - Policies and Procedures - NAG 5!**

**REVIEWED:** September 2019

Appendix 1 - Communication

Appendix 2 - Reunification of Children with parents/caregivers



## Appendix 2

# Communication

It is important that frequent updates to parent/caregivers emphasise the safety and wellbeing of the children. All communication cell phone and text communication must have Toko School in the subject heading and the date. After initial communication via:

- Facebook
- School website
- Text to cell phone School App
- Email

It is expected that parents will go to the school website for regular updates or we will push updates out via the School App.

The following emergency information is located on our School Website and School App:

# EMERGENCY INFORMATION

## SCHOOL CLOSURE

We try not to close the school at any stage during the school year, but will do so if there is a risk to student and staff health and safety, either within the school or getting to and from school. Where possible, we will notify parents prior to the beginning of the school day.

Depending on circumstances initial notification will be through either:

- Facebook
- School website
- Text to cell phone School App
- Email

After this we will provide updates via the school Website and School App - parents will be expected to check this on a regular basis.

Closure is generally due to extreme weather or if the school environment is dangerous to students or we have no essential services for an extended length of time.

**If school closes during a school day all students will be kept at school until collected or released if the bus service is running.**

## EMERGENCY & CRISIS MANAGEMENT 2019

At Toko School we take the safety of our students and staff very seriously. Our responsibility includes identifying and reducing potential risks, preparing for and responding to emergencies, and managing the recovery from crisis situations that affect our students, staff and the school environment. During the year we undertake a number of fire, earthquake and lockdown drills. It is essential for the school to plan for emergency events so that you will know where your child will be and how we will be looking after them. For your convenience, Emergency and Crisis information is available on the school website (Our Community - Board of Trustees - Crisis and Emergency Response Plan) or in hard copy at office.

Your cooperation is necessary to ensure that we can manage situations that involve the safety of all our children and staff who make up our school community on any given day. We need your help in ensuring that we have up-to-date information on any issues that may affect your child's wellbeing

or that of our school community. We also need your up-to-date contact details to contact you at anytime. including how to get hold of you in the case of an emergency or school closure. We trust you appreciate that it is better that we prepare for these eventualities before they occur rather than as they are happening.

Please contact Annette at the office to update your details – 067622849 or via email – office@toko.school.nz

### **TOKO SCHOOL APP**

Get yourself connected! Have you used our school app that can be downloaded from either the Apple store or Google Play stores? Search for Toko School and when you download it, select the groups that you would like to get notifications for eg. home class, sports groups and keep up to date with push notifications to your smart phone. Parents also receive school closure or emergency messages. **It is important that all families download and use this school app. The school app will be the first way we communicate (and possibly the only) in a lockdown situation.** If you need assistance please call into the office and we can help you.

### **CIVIL DEFENCE – EMERGENCY OR FIRE**

Should an emergency or disaster situation arise at school while students are on site, it is our first priority to keep our school community safe and at school until they can be released safely. We practice drills to ensure that our school community is both aware of emergency procedures and knows how to respond quickly and effectively to them.

### **Illness, Pandemic or Contagious Disease**

There will always be the threat of a pandemic on a local, national or global scale. In the early stages of any threat to student safety we will communicate the risks and school procedures to you. These will range from hygiene and sickness strategies to school closure. If there is an outbreak of a contagious disease in or around a country or region your child or family members have visited, we ask that parents consider the other members of our school community in determining whether their child should have a time of isolation from others at school. If there is a perceived high risk to New Zealanders of a contagious disease we will follow the recommendations of health professionals and government agencies. Parents travelling or living overseas should ensure they have personal plans for the care of their child should there be a need to close the NZ border and/or the school.

### **Helping us to keep our community safe and well**

Cases of infectious illness occur from time to time in schools. Their importance depends on several factors: The severity of the illness The number of students and staff affected The mode of transmission The amount of fear they generate Whether any specific action is necessary to stop further cases – (eg immunisation, improving food-handling practices etc.) Please consider the other members of our school community when deciding whether your child should be attending school and do not send your child to school if they have a contagious illness. For example, students should not return to school until 24 hours after their last bout of sickness or diarrhoea. When we have been notified of an ‘outbreak’ by the District Health Board the stand down period increases to 48 hours after the last episode of sickness or diarrhoea.

### **Release of your daughter/son in an emergency situation**

Decisions regarding the release of students will be made by the school, dependent on the level of risk to student safety. If there is any foreseeable risk, students will be cared for at school until

collected by you or a person identified by you as being able to collect on your behalf. In the event of a Local or Regional Civil Defence emergency, for example earthquake or flooding, when school is the safest place, all students will be kept at school until collected. The time of release and collection may be directed by Civil Defence and/or the NZ Police. Please impress upon your child the need for them to follow the directions of any school personnel in times of an emergency and not to leave the school grounds until officially signed out. In some situations it may be difficult to communicate and we may not be able to release students to persons other than those you have identified on the school emergency contact information (updated at your request). Please advise the school office if both primary contacts for your child are out of town and whom we should contact in your absence in an emergency. When the dangerous incident has subsided, the “all clear” will be advised by Civil Defence or NZ Police and we will begin contacting caregivers.

### **Responsibilities of Parents/Caregivers In case of emergency**

Whether a school emergency is of a personal or environmental nature, it is essential that we are prepared, able to contact each other and you know where your child will be. To ensure that this can happen we require: Up-to-date contact details for you – street and email addresses and your phone numbers. If we cannot contact you, the contact information for who has your authority to make decisions relating to your child in an emergency situation

## Appendix 2

### **Reunification With Parents/Caregivers**

Parents/caregivers need to be informed as to when/where and how this will work. The release of students needs to be controlled, including a record of who has uplifted each child. Child can only go home with those people identified and logged on the schools student management system. Senior staff must not leave until all children have been reunited with their families.