

# OUR SCHOOL EMERGENCY PLAN

## Kelson School

**290 students and 28 staff**

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Kelson  
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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 and 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

All staff will have a Civil Defence Emergency List kept with their class register. When released staff will record the names and agreed destination for each student. A master list will also be kept with the Civil Defence Emergency Kit held in the school office.

Should a Civil Defence emergency be called or the school deem it necessary to hold students until an approved adult collects them, a notice will be placed on the school website and Facebook as soon as possible. Where it is possible radio messages will also be provided to advise parents that an emergency evacuation is taking place. Parents or approved adults will be directed to the area where the children are being assembled.

# Fire Procedures

This procedure outlines what we will do in the event of a fire. We will follow the same procedures when practicing a fire drill.

## **If we 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 will collect their class roll/emergency bags and take their students to the designated assembly point(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 on the way to the designated assembly point
- Ensure all students remain at the assembly point until clearance to leave is given
- Move staff and students to our 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 assemble in the middle of the rugby field. Staff will do a roll check and report to the most senior staff member available. The most senior staff member available will ensure that a responsible person has contacted the emergency services.

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

If necessary the off-site evacuation point is Discovery Learning centre-Kelso Grove Kelson, or dependent on direction of evacuation-Kelson Kindergarten Taieri Crescent Kelson.

# Earthquake Procedures

This procedure outlines what we will do in the event of an earthquake. We will follow the same procedures when practicing an earthquake drill.

## When the ground begins to shake

- Everyone, including students, teachers and staff will immediately **DROP**, **COVER**, and **HOLD**.
- We will look to our own safety first. We cannot help anyone else if we are injured ourselves.

## When the ground stops shaking

- Ensure our personal safety first
- Check those around us and offer help if necessary
- If anyone requires medical assistance, call 111 and administer first aid
- Teachers will collect their class roll/emergency bags, and take their students to the designated assembly point(s).
- We will move to our designated offsite evacuation point if it is not safe to stay at the school
- Our school is not in a tsunami zone, we 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 our situation and our actions
- Decide if a controlled family reunification is required

## Our on-site assembly point(s) are

All assemble in the middle of the rugby. Staff will do a roll check and report to the most senior staff member available. The most senior staff member available will ensure that a responsible person has contacted the emergency services.

## Our off-site evacuation point(s) are:

If necessary the off-site evacuation point is Discovery Learning centre-Kelso Grove Kelson, or dependent on direction of evacuation-Kelson Kindergarten Taieri Crescent Kelson.

# Lockdown Procedures

This provides a very basic guide to manage the response to a dangerous person entering the school, or if Police contact us and request the school go into lockdown. Civil Defence 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 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 lock down (avoid using the fire alarm). Will be on and off continuous bell.
- Move everyone into rooms or other available buildings.
- Lock and/or barricade, or cover if possible, doors/windows.
- Keep quiet and do not leave the classroom/rooms unless it is safe to do so.
- Should the event occur while students are outside in 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).
- Teachers will be communicated to via email/text messages.
- School families will be communicated using ETAP text messaging system.
- When police arrive, follow their instructions.

## **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 wellbeing 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 our 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, the Ministry of Health 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, we will consider how this may affect our 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 is 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.

## 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 we 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 we must move the body take some photos first to pass onto Police later

## **Gas leak**

If we can smell 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 buildings or outside areas 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 is a Civil Defence Centre

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 has been identified as a Civil Defence Centre. As a school we do not have any ongoing obligations in regards to being a Civil Defence Centre, beyond providing access to the school.

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 response locally and pass on information to your council's Emergency Operations Centre

Our school should have been provided with a basic Civil Defence Centre start-up kit consisting of an AM/FM radio, maps, and a Civil Defence radio that allows communication with the local council's Emergency Operations Centre.

## **Our Civil Defence Centre kit is stored:**

Is in a container in the main school resource room (the building next to Principal office)