

# Spotswood Primary

## Emergency Management Procedures



Refer to Operational Policy 8: Health and Safety

**Reviewed:** 22.02.21    **Due for Review:** February 2022

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<b>Radio</b>	Our local radio station for emergency information is:  More FM 93.2 FM		

# Introduction

This plan outlines how Spotswood Primary will respond in the event of an emergency. Staff and visitors to the school need to be briefed regularly to ensure these procedures are well known.

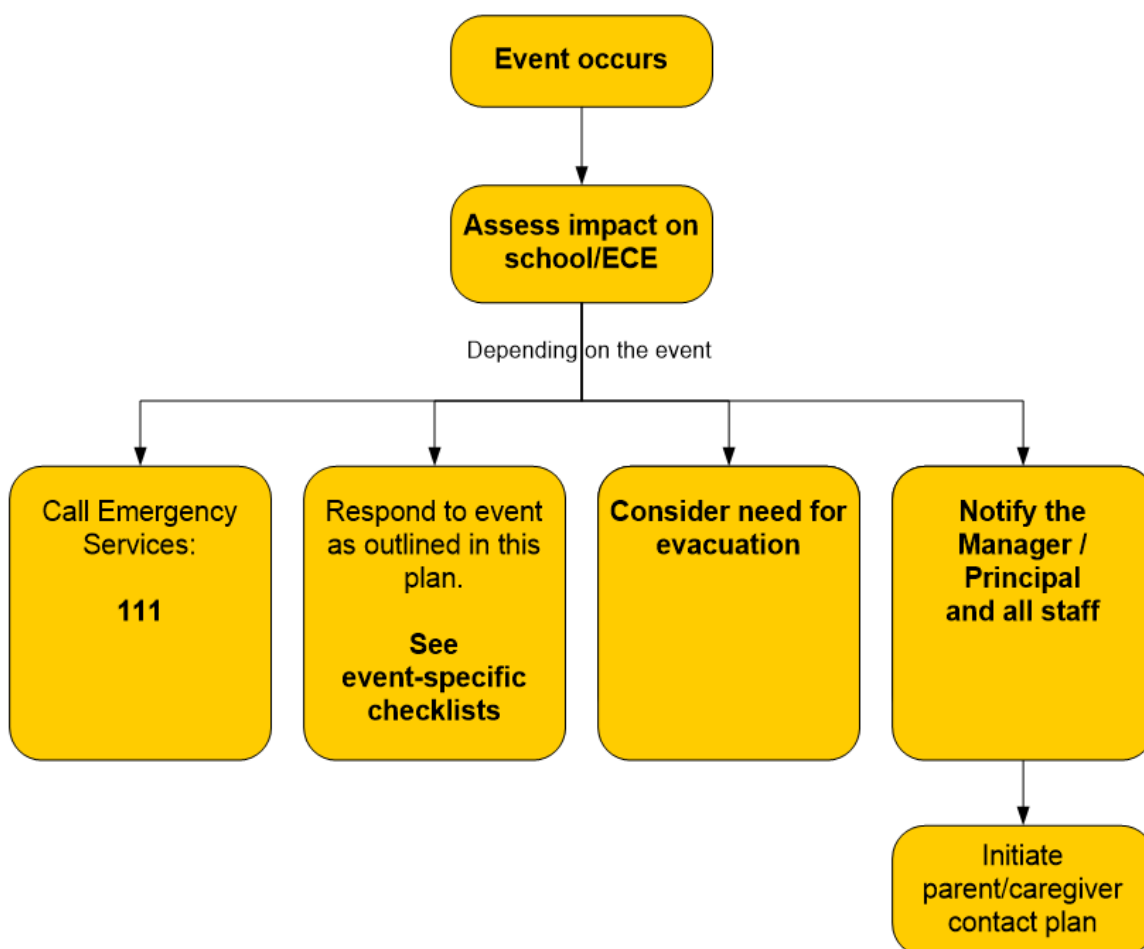
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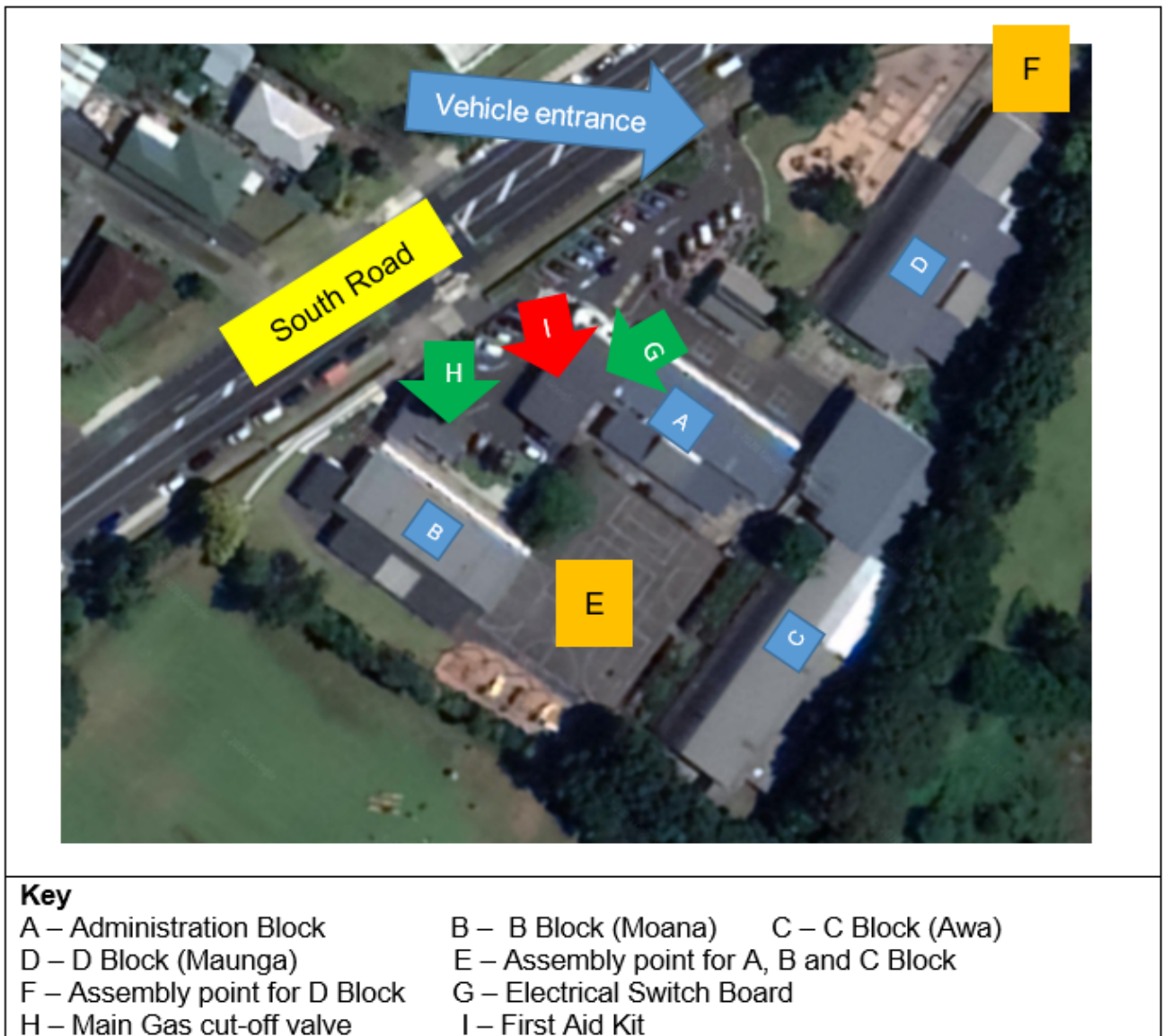
## Basic Emergency Response Process

While every event is unique, there are some basic steps to follow when responding to any emergency, which are outlined below:



# Site map

Below is a site map of the school outlining evacuation areas and the main entrance.



# Evacuation

Evacuation from the school may be required to ensure the safety of staff and students in an emergency event. In all cases, evacuations need to be planned and practiced. Fire evacuation, earthquake and lock-down procedures are practised each term.

## Evacuation Points

### **Our evacuation areas:**

#### **Fire Evacuation Point**

Students, staff and other personnel in D Block evacuate to the basketball court area by Room 17.

Students, staff and other personnel in A Block, B Block, C Block, Library, Hall and all other areas evacuate to the netball court.

#### **Earthquake Evacuation Point**

If necessary to evacuate buildings the above applies.

#### **Tsunami Evacuation Point**

The school site is not in a tsunami risk area.

#### **Volcanic Eruption**

In most cases it is advisable to remain indoors during ashfall.

#### **Gas/Chemical Evacuation Point**

If it becomes necessary to evacuate the school site, acting upon the advice of emergency services the most suitable of the following points will be chosen:

- Spotswood College
- Moturoa Primary School
- City West Church, Poplar Grove

# Emergency Communications Plan for Parents, Caregivers and Others

The procedures below lists how to contact parents and caregivers to advise them of an emergency situation and how they can collect their child(ren).

## **Our emergency communications plan for parents, caregivers and others**

After an emergency alert and the safety of all students, staff and personnel has been established if it is required that students are collected from school:

1. Parents, caregivers and others will be notified to collect their children from classrooms or evacuation points using the school Facebook Page, app, website and eTAP communications.
2. School administration staff will also phone parents and caregivers to advise that students need to be collected from school.
3. Parents, caregivers and others will be required to report to class teachers to collect their children. Teachers will mark off students against their emergency roll when collected.
4. Teachers will report to the Principal or Assistant Principal when all students from their class have been collected.

# Our Role in a Civil Defence Emergency

Civil defence emergencies include; earthquakes, volcanic eruption, tsunami, storms, flooding, tornados and pandemic. The school is firstly responsible for the safety of students, staff and other personnel during a civil defence emergency. If required the school site may be used as a Civil Defence Centre. The school will act on advice from Taranaki Civil Defence.

The contact phone number for Civil Defence is: 0800 900 049

[Link to Taranaki Civil Defence](#)

## Emergency Services Contact Information

<b>Police, Fire, Ambulance</b>	111
<b>Local Police Stations</b>	
<b>New Plymouth</b>	06 759 5500
<b>Westown</b>	06 753 3476
<b>Emergency Doctor</b>	Medicross 8 Egmont Street 06 759 8915
<b>National Poison Centre</b>	Urgent line 0800 764 766 Non-urgent 0 3 479 7284
<b>Dental Clinic</b>	Rangiatea 131 South Road 06 751 4800

## Essential Government Contact Information

<b>Ministry of Education</b>	National Office (04) 463 8000 Traumatic Incident Team 0800 TI Team (0800 848 326) Contact Centre 0800 225 580
<b>Ministry of Education media advice and assistance</b>	Point of contact Senior Media Advisor, Communications Group Phone 04 463 8000 - After Hours 027 560 5387
<b>Ministry of Education New Plymouth Office</b>	06 757 6400
<b>Oranga Tamariki</b>	0508 326 459
<b>New Plymouth District Council</b>	06 7596060
<b>Civil Defence</b>	0800 900 049

## Essential Utility Contact Information

<b>Power and Gas Company</b>	Genesis Energy 0800 300 400
<b>Electrician</b>	Electric L 06 758 2605 or 027 445 6924
<b>Plumber</b>	Climate 06 769 6410
<b>Glass repair</b>	The Glass Man Ltd 06 758 3027
<b>Builder</b>	South Coast Construction Ltd 06 757 9174

## Essential Security Contact Information

<b>Security Alarm Monitoring</b>	Aotea Security 06 759 0794
<b>Fire alarm/equipment maintenance</b>	Wormald 06 755 4317



## Other Miscellaneous Contact Information

<b>Bus Transport</b>	Tranzit Coachlines 06 757 5783
<b>Insurance</b>	Crombie Lockwood 06 769 8100

## Local Schools and ECE Services Contact Information

<b>Spotswood College</b>	06 751 2416
<b>Te Pi'ipi'inga Kakano Mai I Rangiatea</b>	06 751 3161
<b>Moturoa School</b>	06 751 0392
<b>Marfell School</b>	06 751 0553
<b>Ngamotu Kindergarten</b>	06 751 0298
<b>Marfell Kindergarten</b>	06 751 0296
<b>Jumpstart Barrett Road</b>	06 751 0026
<b>Puddleducks Nursery and Preschool</b>	0800 67 3825

## School Contact List

<b>Position</b>	<b>Name</b>	<b>Day Contact Details</b>	<b>After Hours Contact Details</b>	<b>Other Emergency Role</b>
Principal	Mark Fisher	06 751 1331	021 202 22417	Chief Fire Warden
Assistant Principal	Rachel Francis	06 751 1331	021 722 473	Deputy Fire Warden
BoT Chairperson	Meryn Penno	06 751 1620	021 474 219	
Office Manager	Judy Julian	06 751 1331	027 634 0864	Key First Aider
Caretaker	Jeff Scouller	06 751 1331	027 358 0594	
Moana Team Leader	Sophie O'Connor	06 751 1331	027 233 4540	Fire Warden
Awa Team Leader	Sandra Gower	06 751 1331	027 728 8687	Fire Warden
Maunga Team Leader	Jenn Thorburn	06 751 1331	021 050 5597	Fire Warden

# Students, Parents and Caregivers Contact List

Contact details for students, parents and caregivers may be accessed remotely using the School Management System, eTAP. A hard-copy contacts list is also kept in the school office. In an emergency evacuation office personnel take the hard-copy contacts list with them as they leave the office.

## Fire

This checklist outlines procedures for a fire evacuation. It can be used when practising a drill.

Sequence	Response actions
<b>Discovery of a fire</b>	Activate fire alarm (if it has not automatically activated)
	Call 111
	If it is safe to do so extinguish the fire
<b>On hearing the alarm</b>	Teachers collect an emergency roll that is on a clipboard hanging next to main classroom fire exit
	Teachers escort students, staff and visitors to the designated assembly points. These are: <ul style="list-style-type: none"> <li>- Basketball court by Room 17 for all personnel in D Block</li> <li>- Netball court for all other personnel</li> </ul>
	If the alarm is sounded during a break time students and staff are to report immediately to assembly points. No one is permitted to re-enter a building.
	Walk calmly to avoid panic
	Ensure students and visitors with disabilities are assisted
	Teachers check bathrooms and other rooms en route to the assembly points
	At the assembly points teachers check that all students, staff and visitors are accounted for and report this to the fire wardens
	Fire wardens report on personnel accounted for to the Chief Fire Warden
<b>Returning to the buildings</b>	Do not return to buildings until the all-clear is given by the Fire Service
<b>Ongoing operations following a fire</b>	The continuing operation of the school/ECE will be determined by the nature of the fire and the availability of

	resources such as buildings, staff, employees and other resources
	The responsibility of whether or not to continue school functions rests with the Board of Trustees, in consultation with the Principal
	Contact the Ministry of Education and Traumatic Incident Team

## Earthquake

This checklist outlines what to do in the event of an emergency. It can also be used to practise an earthquake drill. **Remember - ‘Long or strong, get gone’**

Sequence	Response actions
During an earthquake	<p>If indoors</p> <ul style="list-style-type: none"> <li>- Move no more than a few steps to a safe place and drop, cover, hold until the shaking stops. If possible get under a desk or table</li> <li>- Keep away from shelves containing heavy objects and other large items of furniture</li> <li>- Keep away from windows</li> <li>- Stay indoors until the shaking stops and it is safe to go outside</li> </ul>
	<p>If outside</p> <ul style="list-style-type: none"> <li>- Find a clear spot and drop to the ground and cover your head and neck</li> <li>- Students stay in school grounds until a teacher or other staff member comes to collect them</li> <li>- Keep away from buildings and power lines</li> </ul>
When the shaking stops	Expect aftershocks.
	Ensure your personal safety first.
	Check others around you and help those in need if necessary.
	Teachers to check that all students, staff and visitors are accounted for and report to the main office using the school intercom. If the intercom is not functioning the Principal and/or Assistant Principal will check all buildings to ensure

	all personnel are accounted for.
	Call 111 and administer first aid if required.
	Evacuate rooms if necessary.
	Move personnel away from dangerous areas.
	Listen to the radio for instructions from Civil Defence.
	If you smell gas or hear a blowing or hissing noise, open a window and get everyone out quickly. Turn off the gas, using the outside main valve if you can. If you turn off the gas for any reason, it must ONLY be turned back on by a registered plumber or gas fitter.
	Support students, staff and visitors. Action evacuation procedures if necessary.
<b>Ongoing operations following a fire</b>	<p>The continuing operation of the school will be determined by the nature of the earthquake and the availability of resources such as buildings, staff, employees and other resources.</p> <p>The responsibility of whether or not to continue school functions rests with the Board of Trustees, in consultation with the Principal.</p> <p>Contact the Ministry of Education and Traumatic Incident Team.</p>

## Tsunami

The school is not in a tsunami evacuation zone. As is with all emergencies the school will act on the advice of Emergency Services.

## Flooding

Flooding can happen quickly and have serious impacts. The risk of flooding in the school due to a weather event is minimal. However, flooding within a building, caused by normal wear and tear failures of pipe joints, vandalism, or the result of earthquakes is possible. In the event of a building being flooded the area will be evacuated and necessary steps to restore damage will be actioned as quickly as possible.

# Volcanic Eruption and Ashfall

This checklist outlines procedures for response actions to a volcanic eruption. In Taranaki this is an ever-present threat.

Sequence	Response actions
<b>Risk from Volcanic Activity</b>	<p>The school sits in the green zone for an eruption on Mount Taranaki, meaning it is generally sheltered from volcanic activity except for ash fall. People in this zone will be a little uncomfortable but this zone is survivable.</p> <p><a href="#">Link to specific information on volcanic eruptions in Taranaki</a></p>
<b>When a volcano threatens</b>	Listen to the radio or TV for advice and information from Civil Defence.
	Contact Taranaki Civil Defence Group for advice on the volcanic hazards that could affect the school during an eruption.
<b>Large eruption</b>	Be prepared to evacuate, acting on the advice of Taranaki Civil Defence.
<b>Ash fall</b>	Ensure that staff and pupils stay indoors. Have dust masks available.
	Close windows and doors. In heavy ash falls, windows and doors may need additional sealing to avoid ash entering the school buildings.
	Turn off air-conditioning units and any other equipment that draws in or blows air.
	Protective clothing (especially if working in the ash fall) should be worn by anyone who has to work outside in an emergency and goggles used to protect the eyes.
	Volcanic ash is very abrasive. Properly fitted, P2 or N95 - rated safety masks are recommended for anyone in contact with ash.
	Monitor the amount of ash on roofs. Roofs may collapse under the weight of ash causing injury to the occupants. Evacuate buildings which show signs of roof sagging.
	If possible have school outdoor equipment, cars etc parked under-cover or cover them.

<b>Cleaning up after an ash fall</b>	The local council and CDEM group will provide advice on cleaning up and disposing of ash.
	Contact the Ministry of Education regional office (which can help to access the Traumatic Incident team if required).

## Pandemic

It is important that the school takes steps to protect staff, students and the community from future pandemics (global disease events such as influenza or COVID-19) or epidemics (local disease events such as measles, hepatitis, tuberculosis, norovirus, whooping cough etc).

The Ministry of Health leads the Government's response to a pandemic. It is the responsibility of the school to plan for and respond to a pandemic based on the direction set out by the Ministry of Health. At all times the latest information should be accessed from the Ministry of Health.

Pandemics, by their nature, are unpredictable, in terms of timing, severity and the population groups that are most affected. Planning for an infectious disease outbreak is as important as planning for other emergencies.

Sequence	Pre-response and Response Actions
<b>Planning</b>	Recommend and make available annual influenza vaccinations for staff.
	Have a supply of PPE (Personal Protection Equipment), gloves, face-masks and antiseptic hand-wash.
	Use the school SMS, app, Facebook page and website to communicate with the community during an outbreak.
	Use the Medical Room as an isolation area if required.
<b>Response when a pandemic has been advised</b>	Regularly check for updates on the Ministry of Health website. <a href="#">Link to Ministry of Health NZ</a> <a href="#">CPF (Traffic Light System) Protocols</a>
	Advise school students, staff and community about safe practices during a pandemic using the Ministry of Health NZ website. Safe practices include, sneezing and coughing into elbows, washing and drying hands for 20 seconds and physical distancing of 2 Metres.
	Publish promotional material about safe practices around the school, especially in high traffic areas, using information from

	the Ministry of Health NZ website.
	Increase cleaning practices ie. wiping high use surfaces such as desks and door handles more frequently.
	Liaise with the local Medical Officer of Health and the Ministry of Education for further actions as necessary.

## Gas Leak

In the event where a gas odour is detected it is necessary to have procedures to ensure the safety of students, staff and personnel.

Sequence	Response Actions
<b>If a gas leak is suspected</b>	Evacuate the building or school site if necessary. Do not re-enter a building or area where a leak is suspected until cleared by authorised personnel.
	Turn off the main gas valve located outside the Bure.
	If safe to do so open windows and doors to allow gas to dissipate.
	Rescue any personnel in immediate danger but only if it is safe to do so.
	<b>Do not;</b> <ul style="list-style-type: none"> <li>- Operate any electrical switches, including lights and alarms</li> <li>- Use cellphones in the area where the leak has been detected</li> <li>- Allow anyone to smoke in the area (school sites are Smokefree)</li> </ul>
	Warn others in the immediate area.
	Call emergency services if necessary.
	Call the local gas company.
	Genesis Energy 0800 300 400
Contact the Ministry of Education regional office (which can help to access the Traumatic Incident team if required).	

## Chemical Spill

All chemical spills must be treated as toxic and dangerous. They can be in liquid form, solids, powder or gas.

Sequence	Response Actions
<b>Become aware of chemical spill</b>	Move all people in the vicinity to a safe area. Consider the evacuation of the school if required and safe to do so. Alternatively it may be safer to stay indoors, seal doors and windows, other openings and switch off any air intake units.
	Contact emergency services using 111 if necessary.
	Give appropriate first aid to anyone in contact with the spill.
	Notify the Principal.
	Ensure students and staff have a safe exit from the school, avoiding the spill.
	Contact the Ministry of Education regional office (which can help to access the Traumatic Incident team if required).

## Dealing with a Suspicious Letter or Package

When dealing with suspicious packages the utmost caution must be exercised and no attempts must be made to touch, move or examine the package.

**Note: If a suspected bomb - Do not use a cell phone or other radio device anywhere near the package.**

Sequence	Response Actions
<b>In general</b>	Note the location of the package and a description of it (markings etc).
	Do not touch, shake or attempt to move the package.
	Check with addressee to see if they are expecting the package
	Isolate the item.
	Contact the Police using 111 and advise them of the circumstances, description of the package and its location.
	Move staff and other personnel away from the package.
	Consider evacuating the school, acting on the advice of police.



<b>If a suspicious package is opened and powder is discovered</b>	Put on gloves and place opened package in a plastic bag
	If hands or other body parts come into contact with the powder wash them with soap and water thoroughly
	If the contents are spilled; <ul style="list-style-type: none"> <li>- Do not clean them up</li> <li>- Avoid breathing the powder</li> <li>- Clear all personnel from the area and isolate by closing doors and windows</li> <li>- Switch off air conditioning</li> <li>- Wash hands with soap and water</li> </ul>
	If contents are spilt on clothing; <ul style="list-style-type: none"> <li>- Select a room for changing</li> <li>- Remove clothing and place in a plastic bag</li> <li>- Shower with soap and water</li> <li>- Change into other clothes</li> </ul>

## Bomb Threat

Keep calm. Do not hang up. A dialogue with the caller is important as information may be gleaned that will help the police deal with the situation.

Let the caller talk, ask the following questions when the opportunity arises and avoid being confrontational.

This checklist for bomb threats should be kept by the phone. Staff who would normally answer the phone should be briefed on the questionnaire to ensure familiarity.

Immediately after the call phone 111 and ask for the police.

Questions	Answers
When is the bomb going to explode?	
Where is the bomb?	
What does the bomb look like?	
What is the explosive type and quantity?	
Why did you place the bomb?	
What is your name?	
Where are you?	
What is your address?	
Exact wording of the threat:	

The caller	
Gender	
Estimated age	
Any speech impediment (specify)	
Accent (specify)	
Voice (loud/soft etc)	
Speech (fast, slow)	
Manner (calm, emotional etc)	
Did you recognise the voice?	
If so who do you think it was?	
Was the caller familiar with the area?	
Threat language	
Well spoken	Irrational
Incoherent	Recorded message
Message read by caller	Other
Abusive	
Any background noises?	
Street noise	Aircraft
House noise	Voices
Music	Vehicle
Machinery	Other: _____
Date:	Length of call:
Time:	Number called:

## Trespasser on the School Grounds

Only follow this procedure if the trespasser does not come under the category of Violent Intruder. Trespassing is where a person enters the school and either;

- has been requested to leave
- or their behaviour is such that the school would not allow them to be there

Incident type	Response actions (as appropriate)
<p><b>You become aware of a person on the school/ECE grounds that does not have permission to be there.</b></p>	<p>Assess the nature of the trespasser: non-threatening or aggressive (if aggressive – follow the violent intruder process, next page).</p>
	<p>If appropriate, greet the trespasser, advise them who you are, and ask them why they are there. Whenever possible, ensure that you have a colleague with you.</p>
	<p>If the reason for the visit appears legitimate, take the person to the office where the reasons for the visit can be dealt with.</p>
<p><b>Become aware that there is a trespasser on the property.</b></p>	<p>If the reason for the visit is not legitimate, explain that they have to leave the premises.</p>
	<p>Notify the principal or other staff member of the description, location and activity of the trespasser.</p>
	<p>Ensure the children and staff are safe and the classrooms are kept secure.</p>
	<p>If the person leaves when requested they are no longer considered a trespasser.</p>
<p><b>If the trespasser refuses to leave when requested</b></p>	<p>Explain that staff will have to call the police.</p>
	<p>If the trespasser still refuses to leave ask colleague to call the police.</p>
	<p>If the trespasser gives any indication of violence walk away (if possible keep the trespasser under observation from a safe distance until police arrive).</p>
	<p>When police arrive update them on the situation.</p>

<b>Follow-up actions</b>	Ensure the incident is documented and filed (including providing a report to police).
	Contact your Ministry of Education regional office (which can help you access the Traumatic Incident team if required).
	<p>Consider:</p> <ul style="list-style-type: none"> <li>● debriefing staff on the incident and assess if your Emergency Management process worked correctly or needs amendments.</li> <li>● debriefing students if the incident was a public one to prevent rumours and speculation.</li> </ul>
<p>Note: There is no authority under the Trespass Act 1980 for the occupier to physically eject the person from the premises. If a trespasser refuses to leave when requested, he or she should be told that the police will be called. The police have the option to arrest and charge the person with an offence, however they will assess each incident and take what they think is appropriate action.</p> <p>As well as the process under the Trespass Act, the Education Act 1989, section 139C makes it an offence to intentionally insult, abuse, or intimidate a teacher or other member of staff on school premises.</p>	

## Violent Intruder

This checklist provides a basic guide to managing a Violent Intruder. The aftermath of a Violent Intruder incident will require careful management as even in the 'best case' scenario of no one being injured there may be traumatised staff and pupils, concerned parents, disruption to the school and media interest.

Sequence	Response actions (as appropriate)
<p><b>Shots are heard or a violent intruder is seen on the premises</b></p>	<p>Call 111</p> <ul style="list-style-type: none"> <li>● Identify yourself and your school/ECE, including address</li> <li>● Details of situation</li> <li>● Details of any casualties</li> <li>● Description of weapons, number of shots etc</li> <li>● Description and location and identity of offender if known</li> <li>● Identify the 'target' of aggression if known</li> </ul>
	<p>Notify staff, students and other personnel that the school is in lock-down using the intercom system. It is vital that this is done quietly and efficiently to avoid alarming students.</p>
	<p>Move everyone out of hallways and into classrooms.</p>
	<p>Close and lock doors and windows.</p>
	<p>Students, staff and personnel get under desks and stay below window height.</p>
	<p>Everyone is to remain quiet and still until advised otherwise.</p>
	<p>Teachers to check all students and personnel in the classroom are accounted for. If someone is missing and it is safe teachers use the intercom system or text to report an issue.</p>
	<p>Should the alert occur during a time when students are outside they will be instructed by the Principal or delegate to go inside the nearest classroom.</p>
	<p>When police arrive at the school they will advise next steps once they have secured the situation.</p>
<p><b>Following the incident</b></p>	<p>The decision may be made to evacuate the school. Follow the school procedures for evacuation.</p>
	<p>The Trauma Incident Teams will provide support. Phone 0800 848 326.</p>
	<p>Liaise with the media as required.</p>
	<p>Consider whether to temporarily close, or continue operating. (The Trauma Incident Teams will provide guidance on suitable responses).</p>

	Continue to monitor the wellbeing of students and staff.
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For detailed resources on traumatic incidents, please visit:

[www.education.govt.nz/school/student-support/emergencies](http://www.education.govt.nz/school/student-support/emergencies)

## Serious Injury or Death

The school needs to be prepared and know how to manage a traumatic incident involving death or serious injury. The sudden death (or serious injury) of a child, staff member or other personnel has the potential to create significant dangers or risks to the physical and emotional well-being of children, staff and other people within the community.

The event also has the potential to cause sudden and/or significant disruption to the effective operation of the school. If the situation is poorly or insensitively managed it can impact greatly on those affected and attract adverse media or public comment.

Sequence	Response actions (as appropriate)
<b>Death / serious injury occurs at school</b>	Ensure your own safety. Assess area for danger (eg: live wires, poisonous substances etc)
	Do not assume death has occurred – give immediate first aid.
	Call emergency services.
	Notify Principal; isolate and contain the area.
<b>Action after medical personnel have taken over</b>	Principal to advise (as soon as possible): <ul style="list-style-type: none"> <li>• School management team and staff</li> <li>• Board of Trustees and Chairperson</li> </ul>
	Consider accompanying police to advise parents.
	Advise the Ministry of Education Trauma Incident Team on 0800 84 83 26. This team will help guide you on managing the response (including how to advise students, arrange counselling etc)
	Ensure the designated media person for the school is fully briefed.

If the death or serious injury occurs outside of school follow the appropriate steps noted above.

# Missing Student

All instances of a child going missing from a school have to be treated urgently and steps taken to find the missing person or confirm their safe whereabouts.

There can be many reasons and associated dangers for a missing student including:

- The proximity of dangerous hazards to the school
- The possibility of an abduction
- The possibility that the child or student has been picked up by a parent or caregiver
- The child or student is upset or angry and has decided to leave school for the day
- The child or student has felt unwell and simply gone home

Until the child or student has been found or confirmed in a safe location, action must be taken to locate them.

Sequence of events	Response actions (as appropriate)
<b>Information or notification that a child / student is missing</b>	Confirm: <ul style="list-style-type: none"> <li>• that the person had been present at ECE / school at some time during the day, and if so;</li> <li>• when they were last seen</li> </ul>
	Notify Manager / Principal and staff.
	Search the school.
<b>If child or student is found</b>	If child/student found is injured or ill, call for medical assistance if required.
	Notify Principal and other searchers.
	Establish what happened and complete an incident report.
	Arrange for the student's parents or caregivers to be advised.
<b>If the student is not found</b>	Notify the police immediately.
	Notify the student's parents/caregivers immediately.
	Contact your Ministry of Education regional office (which can help you access the Traumatic Incident team if required).

## Swimming Pool Emergency

As the school has a swimming pool on site it is important to have procedures for dealing with an emergency at the pool.

Sequence of events	Response actions (as appropriate)
<b>In general</b>	The swimming pool gate is to remain locked when not in use.
	Students are not to access the swimming pool compound on their own.
	Supervising staff should take a mobile phone to the pool for emergencies. The school mobile phone may be used if they do not have their own.
	Behaviour that could be considered dangerous such as running in the compound, jumping or diving into the pool and holding someone under the water is prohibited.
	During the swimming season a first aid kit is to be kept at the pool.
	Students are not permitted to access the pump/chemical storage shed.
	The Property Manager must be trained to meet relevant pool health and safety standards.
	Whilst it is being used the pool will be tested for alkalinity and pH a minimum of twice per day at 3 hourly intervals.
<b>If an emergency occurs</b>	Contact the school office and request immediate assistance.
	All unaffected students to get out of the pool and wait for further instructions.
	Supervising teacher to action first aid procedures as necessary.
	Unaffected students to be removed from pool area by another teacher as soon as possible.
	Emergency services to assist if necessary.
	Parents/caregivers of affected student or students to be contacted immediately.
<b>Following the incident</b>	Principal to notify staff and the Board of Trustees.
	Contact the Ministry of Education regional office (which can help access the Traumatic Incident team if required).



## Emergency School Closure

Under section 65E of the Education Act 1989, a Board of Trustees may close a school at any time because of an epidemic, flood, fire or other emergency. Ministry of Education consent to close a school in an emergency is not required although the local Ministry office should be notified. However, if the emergency will result in the school not being open for the required number of half-days in that year, approval to reduce the number of half-days open must be obtained from the Manager at the nearest office of the Ministry of Education. Emergencies do not include paid union meetings or strikes.

Sequence	Response Actions
<p><b>Closure during the school day</b></p>	<p>Closure of the school during the school day would be upon the advice of authorities such as; Ministry of Education, Civil Defence, New Plymouth District Council and Emergency Services. Situations that may require school closure include; an epidemic, natural disasters, fire, power and water outages.</p>
	<p>The Board of Trustees advised as soon as practicable.</p>
	<p>Staff advised of the closure using the school intercom system.</p>
	<p>If it is safe students will remain in their own class. They will return to their own class if notification of the closure occurs during a break time or they are working in another class. If it is unsafe to return to class students will report to emergency evacuation areas.</p>
	<p>Parents/caregivers advised of the school closure through the school website, school app, Facebook page and a general text will be sent using the School Management System. The Principal or delegate is responsible for this.</p>
	<p>The Ministry of Education notified of the closure of the school using phone or email communication as soon as practicable.</p>
	<p>Support Staff will phone all families and advise them of the closure.</p>
	<p>Parents/caregivers collect students from their classes. No students will be able to leave the school site without being collected by a parent/caregiver.</p>
	<p>Class teachers record students who have been collected by their parents/caregivers on emergency class roll.</p>
	<p>Students supervised by teachers until they have been collected by parents/caregivers.</p>
	<p>Staff evacuate the site once all students have been collected.</p>
	<p>An emergency Board of Trustees Meeting will be called by the Principal and Chairperson to discuss further closure of the school if necessary. Where a State of Emergency is declared by Civil</p>

	<p>Defence and it is unsafe to travel the Board of Trustees' decision to close will be made using phone or email communication if available.</p>
<p><b>Closure outside of school hours</b></p>	<p>Closure of the school for the next day would be upon the advice of authorities such as; Ministry of Education, Civil Defence, New Plymouth District Council and Emergency Services. Situations that may require school closure include; natural disasters, fire, power and water outages.</p>
	<p>The Board of Trustees advised of the emergency as soon as practicable.</p>
	<p>An emergency Board of Trustees Meeting will be called by the Principal and Chairperson to discuss further closure of the school if necessary. Where a State of Emergency is declared by Civil Defence and it is unsafe to travel the Board of Trustees' decision to close will be made using phone or email communication if available.</p>
	<p>Staff advised of the closure using phone communication.</p>
	<p>Parents/caregivers advised of the imminent school closure through the school website, school app, Facebook page and a general text will be sent using the School Management System. The Principal or delegate is responsible for this.</p>
	<p>The Ministry of Education notified of the closure of the school using phone or email communication as soon as practicable.</p>
	<p>Should the school need to remain closed for any further days an emergency Board of Trustees Meeting will be called. A decision to close will be made as soon as practicable to allow parents/caregivers adequate time to organise care for their children if necessary. As above, where a State of Emergency is declared by Civil Defence and it is unsafe to travel the Board of Trustees' decision to close will be made using phone or email communication if available. Steps 1 to 5 that are above will be completed.</p>