

TIRIMOANA SCHOOL **EMERGENCY AND EVACUATION POLICY**

RATIONALE:

The Board of Trustees has the responsibility to establish appropriate emergency and evacuation procedures to ensure that the safety of students, staff and other occupants is maintained during an emergency and that damage to property is minimised.

GUIDELINES:

1. The school will ensure procedures for emergency and evacuation are reviewed annually, are on display in all buildings and are approved annually by the New Zealand Fire Service.
2. The school will ensure all school occupants are familiar with emergency drills and that these take place at least once per term.
3. A Disability Register for all disabled persons will be updated each term or earlier if required.
4. A plan for evacuation routes from buildings will be issued annually with more frequent updates, when necessary. This will be displayed in all classrooms.
5. School buildings will be protected by an electric alarm and back-up system.
6. Any evacuation of the school site as a result of an emergency will be authorised by the Principal after liaison with Civil Defence, the Fire Service or Police.
7. Any decision to send students home after a major emergency will be made by the Principal only when it is safe to travel home and when each child's safety has been confirmed. No child will be released until a parent or guardian has collected or assumed responsibility for that child.
8. Before leaving the premises after an emergency all appliances as well as power and if appropriate water supplies will be turned off.
9. In the event of an intruder or hostage situation the Principal will liaise with Police and will ensure either the safe evacuation of children and staff to the hall, or instruct all occupants to remain safely within classrooms until authorised to leave.
10. In the event of a bomb threat the school will relocate to Divich Avenue Reserve and await clearance from Police.
11. Re-occupation of buildings after a major emergency will only occur when all buildings have been checked and the Principal is satisfied that the buildings are safe.
12. Long term re-location of students and provision of emergency accommodation will be made by the Board in consultation with the Ministry of Education.
13. The school will refer to "Emergency Procedures Guidelines for Schools" issued by the Ministry of Education.
14. In all emergencies other than fire, all staff and students must remain inside and follow the Civil Defence Procedures displayed in each room.

CONCLUSION:

The first priority in an emergency is the protection of life and the prevention of injury. The second priority is the protection of property.

*** Also refer to Policy 32 Personal Safety of Children Policy**