



Emergency Procedures Hireage Southwell School

Contents

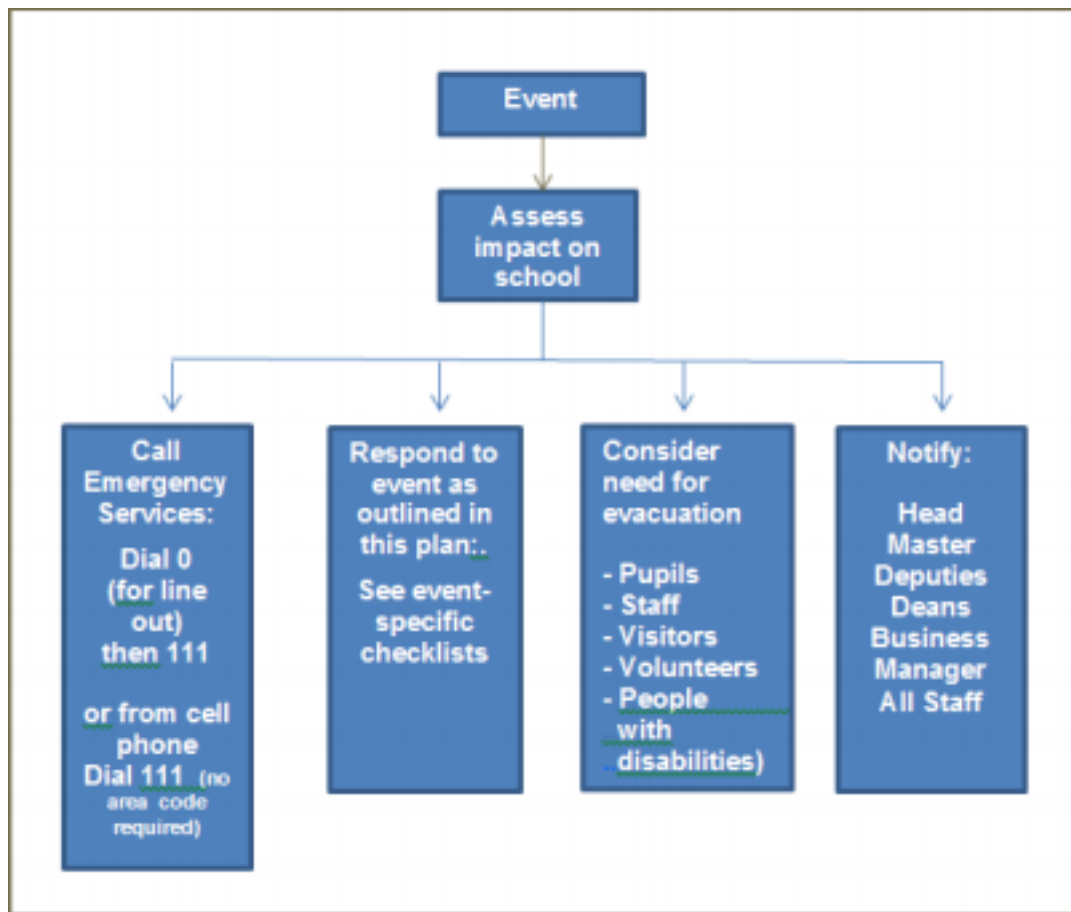
Contents	2
Basic emergency response process.....	3
Site evacuation map.....	4
EVACUATION PROCESS and PROCEDURES	5
Fire	7
Earthquake	8
Flooding.....	10
Volcanic eruption and ash fall	11
Gas Leak	12
Chemical spill.....	13
Suspicious letter or package.....	15
Trespasser on the school grounds.....	16
Lockdown / Violent intruder.....	17
Serious injury or death.....	19
Missing child or student	20
Assess the situation.....	21
Appendix A - Bomb threats.....	22
Appendix B - Bomb threats.....	24

PLEASE NOTE

In any case of any emergency, please ensure you have notified the following people:

Andrew Rudduck – Property Manager - 027 471 6624
Chris Barnes – Property Administrator - 027 711 8368
Facility Hire Contact as provided

Basic emergency response process



WHEN CALLING EMERGENCY SERVICES

REMEMBER

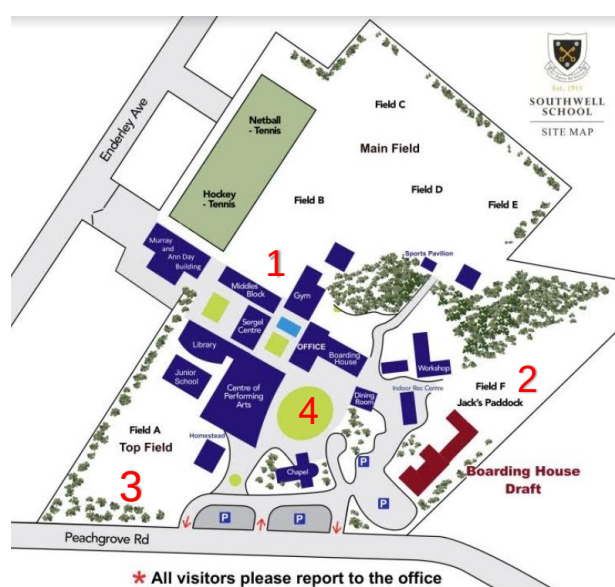
- **TELL** the operator the service you require
- **WAIT** until the service answers
- **STATE** exactly where you are, the nature and situation of emergency
- **ARRANGE** for someone to meet the service and direct them to the emergency

Site EVACUATION Map

Assembly Points for the School are:

School Classrooms	Grass outside Turf	1
Sergel Centre	Grass outside Turf	1
Learning Centre	Grass outside Turf	1
Performing Arts Centre	Grass outside school Oval	4 Hires
Gymnasium	Grass outside Turf	1
Management Centre	Grass outside Turf	1
Dining Room	Jacks Paddock	2
Chapel	Top Field	3
Junior School	Top Field	3
School Houses	Grass outside Turf	1
Indoor Recreation Facility	Jacks Paddock	2
Maintenance Workshop	Grass outside Turf	1
Nurses Clinic	Jack's Paddock / Grass outside Turf (To be determined by Nurse)	
Homestead	Top Field	3
Boarding House	Jacks Paddock	2

Jacks Paddock is used as an Evacuation Assembly Area AFTER 5pm and BEFORE 8am week days, during weekends and school holidays.



EVACUATION PROCESS and PROCEDURES

To ensure the safe evacuation of the School and the Boarding House, rehearsals will be held as follows:

- At least once a term for the School, and
- At least twice per term (once in daylight and once in darkness) for the Boarding House.

The responsibility for the implementation of this policy rests with the Health and Safety committee and the Headmaster.

Guidelines

- 1. Buildings:** School Classrooms, Gymnasium, Performing Arts Centre, Learning Centre, Sergel Centre, Management Centre, Junior School, Dining Room, Chapel, Workshop, School Houses, Boarding House, Day Building.
- 2. Times:** The Evacuation Policy for the School applies to the normal working hours of the day where these facilities are being used. These hours are defined as 8.00am to 5.00pm during the school term. Outside these times (for example - the School holidays) the Evacuation Policy for the Boarding House applies.
- 3. Staff on Duty:**

- a. Ensure that the students are calm and evacuate area to assembly point quickly and quietly.
- b. Teachers/Building Wardens ensure that the class/boarding house rolls and emergency procedures folder is taken with you.
- c. Management Centre Warden ensure you take the visitor register with you and report to Site Warden
- d. Ensure windows and doors of classrooms/rooms are closed when leaving.
- e. Inform the Building Warden when class/chapel/school houses have been evacuated.

4. Building Wardens Duties

- a. Building Wardens must wear a hat/armband for easy identification (provided by School).
- b. Ensure the Fire Service has been called and direct them to nearest entrance to fire.
- c. Assist all occupants to the nearest exit away from source of danger. Direct them to assembly area.
- d. Management Centre Warden to check visitor register & ensure any persons with disabilities are provided with assistance. Take the visitor register to assembly area and report to the Site Warden.
- e. Ensure all smoke control doors are closed.
- f. Ensure any appliances are turned off (where possible).
- g. Report to the Site Warden once the building/house has been cleared and checked.
- h. Initiate action as required by Site Warden should this be necessary.
- i. Wardens shall maintain communication across the three designated assembly points using mobile devices, utilising both voice calls and email to ensure coordinated site updates.

5. Site Wardens Duties:

(a) Boarding House: Keith Rees-Gibbs / Brooke Goodwin & Amy Pomare

**(b) School: Damian Mills, (Fire Appliance Liaison, Andrew Rudduck / Glen Leech
During School hours – Johannes Botha, Andrew Rudduck, Chris Barnes)**

- a. Ensure the Fire Service has been called and know which entrance to use.
- b. Check central panel for location of fire.
- c. Delegate responsibility for person to meet Fire Service to give directions.
- d. Await building wardens reports (check against list that all buildings have been checked).
- e. Ensure class/boarding house rolls and visitor registers are checked and everyone is accounted for.
- f. Appoint suitable person to assist or support persons with disabilities.
- g. Advise Fire Service on their arrival of the evacuation status of site including the location of any persons still in the buildings

8. Means of Escape to be Monitored

The means of escape are checked daily and monitored by the Building Warden / Hiree is responsible for the building to ensure:

- a. They are kept clear of obstacles.
- b. Exit doors are not barred or locked.
- c. Smoke control and fire stop doors are kept closed and are not chocked or wedged open.
- d. Stairways and passages are not used as places of storage.
- e. Flammable liquids and materials are not stored within or in any part of an escape route

9. Phone list of Key Staff

Position	Name	Day Contact Details	After Hours Contact Details
Headmaster	Keryn Bindon	07 855 2089 Ext 2282	07 854 1334 027 813 9289
Associate HM	Damian Mills	07 855 2089 Ext 2283	07 854 1334 021 782 360
Office Facility and Events Manager	Anna Nesbit	027 416 9067	027 416 9067
Boys Housemaster	Keith Rees-Gibbs	07 855 2089 Ext 877 Home 828	07 854 9938 027 459 9808
Girls Housemaster	Brooke Goodwin Amy Pomare	07 8552089 Ext 2207	BG -027 261 1554 AP - 027 609 0691
Assistant Boys House Master	Paul Norman	07 855 2089 Ext 2276	021 154 8224
Caretaker/ Fire Liaison Officer	Andrew Rudduck Glen Leech	Wkshp - 07 855 2089 Ext 2293	AR - 027 471 6624 GL - 021 878 118

Fire

This checklist outlines what to do in the event of fire. Please use it when practising a fire drill.

NB: Main Fire Hydrant is directly behind kitchen painted yellow for visibility and marked FH.

	Response actions (as appropriate)
Discovery of a fire	Sound the fire alarm.
	Dial 0 for outside line then 111 or from cell phone dial 111 .
	If safe to do so extinguish the fire.
On hearing the alarm	Teachers should collect their class roll and emergency procedure flipchart and evacuate their students to the designated assembly area(s), closing doors and all windows as you leave.
	<u>Emergency After Hours</u> - Building Wardens - ensure students / visitors with disabilities are assisted by a responsible person and evacuate to assembly area (Closing doors and taking the boarding house roll and visitor register and emergency procedures) with you.
	Walk calmly, quickly and avoid panic.
	Wardens - ensure any visitors/contractors/volunteers are included in the evacuation. – ensure persons with disabilities are assisted by a responsible person. Management Centre Warden to take the visitor register to assembly area and report to the Site Warden.
	Check rest areas, toilets, storage rooms and common rooms en-route to the designated exit point. SHUT all doors once clear.
	Ensure all students & staff remain at the assembly area until clearance to leave is given.
Returning to the building(s)	Do not return to the building(s) until given the all clear by the Fire Service.
Post event debriefing	Parties to meet to assess if emergency management process worked correctly and if not, incorporate learnings in updated process. If the event was a drill, Chief Fire Warden to complete and send the Trial Evacuation Report to the Fire Services – See Appendix C

Earthquake

This checklist outlines what to do in the event of an emergency. Please use it when practising an earthquake drill.

To Turn off all Gas Supply to school – Main switch is located in gas service box just inside Peachgrove Road boundary adjacent to Chapel car parking area.

	Response actions (as appropriate)
During an earthquake	If indoors: • Remind children to drop, take cover under a strong desk or table and to hold onto the legs until the shaking stops (do so yourself) If no cover is available, crouch on all fours and put hands over head. • Remain calm and give reassurance. • Keep away from shelves containing heavy objects and other large items of furniture. • Keep away from windows. • Stay under cover until at least 60 seconds after shaking stops.
	If outside: • Students to stay in the school grounds until a teacher comes to get them. • Supervisors to ensure children leave swimming pool immediately. • Keep children away from buildings, potentially dangerous structures and power lines.
When the shaking stops	Ensure your personal safety first
	Check those around you and offer help if necessary. Remind children there may be aftershocks.
	If anyone requires medical assistance, dial 0 for line out then dial 111 or from cell phone dial 111 and/or summon nurse or qualified First Aider - See First Aider List. Page 5.
	ONLY when instructed to do so, or if building is obviously structurally unsafe. Evacuate children to designated assembly areas (taking class/boarding house rolls, and emergency procedure) with you– Walk quickly – don't run. Management Centre Warden to take visitor register to assembly area
	Check others in the area are evacuated – Toilets, storage rooms common rooms etc.
	Shut any doors as you leave.
	Shut off gas. If the building you are leaving has a gas supply, there will be a gas shut valve otherwise known as a gas shut off lever or "kill switch" on the outside wall of the building. (some have a cover over them similar to a gas meter box). Make yourself familiar with the location of the valve outside your building and know how to turn off the gas. DO NOT use cell phones within 100 metres of potential gas leaks

	Let warden know you are safe and do roll call for your class/area.
	Stay in assembly area - Do not go back to classroom/work until the all clear is given by the Warden(s).

Post event debriefing	Parties to meet to assess if emergency management process worked correctly and if not, incorporate learnings in updated process. Consider debriefing students if appropriate.
------------------------------	---

Flooding

Flooding can happen quickly and have serious impacts. Flooding may be caused by heavy rain, overflowing creeks and rivers and high tides or tsunamis in coastal and low-lying areas.

Floods within a building can also be caused by normal wear and tear failures of pipe joints, vandalism, or be the result of earthquakes.

	Response actions (as appropriate)
Flooding reported or sighted	Check source of the flood and that no students or staff are in danger.
	Evacuate if required, (taking class rolls, and emergency procedures) with you and checking common rooms toilets etc. as you go. Get to higher floor/ground.
	Wardens - ensure any visitors/contractors/volunteers are included in the evacuation. – ensure persons with disabilities are assisted by a responsible person. Management Centre Warden to take the visitor register to higher floor/ground and report to the Site Warden.
	<u>Emergency After Hours</u> - Building Wardens - ensure students / visitors with disabilities are assisted by a responsible person and evacuate to higher floor/ground area (Closing doors and taking the boarding house roll and visitor register and emergency procedures) with you.
	If safe to do so, move records and equipment onto higher floors or onto furniture as high as possible.
	If flood is due to burst pipes etc., turn off the water at localised water toby if known, otherwise the main water valve for the school is located in Peachgrove Rd in the gutter opposite vehicle exit from Southwell grounds - 2.5 metres to left of lamp post.
	Check rest areas, toilets, storage rooms and common rooms en-route to the designated exit point. SHUT all doors once clear.
	Do not return to the building(s) until given the all clear by the Wardens.
Post event Debriefing	Parties to meet to assess if emergency management process worked correctly and if not, incorporate learnings in updated process.

Volcanic eruption and ash fall

	Response actions (as appropriate)
If large eruption threatens we are likely to be made aware of it	Staff to revise procedures and teachers to revise procedures with students.
Large eruption	Evacuation: If the school is in the path of potential lava flows, pyroclastic flows, surges or lahars be prepared to evacuate (taking class rolls, visitor registers) when asked to by controlling authorities (i.e. police, civil defence etc.)
Ash Fall	If alerted via speaker system of ash fall - Evacuate children to PAC (taking class/boarding house rolls, visitor/disability registers and emergency procedure) with you. Everyone will be issued with light face masks. (Kept in Foyer cleaning cupboard). PAC Air conditioning to be turned off to prevent ash getting into building. Turn off air conditioning in Sergel and Management centres and above library in classroom at end of corridor to prevent ash damage to plant and equipment. Additional face masks kept in Tech, science classrooms, nurse's clinic. The workshop has 3 full goggles/masks fitted with filters.
	Close windows and doors. In heavy ash falls, windows and doors may need additional sealing to avoid ash entering the school buildings and damaging plant & equipment.
	Protective clothing including face masks and goggles used to protect the eyes (especially if working in the ash fall) should be worn by anyone who has to work outside in an emergency.
	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.
	Disconnect roof-fed water supply only when ash fall is occurring or during the clean up to stop ash entering the storage tanks.
	If possible have school outdoor equipment, cars etc. parked under-cover or cover them.
Cleaning up	The local council and CDEM group will provide advice on cleaning up and disposing of ash.
Post event debriefing	Parties to meet to assess if emergency management process worked correctly and if not, incorporate learnings in updated process. Consider debriefing children if appropriate.

Gas Leak

	Response actions (as appropriate)
If gas leak is suspected	Turn off the main gas valve on Peachgrove Road boundary opposite Chapel Parking area (not locked). There are over-ride switches in boxes on outside walls of all buildings with gas supplies because if power is out the main gas valve cannot be turned off.
	If possible and safe to do so open windows to allow the gas to dissipate.
	Rescue any person in immediate danger but only if safe to do so.
	Do not: • operate any electrical switches, including lights or alarms. • use cell phones within 100 metres of potential gas leaks – even if outside of building. • allow anyone to smoke in the vicinity.
	Warn others in the immediate area - remind them not to use cell phones or operate switches, lights or alarms.
	Call emergency services ONLY when at least 100 metres from potential gas leak(s) Dial 0 for line out then 111 . For cell phones dial 111 .
	If called on to evacuate the area or the school, Teachers should collect their class roll and emergency procedure flipchart and evacuate their students to the designated assembly area(s), closing doors as you leave.
	<u>Emergency After Hours</u> - Building Wardens - ensure students / visitors with disabilities are assisted by a responsible person and evacuate to assembly area (Closing doors and taking the boarding house roll and visitor register and emergency procedures) with you.
	Walk calmly, quickly and avoid panic.
	Wardens - ensure any visitors/contractors/volunteers are included in the evacuation. – ensure persons with disabilities are assisted by a responsible person. Management Centre Warden to take the visitor register to assembly area and report to the Site Warden..
	Check rest areas, toilets, storage rooms and common rooms en-route to the designated exit point. SHUT all doors once clear.
	Ensure all students/staff remain at the assembly area until clearance to leave is given.
Post event debriefing	Parties to meet to assess if emergency management process worked correctly and if not, incorporate learnings in updated process. Consider debriefing students if the incident was a public one to prevent rumours and speculation.

Chemical spill

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

	Response actions (as appropriate)
Become aware of chemical spill	Move all people in the vicinity to a safe area. Consider: Evacuating the area or entire school if required and safe to do so. ALTERNATIVELY , it may be safer to stay indoors and seal doors, windows, other openings and switch off any air intake units. (Our 4 main air conditioning units are located in the PAC, Sergel centre, Management centre and above library in classroom at end of corridor).
	If evacuating, teachers should collect their class roll and emergency procedure flipchart and evacuate their students to the designated assembly area(s), closing doors as you leave.
	Wardens - ensure any visitors/contractors/volunteers are included in the evacuation. – ensure persons with disabilities are assisted by a responsible person. Management Centre Warden to take the visitor register to assembly area and report to the Site Warden.
	Emergency After Hours: If evacuating - Building Wardens - ensure students / visitors with disabilities are assisted by a responsible person and evacuate to assembly area (Closing doors and taking the boarding house roll and visitor register and emergency procedures) with you
	Wardens check rest areas, toilets, storage rooms and common rooms en-route to the designated exit point. SHUT all doors once clear.
	Ensure all students/staff remain at the assembly area until clearance to leave is given.
	Call emergency services if required. Dial 0 for line out, then 111 . For cell phones dial 111 .
	Give as much information as possible to operator as to nature and quantities of follow advice given by Operator.
	Give appropriate first aid to anyone in contact with the spill.
	Notify the Headmaster/ Property Manager / Deans and Staff.
	If possible and safe to do so, isolate the area with barriers and notices to prevent harm to others.
	Leave the clean up to Emergency Services.

	If you cannot access the Material Safety Data Sheets (MSDS) and are unaware of what is needed to neutralise the hazardous material; Phone Poisons and Hazardous Chemicals Phone No: For urgent information 0800 764 766 For non-urgent & general info during business hours 0800 764 766
	Assist in clean up ONLY if you have the full protective safety clothing and equipment as recommended by emergency services and then only if asked.
	Consideration may have to be given to how students will be able to leave the centre/school after finishing time if the spill has not been made safe by then.
Post event debriefing	Parties to meet to assess if emergency management process worked correctly and if not, incorporate learnings in updated process.

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.

	Response actions (as appropriate)
In general	Note the location of the package and a description of it (markings etc.). Use cell phone to photograph if available.
	Do not touch, shake or attempt to move the package.
	Check with the addressee to see if they are expecting the package.
	Isolate the item. Keep everyone at least 100 metres away.
	Call the police Dial 0 for line out then 111 . If using a cell phone dial 111 and advise them of the circumstances, the description of the package and its location. Note: If a suspected bomb - Do not use a cell phone or other radio device anywhere near the package.
	As appropriate, position staff at a safe distance to direct people away from the area where package/letter is.
	Consider evacuating the building or entire school (Take police advice). Follow Fire Procedures to evacuate.
If you open a letter/package and discover powder:	Put on gloves and place opened letter/package in a plastic bag.
	If hands or any part of the body may have come into contact with the envelope or package then wash with soap and water.
	If contents spilled • Do not clean up or wipe spilt contents. • Avoid breathing the powder or spores. • Clear and isolate the area. • Switch off air conditioning. (4 main air conditioning units located in the PAC, Sergel centre, Management centre and above library in classroom at end of corridor). • Wash hands with soap and hot water.
	If contents are spilt on clothing: • Select a room for changing. • Remove clothing and place in plastic bag. • Shower with soap and hot water. • Change into other clothes.
Post event debriefing	Parties to meet to assess if emergency management process worked correctly and if not, incorporate learnings in updated process. Consider debriefing students if the incident was a public one to prevent rumours and speculation.

Trespasser on the school grounds

Only follow this process if it is clear that the trespasser does not come under the category of Violent Intruder (for this process, see following page).

Trespassing is where a person enters a school and either:

- does not have permission to be there, or
- their behaviour is such that the school would not give permission for them to be there.

Incident type	Response actions (as appropriate)
Become aware that there is a trespasser on the property.	Notify the Headmaster or Property Manager of the description, location and activity of the trespasser.
	Assess the nature of the trespasser: benign or aggressive (if aggressive – follow the violent intruder process).
	Lock the classrooms to prevent trespasser entering.
	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.
	If the reason for the visit appears legitimate, take the person to the office where the reasons for the visit can be dealt with.
	If the reason for the visit is not legitimate, explain that they have to leave the premises.
	<i>If the person leaves when requested they are no longer considered a trespasser.</i>
If the trespasser refuses to leave when requested	Explain that staff will have to call the police.
	If the trespasser still refuses to leave ask colleague to call the police.
	If it is safe, stay with the trespasser until the police arrive.
	If the trespasser gives any indication of violence walk away (if possible keep the trespasser under observation from a safe distance until police arrive).
	When police arrive update them on the situation.
Post event debriefing	Ensure the incident is documented and filed (including providing a report to police).
	Parties to meet to assess if Emergency management process worked correctly and if not, incorporate learnings in updated process.

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.

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.

Violent intruder / Lock Down

Purpose: A 'lockdown' is initiated anytime students need to be contained and protected inside school buildings, e.g. a chemical spill, an intruder or under police advisement.

Objectives: To ensure the safety of all students and staff, when a threat to the school is identified.

	Response actions (as appropriate)
A threat (e.g., an aggressive intruder or a community threat reported by police) is identified and communicated to the management centre.	1. The Incident Management Team (IMT) - Incident Controller (Headmaster or Associate Headmaster): Evaluates the threat, calls emergency services, and initiates the Lockdown. Headmaster mobile (027 459 9808) Associate Headmaster (021 782 360). - Communications Officer (Associate Headmaster - secondary Office Manager OR Registrar): Handles emergency SMS notifications to parents, the Ministry, and emergency services. - Logistics Leader (Property Manager and IT Manager): Ensures main access gates and school parameters are secured (if safe to do so), and assists emergency services when they arrive. 2. Classroom Teacher Responsibilities - Secure the Room: Lock all external doors, pull down blinds and curtains where possible, and lock windows immediately. - Gather Students: Pull any students from the hallways or nearby toilets into your room, regardless of their class. - Hide: Move students away from doors and windows to a pre-identified "blind spot" in the classroom. - Silence: Turn off lights, computer screens, interactive whiteboards, and all mobile devices. - Take Attendance: Perform a quiet head count and note any missing or extra students.
	Apply Lock Down Emergency Procedures. Phase 1: Detection & Activation - A lockdown is initiated and the Incident Controller activates the lockdown alarm. The communication is 'Lockdown stay inside building and await further instruction'. This will be repeated several times (approximately 2 minutes). - The Communications Officer dials 111 to connect with the NZ Police. - The Communication Officer will contact the Southwell Onsite Residents Whats App group signalling a lockdown. They are to respond SAFE - ONSITE or OFFSITE. - Communication of "Lockdown" is to be given to staff working in withdrawal spaces by teachers connected to these rooms. - Fire Alarms are not to be activated. Phase 2: Securing the Site - Teachers lock classroom doors, close blinds, turn off lights, and seat children quietly on the floor out of sight. Any students found outside after the lock down has commenced will be moved to the nearest and safest location by the Headmaster or another ancillary administration staff member who is available. - Management Centre staff lock the main administration block. Take x2 school iPad, mobile devices and battery packs into the Uniform Shop. Lock Door. - The Office Manager turns the phone message system to Emergency Message. - Property Manager secures physical boundary of school - if safe to do so.

Post event debriefing	• IT Manager secures electronic access and gates to Lockdown Mode. • Teachers complete a silent roll call. They are to message the office at all_staff@southwell.school.nz indicating their children are accounted for OR list any missing children. • Onsite itinerant teachers are responsible for accounting and reporting to all_staff@southwell.school.nz, the children they have in their care. • Support staff supervisors or managers' report to the office via email all_staff@southwell.school.nz that their staff are accounted for. • Should any contractors or visitors be on site they are also lockdown in the nearest indoor area and not leave the School until the all clear is given. Phase 3: External Management • The Communications Officer sends the pre-drafted Initial Lockdown Alert SMS to parents. <i>SMS message - Southwell School LOCKDOWN DRILL. The school is currently in a lockdown. Please don't contact staff or students and do not come on site.</i> • The Incident Controller responds to the <i>Mataara</i> text message from the Ministry of Education to log the school's safety status. • NZ Police arrive on site. School leadership hands over operational control to the Police incident commander. Phase 4: Maintenance • Every 30 Mins: The school sends short SMS updates to parents to keep them informed and remind them to stay away. • Classroom Management: Teachers keep students quiet using soft-spoken reassurance or quiet, seated activities like reading. All staff and students must remain in this position until the 'all clear' is given. Resolution & All-Clear (End of Incident) • The All-Clear: The lockdown is only lifted when the Incident Controller makes a specific verbal announcement over the PA system, or when Police clear individual rooms. The communication will be "The 'lockdown' has now ended." This will be repeated several times. • The Communications Officer sends the pre-drafted SMS to parents communicating the lifting of the Lockdown. <i>SMS message - Southwell School. The Lockdown has been lifted.</i> • Controlled Release: Once 'lockdown' has been lifted all staff and students will be called to the PAC - Great Hall for a debriefing assembly. Students will not be allowed to leave the school until deemed safe by the Incident Controller (or the most senior staff member present or another designated person). Staff sign out each student manually to guarantee safe reunification with Parents. Special Considerations If the Alert Happens During Break Time: Staff on duty must blow whistles to signal a lockdown. Students should be trained to run instantly to the closest open classroom, while duty teachers sweep the playgrounds and toilets.
	Parties to meet to debrief and discuss processes for monitoring the wellbeing of students and staff.

Serious injury or death

All schools need 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, young person, staff member or family/whānau member has the potential to create significant dangers or risks to the physical and emotional wellbeing of children, young people and people within a community.

The event also has the potential to cause sudden and/or significant disruption to the effective operation of a school and their community. If the aftermath is poorly or insensitively handled, it can impact on those affected and attract adverse media or public comment.

	Response actions (as appropriate)
Death / serious injury occurs at school	Ensure your own safety. Assess area for danger (e.g.: live wires, poisonous substances etc.).
	Do not assume death has occurred – give immediate first aid.
	Call nurse and/or emergency services.
	Notify Headmaster/Business Manager; Freeze the scene by isolating and containing the area. Do not disturb the scene of the accident unless it is to help the injured person, as a serious accident investigation will be required.
Action after medical personnel have taken over	Headmaster will brief all staff and students

Missing child or student

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

There can be many reasons and associated dangers for a missing child or 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 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.

	Response actions (as appropriate)
Information or notification that a child / student is missing	Confirm: • that the person had been present at school at some time during the day, and if so; • when they were last seen.
	Notify Headmaster/Deputy Heads immediately.
	Search the school.
If child or student is found	If child/student found injured or ill, call for medical assistance if required.
	Notify Headmaster/Deputy Heads and other searchers.
	Establish what happened and complete accident/incident report.
	Arrange for the child / student's parents or caregivers to be advised.
If child or student is not found	Notify the parents / caregivers immediately. Notify the police immediately

Assess the situation

Stay Calm – Stop and Think - Assess

SERIOUS

Collapse, head injuries, broken bones

Phone contact	School Nurse 027 406 1475	Say where the injured person is, and what appears to be wrong
	House Mother 027 242 9996	

NOT SERIOUS

Grazes, minor cuts, abrasions etc

Send to clinic. (Phone ext 824 to check) – accompany person to clinic

Do not move injured person unless it is for their immediate safety

GIVING IMMEDIATE FIRST AID

Check and clear mouth Airway/Breathing  Tilt head back to open airway	Check breathing 	If not breathing, give 2 effective breaths (up to 5 attempts) 
Circulation Check for signs of life e.g. cough, movement, noise. If no signs of life commence CPR	Child (One hand – middle of chest) 	Adult (2 x hands – middle of chest) 

Bleeding Stop bleeding by applying direct pressure with a dressing/pad and elevate the limb

Burns Cool by gently pouring over jugs of any cold fluid

Breaks Gently support the fracture to prevent movement

Unconscious But breathing and heart beat present? - Monitor airway and cover with blanket

Bomb threats

Appendix A

Person answering phone call. Keep calm do not hang up.

Hand signal then pass a Prepared Bomb threat note to another staff member to get evacuation underway.

Keep calm. Do not hang up. A dialogue with the caller is important as information that may be gleaned from the caller can help assess the current situation and help police with further inquiries.

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

Questions	Answers
When is the bomb going to explode?	
Where is the bomb?	Pass info to Head Master immediately
What does the bomb look like?	
What kind of bomb is it?	
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 (Note the following):	
Sex:	☐ Male ☐ Female
Estimated age:	
Any speech impediment (specify):	
Accent (specify):	
Voice- loud – soft etc.:	
Speech – fast – slow etc.:	
Manner, calm emotional etc.:	

Did you recognise the voice?		☐ Yes ☐ No	
If so who do you think it was?			
Was the caller familiar with the area?		☐ Yes ☐ No	
Threat Language			
☐ Well spoken ☐ Incoherent	☐ Irrational ☐ Taped	☐ Message read by caller ☐ Abusive	☐ Other: _____
Any background noises?			
☐ Street noise ☐ House noise	☐ Aircraft ☐ Voices	☐ Music ☐ Machinery	☐ Vehicle ☐ Other: _____
Call taken by:			
Date: __/__/__	Time:	Length of call:	Number called:

Appendix B

Person receiving “Bomb Threat” note from receptionist or person answering the telephone.

Person receiving note from Receptionist • Give note to Headmaster/ DP/ Business Manager • Return to reception to take additional notes from person answering call to HM (e.g. If caller responds to question re location of bomb).	Head Master, DP or Business Manager to announce evacuation through schools PA system. Advise all staff NOT to use their cell phones or radio devices until well clear (100m) of the buildings.
	Teachers should collect their class roll and this emergency procedure booklet and evacuate their students to the designated assembly area(s), closing doors and all windows as you leave.
	Wardens - ensure any visitors/contractors/volunteers are included in the evacuation. – ensure persons with disabilities are assisted by a responsible person. Management Centre Warden to take the visitor register to assembly area and report to the Site Warden.
	Walk calmly and quickly and avoid panic.
	<u>Emergency After Hours</u> - Building Wardens - ensure students / visitors with disabilities are assisted by a responsible person and evacuate to assembly area (Closing doors and taking the boarding house roll and visitor register and emergency procedures) with you.
	Check rest areas, toilets, storage rooms and common rooms en-route to the designated exit point. SHUT all doors once clear.
	Turn off any electrical or gas supplies (See Gas Leak Page) as you leave.
	Move well away from buildings - Let warden know you are safe and do roll call for your class/area.
Post event debriefing	Stay in assembly area - Do not go back to classroom/work until the all clear is given by the Police/Warden(s).
	Parties to meet to assess if emergency management process worked correctly and if not, incorporate learnings in updated process. Consider debriefing students if the incident was a public one to prevent rumours and speculation.