

WAITAKERE COLLEGE

Section E (NAG 5) SAFE, PHYSICAL AND EMOTIONAL ENVIRONMENT

Policy: Civil Emergency

Date of Review: August 2019.

Reviewers: Principal, Property Manager, Staff Health & Safety Committee

Note: Civil emergency may include (but is not limited to) – fire, earthquake, bomb scare, flood, storm, volcanic activity, tsunami, armed offender, pandemic

Goal

To ensure the safety of students and staff is maintained during a response to an emergency and the immediate post impact recovery.

Guidelines

- 1 Civil Defence or other associated emergency services directives will be followed. The College will contact emergency services and/or Auckland City Civil Defence Headquarters for instructions and information.
- 2 Staff and students will be informed of the procedures for evacuation or staying put by:
 - notices displayed prominently by entry doorways
 - information in the staff manual(Wai staff) and emergency drills in Term One.
- 3 Communication with the local community/families/whanau will be maintained as is practicable (through local media broadcast/telephone/emergency services).
- 4 Risks associated with gas, power, chemicals and water will be minimised by ensuring trained personnel are part of the emergency team.
- 5 The Property Manager will coordinate with the Senior Leadership Team (SLT) at least two evacuation drills per year, with the first drill being held in Term One.
- 6 The Property Manager will include in reports to the Property Sub-committee (or via the Principal's Report to BoT), information detailing when drills take place and review comments on each one.
- 7 A College evacuation kit will be maintained (First Aid, radio and batteries, megaphone, cell phones etc) and staff designated responsibility for having these available.
- 8 The College as part of its Building Warrant of Fitness will ensure its alarm bells and evacuation exits are maintained.
- 9 Designated personnel will inform the staff and students over return to work or closure of the College.

10 In the event of a pandemic, the college will follow the Ministry of Health and Ministry of Education guidelines. Refer to Pandemic Plan.

In conjunction with this policy, refer to 'emergency evacuation' procedures.

Chairperson

Principal

Date