

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

Policy: **Civil Emergency**

Date of Review: **September 2022**

Reviewers: **Principal, 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 emergency procedures:
 - notices displayed prominently by entry doorways
 - Regular training and emergency
3. Communication with the local community/families/whānau will be maintained as is practicable (through email/ college website/ digital)
4. The College will conduct regular practice drills to enable all members of the College community to familiarise themselves with emergency management in a variety of contexts.
5. The College will conduct regular evaluations of all practices relating to Emergency Management
6. The College as part of its Building Warrant of Fitness will ensure its alarm bells and evacuation exits are maintained.
7. In the event of a pandemic, the college will follow the Ministry of Health and Ministry of Education guidelines. Refer to Pandemic Policy.
8. We will follow-‘emergency evacuation’ procedures displayed publicly.

Chairperson

Principal

Date