



OUR SCHOOL EMERGENCY PLAN

Wilford School

293 students and 28 staff

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This emergency plan focuses on emergencies where school staff will need to take immediate, self-directed actions such as fire, earthquake and lockdown. During or prior to the onset of other types of emergency, officials such as Police, Civil Defence, the Ministry of Education, or the Met Service will provide official advice and guidance.

Emergency Planning for schools

Emergencies can happen at any time. Our school is prepared and has a plan in place to respond to emergencies to these to minimise the effect to students and staff.

This plan was developed in collaboration with the Wellington Region Emergency Management Office.

Family Reunification Plan

We aim to collect the names of as many authorised adults on the emergency information form that is completed for each student. This list is kept in a bright pink folder behind the office counter on the back bench. This folder will be taken with us if we evacuate the school.

If there is any kind of emergency at our school, or affecting the area, we will try to keep parents informed of what is happening. If you receive a message from the school that we have implemented our family reunification process, this means that we will only release students in a controlled fashion to people who have been authorised by parents to collect their children. The person coming to collect each student should enter the school through the main gate, and come directly to the office by the school hall entrance, where a process will be in place to approve them collecting students. Please ensure the list of people authorised to collect your children from the school is kept up to date and includes people who live within walking distance of the school. You need to ensure the people who are on this list are aware of the expectation to pick up your children during a significant emergency, if it is likely that you will be unable to or delayed.

After an earthquake parents are reminded not to enter a tsunami zone until Civil Defence have confirmed it is safe to do so. Your children will be safe in the care of the school.

Fire Procedures

This procedure outlines what we will do in the event of a fire. We will follow the same procedures when practicing a fire drill.

If we discover a fire

- Activate the fire alarm
- Evacuate people from the area
- Call 111
- Extinguish the fire only if safe to do so

If the fire alarm sounds

- Teachers will collect their class roll and take their students to the designated assembly point(s)
- Walk calmly and quickly and avoid panic
- Ensure students/ visitors with disabilities are assisted by a responsible person
- Ensure any visitors are included in the evacuation
- Check bathrooms and common rooms on the way to the designated assembly point
- Ensure all students remain at the assembly point until clearance to leave is given
- Move staff and students to our offsite location if unable to stay on school grounds
- Decide if a controlled family reunification is required

Our on-site assembly point(s) is

1. Assemble on the grass next to the adventure playground.

Our off-site evacuation point(s) is

We have determined that the best location to evacuate to higher ground is to go across the Dowse Drive roundabout, crossing SH2, and proceed up the hill into Maungaraki. The actual route we will be taking is: William St up to the railway lines, cross over the railway lines at Ava Station; along Wakefield St to Hutt Rd; along Hutt Rd to the roundabout. In the event that we are not able to safely return to Wilford School we will proceed up Dowse Drive and assemble at Maungaraki School, where reunification with families/whanau will occur.

Earthquake Procedures

This procedure outlines what we will do in the event of an earthquake. We will follow the same procedures when practicing an earthquake drill.

When the ground begins to shake

- Everyone, including students, teachers and staff will immediately **DROP**, **COVER**, and **HOLD**.
- We will look to our own safety first. We cannot help anyone else if we are injured ourselves.

When the ground stops shaking

- Ensure our personal safety first
- Check those around us and offer help if necessary
- If anyone requires medical assistance, call 111 and administer first aid
- **Our school is in a tsunami zone.** If the earthquake was longer than a minute, or strong enough to knock you off your feet, Teachers will immediately collect their classroom grab bag and evacuate their students to our designated Tsunami Evacuation Point
- If the earthquake was not long or strong, Teachers will collect their class roll and take their students to the designated assembly point(s).
- Check buildings for signs of damage
- Get staff and pupils away from dangerous areas
- Listen to the radio for information
- Attempt to inform parents of our situation and our actions
- Decide if a controlled family reunification is required

Our on-site assembly point(s) are

1. Assemble on the grass next to the adventure playground.

Our Tsunami evacuation point(s) are:

EMERGENCY PROCEDURES: TSUNAMI EVACUATION Part of Wilford School's emergency preparedness procedures includes plans in the event of a tsunami. If a tsunami were to occur it is likely to be one of two scenarios: 1. A large earthquake that is centred very close to Wellington causes a tsunami within minutes. We would be required to take necessary precautions to ensure student and adult safety on site at school. 2. A large earthquake occurs a reasonable distance from Wellington. Civil Defence will issue a tsunami warning, with a projected time that it is likely to reach land. We would be required to evacuate the school grounds, with the aim of getting everyone to a higher point, out of the projected area that the tsunami might hit. We have determined that the best location to evacuate to higher ground is to go across

the Dowse Drive roundabout, crossing SH2, and proceed up the hill into Maungaraki. The actual route we will be taking is: William St up to the railway lines, cross over the railway lines at Ava Station; along Wakefield St to Hutt Rd; along Hutt Rd to the roundabout. (Note: For evacuation trials we will not go onto the roundabout or cross SH2.) REUNIFICATION WITH FAMILIES/WHANAU In the event that we are not able to safely return to Wilford School we will proceed up Dowse Drive and assemble at Maungaraki School, where reunification with families/whanau will occur.

Lockdown Procedures

This provides a very basic guide to manage the response to a dangerous person entering the school, or if Police contact us and request the school go into lockdown. Civil Defence suggest these procedures are practiced as a table top activity with your staff but not involving (or scaring) the students.

The aftermath of an intruder incident will require careful management as even in the 'best case' scenario of no one being injured or killed, there will be traumatised staff and students, concerned parents, confusion, disruption and media interest.

If shots are heard or an intruder is seen on the premises

- Call 111, identify yourself and your school, your address and provide all details the operator requests.
- If safe, move to safe positions to wait for the Police to arrive
- Alert staff that the school is going into lock down (avoid using the fire alarm).
- Move everyone out of hallways and into rooms.
- Lock and/or barricade, or cover if possible, doors/windows.
- Keep quiet and do not leave the classroom unless it is safe to do so.
- Should the event occur while students are outside in playing fields: instruct students to move to nearest secure room, or to a safe assembly area (which may include an off-site area close to the school).
- When police arrive, follow their instructions

Following the incident

- The Ministry of Education Trauma Incident Team will provide support. Phone 0800 84 83 26
- Consider whether to temporarily close, or continue operating. (The Trauma Incident Teams will provide guidance on suitable responses)
- Continue to monitor the wellbeing of students and staff

For detailed resources on traumatic incidents, visit:

<http://www.minedu.govt.nz/EmergenciesTraumaticIncidents>

Advice for other hazards

This planning document focuses on emergencies where our staff will need to take immediate, self-directed actions. During or prior to the onset of other types of emergency, officials such as Police, Civil Defence, the Ministry of Education, the Ministry of Health or the Met Service will provide official advice.

Below are some general guidelines for some of these types of emergencies

In all situations, call 111 if it is an emergency

Distant Source Tsunami

Our school is in an area at risk of tsunami caused by earthquakes overseas (such as Chile). Depending on the location of the earthquake a tsunami could take between 3 – 12 hours to arrive. Civil Defence will provide official direction through all available communication channels.

Storm, flooding and snow

If stormy weather is forecast, we will consider how this may affect our school.

- Consider not opening and advising students to stay at home.
- If strong winds are forecast ensure all objects that could become airborne and cause damage are secured away from the wind, consider taping windows to reduce the risk of them breaking.
- If heavy rain is forecast that could cause flooding, move records and equipment out of harm's way.

Pandemic

In the event a health crisis, official guidance will be provided by the Ministry of Health, the Ministry of Education, and Civil Defence Emergency Management.

Dealing with Deceased (during a disaster)

Technically any deceased person needs to be treated as a crime scene

If there are deceased persons after an earthquake or other significant emergency and we are not able to immediately contact the Police

- Cover the body with a blanket, tarp or similar
- Only move the body(s) if there are impeding access to rescue other people, or it is causing distress to others
- If we must move the body take some photos first to pass onto Police later

Gas leak

If we can smell, see or hear, or otherwise suspect a gas leak, turn off the main valve and call 111.

Do not operate the fire alarm as sparks could ignite, Consider evacuating the area or the school. Do not re-enter building or outside area until cleared by authorised personnel.

Suspicious package or substance

When dealing with suspicious packages the utmost caution must be exercised and no attempts must be made to touch, move or examine the package. Immediately Call 111 and follow the operator's instructions.

Serious injury or death

Immediately call 111.

Chemical spill

Immediately call 111 and consider evacuation or lockdown.

Our school is a Community Emergency Hub

A Community Emergency Hub is a known gathering point for the community during and after a significant emergency. They are a hub for the coordination of any community emergency response. It is opened and managed entirely by the public, possibly with the assistance of the staff from the property where the Community Emergency Hub is located.

Our school has been identified as a Community Emergency Hub. As a school we do not have any ongoing obligations in regards to being a Community Emergency Hub, beyond providing access to the school.

After people have checked on their household and neighbours, they should go to a Community Emergency Hub:

- If they need assistance
- If they can provide assistance by sharing resources and skills
- To gather and share information on what has happened in their neighbourhood
- To help coordinate their community's response locally and pass on information to your council's Emergency Operations Centre

Our school should have been provided with a basic Community Emergency Hub start-up kit consisting of an AM/FM radio, maps, and a Community Emergency Hub radio that allows communication with the local council's Emergency Operations Centre.

Our Community Emergency Hub kit is stored:

The suitcase with the Civil Defence Radio is kept in the school office under the front desk.

We also encourage some of our teachers who live locally to sign up to the WREMO Civil Defence Volunteer Programme so they get a better understanding of how they can assist during a large emergency event.