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EMERGENCY

PLAN

2018

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STATEMENT OF AUTHORISATION

This plan has been prepared to meet the requirements of the Civil Defence Emergency Management Act and to assist those who may become responsible for persons at the school in the event of an emergency.

The Board of Trustees of Nayland Primary School recognise that in the event of a major emergency in the district, there could be a delay in obtaining assistance from Emergency Services and there may be a need for those persons at the school to be self sufficient for some time.

This plan acknowledges the evacuation plan for the school and procedures relating to other safety issues which ensure that safe and practicable plans are in place to deal with emergencies which may arise.

This plan will be reviewed by April annually.

Catherine McLellan

DEPUTY CHAIRPERSON OF BOARD OF TRUSTEES

NAYLAND PRIMARY SCHOOL

3 May 2018

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KEY DETAILS

NAME OF SCHOOL: Nayland Primary School

ADDRESS: 225 Nayland Road
Stoke
NELSON

PHONE NUMBER: 03 547 7399

EMAIL: office@naylandprimary.school.nz

PRINCIPAL: [Janice Gulbransen](#) Deputy : Ryan Canning

ADDRESS: [5 D'Urville Rise](#) 51 Marlborough Crescent
Richmond Richmond
NELSON NELSON

PHONE: [544-3909](#) 027 726 7267 544-4893 021 084 9286

CARETAKER: Terry Kinzett

ADDRESS: 1/39 Green Street, Tahunanui, NELSON

PHONE: 03 539 6398 027 247 1014

SCHOOL CIVIL EMERGENCY OFFICER: Helen Bernard Ph 03 547 6229
021 104 7455

CLOSEST NEIGHBOUR CONTACT (1): Nayland Road Dairy Ph 03 547 9495

CLOSEST NEIGHBOUR CONTACT (2): Jeremy Feasey & Kate Brockelsby
220 Nayland Road Ph 03 547 2696

EMERGENCY SERVICES

POLICE Ph. 111

FIRE SERVICE Ph. 111

AMBULANCE Ph. 111

CIVIL DEFENCE office Ph. 03 546 9500

CIVIL DEFENCE out of hours Ph 03 546 0200

Emergency Management Manager Ph. 0274 918164

EVACUATION ASSEMBLY AREA IN SCHOOL GROUNDS

On field adjacent to Swimming Complex in front of Otumarama Retirement Home.

EVACUATION AREA AWAY FROM THE SCHOOL

Broadgreen House Grounds or through Otumarama driveway to Chisnall Street, depending on the emergency.

PLUMBER :Tim Miller Plumbing Ltd 547-4532 **ELECTRICIAN** : Bob Hayward 544-7441

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BOARD OF TRUSTEES DIRECTORY 2018

TRUSTEE	COMMITTEE ROLES	CONTACTS
Janice Gulbransen	Principal	547-7399 School 544-3909 Home 027 726 7267 principal@naylandprimary.school.nz
Margie Meleisea	Board Chair. Chairperson of Personnel & Reporting/Reviewing/ Legal Committees.	547-5997 Home 547-6313 Work 027 815 5302 naylandkindy4@ts.co.nz
Richard Haynes	Chairperson of Property Committee. Member of Personnel Committee.	547-0410 Home 027 231 6061 r.haynes@xtra.co.nz
Catherine McLellan	Chairperson of Finance Committee. Member of RRL Committee.	547-6619 Home 021 120 4995 mclellansnz@gmail.com
Trevor Mackean	Chairperson of Health & Safety Committee	022 0890 706 trevor.mackean@gmail.com
Nathalie Lacaze	Member of Community Liaison Committee	027 309 8878 thecampbellz@gmail.com
Gill Todd	Chairperson of Community Liaison Committee. Staff Representative.	547-7399 School 027 472 0501 gill.todd@naylandprimary.school.nz

EMERGENCY RESPONSE SECTION

THE AIM: To ensure the safety of students, staff and other occupants during an emergency and to minimise damage to property.

POSSIBLE MAJOR EMERGENCIES: Earthquake, fire, flood, tsunami, cyclone, high winds, electrical storm, chemical spillage and industrial accident.

- Each teacher will make a habit of ensuring that all exit doors are unlocked and accesses clear at the beginning of each day.
- Each class will practice evacuation drills regularly, using either of the exits available.
- At least one school practice will be held each term – alternating between fire and earthquake; and more if necessary.

Fire (During class time)

Continuous Alarm ringing (Drill : 20 secs.)

Proceed to Evacuation Procedures.

Fire (During non-class time)

Continuous Alarm ringing (Drill : 20 secs.)

1. Children and support staff to move to Assembly Point by swimming complex in front of Otumarama Retirement Home.
2. Teachers to check their classroom/toilets and get attendance register if safe.
3. Proceed to Evacuation Procedures.

Earthquake (During class time)

Alarm – Drill : 3 short rings

1. "Drop." Children and staff drop to the floor..
2. 'Cover' – get under desks if available, otherwise cover head with arms and hands, close eyes.
3. 'Hold' – if under furniture hold furniture legs.

When Shaking Stops : *sustained ringing of bell.*

Proceed to Evacuation Procedures

Earthquake (During non-class time)

Alarm – Drill : 3 short rings

For children and staff inside classrooms

1. Follow procedure for earthquake drill (class time)

For children and staff outside classrooms

1. Drop.
2. Cover head with arms and hands.
3. Crawl away from buildings, trees and wires **if possible.**

When Shaking Stops : *sustained ringing of bell.*

Children and Support Staff to move directly to Assembly Point by swimming complex in front of Otumarama Retirement Home.

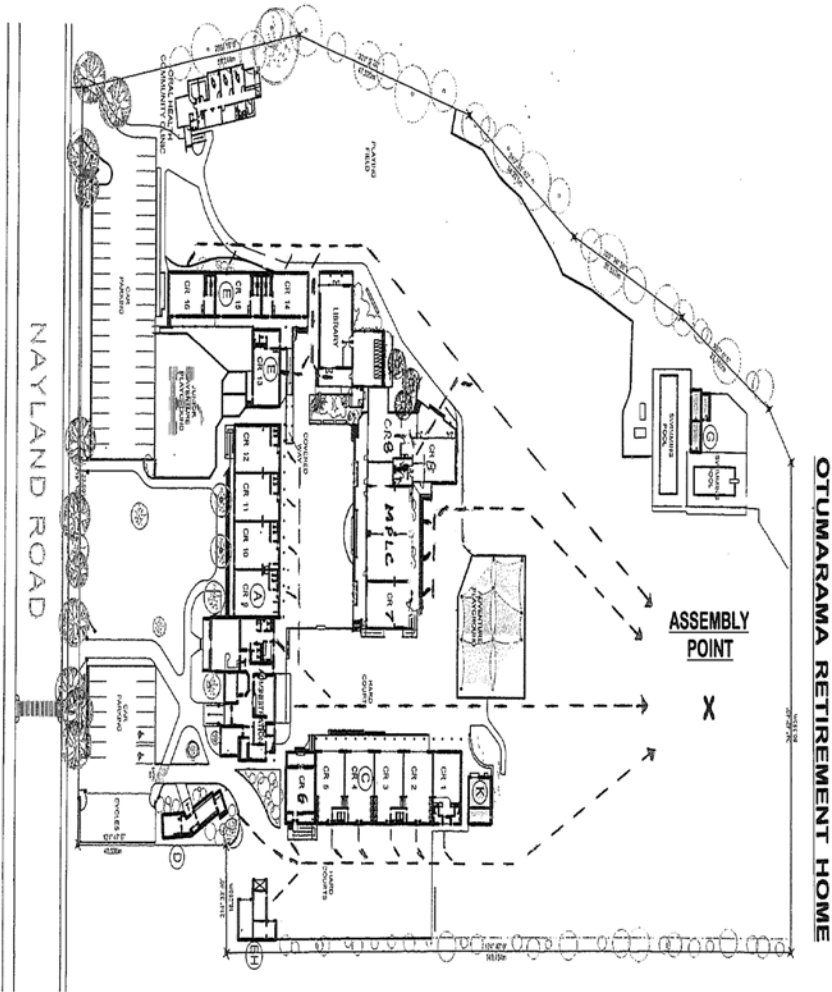
Teachers to account to Syndicate Leaders for special needs children in their classes.

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EVACUATION ROUTES

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Location of Civil Emergency equipment / supplies including fresh water and a stretcher : refer to page 5 of this plan.

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Teachers

If safe – check classroom / toilets and collect attendance folder.
Proceed to Assembly Point and continue with evacuation procedures.

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Evacuation Procedures

1. Clear classroom (check toilets).
2. If safe, shut class doors /windows.
3. Move quietly to Assembly Point by swimming complex.
4. Call class roll at Assembly Point.
5. Check parent helpers/visitors are accounted for.
6. Report roll results to syndicate leader.
7. Syndicate leaders to report to chief warden (Ex.Officer) or principal.

Note :The chief warden is responsible for ensuring that the assembly area is safe and if necessary will dictate an alternative assembly area.

Emergencies during interval / lunchtime : Class teachers are each responsible for checking their own classroom, if safe and within reason.

Special Responsibilities :

Library / Resource Centre / MPLC to be checked by Librarian / Caretaker.
Administration Block and Clinic building to be checked by Office Manager.
Room 6, PE Sheds and Swimming Complex to be checked by Deputy Warden.

At all times – confirmation of checking of all buildings is **the responsibility of the Chief Warden.**

Out of School Hours Emergencies :

Prior to 8.55am

- Any children arriving at school to be held at school entrances.

Persons responsible :

North – Deputy Principal

South - Principal

Middle path - Caretaker

- Teachers to take appropriate

action with students in /

outside rooms.

After 2.55pm

- Class teachers in rooms to take appropriate action with students inside.

- Principal to direct students on senior playground / court areas.

- Caretaker to check vacant rooms.

Library/Resource and MPLC.

- Chief Warden to direct students in junior

playground / at front of school property.

- YMCA staff to take appropriate

action with children under their care.

All children to be taken to evacuation area if / when safe.

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Room 5 teacher to check Multimedia Suite ¶

Room 8 teacher to check Learning Centre ¶

Room 13 teacher to check Room 17 ¶

Room 14 teacher to check Library / Resource Centre ¶

Principal to report any missing or injured persons to the emergency services ¶

Principal to determine when the school buildings are safe to re-enter and communicate this to staff. ¶

Post Earthquake Procedures : Principal to ensure appropriately qualified personnel :

1. Turn off external electricity and water supplies if necessary.
2. Carry out a check of the buildings for obvious hazards -
 - cracks in walls
 - dislodged furniture or fittings which could fall in after-shocks
 - leaks in water pipes
 - breaks and/or blockages in sewerage drains and fittings
 - breaks in electrical wires (which can cause fires)
 - spillage or insecure storage of hazardous goods, such as cleaning chemicals
 - areas of shattered glass
 - fires which have not been completely extinguished.

Where a building is obviously badly damaged it should not be re-entered.

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Tsunami Response Action

1. As Nayland Primary is 1km inland and clear of the flooding hazard zone, retain students in classrooms.
2. Listen to radio / monitor Civil Defence website www.nelsontasmancivildefence.co.nz for information and follow instructions.

Storm-force Winds Response Action

1. Store or secure loose items such as rubbish tins.
2. Close internal/external doors and close blinds.
3. Unplug small appliances and if the power goes out unplug major appliances.
4. Stay inside the strongest part of the building.
5. Stay away from windows and doors.
6. If outside, seek shelter to avoid flying debris.
7. Open windows on the side of the building away from the wind to reduce the likelihood of the roof lifting.
8. Close hazardous school accessways and establish / supervise safe exit route.

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Electrical Storm Response Action

1. If inside a building, stay away from metal and electrical fixtures as these can act as lightning conductors.
2. If outside, keep clear of trees and move inside as soon as possible.

Release of Hazardous Substances Response Action

1. Follow directions of Fire & Emergency NZ, Police or controlling authority.
2. Ensure the safety of children by retaining in classrooms with closed windows/door until Fire & Emergency NZ, Police or controlling authority authorises release.

Flood Response Action

1. Listen to the local radio station/ monitor Civil Defence website www.nelsontasmancivildefence.co.nz and follow instructions.
2. Reassure students and other occupants.
3. Turn off appliances and services.
4. Store electronic equipment as high as possible above floor level.
5. Caretaker to ensure that weedkillers, insecticides, chemicals and any other possible pollutants are out of reach of flood waters.
6. Follow evacuation procedures if directed by Civil Defence.
7. Take the school roll at the assembly area.
8. Principal to be advised of any missing students, staff or other occupants.
9. Arrange supervision of Poorman's Stream area prior to students exiting school if personnel available.

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Bomb Threat Response Action

1. The person who took the threat phone call will immediately inform the Principal who will ring 111 and speak to the Police.
2. If advised by the Police to do so, the Principal will activate evacuation to the site on the back field in front of Otumarama Rest Home – continuous ringing of the manual bell.
3. Staff will proceed with classes to the evacuation point and call rolls.
4. If directed by the Police to leave the school grounds, the Principal will advise teachers to lead classes through the Otumarama gate and driveway into Chisnall Avenue, where they will remain at the top of the culdesac.

Serious Medical Emergency : Principal to -

1. Ensure that bystanders are taken away from scene.
2. Notify parents / caregivers.
3. Locate witnesses.
4. Protect the scene if serious injury or death.
5. Document the incident.
6. Have sole authority to speak to media.

Lockdown Procedures

1. A lockdown will be used in the event of a possible intruder or dangerous situation when students need to be contained and protected inside buildings.
2. Staff will be advised through phone calls arranged by the Principal or Civil Defence Warden, the Caretaker being called to the Administration Block.
3. The decision to lockdown the school will be managed by the Snr Leadership Team : Principal, Deputy Principal and Assistant Principal, usually on direction from the Police.
4. The Principal will arrange for an email to be sent to parents/caregivers to reassure them and request that they stay away from school until a given time.
5. **Within Buildings :**
 - Close and lock all external windows and doors, ensuring that bolts are in place at the top of doors.
 - Close blinds or curtains if available to cover the windows.
 - Turn off lights and any equipment emitting noise, eg, TV, CD players, computers.
 - All personnel and students are to stay out of sight of windows : if necessary under desks/tables or in an internal space, eg, workroom, resource area, toilets.
 - Maintain silence so as not to attract attention.
 - Do not let any students out of the room.
 - Make a list/take the roll of students in the secured area.
 - Use email or cellphone calls to the office 547 7399 or 021 629 635 office@naylandprimary.school.nz to send and receive messages if possible.
 - For toileting purposes, no person can leave the building.
 - Students using toilets will be accompanied by buddies or teacher aides.
 - Stay in the lockdown position and await instructions or an “all clear” announcement from a Senior Leadership Team member, the Civil Defence Warden or the Police.
6. **In the Playground :**
 - The manual bell will be rung in **long, short, long** blips to indicate that students must return to classrooms.
 - Students and staff members should go to their rooms if possible. If not possible, go to the nearest room and remain there until the “all clear” announcement is made.
7. All personnel will be informed as soon as practicable if a lockdown is likely to persist for a prolonged period.
8. If medical help is needed, the Police will be contacted to facilitate this.

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Missing Student : Principal to :

1. Arrange a comprehensive search for the student before taking further action.
2. Notify Stoke Police : 547-6212.
3. Notify parents / caregivers.
4. Provide background information to assist search.
5. Continue liaison with Police and parents / caregivers.

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PROVISION FOR POST DISASTER RESCUE AND RELIEF

Initial Action

If necessary, local police and/or Civil Defence will be contacted immediately for advice and assistance.

NPS Closure / Supervision Requirements (Office: Office Manager and/or Principal)

- | | |
|---|--|
| • Main driveway | Chained off / supervised - Caretaker or DP |
| • Central footpath | Taped off – Caretaker or DP |
| • Footpath adjacent to staff carpark. | Taped off – Caretaker or DP |
| • North entrance | Exit point - Executive Officer |
| • Bridge to Otumarama driveway/Poorman's Stream | : gate locked by Executive Officer or Caretaker. |

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Rescue of Trapped Persons

- Teachers' first responsibility is to their students.
- No rescues will be attempted unless there is no danger to the adults present, or any risk imposed on the rest of the children.
- Generally rescues will be left to the emergency services.

Treatment of Casualties

- Casualties, if any, are likely to be burns, smoke inhalation, cuts from broken glass and panic induced injuries from falls. They may involve crushing or blows caused by falling objects.
- The school has staff assigned to render First Aid, who will take a kit to the assembly area.
- Injuries requiring further treatment will be notified as soon as possible to emergency services, (hospitals, ambulances, Fire & Emergency NZ).

SCHOOL CLOSURE / STUDENT DISPERSAL TO PARENTS / CAREGIVERS

FOLLOWING EMERGENCY:

- **The decision to close the school will be made by the Principal.**
- **Media Works Nelson (Ph. 546 9670) will be contacted to broadcast notices of closure / requests to parents/caregivers to collect students from classrooms.**
- **MoE advice will be taken if appropriate.**

Communications

- Parents (or nominated caregivers previously advised to office personnel) arriving at school to pick up children will report to class teachers so that children's names can be ticked off the roll.
- The teacher will note who has collected the child and where they have gone.
- If both telephones and the radio station are out of action, students will be held until collected by parents / caregivers.
- Children will not be permitted to walk home alone, even if they normally do this.

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Students Not Collected

- Staff will be responsible for students who were not collected by parents.
- These students will be moved from school premises to a safe location if practicable.
- Child Youth and Family will be informed of children not collected.

Roads Closed

If roads are closed students will be the school's responsibility until collected by parents or caregivers after previous advice to office personnel.

PROCEDURES TO RE-OPEN THE SCHOOL

- The Board of Trustees, Principal, staff (and MoE representative if appropriate), will meet as soon as possible after any Civil Defence emergency to discuss reopening the school.
- Notify Ministry of Education of damage.
- Following a major earthquake, before school premises are re-occupied the structural safety of the buildings for re-occupation should be certified by a qualified professional, such as a registered engineer or architect. (In a major emergency this certification would be organised by Civil Defence or the territorial authority. However, the school may also require its own certification and will access MoE support in this process.

ANNUAL SAFETY CHECK

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Each year in March the Health and Safety Committee will :

- Carry out a major audit of the school premises, fixtures and contents to ensure they do not pose an emergency risk and complete a checklist accordingly.
- Arrange a training session for use of fire extinguishers at a staff meeting.

MONTHLY PLAYGROUND CHECK

In the first week of each month the Caretaker will confirm the safety and stability of the Senior and Junior Adventure Playgrounds and complete a checklist accordingly.

OBJECTIVES RELATING TO EMERGENCY PREPAREDNESS

The Nayland Primary School Board of Trustees has adopted the following objectives in order to meet its responsibilities for emergency preparedness:

1. To strive at all times to maintain a safe school environment which minimises the chance of injury to, or death of, students and staff in the event of an emergency.
2. To carry out an annual safety audit of the school premises, fittings and contents. This audit will be carried out in the month of March each year.
3. To maintain an emergency plan which prescribes the action to be taken by staff and students in times of emergency.
4. To provide training for staff to equip them to respond appropriately to emergency events.
5. To provide and maintain appropriate emergency response equipment.
6. To carry out emergency response drills with sufficient regularity to ensure staff and students understand the appropriate actions to take.

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