



NAG 5 **Disaster and Emergency Management**

Rationale

The school and community are at risk from earthquake, storm, building fire and or events that require lockdown. Therefore the school must be prepared for natural disasters or emergencies in order to ensure the safety of students and staff.

Purpose

1. Endeavour to protect the students and staff from injury or death.
2. To account for the whereabouts of each student and have family unification plans in place.
3. To ensure that all staff and students have been educated in what to do in the event of each type threat, eg earthquake, fire, storm and lockdown.
4. To ensure that all students know the emergency assembly area.
5. To ensure that all caregivers are informed of their responsibility in the event of a disaster.
6. To ensure that emergency supplies of food, water and first aid equipment are available at school in the event that children need to remain at school following a disaster (WREMO recommends a minimum supply of food for 3 days for a small group of staff/students who may need to remain at school for a longer period).

Guidelines

1. Staff are informed of the procedures for fire, earthquake and lockdown and know what to do in emergencies.
2. The Principal and Senior Leadership Team will determine whether students will:
 - return to class
 - be released to their parents / nominated caregiver.
3. If the school is closed, the principal and staff remain responsible for students until all are released to parents / nominated caregiver.
 - 3a. The Principal and Senior Leadership Team will determine the order in which staff can be released, following the "School Disaster Management Plan" determined at the start of every school year.
4. Regular practice of emergency drills should be carried out at the school (at least 4 per year) – including review / updates of student emergency details.
5. Parents should be notified of schools disaster / emergency procedure via the school newsletter and website at the beginning of each school year.
6. Enrolment pack to include information on disaster / emergency procedures.
7. The following provisions will be on site:
 - stored water and food for staff

- individual 'student' emergency packs
- first aid equipment, hygiene supplies etc.
- 'High Health Needs' student's medication is available in the event of an emergency in their classrooms and the school office.

Supporting documents: Our School's Emergency Plan is available on the Wellington Emergency Management Office website. Go to <http://www.getprepared.org.nz/schools>

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