

CHRISTCHURCH RUDOLF STEINER SCHOOL

COLLEGE PRINCIPAL GROUP

Management

NAG 5 Policy on **HEALTH AND SAFETY**

5.2.2 Procedure PLAN TO MAINTAIN ESSENTIAL FUNCTION IN CASE OF CIVIL EMERGENCY

The plan is a series of activities:

- to ensure that all staff know clearly what is expected of them to maintain essential functions in case of civil emergency
- to provide for the ongoing care and orderly discharge of the pupils of the school in such a case
- to ensure that all pupils and their parents/guardians/whānau know procedures in such a case where communication may have been lost or impaired

The following possibilities may need to be planned for:

- The school community will need to look after itself in the initial stages of a disaster
- Emergency services may not be able to respond for some hours
- Utilities such as water, electricity, telephone communications, transport and food supplies could be unavailable or inoperative
- The school may have suffered moderate to severe damage
- Pupils and staff injured or traumatised during the disaster may need to be cared for within the school environs

THE SCHOOL MUST THEREFORE ASSUME THAT IT MAY NEED TO CONTINUE TO FUNCTION AFTER NORMAL SCHOOL HOURS IN THE INITIAL STAGES OF A CIVIL EMERGENCY OR DISASTER

Recovery Action:

The College Principal Group will establish a control centre in the administration area (or other appropriate area), and will take charge of all activities. The Civil Defence Controller should remain at the control centre at all times.

- The Civil Defence Controller will determine whether it is necessary to contact emergency services for assistance.
- The Civil Defence Controller will make the decision regarding a return to normal school activities or not.
- If parent/guardian of pupils can call and collect them, the roll will be marked accordingly.
- Pupils will only be released to parents/caregivers, or to other nominated adult, or by written or phoned consent from parent/caregiver to the school office (**NOT** from a nominated adult).
- Teachers will remain at the school until their departure is approved by the Civil Defence Controller. Access by parents to school grounds may have to be restricted
- Runners (appropriate Upper School pupils), will be necessary to maintain communication between office and teachers

Advice to parents/guardians

The College Principal Group will ensure that the parents/caregivers of pupils are made aware of the procedures which will be followed by the school in case of the need to maintain essential function in an emergency. In particular they will be informed that their children will be cared for by staff until they are able to be collected by themselves or another approved/pre-nominated adult.

Following severe flooding or an earthquake, roads may be impassable and transport services may be disrupted, making it difficult for students to reach their homes and for parents to reach school.

In principle students should not be left to find their own way home and will be kept at the school until collected by a parent or authorised person.

Senior students (Class 11 & 12) will only be released unescorted if their parents/caregivers have given prior consent for the school to do so and reports have been received it is safe to travel..

Children from Class 9 or older, who normally make their own way home and live within walking distance, can be grouped according to the location of their homes and escorted home by an adult authorised by the College Principal Group, if the parents/caregivers have given prior permission.

Young children (at least up to & including Class 8), whose parents/caregivers or nominated escorts are not available to collect them, will be kept at the school.

In all cases, accurate records have to be kept by the teachers of the student's name and the name of the person escorting them home, as well as time of pick-up and destination. No pupil will be released from the assembly area before these records have been completed. To avoid confusion and emotional scenes, access to school grounds may have to be restricted.

In some cases (e.g. earthquake, inclement weather), it may not be desirable or reasonable to hold the school population in an open area over an extended period. The College Principal Group may need to make an acceptable judgement concerning re-entry to all or parts of the school buildings.

Estimating requirements in advance

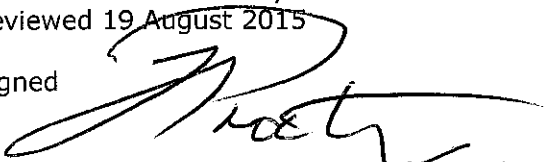
- Ascertain through communication with parents the number of children with both parents working, single parent families, custody arrangements, travel distance.
- Get written information from parents (through signed form) regarding questions such as: person(s) authorised to uplift child in case of emergency or parent casualty, special medical information necessity for children and/or car pool parents to know what to do if emergency occurs in transit to or from school
- Design a class kit with brief, clear instructions for teachers, based on the class register
- If the necessity occurs to evacuate the school site (e.g. flooding, poisonous gas cloud), an alternative assembly area may need to be found, and with that a plan is needed to communicate the location of the evacuation site to parents.
- Strategies for teachers and other staff to reduce anxiety and fear in pupils (and colleagues) during this period (e.g. singing).
- Preparation of an emergency kit and supplies which may be needed for extended care and shelter:
 - Medical kit (separate from first aid room);
 - Soap, towels, cleaning and sanitation equipment
 - Food and cooking equipment, including outdoor gear such as barbecues
 - Storage of clean water
 - Battery operated radio(s), car radios
 - Bedding
 - Heavy duty torches, (car lights) Hand-held bell, whistle, loud hailer, candles and matches

(Note: except for some very basic supplies, it is not practical for schools to store large quantities of water, food, bedding etc. Parents and neighbours may need to be recruited to store and deliver these items when needed).

Procedure written: July 2006

Reviewed 19 August 2015

Signed



Responsibility for administering of procedure: Management

Responsibility for review: Management

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