

Ashburton Borough School

“Labor Omnia Vincit”

4/97

EMERGENCY PROCEDURES

RATIONALE

- . To establish an emergency coordinator to take overall charge during an emergency. Civil Defence personnel automatically take charge if they are on site.
- . To ensure the safety of pupils, staff and others during an emergency and that damage to property is minimised.
- . To establish procedures to cover major emergencies (earthquake, flood) which affect the wider community, and/or local emergencies (fire or local weather conditions) leading to the closure of the school for safety/health reasons.

PURPOSE

1. To establish clear channels of communication, to delegate responsibilities for various tasks, to liaise with other agencies (other schools, school buses, etc.) and emergency services (Fire, Police, Civil Defence).
2. To establish regular checks of maintenance and use of existing safety installations and emergency equipment.
3. To establish regular practice drills for different types of emergency.
4. To establish evacuation procedures.

GUIDELINES

A. COMMUNICATION/TELEPHONE

1. There shall be a list of emergency telephone numbers prominently displayed near the school office telephone e.g. Fire Service, Police, Civil Defence, District Council, electrician, plumber etc. During any emergency, use of the telephone should be restricted to emergency calls.
2. A list of other liaison agents e.g. school bus companies, Ministry of Education, and District Council and other local schools.
3. In any emergency, a nominated person shall be responsible to uplift the cardfile of school pupils from the school office (which lists telephone numbers of parents/caregivers and emergency caregivers).
4. The appointed emergency coordinator shall be required to uplift the Emergency Plan folder which shall be kept in the school office.
5. Emergency Contact number as advised to be rung. If contact cannot be made a message will be left advising of arrangements for their child(ren) either in the care of another adult within the immediate school community or the child(ren) will remain at school.

B. EVACUATION

1. **Practice Drills:** Emergency drills shall be carried out regularly, and a log book recording date, time taken, problems encountered and remedial action taken shall be kept. Practice drills to cover a variety of emergencies (e.g. fire drill, earthquake drill).

2. Evacuation signal/alarm is the school bell rung continuously.
3. Exits, doors, escape routes -
 - shortest, safest escape route
 - exit doors must open from inside in the direction of outside travel without the use of keys and be free from obstruction at all times
 - Conspicuous signs must be provided for all exits
4. Staff members to check toilets and all other buildings/rooms normally occupied to ensure that no-one remains inside buildings.
5. Assembly area as marked on emergency plans displayed in each room; teachers to take class register and carry out a roll call when assembled.
6. In case of fire, emergency coordinator to notify fire service (no automatic alarm system).
7. ***Sending pupils home -***
 - Any decision to send students home should be made by the emergency coordinator
 - Pupils should not be released until it is safe to travel
 - Bus pupils can be released into care of driver if parents/caregivers permit
 - Alternative arrangements must be made for the pupil of parents/caregivers who are not at home
 - Pupils should not be left to find their own way home or return home if it is not known whether parents/caregivers are available.
 - Bus pupils will be released to travel once a caregiver/parent has been notified.
 - Alternative arrangements must be made for the pupils of parents/caregivers who cannot be contacted.
8. Lagmhor Site Specific in the event of closure:
 - Staff to remain at Lagmhor until it is known that all children are safe.
 - It is an expectation that the bus company will report on the safe delivery of children at the completion of the run.

C. EMERGENCY EQUIPMENT

1. Staff must know location of all emergency equipment.
2. School keys must be kept in a secure location but need to be readily available in times of emergency.
3. Regular inspections of fire equipment must be carried out by a Fire Safety Officer or equivalent. All staff should be familiar with and know how to use emergency equipment.
4. The First Aid supplies should be checked regularly and contents replenished.
5. A portable radio, torch and spare batteries should be stored in the school office with a First Aid Kit separate from the above.

D. PROTECTION OF PROPERTY/SAFETY OF PROPERTY

1. On evacuation before leaving premises staff must turn off all appliances and close all doors/windows without jeopardising their personal safety.
2. ***Precautions/prevention of emergencies -***
 - Dangerous goods must be stored in an appropriate place
 - Swimming pool chemicals stored in locked shed
 - Rubbish should not be allowed to accumulate
3. In the event of inclement weather conditions, property and buildings should be

secured as appropriate.

4. ***Re-occupation/re-opening school -***

- Students should not return to school/buildings until it is established that buildings/environment is safe.
- The Board of Trustees' Property Sub-Committee is responsible for establishing when buildings/environment is safe and notifying the principal accordingly.

RESOURCES

- Emergency procedures: Evidence for schools
- Emergency procedures and responsibilities: a checklist for teachers
- Fire drill
- Earthquake drill
- Policy on property/buildings
- Cross reference to manuals/text

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CHAIRPERSON
BOARD OF TRUSTEES

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DATE

