

Paraparaumu Beach School

Emergency Procedures

Rationale:

The safety of students and staff in the event of an emergency rests primarily on the prompt following of well co-ordinated and understood procedures.

Purposes:

1. To ensure the safety of students and staff in an emergency
2. To ensure the ongoing safety of students and staff after an emergency

Broad Guidelines:

The establishment and annual review of school-wide emergency procedures is intended to prepare the school's staff to cope with a variety of emergencies. This includes the recognition, by all staff, of all the roles they may be required to undertake.

Roles include:

Emergency Operations Management - School Principal/DP
Student Management, care and release - Classroom Teachers
First Aid team – SENCO and First-aid Teacher Aides
Site Security team - AP and Teacher Aides x2
Property Management & Safety team – Caretaker and Support Staff
Administration team – Office Staff

Preparedness for Emergencies:

1. At the beginning of each year staff members will be familiarised with the procedures to be followed in case of an emergency, potential hazards in an emergency and the tasks they may be required to undertake.
2. Management will provide instructional sheets giving clear procedural guidelines for emergencies. These guidelines must be displayed in a prominent place within each classroom/ work area. Every classroom will also have an 'Emergency Folder' clipped to the wall by the door. This folder will contain:
 - i. A paper copy of the class register and a pen
 - ii. Destination form
 - iii. Medical and parent/caregiver contact information
 - iv. Full copy of this procedure
 - v. A high-visibility vest
3. An emergency box will be held in the school's administration area which will contain:
 - i. Class lists
 - ii. Principal's check list (student and staff details)
 - iii. A key to the field garage (water and emergency gear)
 - iv. First aid supplies
 - v. Whistle
 - vi. Stick on labels
 - vii. Pens
 - viii. Marker pens
 - ix. Destination Forms

- x. Day-Glow Vests (2 or more)

NB: If time and circumstance allows the Loud-Hailer will also be taken out

4. At least one practice drill per term, will take place to familiarise all concerned with procedures. These drills will be evaluated to address any inadequacies.
5. At least twice a year parents will be reminded of the school's emergency procedures and prompted to update relevant information. Emergency Procedures will be placed on the school website for parent awareness and reference. A copy of the Emergency Procedures will also be included in the School Enrolment Pack.
6. Each role in relation to 'Being ready for' and 'Responding to' emergencies, is defined separately and attached to this procedure.

Requirements on Staff:

1. In an emergency all staff are required to stay at school until released by the Principal/DP. As this could be a time of some confusion, staff are to be very supportive of each other and help where problems arise.
2. Teachers are required to remain with their class until they have met their obligations and been released by the Principal/DP.
3. The Site Security team will talk to parents as they arrive at the school. Parents will be told to adhere to all staff and management instructions
4. Staff with children at other schools will need to wait before they make contact. If they have any concern, they should take the first opportunity to discuss the matter with the Principal/DP who will endeavour to release them from their duties until they have checked their own children.

Procedures to be followed:

In the event of an emergency the following procedures are to be followed.

CLASSROOM TEACHERS & STUDENTS

FIRE - Alarm: Long continuous bell

1. Teachers **take their students and their Emergency Folder to the field** via the Safest route. Teachers check the attached bathroom for students on the way out. *NB: If not in the classroom, Teachers will not go back to get their Emergency Folder*
2. Everyone, including visitors, **MOVES CALMLY** and **QUICKLY**
3. Once on the school field, teachers **CHECK THEIR REGISTER** to account for all their students. Teachers will put on a **HIGH VIZ VEST** if available.
4. **NOTIFY THE PRINCIPAL** as to whether all the children in their class have been accounted for.
5. Teacher **CHECKS THE MEDICAL DETAILS LIST** for needs and takes any necessary action. Attend to First Aid needs of students.
6. Ensure all students and staff **REMAIN** at the assembly point until clearance to leave is given or further instructions are given by Principal.

EARTHQUAKE

Alarm: When the ground begins to shake (*In a DRILL this is short bursts on the bell*)

1. Teacher calls "**DROP, COVER and HOLD**". All students and staff will immediately comply.

When the ground stops shaking

2. **If the earthquake was not long or strong**, Teachers **take their students and their Emergency Folder to the field** via the Safest route. Teachers check the attached bathroom for students on the way out. *NB: If not in the classroom, Teachers will not go back to get their Emergency Folder.*
3. Everyone, including visitors, **MOVES CALMLY** and **QUICKLY**
4. Once on the school field, teachers **CHECK THEIR REGISTER** to account for all their students. Teachers will put on a **HIGH VIZ VEST** if available.
5. **NOTIFY THE PRINCIPAL** as to whether all the children in their class have been accounted for.
6. Teacher **CHECKS THE MEDICAL DETAILS LIST** for needs and takes any necessary action. Attend to First Aid needs of students.
7. Ensure all students and staff **REMAIN** at the assembly point until clearance to leave is given or further instructions are given by Principal.

IF AN EARTHQUAKE IS LONG OR STRONG: LONGER than one minute or STRONG enough to knock you off your feet, then all Staff and Students will **evacuate to Mazengarb Reserve** not the school field. The call "MAZENGARB" will be given. Staff and students will walk, quickly and calmly via the safest and most direct route.
Complete Steps 4-7

Once at the Assembly Area:

When you reach the assembly area, Teaching Staff will:

- a) Put on a High-Visibility jacket
- b) Check your class register to make sure everyone is present. Report attendance status to the Principal.
- c) Check the MEDICAL NEEDS details list and the first aid needs of students and take necessary action.
- d) Obtain first aid supplies and assistance as necessary from the emergency box and/or seek support from the designated First Aid Team
- e) Once the above checks are ALL COMPLETE, and the Principal has given 'release' authorisation, teachers may let parents/caregivers, who have arrived on site, sign children out. Parents/Caregivers must use the class teacher's destination form to sign their child out. The teacher must cross check that the person signing the child out, thus removing them from the school's care, is listed on the emergency contact information enclosed in their classroom Emergency Folder. *For more information see 'Release of Children' below.*

NB: Where possible, the children will be moved back into a safe building. This decision will be made by the Principal and the Property Management & Safety Team.

Release of Children:

Once the principal has authorised the release of students to caregivers, there are several critical actions you must take:

- Do not release any student to go home unless with an authorised person. Authorised people are those listed on the Emergency Contacts sheet. If the person is not listed they can be referred to the Principal/DP for advice.
- Each child's destination must be entered on the Destination Forms by their classroom teacher. If their classroom teacher is not present then another staff member will be assigned to this task.
- Make use of the child's knowledge to ensure that only authorised people take a student away.
- If you have further doubts, advise the Principal/DP.

BE PREPARED - Being Ready for an Emergency

In order to support the roles that staff may be required to undertake in an emergency management will ensure that in relation to the:

SCHOOL PRINCIPAL/DP/AP

- ❖ Staff are aware of procedures
- ❖ Drills are held at least once a term
- ❖ Potential hazards in emergency situations are identified
- ❖ A release policy is in place and that it is communicated to parents

CLASSROOM TEACHERS

- ❖ Ensure updates of your class list, medical details and parent/caregiver details forms (as sent over from the office) are filed in your class **Emergency Folder**.

- ❖ Ensure your **Emergency Folder and High-Viz Vest** are hung by your classroom door/within easy access
- ❖ Ensure School 'Emergency Drill/Evacuation Procedures' poster is displayed on classroom wall
- ❖ Participate fully in school drills with students *e.g. Be a good role-model for 'Drop, Cover and Hold'*
- ❖ Be Aware of School Procedures and the 'Release of Children' practices
- ❖ Provide instruction to students on earthquakes and earthquake preparedness.
(Practice at least once a term)

FIRST AID TEAM

- ❖ First aid supplies are up-to-date in medical room and in storage area
- ❖ Staff first aid training is up-to-date

SITE SECURITY TEAM

- ❖ Awareness of responsibilities and procedures in an emergency situation

PROPERTY MANAGEMENT & SAFETY TEAM

- ❖ Assisted in the identification of non-structural hazards
- ❖ Staff are familiar with the Utilities Plan
- ❖ School has on hand sufficient plastic bags, shovels, buckets
- ❖ All fire fighting equipment (extinguishers etc) are in working order. Smoke alarms are tested every 6 months.
- ❖ Know where to turn gas, electricity and water off if required

ADMINISTRATION STAFF

- ❖ Health records for staff and pupils are up-to-date (Office Manager). Copies of updates sent to classroom throughout the year.
- ❖ A prepared emergency kit is kept in the school office
- ❖ School roll/class lists are kept in the Administration area and in second storage area.

SCHOOL PRINCIPAL / D.P.

Earthquake Response Procedures

After

- ❖ Take cell phone if at hand
- ❖ Evacuate to designated area and account for all staff and students (school register)
- ❖ Put on High-Viz vest and co-ordinate emergency operations
- ❖ Decide on the need for further evacuation (Mazengarb Park) and other critical issues
- ❖ Take "School Roll Call" of students (via teachers) and staff.
- ❖ Communicate with emergency services to assess overall situation and next steps. Keep a record of events, decisions and actions
- ❖ Decide when to stand down the emergency
- ❖ Decide if and when to release students (use release policy or general release of all students)
- ❖ Organise for remaining students to be cared for/released
- ❖ Co-ordinate Staff to:
 - Record students being released to go home with designated caregivers as per release policy
 - Ensure all students are accounted for prior to general release
 - Take Phone messages - designate a person to record inward and outward messages
 - Post communications on school Facebook page and website
 - To provide aid where necessary to any of the teams where appropriate

IF AN EARTHQUAKE IS LONG AND STRONG e.g. LONGER than one minute or STRONG enough to knock you off your feet, then all Staff and Students will evacuate directly to Mazengarb reserve not the school field. Staff and students will walk quickly and calmly via the safest and most direct route. Once Mazengarb reserve is reached, complete the rest of the procedures above.

Fire Response Procedures

After

- ❖ Take cell phone if at hand
- ❖ Evacuate to designated area and account for all staff and students (school register)
- ❖ Put on High-Viz vest and co-ordinate emergency operations
- ❖ Take "School Roll Call" of students (via teachers) and staff.
- ❖ Communicate with emergency services to assess overall situation and next steps. Keep a record of events, decisions and actions
- ❖ Decide on the need for further evacuation (Paraparaumu College) and other critical issues
- ❖ Decide when to stand-down the emergency
- ❖ Decide if and when to release students (use release policy or general release of all students)
- ❖ Co-ordinate Staff to:
 - Record students being released to go home with designated caregivers as per release policy
 - Ensure all students are accounted for prior to general release
 - Take Phone messages - designate a person to record inward and outward messages
 - Post communications on school Facebook page and website
 - To provide aid where necessary to any of the teams where appropriate

FIRST AID TEAM: Leader – SENCO & Teacher Aides responsible for lunchtime First Aid

Earthquake or Fire Response Procedure

After

- ❖ After you have checked in with the Principal (roll call) retrieve the first aid supplies from storage area. Set up base by field garages.
- ❖ Decide who:
 - * will man a station where people can report to e.g. to manage minor injuries
 - * will rove the field dealing with more serious injuries
- ❖ Record all cases and treatment
- ❖ Determine need for further medical assistance. Co-ordinate requests for assistance through the Principal/D.P

NB: If a student needs treatment and is able to walk, the student will be sent to the first aid area. Once treated, the student will be sent back to where their class group is situated. Students who are unable to move due to pain will wait for assistance to be sent for.

PROPERTY MANAGER & MAINTENANCE TEAM

Earthquake or Fire Response Procedure

- ❖ ***Once at evacuation site, check in with the Principal and then assist the Principal/D.P. with safety procedures***

After

- ❖ When it is deemed safe, check utilities/facilities. Determine which utilities still work and which don't. Report findings to Principal/DP
- ❖ Make a note of structural and non-structural damage when checking utilities.
- ❖ Set up emergency sanitation system or procedures. Be sure not to use water or toilets until lines have been checked for breakage. Consider using plastic bags in existing facilities and/or trenches
- ❖ Use emergency water supplies

ADMINISTRATION STAFF

Earthquake or Fire Response Procedure

After

- ❖ Check medical rooms and staff toilets before leaving building
- ❖ Collect daily absences list/roll, Late book, Visitors Book, Sign in/out book, school cell phone and emergency kit and evacuate
- ❖ Once at evacuation site, check in with the Principal and then assist the Principal/D.P. with procedures and documentation

SITE SECURITY TEAM: Leader – Assistant Principal

Earthquake or Fire Response Procedures

After

- ❖ Take cell phone if at hand
- ❖ Once at evacuation site, check in with the Principal. Then check with Assistant Principal for your posting.
- ❖ Station one support staff member at each school entrance to communicate with parents and caregivers. Ensure they have a high-viz vest or coat.
- ❖ Communicate with Parents/Caregivers arriving at the site
- ❖ Communicate with Emergency Services

GRAY AVE ENTRANCE:

- ❖ Close (but do not lock) carpark gate on Gray Ave. Allow emergency vehicles in.
- ❖ Tell Parents/Caregivers they may “**enter the property at their own risk**”. Inform them that the Martin Rd gate is the safest and most direct route to the field.
- ❖ **Tell parents to comply with staff members instructions, with particular regard to the release of students.**

MARTIN ROAD ENTRANCE:

- ❖ Tell Parents/Caregivers may “**enter the property at their own risk**”.
- ❖ **Tell parents to comply with staff members instructions, with particular regard to the release of students.**

ADDITIONAL INFO ON TSUNAMI PREPAREDNESS

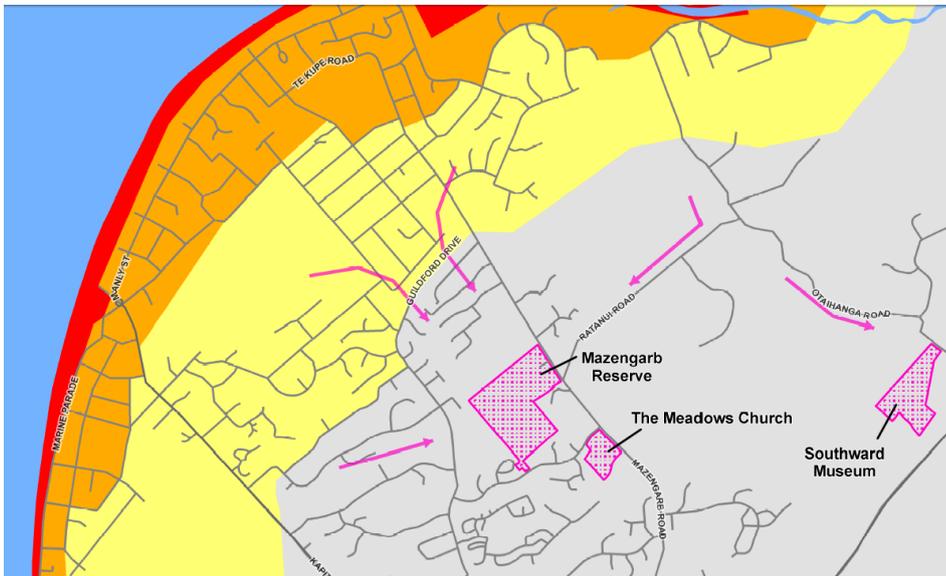
In the event of a tsunami, there may be no warning from Emergency Services.

Therefore, if an earthquake is longer than one minute or strong enough to knock people from their feet, the school will evacuate to Mazengarb Reserve using the safest and most direct route.

While the likelihood of an event of this nature happening is very small, the school acknowledges the need to have a plan in place. It must however be noted that plans need to be flexible enough to respond to information as situations change. The Principal can also make the decision after a significant event to evacuate students as a precaution.

Tsunami Risk Information

- Paraparaumu Beach School is situated in the Civil Defence Yellow Zone for tsunami risk.
- The Yellow Zone is the lowest of the coastal risk areas. It is at risk only in what is termed an ‘extreme event’ *e.g. the largest possible tsunami*.
- The Paraparaumu-Raumati coastline is partly protected by the presence of Kapiti Island; this can be seen in normal conditions with the much smaller swell and surf compared with further north e.g. Waikanae and Pekapeka.



Tsunami Scenarios

There are essentially two main scenarios:

1. A small locally caused event. This could be the result of a shallow earthquake very close to us. Because of the nature of the sea floor in the local area, it is extremely unlikely that it would cause a large wave or series of waves and would therefore be unlikely to cause significant damage. The greatest risk from a wave of this type would be to people on or beside the shore; the close proximity of the epicentre would mean that there would be little or no time to sound an alarm, much less undertake a planned evacuation. It is extremely unlikely that a tsunami from an event such as this could reach anywhere near the school. It is also likely that the initial earthquake in this category would be felt at the school.

2. A distant major event. This could be caused by a very large earthquake in (for example) the Papua-New Guinea/Coral Sea region. This has the potential to create a much larger tsunami –but it would have much farther to travel, and even at tsunami speeds there would be time to broadcast a warning and undertake an orderly evacuation. An extreme event of this type is the only one that would test the Kapiti Evacuation Zones as planned by KCDC. It is unlikely that such an event would be felt in this region.

PBS School Emergency Management Strategies

- In the event of a possible Tsunami, the school staff and students would follow our Earthquake Evacuation procedures and evacuate inland.
- The KCDC designated assembly zone for Paraparaumu Beach School is Mazengarb Reserve on Mazengarb Road.
- Once at Mazengarb Reserve, school staff will undertake steps 1- 7 of the school emergency plan. This will ensure all students and staff are accounted for, first aid needs are addressed and planning for the collection/protection of students is in hand.
- If no Tsunami eventuates, staff and students will still remain at the Assembly Zone until given the 'all clear' by Emergency Services/Civil Defence. After the 'all clear' is given staff and students will return to the school grounds.
- If a Tsunami does occur, staff and students will still remain at the Assembly Zone and await further instruction from Emergency Services/Civil Defence.