

KIMBOLTON SCHOOL



Motto:
Working Together with Friendship

Emergency Plan, Procedures, Overview and Records

2018

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1. Kimbolton District

Kimbolton School draws children from the Apiti Valley as well as north beyond Rangiwahia from the Feilding side of Kimbolton and from Feilding itself. The roads can be hazardous in poor weather conditions and there is the possibility of road closures due to ice, snow, slips and fallen trees.

The main emergencies likely to involve Kimbolton School would be **road closures** (preventing children from getting home) due to bad weather and **earthquake**.

To a lesser degree we could also suffer from **fire** at school, and the dangers posed to staff handling pool **chemicals**.

The district is fortunate in that there is a reasonable sized local village community who would be available to support the school if needed. Many of the village families have children attending school and know both the country children and their parents.

The town is also serviced by a police station and a volunteer fire brigade.

The school itself is located in the open and near the main access road to Feilding.

Policies and procedures are in place to make the environment as safe as possible, and checks are carried out regularly but in case of the unpredictable the following Emergency procedures should be followed.

Threats that could result in an emergency at Kimbolton School are:

Fire

Earthquake

Storm

Floods

Volcanic fall out

Chemical spillage

Armed offender

Parents should be informed that the school has an emergency plan, what it contains and the basic details and procedures that should be followed in the event of an emergency.

Parents are asked to provide details of contact and custodians that may be used in the event of an emergency.

The emergency assembly area for Kimbolton School is the grassed area (Near the rugby goal post)

If, following an emergency evacuation, Kimbolton School is unsafe to re enter staff and pupils will move to emergency shelter at:

The Kimbolton Hall, Kimbolton or the Fire Station

2. EMERGENCY ACTION GUIDELINES

- **Dial 111**
- **Ask for POLICE, FIRE OR AMBULANCE**

GIVE THE FOLLOWING INFORMATION

- The phone number at Kimbolton School is - 06 328 5880
 - Your name
 - The site name - KIMBOLTON SCHOOL
 - Street Address - 4 Henderson Street, Kimbolton, Manawatu
- **Explain what is happening and why help is required**
- **Detail or estimate how many people are involved**
- **The Emergency Service may 'lock' the phone line while they call other Emergency Services and provide other advice. If possible stay on the line.**

Tell Emergency Services where you will meet them.

POLICE

Kimbolton Station - 328 5837

Contact name - Mark Dickins - 021 191 4589

Feilding Police Station - 323 6363

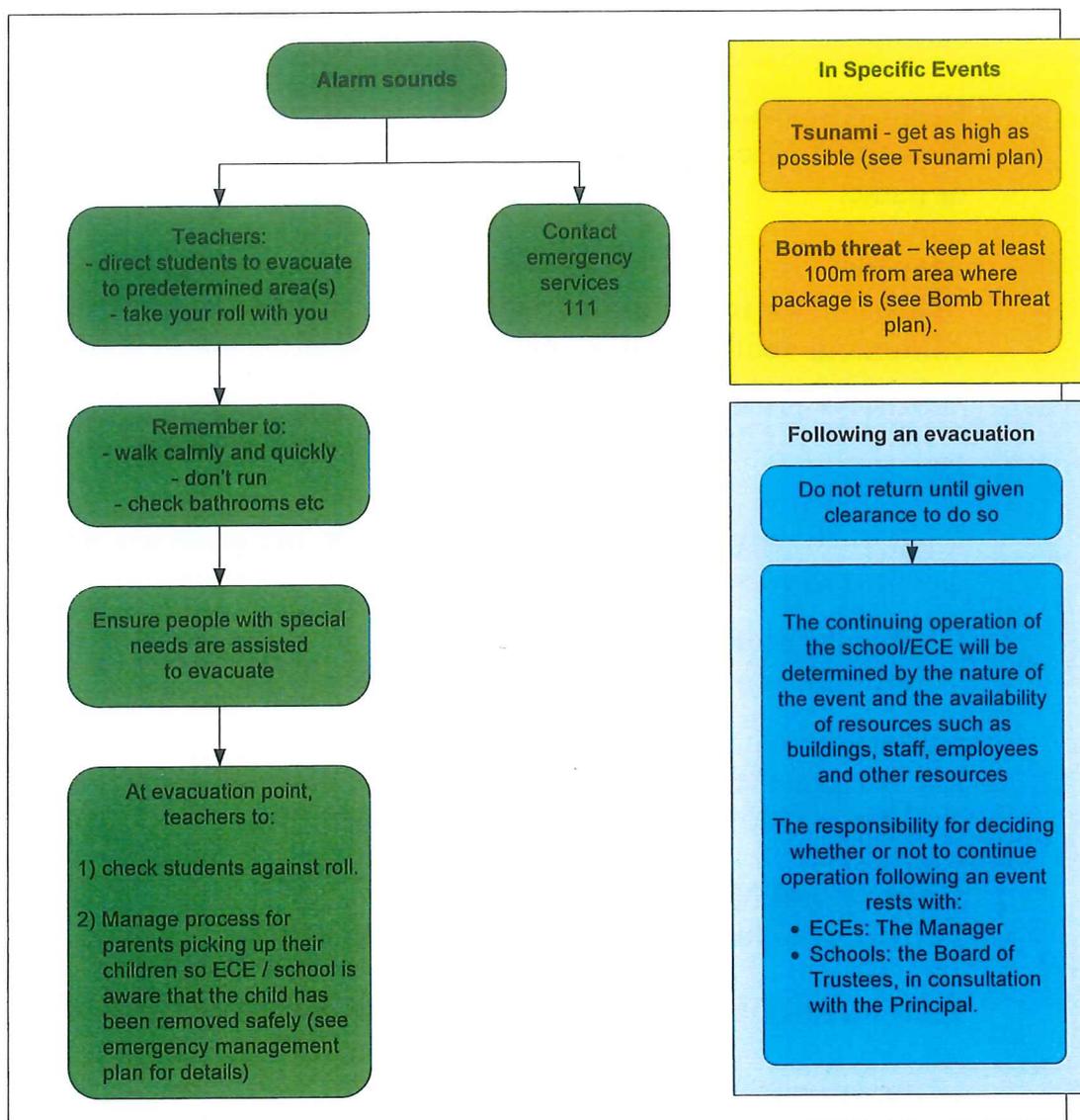
CIVIL DEFENCE

Manawatu District Council - 323 0000

Evacuation

Evacuation from the school may be required to ensure the safety of staff and students in an emergency event. In all cases, evacuations need to be planned and practiced.

General evacuation plan



Our evacuation areas

The emergency assembly area for Kimbolton School is the grassed area (Near the rugby goal post)

3. EVACUATION PLAN

(i) All staff at the school are to be familiar with the evacuation plan.

(ii) **Drills:**

Earthquake and evacuation drills are to be held at least twice a year. Each class will need to practice its own initial response drill for earthquake procedures.

Evacuation drill must thoroughly instill in the minds of the pupils the correct procedures so that in an emergency there is no confusion or panic.

(iii) **Alarms:**

The signal for indicating an earthquake / fire evacuation will be the continuous sounding of the electronic evacuation alarm system requesting that the building be evacuated.

(iv) **Exits:**

All exits are lit up

Each room will use the most accessible exit, but generally will try to use the following:-

Staffroom/Storeroom/Offices:

Follow exit signs to main entrance at office foyer.

Classrooms:

Exit via outside door if safe to do so.

If not exit following illuminated exit signs

Library and Multi Purpose Room:

Exit doors to the grassed area of the playing field

Pool Enclosure: Main Entrance door to the grassed area of playing field

(Alternative) If unsafe to do so

Exit door at changing sheds end around building to the grassed area of playing field

In the event of poor weather conditions and if safe and possible to do so students may be moved to shelter once roll call is complete.

(v) **Personnel Checks:**

It will be the responsibility of staff members, if safe to do so, to check on areas of the school where only one or two people may be located. This will ensure that the office area, sick bay, resource rooms, toilets, library and multipurpose room are all checked and cleared once the alarm has been activated.

Room one teacher: Check office and staffroom

Room two teacher: Outside with children

Room three teacher: Check resource rooms

Room four teacher: Check toilets

Office: Take phone when leaving the building

Principal / Office: Take warden vest, band and clip board

Library / Kiwi Room: Loren or Staff member in the building

(vi) **Assembly points:**

All classes will proceed to the grass area at the end of the basketball courts (near rugby goal post and form into class lines.)

Teachers will call their class roll to determine those children who are not absent from school, but missing from the muster.

(vii) **Fire fighting By Staff:**

Staff must not attempt to deal with a structural fire. The safety of students and staff are the main priority.

(viii) **Phoning for Assistance:**

This should be carried out by any member of staff and the Principal/ Acting principal must be informed immediately the call has been made.

(ix) **Prevention of Fire:**

To lower the chances of a fire mishap with the wood burners, it is essential that the chimneys are swept regularly, and that the pupils are not responsible for keeping the burners stoked.

Areas surrounding heaters and wood burners are to be kept clear of unnecessary rubbish and clutter. Care must be taken by teachers with the location of display materials around the lights and wood burners during winter time.

(x) **Maintenance of Fire Equipment:**

Fire Extinguishers and the hose reel in the school shall be checked regularly by Wormald and serviced if necessary.

Any extinguisher that has been used shall be immediately refilled/ replaced

(xi) **General:**

All egress doors are to remain clear of bags, footwear, clothing and furniture, and doors must be easily opened by children.

As rooms are evacuated, doors and windows should be closed.

4. FIRE:

Procedures to be followed when a fire cannot be easily extinguished.

All occupants should:

- Act on hearing the Electronic Evacuation Alarm.

The alarm will automatically notify the Fire Service

Staff should:

- Reassure students.
- Collect and take attendance registers with them.
- Supervise the evacuation to the assembly area.
- Ensure students, staff or visitors with disabilities are assisted out.
- Check that all rooms have been evacuated.
- Close doors and windows when leaving.
- Call the class roll.
- Advise the principal / fire warden of any missing students, staff, or other occupants.
- Do not leave the evacuation point until clearance to leave is given by the Fire Service
- *The responsibility of whether or not to continue school functions rests with the Board of Trustees, in consultation with the principal.*
- If possible leave a note at the front of the school to inform anyone who comes to the site if the decision has been made to move to the designated emergency shelter.
- If possible inform parents, via the school app, that we have left the school grounds

Should it be unsafe to re-enter the school building after checks are carried out, staff and students should move to the designated emergency shelter.

5. EARTHQUAKE:

Procedures and responsibilities during an earthquake.

All occupants should:

- Remain in the building until the shaking stops.

Staff should:

- Instruct students to take cover
- Keep everyone away from shelves containing heavy objects and large items of furniture
- Keep everyone away from windows
- Reassure students and other occupants.
- Keep everyone indoors until the shaking stops and it is safe to go outside
- If outside, instruct students and others to move clear of buildings, power poles, overhead power lines, banks, and trees.
- Be prepared for after shocks

If a decision is made to evacuate, staff should:

- Reassure students.
- If possible, supervise the evacuation of students to the assembly area.
- If possible, check that all rooms have been evacuated.
- If possible turn off appliances and services.
- If possible close doors and windows.
- Take the attendance register with them
- Call the class roll.
- Advise the principal or other lead person of any missing students, staff, or other occupants.
- Listen to the local radio station for instructions from Civil Defence
- Take advice as offered by Civil Defence
- ***The responsibility of whether or not to continue school functions rests with the Board of Trustees, in consultation with the principal.***
- Leave a note at the front of the school to inform anyone who comes to the site if the decision has been made to move to the designated emergency shelter.

If an earthquake occurs while students are traveling on a school bus, the driver is responsible for their safety until they reach their destination or they are collected by parents. If possible the driver should proceed with caution and keep clear of potential hazards. If the bus is immobilised in an unsafe position, it should be evacuated.

Should it be unsafe to re-enter the school building staff and students should move to the designated emergency shelter.

6. BUS ACCIDENT

In the event of an emergency, other than an accident, involving the school bus

- The safety of all students is paramount.
- Children are to remain seated until directed to move by the driver

In the event of an accident involving the school bus

- The safety of all students is paramount.
- The bus monitors / senior children are to take charge if the driver is unable to
- Once off the bus older children are to direct younger ones to assemble in a safe place. (Well off the road e.g. in a paddock, or a lay by.) They need to continue to supervise them until help arrives and all children travelling on the bus are accounted for.
- If the accident is on a bridge the children need to assemble off the bridge in a safe place
- A senior student is to go to the nearest house or wave down a car for help
- If the driver is injured a senior student should stay with them at all times if it is safe to do so.
- Bus monitors should show initiative, seek help and look after others

7. OTHER EMERGENCIES

For all emergencies there are common and specific procedures to be followed.

Common procedures and responsibilities:

The school should:

- Act on any evacuation warning
- Prepare for possible evacuation

Staff should:

- Contact the nearest Civil Defence Centre if necessary
- Listen to the local radio station for Civil Defence instructions (if possible)
- Reassure students
- Liaise with the principal regarding the possibility of evacuation
- If evacuation is necessary check all school rooms have been evacuated
- If possible turn off all appliances and services (power and water)
- Take attendance registers with them
- Supervise the orderly evacuation of pupils to the emergency evacuation area
- Call the roll at the emergency assembly area and advise the principal of any missing students, staff or other occupants
- Notify parents as soon as possible

Storm force wind and cyclones

Staff should:

- Secure loose items such as rubbish bins, outdoor furniture and play equipment
- Stick tape across large windows
- Ensure students stay inside the strongest part of the building (Middle classrooms)
- Keep students away from windows and doors
- Open windows on the side of the building away from the wind to reduce the possibility of the roof lifting

Electrical Storms

Staff should:

- **If inside** - ensure students stay away from metal and electrical fixtures
- Turn off electrical appliances / computers
- **If outside** - ensure students stay away from trees and get children inside if possible

Volcanic fall out

Staff should:

- Listen to the local radio station for Civil Defence instructions (if possible)
- Contact Civil Defence for advice
- Ensure all students and staff remain inside. Dust masks available in medical cupboard.
- Close windows and doors
- Turn off air conditioning units

- Monitor amount of ash on roof. Roof may collapse under weight of ash. Evacuate building if roof shows signs of sagging
- Ensure that pupils heads and bodies are covered with substantial clothing if needing to evacuate. Try to protect eyes
- Breathe through a handkerchief or piece of material (dust mask)
- Carry a torch even in day time (if possible)
- If possible, cover school buses and staff cars
- Seek advise from Manawatu District Council on how to best clean up and dispose of ash

Flooding

In the event of heavy rain which results in flooding it may be necessary to close the school due to the following:

Slips that block roads
 Bridges being unsafe
 Trees down across roads
 Power failure- no water
 Telephone failure

If flooding is due to burst water pipes, turn of water at the mains if possible

Staff should:

- Contact the nearest Civil Defence Centre if necessary
- Listen to the local radio station for instructions (if possible)
- Reassure students
- Keep students inside out of the weather
- Contacted parents to collect children as soon as possible or to let them know children will be returned home by school bus
- Keep children at school until such time parents are able to collect them

Heavy Snow

In the event of heavy snow it may be necessary to close the school due to the following:

Roads being unsafe
 Slips that block the roads
 Trees down across roads
 Power failure- no water

Staff should:

- Listen to the local radio station for instructions (if possible)
- Reassure students
- Keep students inside out of the weather
- Contacted parents to collect children as soon as possible or to let them know children will be returned home by school bus
- Keep children at school until such time parents are able to collect them

SUSPICIOUS PACKAGE OR LETTER (ANTHRAX— white powder or similar)

Staff should

- Isolate package or letter.
- Note the location of the package and a description of it, including any markings
- Do not touch, shake, open, or attempt to move the package
- Check the addressee and see if they were expecting a package
- Call police on 111 and advise them of the circumstances, the description of the package and its location.
- **DO NOT** use a cellphone or other radio device near the package
- Take advice from police in whether to evacuate the building/school

If you open a letter or package that contains white powder

Staff should

- Put gloves on and place the letter/package in a plastic bag
- If hands or any part of the body had any contact with the powder wash with soap and water

If contents spilled

Staff should

- NOT clean up or wipe spilt contents
- Avoid breathing the powder
- **Not** clean it up but should isolate the area
- Switch off air conditioning
- Wash hands with soap and water
- Seal the letter or package in a plastic bag
- Evacuate the area
- Note those who were in the immediate area
- Call the fire brigade on 111 and follow their instructions

If contents spilt on clothing

Staff should

- Select a room for changing
- Remove clothing and place in a plastic bag
- Shower with soap and hot water
- Change into other clothes

Chemical spill / Gas Accident

Staff should:

- Move all people in the vicinity to a safe area
- Follow the advice of the emergency services
- Go into **Lockdown** if advised by emergency services
- If and when directed by emergency services evacuate to the designated emergency shelter
- Consider how students and staff will be able to safely leave the school after finishing time if the spill has not been made safe by then

The New Zealand Fire Service are normally the first responders to any chemical accident, therefore the Kimbolton School principal would be advised on the appropriate action to be taken by Fire Service Personnel, or the Manawatu District Council's Dangerous Goods Inspector.

BOMB THREAT

Staff should

- Assess the situation - what was said? (Complete Police Bomb Threat Checklist)
NEXT PAGE

- Call police even if it is considered to be a hoax
- Follow police instructions to evacuate the site

Bomb threats

Keep calm. Do not hang up. A dialogue with the caller is important as information that may be gleaned from the caller can help assess the current situation and help police with further inquiries.

Let the caller talk, ask the questions as the opportunity arises and avoid being confrontational

Questions	Answers		
When is the bomb going to explode?			
Where is the bomb?			
What does the bomb look like?			
What kind of bomb is it?			
What is the explosive type and quantity?			
Why did you place the bomb?			
What is your name?			
Where are you?			
What is your address?			
Exact wording of the threat:			
The Caller			
Sex:	<input type="checkbox"/> Male <input type="checkbox"/> Female		
Estimated age:			
Any speech impediment (specify):			
Accent (specify):			
Voice- loud – soft etc:			
Speech – fast – slow etc:			
Manner, calm emotional etc:			
Did you recognise the voice?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If so who do you think it was?			
Was the caller familiar with the area?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Threat Language			
<input type="checkbox"/> Well spoken	<input type="checkbox"/> Irrational	<input type="checkbox"/> Message read by caller	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Incoherent	<input type="checkbox"/> Taped	<input type="checkbox"/> Abusive	
Any background noises?			
<input type="checkbox"/> Street noise	<input type="checkbox"/> Aircraft	<input type="checkbox"/> Music	<input type="checkbox"/> Vehicle
<input type="checkbox"/> House noise	<input type="checkbox"/> Voices	<input type="checkbox"/> Machinery	<input type="checkbox"/> Other: _____
Call taken			
Date: ___/___/___	Time:	Length of call:	Number called:

This checklist for bomb threats should be kept by the phone. Staff who would normally answer the phone should be briefed on the questionnaire to ensure some familiarity with it. A pre-printed version of the check list is available from police and may be preferred over this list for convenience.

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Trespasser on the school grounds

Only follow this process if it is clear that the trespasser does not come under the category of Violent Intruder

Trespassing is where a person enters the school and either:

- does not have permission to be there, or
- their behaviour is such that the school would not give permission for them to be there.

Incident type	Response actions (as appropriate)
Become aware that there is a trespasser on the property.	<input type="checkbox"/> Notify the principal or other staff member of the description, location and activity of the trespasser.
	<input type="checkbox"/> Assess the nature of the trespasser: benign or aggressive (if aggressive – follow the violent intruder process).
	<input type="checkbox"/> Ensure the classrooms are kept secure.
	<input type="checkbox"/> Greet the trespasser, advise them who you are, and ask them why they are there. Whenever possible, ensure that you have a colleague with you.
	<input type="checkbox"/> If the reason for the visit appears legitimate, take the person to the office where the reasons for the visit can be dealt with.
	<input type="checkbox"/> If the reason for the visit is not legitimate, explain that they have to leave the premises.
	<i>If the person leaves when requested they are no longer considered a trespasser.</i>
If the trespasser refuses to leave when requested	<input type="checkbox"/> Explain that staff will have to call the police.
	<input type="checkbox"/> If the trespasser still refuses to leave ask colleague to call the police.
	<input type="checkbox"/> If it is safe, stay with the trespasser until the police arrive.
	<input type="checkbox"/> If the trespasser gives any indication of violence walk away (if possible keep the trespasser under observation from a safe distance until police arrive).
	<input type="checkbox"/> When police arrive update them on the situation.
Follow-up actions	<input type="checkbox"/> Ensure the incident is documented and filed (including providing a report to police).
	<input type="checkbox"/> Advise the Ministry of Education regional office (which can help you access the Traumatic Incident team if required).
	<input type="checkbox"/> Consider: <ul style="list-style-type: none"> • debriefing staff on the incident and assess if your Emergency Management process worked correctly or needs amendments. • debriefing students if the incident was a public one to prevent rumours and speculation.

Note: There is no authority under the Trespass Act 1980 for the occupier to physically eject the person from the premises. If a trespasser refuses to leave when requested, he or she should be told that the police will be called. The police have the option to arrest and charge the person with an offence, however they will assess each incident and take what they think is appropriate action.

As well as the process under the Trespass Act, the Education Act 1989, section 139C makes it an offence to intentionally insult, abuse, or intimidate a teacher or other member of staff on school premises.

Bomb threats

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Serious injury or death

All schools need to be prepared and know how to manage a traumatic incident involving death or serious injury. The sudden death (or serious injury) of a child, young person, staff member or family/whānau member has the potential to create significant dangers or risks to the physical and emotional wellbeing of children, young people and people within a community.

The event also has the potential to cause sudden and/or significant disruption to the effective operation of a school and their community. If the aftermath is poorly or insensitively handled, it can impact on those affected and attract adverse media or public comment.

	Response actions (as appropriate)
Death / serious injury occurs at school	<input type="checkbox"/> Ensure your own safety. Assess area for danger (eg: live wires, poisonous substances etc)
	<input type="checkbox"/> Do not assume death has occurred – give immediate first aid
	<input type="checkbox"/> Call emergency services
	<input type="checkbox"/> Notify the Principal; isolate and contain the area.
Action after medical personnel have taken over	<input type="checkbox"/> Principal to advise (as soon as possible): <ul style="list-style-type: none"> • school management team and staff • board and chair
	<input type="checkbox"/> Consider accompanying police to advise parents.
	<input type="checkbox"/> Advise the Ministry of Education Trauma Incident Team on 0800 84 83 26. This team will help guide you on managing the response (including how to advise students, arrange counselling etc.)
	<input type="checkbox"/> Complete incident form with all known details
	<input type="checkbox"/> Ensure the designated media person for the school is fully briefed

If the death or serious injury occurs outside of school, follow the appropriate steps noted above.

Online resources

Visit the Ministry of Education website to assist in managing this type of response:

www.minedu.govt.nz/EmergenciesTraumaticIncidents

Traumatic Incident Team

Contact the Ministry of Education Traumatic Incident team on 0800-TI TEAM / 0800 84 83 26

Missing child

All instances of a child going missing from a school have to be treated urgently and steps taken to find the missing person or confirm their safe whereabouts.

There can be many reasons and associated dangers for a missing child including:

- the proximity of dangerous hazards to the school
- the possibility of an abduction
- the possibility that the student has been picked up by a parent or caregiver
- the child has decided to leave school for the day
- the child has felt unwell and simply gone home.

Until the child has been found or confirmed in a safe location, action must be taken to locate them.

	Response actions (as appropriate)
Information or notification that a child / student is missing	<input type="checkbox"/> Confirm: <ul style="list-style-type: none"> • that the person had been present at school at some time during the day, and if so; • when they were last seen
	<input type="checkbox"/> Notify Principal and staff
	<input type="checkbox"/> Search the school.
If child or student is found	<input type="checkbox"/> If the child is found injured or ill, call for medical assistance if required.
	<input type="checkbox"/> Notify principal and other searchers.
	<input type="checkbox"/> Establish what happened and complete incident report
	<input type="checkbox"/> Arrange for the child's parents or caregivers to be advised
If child or student is not found	<input type="checkbox"/> Notify the police immediately if unable to locate the child
	<input type="checkbox"/> Notify the parents / caregivers immediately if unable to locate the child

8. TERRORISM

DANGEROUS PERSON

Staff should

- Remain calm
- Contact the Police Feilding 323 6363 or 111 at the first possible opportunity
- Try to focus the offender away from the pupils

LOCKDOWN RECOMMENDATIONS - SCHOOLS

RUN

If you can identify the threat and it's safe to do so, flee the danger via a predetermined or improvised exit route.

Move quickly and decisively.

Leave your belongings behind. (but take cell phone)

Encourage those around you to leave with you but don't let them slow you down with indecision.

If others insist on staying, leave them.

Do not stop to assist incapacitated victims.

Prevent others from entering the danger area.

Move to a safe area.

Call 111 when you are safe.

Note:

Staff are encouraged to go through the mental process of planning what action they would take in the event of an Active Armed Offender Incident and then practicing their plan.

Practicing their plan is encouraged to highlight advantages and disadvantages that their unique environment presents and to allow them to refine and embed the process.

Plan for an alternate exit point/s.

Make a decision and move with a purpose.

Also highlight the fact that traditional norms and boundaries don't apply in an event of this kind for example, windows etc. should not be a barrier to effecting an escape, smash them if necessary.

HIDE

If you can't get away from the danger, or don't think flight is prudent, hide and barricade.

Identify a safe room that can be locked and has no or few windows.

Lock the door.

Barricade the door if possible using resources available to you.

(Desks, chairs, computers etc.)

Turn off the lights.

Close curtains / blinds, cover windows.

Stay out of sight, stay calm and still.

If there is no cover from view stay below the windows to minimize view in.

Cell phone on silent not vibrate.

If you can't secure the room, hide behind / under objects that will conceal your location.

Your hiding place should be out of the offenders view, provide protection, not trap you or restrict your options.

Contact Police.

Do not come out until you are certain it is safe. The police will advise.

Note:

Communication to Police needs to be concise and clear.

Don't assume someone else has informed Police.

Don't make phone calls if it will reveal your position to the offender.

Prior preparation and awareness of resources available to you is essential.

Be aware of resources for improvised barricades and weapons etc.

Stay calm, keep others calm.

Do not come out of your hiding place until you are absolutely sure that it's safe to do so.

FIGHT

Last resort if you cannot flee or hide.

If your life is at risk.

Work as a team if you are with others.

Use weapons of opportunity.

Act with aggression, commit to your course of action.

Disarm and incapacitate the offender.

When possible

- Call 111
- Provide details of the situation
- Provide details of any casualties
- Describe any weapons, number of shots etc.
- Description, and location , and identity of offender if known

Traumatic incident Teams will provide support

Only staff or BOT member with authority to do so, will liaise with the Media. The Ministry of Education will provide guidance.

Monitor well being of students and staff

9. POST- DISASTER PLAN

It is essential that the safety and welfare of students and staff is maintained in a post-disaster situation.

In addition to the procedures already covered in this booklet, the following Post-Disaster procedures will be complied with.

The re occupation of buildings after an emergency evacuation should not commence until the principal and Board of Trustees Chairperson (or BOT member designated such responsibility) are satisfied that all rooms are safe for immediate re-occupation. If a fire the fire brigade have advised that it is safe to return.

- Staff and students to remain in assembly area until advised to move.
- Staff will administer first aid to any injured persons until help arrives. **In a major emergency this may take some time.**
- Staff will check safety of the buildings for
 - any obvious cracks in the walls
 - dislodged bookcases or fittings which could fall in any earthquake after shocks
 - leaks in water pipes
 - breaks or blockages in sewage drains and fittings
 - breaks in electrical wiring (these can cause fires)
 - any fires which have not been completely extinguished
- If appropriate - as soon as possible Civil Defence in Feilding will be contacted via radio (located in the School Office)
- All students are to remain at school or the other designated area under staff supervision until uplifted by a parent / caregiver or guardian. Sending students home would usually be decided in consultation with the BOT chairperson or if unable to be contacted the closest available BOT member. Adults up lifting children **MUST** be approved by the parent and must sign the

EMERGENCY RELEASE SHEET

- Any students who cannot be uplifted or who cannot be taken home by normal means will remain in the care of staff, Board of Trustees members, or designated parents.
- Civil Defence may undertake to provide for the welfare and return of students stranded at the school.
- The Board of Trustees may designate a member to assist staff with supervision of the children and checking of buildings for safety.
- The Board of Trustees acknowledge that in the event of a large scale emergency (e.g. earthquake) staff members may also have family commitments which may need to be addressed. In this instance Board of Trustees members may designate extra supervisors to care for pupils so staff can be released to attend to personal situations.
- It may be necessary to listen to local radio stations to receive all Civil Defence messages / warnings

Conservation of water:

Water is precious, especially in an emergency and should be conserved. Water will be saved in tanks and cisterns, and if possible water mains will be turned off to prevent water loss from any damaged mains. Emergency water supplies are kept in the pump shed and should be boiled for three minutes prior to drinking.

Building Inspection by engineers or architects:

If there appears to be any structural damage to school buildings, the principal and the chairperson of the Board of Trustees shall arrange for a qualified professional person, in consultation with the Ministry of Education, to inspect the buildings to determine whether they are safe for immediate re-occupation.

The necessary procedures and funding arrangements for structural damage will be by consultation with the Ministry of Education.

Sending Students Home:

Any decision to send students home following an emergency must be made by the Board of Trustees Chairperson or Deputy Chairperson in consultation with the principal.

If no BOT member can be contacted the principal will make the decision in consultation with other staff members. In reaching this decision the following will be considered:

- Students should not be released until it is safe to travel
- Following an earthquake roads may be impassable making it difficult for pupils to reach their homes
- Students should be kept at school until collected by a parent, guardian, or caregiver
- The school should keep a list of people authorised by parents or guardians to collect students after an emergency
- Accurate records need to be kept of pupils names and the name of the person collecting them
- No student should be released unless the name of the parent or guardian who has collected the student has been recorded as assuming responsibility for that child
- Students should not be left to find their own way home
- Students whose parents or guardians are not available to collect them shall be kept at school

Students who normally travel by school bus:

Depending on the situation students who normally travel by school bus may be released (once parents/ guardians have been contacted and are known to be at home) into the care of the school bus driver to return home if reports indicate that the roads are passable.

A record of all students travelling by bus must be kept.

Parents and guardians should be informed about where and when students are to report for the resumption of classes. This could be through the media, by newsletter by telephone or via the School App

The return of students to school should be delayed until any damaged areas have been made safe and any remaining damaged areas have been adequately sealed off.

10. REFERENCES:

Emergency Procedures – Guidelines for Schools M.O.E.

Emergency Procedures and Responsibilities M.O.E.

Planning and preparing for emergencies and traumatic incidents

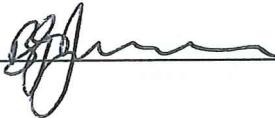
REMEMBER:

The first priority in an emergency is the protection of life and the prevention of injury

The second priority is the protection of property.

This Kimbolton School Emergency Plan has been approved by:-

Principal: 

Board of Trustees Chairperson: 

School contact list – Last updated: May 2018

Replace this list with your staff list if more appropriate.

Position	Name	Day Contact details	After hours Contact details	Comment
		land line and mobile	land line and mobile	Note if staff member is a first aid holder
Principal	Linda Campbell	06 328 5880 027 333 4493	06 323 3836 027 333 4493	Yes
Deputy Principal	Kirsty Early	06 328 5880	06 323 2452 021 122 0961	Yes
Chairperson, Board of Trustees	Bruce Jensen	0211797177	021 179 7177	
Property, Board of Trustees	Tony McIntyre	0272607000	06 328 5008 027 260 7000	Yes - Fire Chief
Teaching staff	Vanessa Wasley	06 328 5880	06 323 2142 021 225 3339	Yes
Teaching staff	Jennifer Black	06 328 5880	06 328 5900	
Teaching staff	Jo Loveridge	06 328 5880	027 475 6777	Yes
Teaching staff	Heidi Morton	06 328 5880	06 328 5772	Yes

Emergency contact plan – parents and caregivers

In any emergency event, you will need to contact parents and caregivers to advise them of the situation, and advise how they can collect their child(ren).

Our emergency contact plan for parents and caregivers

- Parents will be advised via School App or phone – phone tree to operate if needed
- Student list detailing who is authorised to collect children, who has collected them etc. is located in the main office and on the emergency clip board kept on the floor just inside the principal's office. This must be signed
- If a child has a cellphone at school and they have used it to contact parents they MUST advise their teacher they have done so

Our role in a Civil Defence emergency

Civil defence preparedness for ECEs and schools generally falls into two categories:

- Ensuring the safety of students and staff at school during a civil defence emergency
- Helping the wider local community during a civil defence emergency, as part of a response coordinated by the local territorial authority.

The local Civil Defence and Emergency Management Group will provide advice if your school/ECE is designated as a civil defence centre.

Our role in a Civil Defence emergency

Kimbolton School is a Civil Defence Centre

EMERGENCY RELEASE LIST

***No child is to leave after an emergency without obtaining the collecting adults signature**
(children should leave with their own family member if possible)

Room 1

Name	Caregiver Name	Emergency Phone No	Collected By Parent (permission obtained if possible)	Authorised to Collect Child	Signed (parent)	Signed (school rep)	Date
Bowness-Poi Navara	Gina-Lee Bethene	020 466 4669		David Middleton			
Clifton Cohen	Naomi & Andrew Clifton	027 222 7973		Greg or Petrena Clifton			
Clifton Keeliarn				Nora or Stu Clifton			
Coleman Lane	Dinah & Dan Coleman	027 685 4263		Dinah or Dan Coleman			
Henricksen Nate	Gill & Daniel Henricksen	027 701 7290		Jean Coleman			
Hetet Maria	Nikita & Darcy Hetet	0274 735 189		Kate Fannin			
Jacques Hunter	Fiona & Shane Jacques	027 950 5489		Marcia Gresham			
Jennett Jayde	Sally Hughes & Kyle Dodds	027 345 9675		Greg or Petrena Clifton			
Jensen Darcy	Bronwyn & Bruce Jensen	021 0221 4826		Brett or Jenni Walker			
Loveridge Georgia	Jo & Shane Loveridge	027 475 6777		Maia Karl			
Matthews Pheonix	Jessica Hill & Dean Wildbore	027 884 9356		Jackie Karl			
Pepper Elyah	Sue-Anne Pepper	020 4039 0119		Carey (Maia's partner)			
Tiopira Leana-Lee	Christine Hickland & Tipene Tiopira	020 4088 6277		Linda Etherington			
				Debra Jacques			
				Laurel Bond or Glen Etherington			
				Nobody other than caregivers			
				Debbie Coleman			
				Berence Jensen			
				Colleen Jensen			
				Mary Loveridge			
				Noelene Eastwood			
				Tasha Buckman			
				Tasha Buckman			
				Rory Matthews (Dad)			
				Beverley Pepper			
				No Authorisation			
				Sagato Jefferey Paulo			
				Pepe Hickland			
				Mike Hickland			
				Alayna Bell			

EMERGENCY RELEASE LIST

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(children should leave with their own family member is possible)

Room 2

Name	Caregiver Name	Emergency Phone No	Collected By Parent (permission obtained if possible)	Authorised to Collect Child	Signed (parent)	Signed (school rep)	Date
Bell Aubrey	Alayna & Mark Bell	020 4086 3714		Christine Hickland Matthew Redshaw Natasha Hunt			
Booth Bella	Dee Murphy & Chris Young	021 038 0702		Tui Booth (Nan) Glenys Murphy (Nana) Bronwyn & Bruce Jensen No Authorisation Penny Booth			
Early Milla	Kirsty & Paul Early	021 122 0961		Lyndsey or John Hodgson			
Graham Oceana	Katrina & Geoff Graham	027 330 0707		Tammy - 021 1332762 Fleur - 021 1521241			
Holdaway Sam	Lucy & Dave Holdaway	027 651 2274		Wendy MacDonald Ange or Scott Wilson Tiffany Angove Erin Bailey			
Morton Charlie	Heidi & Stu Morton	027 630 1922		Julia Wisnowsky Fiona or Andrew Morton			
Rolston Riley	Gerasa Rolston	027 910 1981		Kim or Barry Rolston Taylor Rolston			
Wilson Eddie	Ange & Scott Wilson	021 689 435		Faith or Rodney Wilson Lucy or Dave Holdaway			
Wood Lily	Philippa Wood	027 355 4195		Terence Davis			

EMERGENCY RELEASE LIST

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Room 3

Name	Caregiver Name	Emergency Phone No	Collected By Parent (permission obtained if possible)	Authorised to Collect Child	Signed (parent)	Signed (school rep)	Date
Bell Lily	Alayna & Mark Bell	020 4086 3714		Matthew Redshaw Natasha Hunt			
Buckman Marshall	Tasha & Kevin Buckman	027 9146 102		Sam Hill Carla Skinner Jessica Hill			
Clifton Olivia	Petrena & Greg Clifton	0274 582 680		Naomi or Andrew Clifton Nora or Stu Clifton Gill or Daniel Henricksen			
Coleman Georgia	Dinah & Dan Coleman	027 685 4263		Jean Coleman Kate Fannin Marcia Gresham			
Early Hugo	Kirsty & Paul Early	021 122 0961		Lyndsey Hodgson John Hodgson			
Etherington Dylan	Laurel Bond & Glen Etherington	021 237 5160		Linda Etherington Dee Murphy Fiona or Shane Jacques			
Hawkins Jack	Aimee & Jason Hawkins	021 074 2543		Shirley or Terry Hawkins			
Henricksen Flinn	Gill & Daniel Henricksen	027 701 7290		Petrena or Greg Clifton Jenni or Brett Walker			
Hislop Amelia	Caro Haack	021 280 4696		Vaughan Shannon Sue Hendra Dave Hislop			
Innes Brodie	Aaron Innes	027 679 4339		Kate Innes			
Jacques Bonnie	Fiona & Shane Jacques	027 950 5489		Linda Etherington Debra Jacques Laurel Bond/Glen Etherington			
Jensen Noah	Bronwyn & Bruce Jensen	021 0221 4826		Debbie Coleman Berenice Jensen Colleen Jensen			
King Tyla	Tracy deRidder	027 392 8540		Steven King Shirley Hawkins Amanda Hames-Baker			

EMERGENCY RELEASE LIST

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ROOM 3

(children should leave with their own family member if possible)

Name	Caregiver Name	Emergency Phone No	Collected By Parent (permission obtained if possible)	Authorised to Collect Child	Signed (parent)	Signed (school rep)	Date
Lammas-Martin Danni	Tania & Matt Martin	027 3111 190		Wendy MacDonald Julie Manning Charmaine Francis			
Looney Keira	Megan Power	021 111 9615		Maurice Looney Bill or Jenny Power Lynnie Galloway Tracy de Ridder or Paul Cairns			
MacDonald Lucas	Wendy & Paul MacDonald	027 328 4799		Ruth McIntyre Loren McIntyre Cat Sorenson Tania Lammas-Martin			
McIntyre Wade McIntyre Holly	Loren & Tony McIntyre	027 848 9159		Denise Jamieson Ruth McIntyre MacDonald or Keates family			
Manning Laura	Charmaine Francis	022 188 4495		Craig Manning Karoline Francis Caro Haack			
Morton Archie	Heidi & Stu Morton	027 630 1922		Julia Wishnowsky Fiona & Andrew Morton			
Morton Ashleigh	Fiona & Andrew Morton	027 4576 505		Heidi Morton Stu Morton Marcia Gresham			
Newton Petra	Deborah Wills & Ian Newton	027 656 8855		Peter Wills Wendy Tiller			
Pearson Isaac	Joy and Neil Pearson	027 482 8605		Rita Gorniot Jim Gardner			
Rooney Ellen	Ruth & Paul Rooney	027 2212 491		Jennifer Black Marlene Corpe			
Tiller Madison	Wendy Tiller	027 956 5318		Roz Newman Deborah Wills			
Wasley Sarah	Vanessa & Paul Wasley	021 225 3339		Raewyn Banner Jennifer Wasley			

EMERGENCY RELEASE LIST

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(children should leave with their own family member if possible)

Room 3

Name	Caregiver Name	Emergency Phone No	Collected By Parent (permission obtained if possible)	Authorised to Collect Child	Signed (parent)	Signed (school rep)	Date
Bell Lily	Alayna & Mark Bell	020 4086 3714		Matthew Redshaw Natasha Hunt			
Buckman Marshall	Tasha & Kevin Buckman	027 9146 102		Sara Hill Carma Skinner Jessica Hill			
Clifton Olivia	Petrena & Greg Clifton	0274 582 680		Naomi or Andrew Clifton Nora or Stu Clifton Gill or Daniel Henriksen			
Coleman Georgia	Dinah & Dan Coleman	027 685 4263		Jean Coleman Kate Fannin Marcia Gresham			
Early Hugo	Kirsty & Paul Early	021 122 0961		Lyndsey Hodgson John Hodgson			
Etherington Dylan	Laurel Bond & Glen Etherington	021 237 5160		Linda Etherington Dee Murphy Fiona or Shane Jacques			
Hawkins Jack	Aimee & Jason Hawkins	021 074 2543		Shirley or Terry Hawkins			
Henricksen Finn	Gill & Daniel Henricksen	027 701 7290		Petrena or Greg Clifton Jenni or Brett Walker			
Hislop Amelia	Caro Haack	021 280 4696		Vaughan Shannon Sue Hendra Dave Hislop			
Innes Brodie	Aaron Innes	027 679 4339		Kate Innes			
Jacques Bonnie	Fiona & Shane Jacques	027 950 5489		Linda Etherington Debra Jacques Laurel Bond/Glen Etherington			
Jensen Noah	Bronwyn & Bruce Jensen	021 0221 4826		Debbie Coleman Berenice Jensen Colleen Jensen			
King Tyla	Tracy deRidder	027 392 8540		Steven King Shirley Hawkins Amanda Hames-Baker			

EMERGENCY RELEASE LIST

***No child is to leave after an emergency without obtaining the collecting adults signature**
 (children should leave with their own family member if possible)

Room 4

Name	Caregiver Name	Emergency Phone No	Collected By Parent (permission obtained if possible)	Authorised to Collect Child		
Newton Rose	Deborah Wills & Ian Newton	027 656 8855		Peter Wills Wendy Tiller		
Poi Nikora	Alisha & Tyrone Poi	027 473 5245		Nikita Karl Darcy Hetet Jackie Karl		
Sablerole-Stone Will	Ben Sablerolle	0274 953 327		Meg Stone		
Wilson Henry	Angela & Scott Wilson	021 689 435		Faith & Rodney Wilson Roz Newman Lucy or Dave Holdaway		

External contact lists – last updated:

Where possible include a primary and alternate number.



Emergency services contact information

Police, Fire, Ambulance	111
Police (local station)	Phone 021 191 4589 (Mark Dickins)
National Poison centre	Urgent line 0800 764 766 Non-urgent 03 479 7284
Med Centre	Name: Feilding Medical Centre Address: 7 Duke Street, Feilding Phone 323 9696



Essential government contact information

Ministry of Education	National Office (04) 463 8000 Traumatic Incident Team 0800 TI Team (0800 848 326) Contact Centre 0800 225 580
Ministry of Education media advice and assistance	Point of contact Senior Media Advisor, Communications Group Phone 04 – 463 8000
Child, Youth and Family (CYF)	0508 326 459
Local council	Phone 323 0000



Essential utility contact information

Power company	Account number Phone
Gas company	Account number Phone:
Electrician	
Builder / handyman	
Plumber	

