



# Emergency Management Plan

## Winton School

Address	16 Eglinton Street, Winton, 9720
Contact details	Phone: 03 236 7238 Fax: 03 236 7258 Email: admin@winton.school.nz Website: www.winton.school.nz
School Emergency contacts	Principal: Steve Wadsworth Mobile: 021 154 3361 Deputy Principal: Craig Tucker Mobile: 027 322 6686
	Presiding Member: Cameron Davis Mobile: 021 359933
Radio	Our local station for emergency information is: MORE FM 89.2
Reviewed	March, 2022
Next review	March, 2024

## Introduction

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This Emergency Management Plan outlines how Winton School will respond in the event of an emergency.

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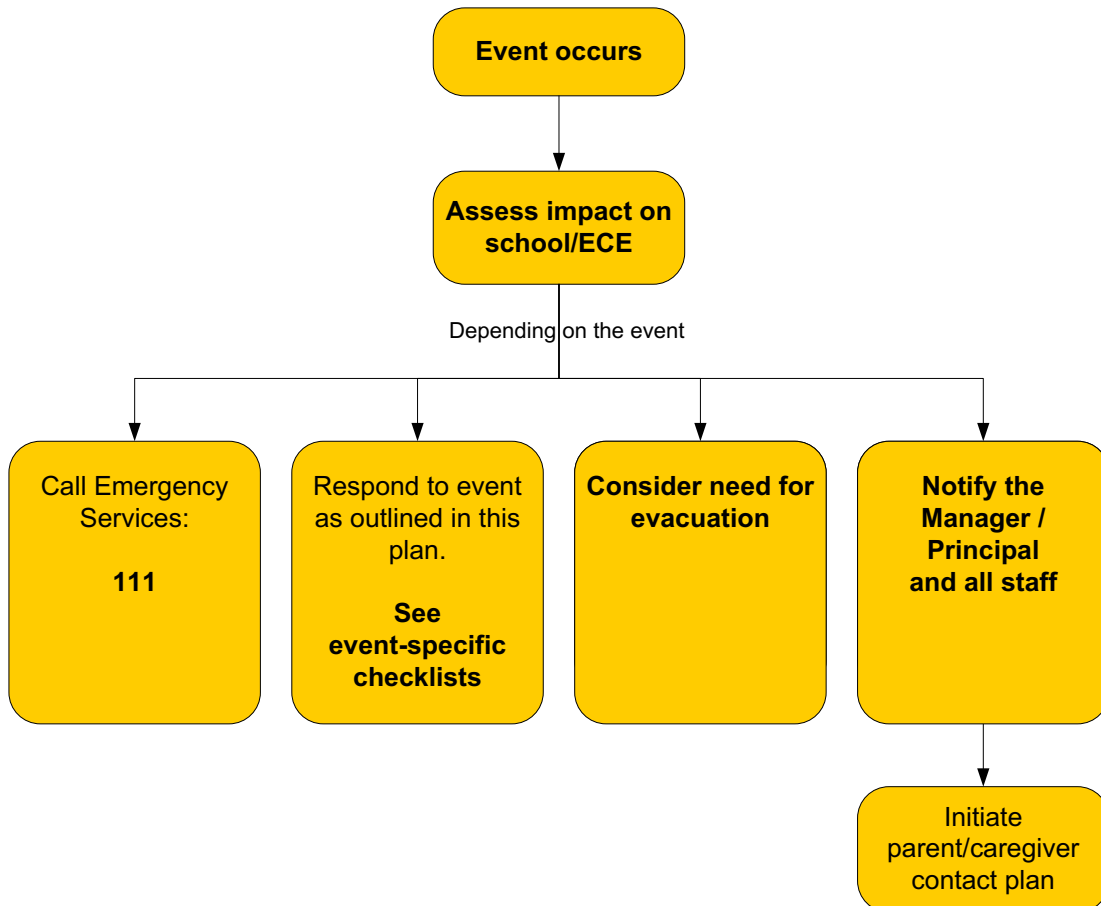
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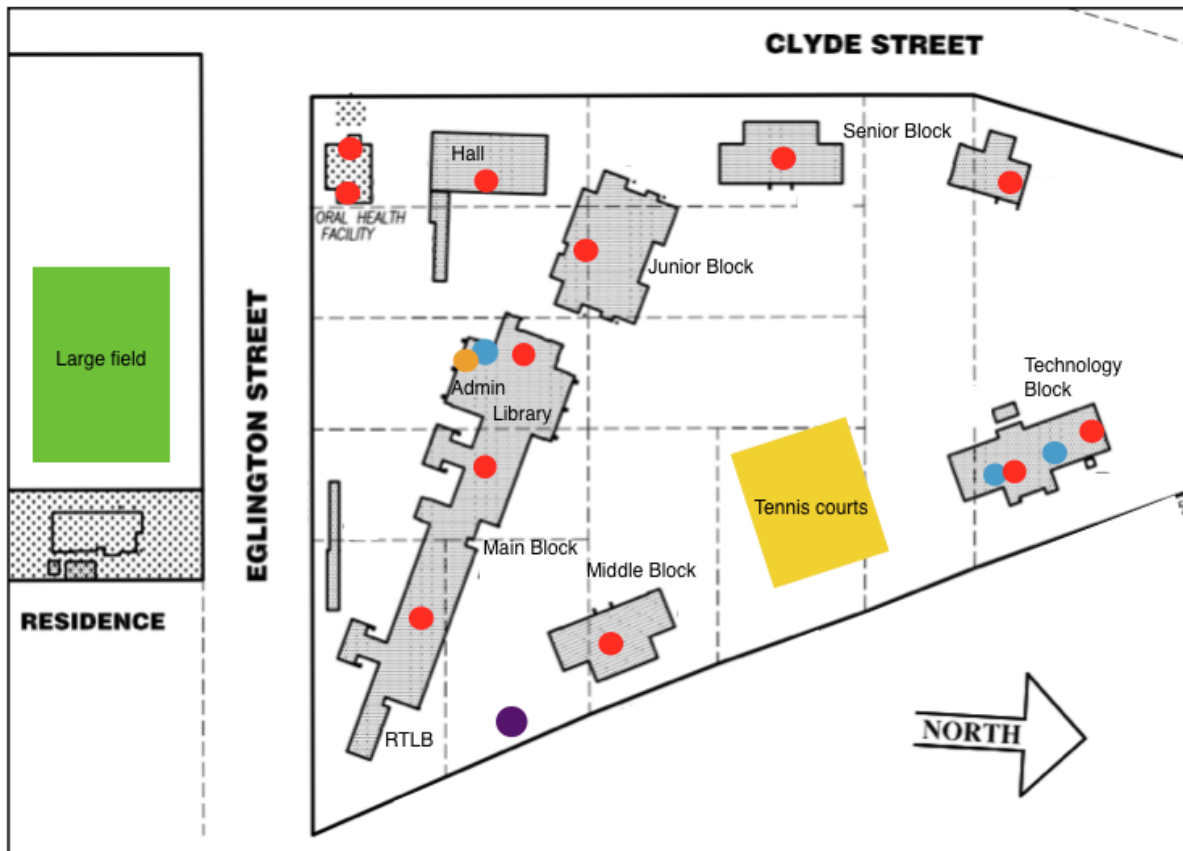
## Basic emergency response process

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While every event is unique, there are some basic steps we will follow when responding to any emergency, which are outlined below:



# Site map



## KEY

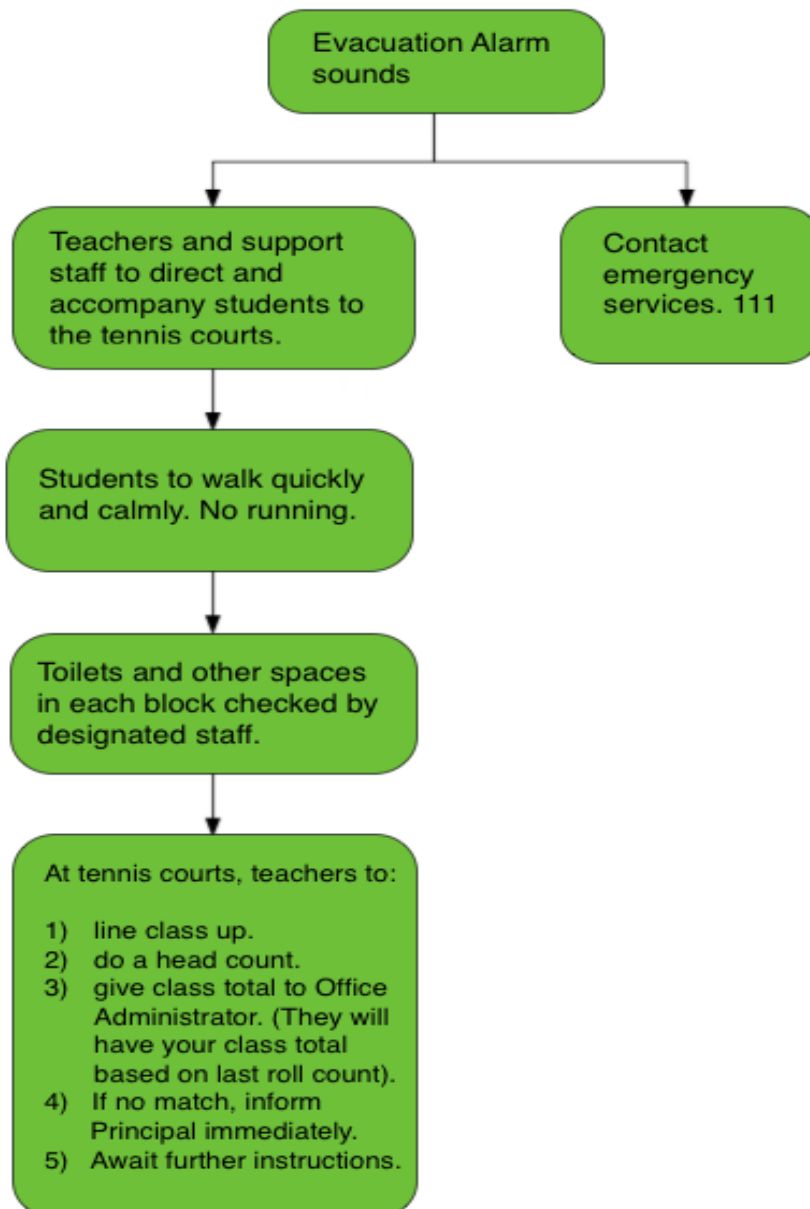
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|---|--|
|  Evacuation Assembly Area (tennis courts)        |  First Aid Kits   |
|  Off site Evacuation Assembly Area (large field) |  Water Main       |
|  Fire Extinguishers                              |  Main switchboard |

## Evacuation

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Evacuation of classrooms and buildings 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.

### Evacuation Procedure



#### Alternative evacuation area:

Depending on the nature of an event eg, bomb threat, fire or chemical spill, instructions may be given for the school to assemble on the large field opposite the main school entrance. In this instance, staff and students will be directed from the tennis courts, out on to Great North Road and down to the large field.

## **Emergency contact plan – parents and caregivers**

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In any emergency event, we 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:**

If the school is to be closed, the Principal will ensure that parents/caregivers are informed of the need to collect pupils via messaging service.  
As parents/caregivers collect pupils, teachers, or the office, depending on the nature of the event, will mark the roll accordingly.  
No pupils will be released other than to a parent/caregiver or other approved adult.  
Teachers will remain at school until the Principal approves their departure.  
If it becomes essential to move pupils from the school site, a large notice will be left to indicate the new location of staff and pupils.

## **Our role in a Civil Defence emergency**

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Civil defence preparedness for 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.

### **Our role in a Civil Defence emergency**

Winton School, at this point in time, is not designated as a civil defence centre for the local community.

Our priority is to ensure the safety of students and staff.

## External contact lists – last updated: March 2022

Where possible include a primary and alternate number.



### Emergency services contact information

Police, Fire, Ambulance	111
Police (local station)	Phone: 03 236 6060
National Poison centre	Urgent line: 0800 764 766 Non-urgent: 03 479 7284
School doctor	Name: Eileen Ryan (Health Nurse)  Phone: 03 248 7997 Mobile: 027 446 3707
Med Centre	Name: Winton Medical Centre Address: Great North Road, Winton Phone: 03 236 7444 Mobile:



### 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)	Phone: 0508 326 459
Local council	Phone: 0800 732 732
Local Emergency Management office/group	Point of contact: Emergency Management Southland Phone 03 2115252



### Essential utility contact information

Power company	Account number: 500015338 & 500015391 Phone: 0800 20 9000
Electrician	Lodge Electrical 03 236 8383
Caretaker	Trevor Dyer 027 2479330
Builder / Handyman	Paul Warren 027 550 5718
Plumber	Ian Goodman 027 433 0986

## External contact lists – last updated: June 2022

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### Essential security contact information

Alarm monitoring	Everlert 03 214 6224
Fire alarm/equipment maintenance	Wormald 03 215 8113



### Other miscellaneous contact information

Other	Contact details
Bus company / Transportation	Go Bus 03 218 7108
Insurance	Crombie Lockwood 03 218 8994



### Local ECE services/schools contact information

Other schools/ECEs in local area	Contact details
School : St Thomas Aquinas	Point of contact: Teresa Jarvis Phone 03 236 8261 Mobile 027 404 8841
School : Central Southland College	Point of contact: Grant Dick Phone 03 236 7646 Mobile 021 425 196
ECE : WEKA Preschool	Point of contact: Rochelle Robins Phone 03 236 7393
ECE : Winton Kindergarten	Point of contact: Phone



## Fire

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This checklist outlines what to do in the event of a fire.

	Response actions (as appropriate)
<b>Discovery of a fire</b>	<input type="checkbox"/> Activate the fire alarm.
	<input type="checkbox"/> Office Manager or relevant staff member to ring 111.
	<input type="checkbox"/> If safe to do so, extinguish the fire.
<b>On hearing the alarm</b>	<input type="checkbox"/> Evacuation Procedure: Teachers and support staff to direct and accompany students to the tennis courts (evacuation assembly point).
	<input type="checkbox"/> Students to walk quickly and calmly. No running. Avoid panic.
	<input type="checkbox"/> Ensure students / visitors with disabilities are assisted.
	<input type="checkbox"/> Ensure any visitors are included in the evacuation.
	<input type="checkbox"/> Designated staff to check the toilets and other spaces in each block.
	<input type="checkbox"/> At the tennis courts, teachers to line class up, do a head count and report number of students to Office Manager.
	<input type="checkbox"/> If there is not a match, inform the Principal immediately.
<b>Returning to the building(s)</b>	<input type="checkbox"/> Do not return to the building(s) until given the all clear by the Fire Service.
	<input type="checkbox"/> Inform Board Presiding Member of emergency.
<b>Ongoing operations following a fire</b>	<input type="checkbox"/> The continuing operation of the school will be determined by the nature of the fire and the availability of resources such as buildings, staff, employees and other resources.
	<input type="checkbox"/> The responsibility of whether or not to continue school functions rests with the Board of Trustees, in consultation with the Principal and the Fire Service.

# Earthquake

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This checklist outlines what to do in the event of an earthquake.

	Response actions (as appropriate)
<b>During an earthquake</b>	<input type="checkbox"/> If indoors: <ul style="list-style-type: none"> <li>• <b>Drop</b>, take <b>cover</b> under a desk or table and <b>hold</b> onto the legs until the shaking stops.</li> <li>• Protect your head and neck with your arms.</li> <li>• Keep away from shelves containing heavy objects and other large items of furniture.</li> <li>• Keep away from windows.</li> <li>• Stay indoors until the shaking stops and it's safe to go outside.</li> </ul>
	<input type="checkbox"/> If outside: <ul style="list-style-type: none"> <li>• Move no more than a few steps away from buildings, trees, etc then <b>drop, cover and hold</b> until the shaking stops.</li> <li>• Students to stay in the school grounds until a teacher comes to get them.</li> <li>• Keep away from buildings, trees and power lines.</li> </ul>
<b>When the shaking stops</b>	<input type="checkbox"/> Ensure your personal safety first
	<input type="checkbox"/> Check those around you and offer help if necessary.
	<input type="checkbox"/> If anyone requires medical assistance, call 111 and/or administer first aid.
	<input type="checkbox"/> Evacuate students to the tennis courts (see Evacuation Procedure).
	<input type="checkbox"/> Keep staff and pupils away from dangerous areas.
	<input type="checkbox"/> Listen to the radio for instructions from Civil Defence.
	<input type="checkbox"/> Inform Board Presiding Member of emergency.
<b>Ongoing operations following the earthquake</b>	<input type="checkbox"/> The continuing operation of the school will be determined by the nature of the emergency and the availability of resources such as buildings, staff, employees and other resources.
	<input type="checkbox"/> The responsibility of whether or not to continue school functions rests with the Board of Trustees, in consultation with the Principal and emergency services.

## Flooding

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Flooding can happen quickly and have serious impacts. Flooding may be caused by heavy rain, overflowing local waterways and rivers or high tides or tsunamis in coastal and low-lying areas.

Floods within a building can also be caused by normal wear and tear, failure of pipe joints, vandalism or be the result of earthquakes.

	Response actions (as appropriate)
<b>Flooding reported or sighted</b>	<input type="checkbox"/> If there is adequate time before major flooding, parents, along with the bus company, will be contacted to take pupils home. Teachers with the furthest distance to travel may also be released early.
	<input type="checkbox"/> If only a little time, evacuate staff and students to the Midlands Rugby grounds grandstand.
	<input type="checkbox"/> If no time, stay indoors, shut all doors and windows and stay as high as possible, on tables, benches, etc.
	<input type="checkbox"/> Inform Board Presiding Member of emergency.
	<input type="checkbox"/> Try to stay as dry and warm as possible.
	<input type="checkbox"/> If safe to do so, move records and equipment onto higher floors or onto furniture as high as possible.
	<input type="checkbox"/> If flood is due to burst pipes etc, turn off the water at the mains if possible. (located under blue cover in Native Bush area)
	<input type="checkbox"/> Listen to the radio for instructions from Civil Defence.

## Chemical spill

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All chemical spills must be treated as toxic and dangerous. They can be in liquid form, solids, powder or gas. A chemical spill would most likely occur on the main road or at an adjacent workplace.

	Response actions (as appropriate)
<b>Become aware of chemical spill</b>	<input type="checkbox"/> All staff and students instructed to stay indoors. <ul style="list-style-type: none"><li>• All doors to be sealed (with wet towels if necessary).</li><li>• Windows closed,</li><li>• Any air intake units switched off.</li></ul>
	<input type="checkbox"/> If required, contact emergency services on 111.
	<input type="checkbox"/> Give appropriate first aid to anyone in contact with the spill.
	<input type="checkbox"/> Staff and students to stay indoors until the all clear is given by the Principal. <input type="checkbox"/> Inform Board Presiding Member of emergency.
	<input type="checkbox"/> Consideration may have to be given to how students will be able to leave school at 2:45pm if the spill has not been made safe by then.

## Dealing with a suspicious letter, package or bomb.

When dealing with suspicious packages the utmost caution must be exercised and no attempts must be made to touch, move or examine the package.

	Response actions (as appropriate)
<b>In general</b>	<input type="checkbox"/> Note the location of the package and a description of it (markings etc).
	<input type="checkbox"/> Do not touch, shake or attempt to move the package.
	<input type="checkbox"/> Check with the addressee to see if they are expecting the package
	<input type="checkbox"/> Isolate the item.
	<input type="checkbox"/> Call the police (111) and advise them of the circumstances, the description of the package and its location. Note: If a suspected bomb - Do not use a cell phone or other radio device anywhere near the package. <input type="checkbox"/> Inform Board Presiding Member of situation.
	<input type="checkbox"/> As appropriate, position staff at a safe distance away from the area where package/letter is.
	<input type="checkbox"/> Consider evacuating the school (take police advice)
<b>If a call is made to the school regarding a bomb</b>	<input type="checkbox"/> <b>Keep calm and do not hang up.</b> 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. <input type="checkbox"/> Evacuate the school. Firstly to the tennis courts, then offsite.
<b>If you open a letter/package and discover powder.</b>	<input type="checkbox"/> Put on gloves and place opened letter/package in a plastic bag
	<input type="checkbox"/> If hands or any part of the body may have come into contact with the envelope or package, then wash with soap and water.
	<input type="checkbox"/> If contents spilled <ul style="list-style-type: none"> <li>• Do not clean up or wipe spilt contents</li> <li>• Avoid breathing the powder or spores</li> <li>• Clear and isolate the area</li> <li>• Switch off air conditioning</li> <li>• Wash hands with soap and hot water.</li> </ul>

	<p><input type="checkbox"/> If contents are spilt on clothing</p>
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- Select a room for changing
- Remove clothing and place in plastic bag
- Shower with soap and hot water
- Change into other clothes.

## 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 (for this process, see following page).

Trespassing is where a person enters a 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)
<b>Become aware that there is a trespasser on the property.</b>	<input type="checkbox"/> Notify the Principal of the description, location and activity of the trespasser immediately.
	<input type="checkbox"/> Principal to assess the nature of the trespasser: benign or aggressive (if aggressive – follow the violent intruder process).
	<input type="checkbox"/> Principal to greet and ask them why they are there. Whenever possible, this will be done with a colleague.
	<input type="checkbox"/> If the reason for their visit appears legitimate, the person will be taken 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, they will be told to leave the premises.
	<i>If the person leaves when requested they are no longer considered a trespasser.</i>
<b>If the trespasser refuses to leave when requested</b>	<input type="checkbox"/> Explain that the police will be called.
	<input type="checkbox"/> If the trespasser still refuses to leave, Office Manager will 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. <input type="checkbox"/> Inform Board Presiding Member of emergency.
<b>Follow-up actions</b>	<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"> <li>• debriefing staff on the incident and assess if your Emergency Management process worked correctly or needs amendments.</li> <li>• debriefing students if the incident was a public one to prevent rumours and speculation.</li> </ul>

*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.*

## Lock Down / Violent intruder

This checklist provides a basic guide to managing a violent intruder on our school grounds.

The aftermath of a violent intruder incident will require careful management as even in the 'best case' scenario of no one being killed or injured, there will be traumatised staff and pupils, concerned parents, chaos and confusion, disruption and media interest.

	Response actions (as appropriate)
<b>Shots are heard or a violent intruder is seen on the premises</b>	<input type="checkbox"/> Office Manager or relevant staff member to ring 111. <ul style="list-style-type: none"> <li>• Identify yourself and your school, including address</li> <li>• Details of situation</li> <li>• Details of any casualties</li> <li>• Description of weapons, number of shots, etc</li> <li>• Description and location and identity of offender if known</li> <li>• Identify the 'target' of aggression if known</li> </ul>
	<input type="checkbox"/> If safe, move to predetermined safe position to await Police arrival.
	<input type="checkbox"/> Alert staff/students (do not use the fire alarm). <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>To signify a lock down, the Principal / DP will activate five 3 second bursts of the school bell.</p> </div>
	<input type="checkbox"/> Staff to move everyone out of hallways and into rooms.
	<input type="checkbox"/> Close doors and blinds, turn off lights and lock doors if possible.
	<input type="checkbox"/> Position students under tables or against the most non-visible wall or corner.
	<input type="checkbox"/> Keep quiet and do not leave the classroom until the all clear is given by the Principal / DP visiting the classroom or by a phone call.
	<input type="checkbox"/> Should the event occur while students are outside, instruct students to move to the nearest secure room or to neighbouring house/s. <input type="checkbox"/> Inform Board Presiding Member of lock down.
	<input type="checkbox"/> Once the police arrive, liaise with them to secure crime scene(s)
	<b>Following the incident</b>
<input type="checkbox"/> Principal to liaise with the media.	
<input type="checkbox"/> Consider whether to temporarily close, or continue operating. (The Trauma Incident Teams will provide guidance on suitable responses)	
<input type="checkbox"/> Continue to monitor the wellbeing of students and staff	

For detailed resources on traumatic incidents, please visit:

[www.minedu.govt.nz/EmergenciesTraumaticIncidents](http://www.minedu.govt.nz/EmergenciesTraumaticIncidents)



## Serious injury or death

The sudden death (or serious injury) of a child, 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 our school and 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)
<b>Death / serious injury occurs at school</b>	<input type="checkbox"/> Ensure your own safety. Assess area for danger (eg: live wires, poisonous substances, etc)
	<input type="checkbox"/> <b>Do not assume death has occurred – give immediate first aid</b>
	<input type="checkbox"/> Office Manager or relevant staff member to ring 111.
	<input type="checkbox"/> Notify Principal; isolate and contain the area.
	<input type="checkbox"/> If accident occurs during a break time, teachers to work together to keep children away from the immediate area.
<b>Action after medical personnel have taken over</b>	<input type="checkbox"/> Principal to advise (as soon as possible): <ul style="list-style-type: none"> <li>• Management team and staff.</li> <li>• Presiding Member and Board.</li> </ul>
	<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 (Principal) 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](http://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 student

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All instances of a student going missing from our school has 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 student including:

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

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

	Response actions (as appropriate)
<b>Information or notification that a child / student is missing</b>	<input type="checkbox"/> Confirm: <ul style="list-style-type: none"> <li>• that the person had been present at school at some time during the day, and if so;</li> <li>• when they were last seen</li> </ul>
	<input type="checkbox"/> Notify Principal and staff
	<input type="checkbox"/> Search the school thoroughly. <input type="checkbox"/> Advise student's parents or caregivers.
<b>If child or student is found</b>	<input type="checkbox"/> If student 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 an incident report.
<b>If child or student is not found</b>	<input type="checkbox"/> Notify the parents / caregivers immediately <input type="checkbox"/> Notify the police immediately <input type="checkbox"/> Inform Board Presiding Member of situation.

## Pandemic

It is important that your ECE/School takes steps **now** to protect staff, students or children from future **pandemics** (global disease events such as influenza) or **epidemics** (local disease events such as, measles, hepatitis, tuberculosis, norovirus, whooping cough etc).

The **Ministry of Health** leads the Government's response to a pandemic. It is the responsibility of other agencies to plan for and respond to a pandemic in their respective sectors and settings, based on the direction set out by the Ministry of Health. At all times updates and latest information should be accessed from the Ministry of Health.

Pandemics by their nature are unpredictable in terms of timing, severity and the population groups that are most affected. Planning for an infectious disease outbreak is as important as planning for other emergencies.

	Pre-response and Response actions (as appropriate)
	<b>Planning</b>
	<input type="checkbox"/> Recommend annual vaccinations for staff
	<input type="checkbox"/> Consider having a supply of Personal Protective Equipment (PPE) gloves, face masks, antiseptic hand wash,
	<input type="checkbox"/> Develop a communications plan for staff, students, families and other interested members of the community.
	<input type="checkbox"/> Identify an appropriate space to be used as an isolation area
	<input type="checkbox"/> Know who your local Medical Officer of Health is and maintain regular contact.
	<b>Response – when a pandemic has been advised or declared</b>
	<input type="checkbox"/> Regularly check for updates on the Ministry of Health website ( <a href="#">Ministry of Health NZ</a> )
	<input type="checkbox"/> Use posters available from Ministry of Health <a href="#">re cough / sneeze etiquette, handwashing</a>
	<input type="checkbox"/> Consider social distancing strategies. Information on this is available from the <a href="#">Ministry of Health</a> .
	<input type="checkbox"/> Consider implementing an enhanced cleaning routine of touch points and common spaces as a precaution.
	<input type="checkbox"/> Establish the isolation area (as required)
	<input type="checkbox"/> Liaise with your local Medical Officer of Health (MoH):
	Name: Dr Susan Jack Communicable Diseases Nurse: Mandy Murphy Contact number: 03 2118640, 027 4792765