



Yendarra Primary School

POLICY

CIVIL DEFENCE

RATIONALE

Yendarra School Board and staff recognise the need for a Civil Defence Plan to provide for pre and post disaster action, in the event of this happening.

PURPOSE

To ensure that the tamariki are provided with a supervised and safe environment in the event of a major disaster until they can be reunited with their parents/whanau

To ensure that our priorities are:

- The rescue of endangered persons from school buildings
- Provision of first aid to casualties
- The relief of distress
- To minimise risk

GUIDELINES

1. Regular practices in evacuation procedures will be held – see Emergency Evacuation Policy
2. In the event of a disaster, available Board members along with staff will assist in supervising, communicating with parents/caregivers, minimising trauma and reuniting children with their families:
 - a. · In the event of the disaster extending beyond our capabilities (i.e. overnight), Civil Defence will be actively involved
 - b. · Medical help will be sought from the nearest medical centre, if required
 - c. · In all other hazards (impending or local) e.g. flood, gas, explosion, the tumuaki will be informed of the action required and the evacuation of the site could possibly be in conjunction with other outside agencies – Police, Fire Service, City Council
3. The Principal will be the co-ordinator and responsible for ensuring the safety and welfare of staff and students and will refer to the school's emergency management plan.
4. Regular safety checks of school premises and emergency equipment made.

PROCEDURES FOR SENDING CHILDREN HOME

1. Any decision to send tamariki home will be made by the principal and only when it is considered safe
2. Children will be kept at school until they are collected by an authorised adult, parent or whānau member
3. Accurate records will be kept of children's names, and the person collecting them from school

4. Children whose parents/whānau are not available to collect them will be kept under supervision at school
5. Identification – In the case of a Civil Defence emergency each child will be provided at the assembly point with an identification tag showing their name, age and address
6. During a Civil Defence Emergency the telephones should only be used for emergency communications
7. If time permits, staff should ensure that children are adequately clothed prior to evacuation especially during cold or wet weather
8. If it becomes essential to move taura from the school site, a large notice will be left indicating where staff and taura have moved to

ROLE OF THE BOARD

As people who have been elected by the local community, the Board will provide leadership for local community self-help activities based on the school premises.

The first priority of Board members in any emergency is to ensure their own and their whanau safety.

If it appears that the emergency has caused widespread damage and disruption and it is likely that civil defence posts will be required to operate, BOT members should move to the school as soon as it is safe to do so. Board members should gain access to the school by the most suitable means available and open them ready for operation.

If staff and pupils are still at the school, the use of the school as a civil defence post should not impinge on the task of staff caring for taura.

While acting in a civil defence role during an emergency, Board members are protected from liability for the consequence of any action taken in good faith or for the consequences of any failure to take action.

Damage to the personal property of Board members which occurs as a result of their performance of a civil defence function and which is not covered by an insurance policy may be recoverable from the civil defence authority.

CONCLUSION

Under the Civil Defence Emergency Management Act 2002 schools must 'prepare plans to continue functioning during and after a national emergency or a civil defence emergency'.