

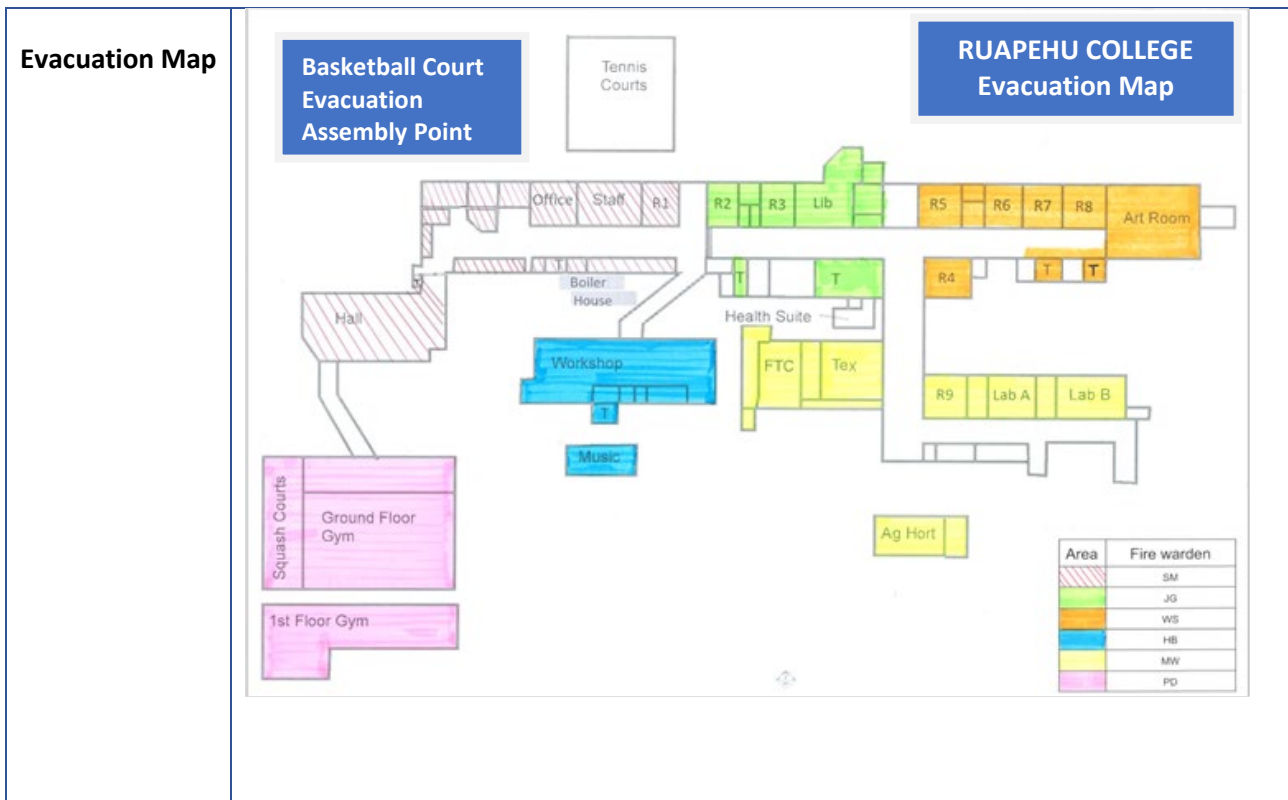
RUAPEHU COLLEGE

Emergency Management information for parents and caregivers



<p>Preparedness</p>	<p>Preparedness is about the actions taken prior to an emergency to facilitate a response and promote readiness.</p> <p>The college has a process in place for each of the following emergencies. It is better to be prepared even for an unlikely event.</p> <ul style="list-style-type: none"> - Attacker on site - Bomb threat - Chemical spill - Earthquake - Fire - Flood - Gas leak - Lockdown - Missing student - Pandemic - Serious injury or death - Suspicious letter or package - Trespasser on the school - Volcanic eruption or ash fall - Weather extreme event
<p>Incident Management Team</p>	<p>The team consist of:</p> <ul style="list-style-type: none"> - The board chair - the principal and deputy principals - the property manager <p>Health and safety are a permanent agenda items for the following meetings.</p> <ul style="list-style-type: none"> - The principal and deputy principals meet Tuesdays and Thursdays. - The principal and the property manager meet fortnightly on a Friday. - The board of trustee’s health and safety committee meet the third Monday of each month.
<p>Mitigation</p>	<p>Mitigation is about the efforts to reduce the effects and risks associated with emergencies</p> <ul style="list-style-type: none"> - training undertaken by Incident Management Team such as the online Integrated Training Framework Foundation course through <u>Civil Defence</u> - whole school emergency drills that include pre and post drill in class discussion - first aid training - action plan on how to keep parents and caregivers informed about the Emergency Management Plan - a Board meeting standing agenda item - discussed in staff meetings at least twice a term - Included in the staff induction process
<p>Emergency kit</p>	<p>The college is well-equipped with emergency supplies and the necessary equipment. The emergency kits will be reviewed and restocked as supplies are used.</p>

Recovery	<p>Recovery is about actions taken after an emergency to restore and resume normal operations and to review for improvement</p> <ul style="list-style-type: none"> • a review after each event and drill • feedback from the board and parent group • feedback from local emergency services.
Response	<p>Response is about actions taken in the emergency</p> <p>The Emergency Management Plan is the college’s handbook for responding to emergency events.</p> <p>Our proactive communications with parents/caregivers will include:</p> <ul style="list-style-type: none"> - At the beginning of each year an update newsletter on Emergency Management Information will be sent to all parents/caregivers - The newsletter includes a reminder for parents/caregivers to update emergency contact information and who is approved to uplift their child. - An annual meeting with local emergency services (eg Fire, Police, Civil Defence) <p>Our emergency response communications will be:</p> <ul style="list-style-type: none"> - Our initial communication will be a text alert; therefore, it is vital that parents/caregivers ensure the college has the correct contact details. - The text alert will say, <i>‘The college is managing an emergency as per our plan. Information to follow on our Facebook page’</i> - Further detail will be posted on the college’s Facebook page. - An email sent out if required and for lengthy information - Phone call communication from the college will depend on the circumstances of the emergency. - During a lockdown, cell phones must be kept on silent. - Cell phone use maybe in dangerous in some emergency events. Therefore, students must wait for approval from their teacher before using their phone.
Authorised persons to uplift your child	<p>The college will only release students to people already approved by the parent/caregiver.</p> <p>There will be a prompt notification in the college’s newsletter each term.</p> <p>Pick up of students by parents/caregivers will be recorded.</p> <p>It is vital that parents and caregivers inform the college of any changes to the list of people approved to uplift their child in an emergency.</p>



Lockdown

When there is an imminent threat to staff and student safety, the following is the process:

- A lock down will be communicated by an alarm and a voice notification.
- Students and staff are to remain in class. If outside, everyone will move into classrooms immediately.
- If we need to bring everyone inside, we will continue to provide the very best care we can to keep your child as safe as possible.
- Staff must lock all doors, close curtains/block out blinds and remain out of view and maintain silence.
- The principal and SLT will liaise with police and other emergency services.
- With the exception of emergency services, no one will be allowed in the college once the doors are shut.
- Phones will be on silent. Parents and caregivers will be contacted by the college as soon as it is safe to do so.
- For further detail, see the above for the communication process for parents and caregivers.
- Parents and caregivers are to wait for instruction from the college and are not to come to the college until the emergency services confirm it is safe to do so, even if it is the end of the day.

	<ul style="list-style-type: none"> - No one is to leave the room until the lockdown has ended. - Arriving when we are still managing an emergency could put everyone at risk. - If needed and when it is safe to do so, we will ask you to come and collect your child - For some circumstances, there won't be any need for your child to be picked up as we will continue as normal after the event has ended.
<p>Recovery</p>	<p>Recovery is the action taken after an emergency to restore and resume normal operations.</p> <p>Following an emergency event, the college will support the students by:</p> <ul style="list-style-type: none"> - Provide age-appropriate information to students about the event. - Monitor students to identify if there are any wellbeing concerns. Students are encouraged to self-report to a staff member or fellow students that support is required. - If you have any concerns about your child please speak with us. We have support mechanisms we can access to provide you and your child with the help you need. Such as: <ul style="list-style-type: none"> - A school counsellor - Ministry of Education's Traumatic Incident team - Victim Support Whanganui Region

If you would like any further information about our emergency management planning – please contact the principal via principal@ruapehu.school.nz