



RUAPEHU COLLEGE

Emergency Management Plan



LAST REVIEWED

July 2019

NEXT REVIEW DUE

July 2023

FILE LOCATION(S)

College website for online access and the college's front office for hardcopies

Key contact information for this plan

School / early learning service contact details

Address (physical)	30 Tainui Street, Ohakune 4625
Phone	06 3858398
Email	office@ruapehu.school.nz
Website	https://www.ruapehucollege.school.nz/our-school/policies-and-charter

Incident Management Team leads / Key emergency contacts

Name	Marama Allen	Name	Steve Mackrell
Position / Role	Principal	Position / Role	Deputy Principal
Phone	020 4141 2691	Phone	021 2029 215
Email	principal@ruapehu.school.nz	Email	smackrell@ruapehu.school.nz
Name	Elijah Pue	Name	Jim Edmonds
Position / Role	Presiding Member	Position / Role	Property Manager
Phone	027 7406 253	Phone	06 3858398
Email	chair@ruapehu.school.nz	Email	property@ruapehu.school.nz

Go to **External Contact Lists** (pg. 6) for details of local emergency services, etc and [Appendices 1 and 2](#) for staff, student and parent / caregiver contact lists.

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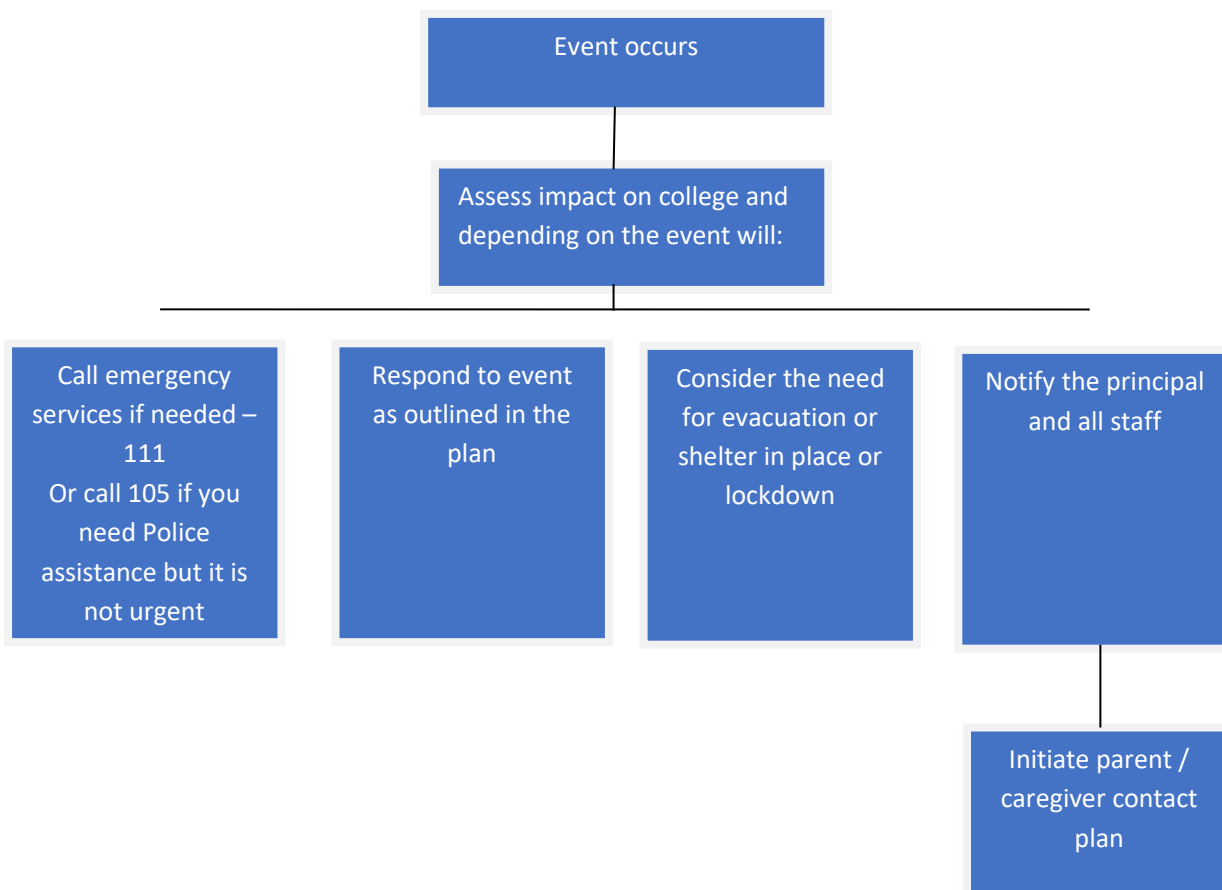
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Introduction

This plan outlines how Ruapehu College will plan for and respond to an emergency event.

Basic emergency response process

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



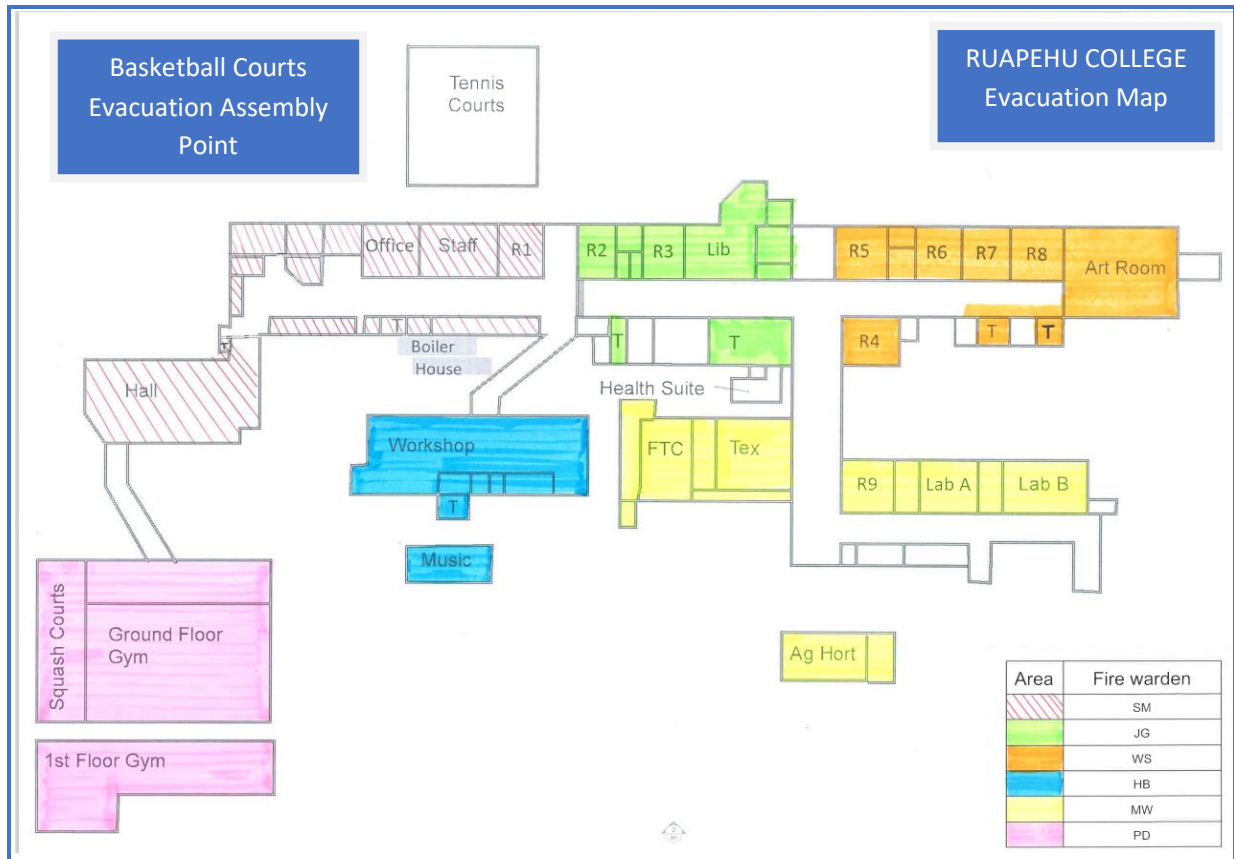
Online resources

Visit the Ministry of Education website to assist in managing this type of response in schools / early learning services - www.education.govt.nz/school/student-support/emergencies.

Traumatic Incident Team

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

Site map



Calendar - planned drills and other training for 2022

Activity	Term 1	✓	Term 2	✓	Term 3	✓	Term 4	✓
Fire Drill	1 March 3.28pm	✓		✓				
Earthquake Drill								
Shelter-in place drill								
Lockdown drill staff only								
Lockdown drill whole school					4 August 10am	✓		
Incident SLT refresher	1 February	✓						
Board standing agenda item	31 March 5pm	✓	23 June 5pm	✓	15 August 5pm	✓	27 October 5pm	
Staff refresher training					1 August 8.30am			
Parent and caregiver updates and reminders	Send out an updated information newsletter		Provide an update following a practice drills		Update emergency contacts with newsletter			

Our role in a Civil Defence emergency

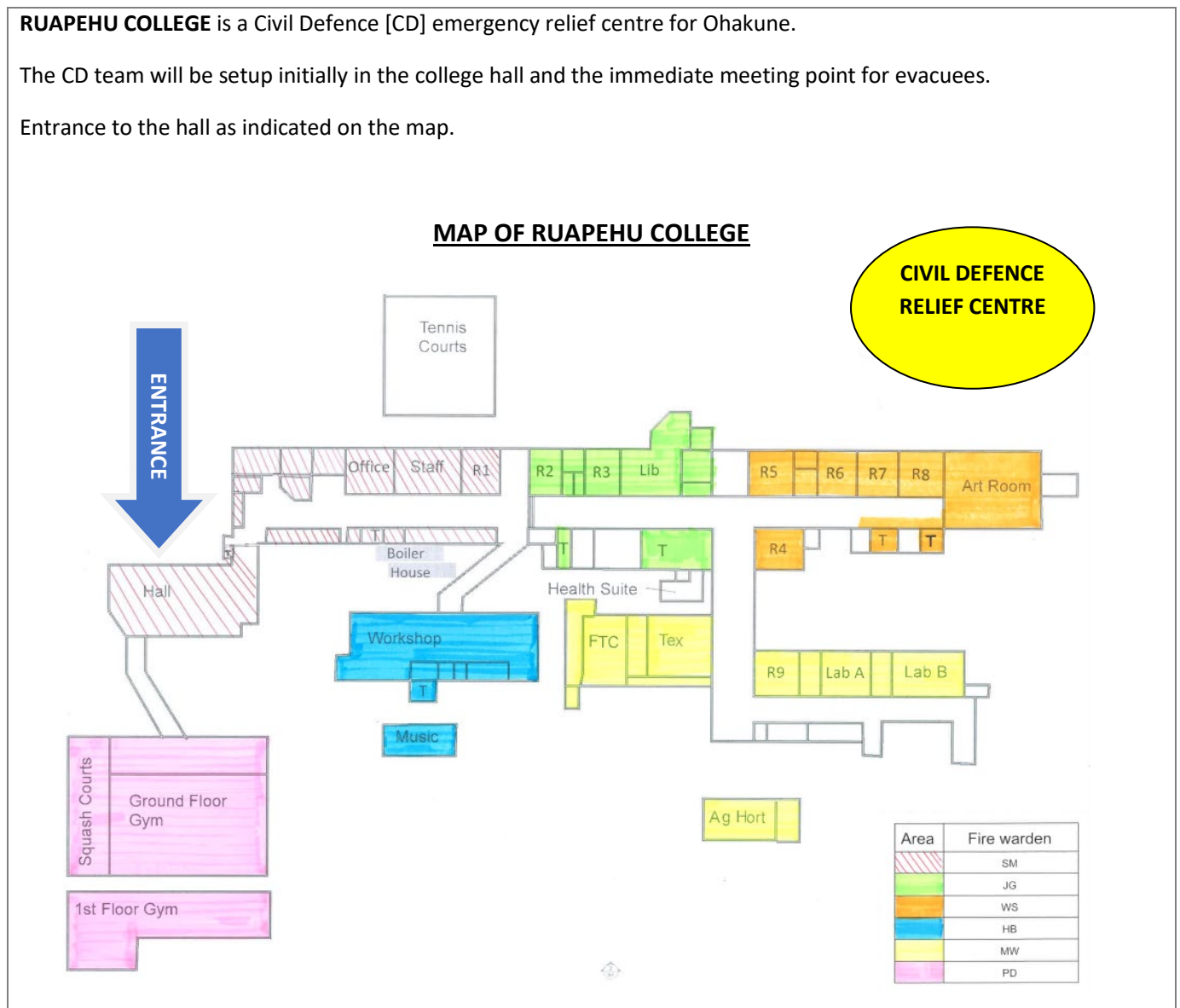
Civil defence preparedness for schools generally falls into two categories:

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

RUAPEHU COLLEGE is a Civil Defence [CD] emergency relief centre for Ohakune.

The CD team will be setup initially in the college hall and the immediate meeting point for evacuees.

Entrance to the hall as indicated on the map.



Communications plan – parents, caregivers and others

It is important that parents and caregivers know the Emergency Management Plan plans and their role when an emergency occurs (eg, stay away until advised it is safe to come and pick up their child). Parents and caregivers can play a strong education role in encouraging their own children to respond appropriately in an emergency.

It is encouraged that parents and caregivers develop their own family and whānau plans for when there is an emergency during school.

Planning

Our proactive communications will include:

- At the beginning of each year an update newsletter will be sent to all parents and caregivers on the college's 'Emergency Management Information for parents and caregivers.
- The newsletter also includes a reminder to update parent/caregiver emergency contact information and who is approved to uplift their child.
- An annual meeting with local emergency services (eg Fire, Police, Civil Defence)

Response

Our emergency response communications plan for parents, caregivers and others includes:

- Our initial communication to parents and caregivers in the event of an emergency will be a three-prong approach which is:
 - The following text alert sent by front office admin staff [LK or MH1]
'The college is managing an emergency as per our plan. More information to follow on our Facebook page'
 - a post on the college's social media site by KD
 - an email sent out by KD
- Phone call communication will be done as necessary.
- Pick up of students by parents / caregivers will be recorded using a hard-copy register.
- Cell phone use among school students may mean students are quickly in contact with their parents (and friends) following an event. However, cell phone use maybe in dangerous in some emergency events. Therefore, students must wait for approval from their teacher before using their phone.

External contact lists

Our local radio station for emergency information is: Peak FM 95.8 and Ski FM 91.8



Emergency services

Police, Fire, Ambulance	111 105 for Police, if needing non-urgent assistance
Police (local station)	Phone
Local Emergency Management office / group (Civil Defence)	Point of contact: Andy Chambers Phone: +64 7 895 8188 Mobile:
National Poison centre	Urgent line: 0800 764 766 Non-urgent: 03 479 7284
School / service doctor	Name: Ruapehu Health Address: 38 Seddon St, Raetihi 4632 Phone: 06 3854211
Medical Centre	Name: Waimarino Health Centre Address: 16 Seddon Street, Raetihi 4632. Phone: 06 3855019



Essential agency / service

Medical Officer of Health (local Public Health Unit)	Name: Donna Marshall Mobile: 0274912183 Email: Donna.Marshall@wdhb.org.nz
Ministry of Education	Whanganui Local office: Sarah Brooking-Pakai DDI 063496383, Mobile 0272500502 Traumatic Incident Team - 0800 TI Team (0800 848 326) Contact Centre - 0800 225 580 National Office - (04) 463 8000
Ministry of Education media advice and assistance	Point of contact Senior Media Advisor, Communications Group

	Phone 04 463 8000 / After Hours 027 560 5387
Mataara – the emergency contact system operated by the Ministry of Education	8707 – This is the emergency message system from the Ministry. Note you cannot initiate the message process; you can only respond when you receive a message. Go to – education.govt.nz for more information about Mataara.
Oranga Tamariki Ministry for Children	0508 326 459



Essential utility

Trust Power Energy	Account number: 834409824 Phone: 0800 87 87 87
Electrician	Name: Alex Hakaraia Electrical Phone: 027 3632 568
Builder	Name: Phone:
Plumber	Name: Kelly O'Brien Phone: 027 5395 601
Other	



Essential security

Alarm Watch Security	Call Centre: 09 5246050 Mobile: 021 2465 329
Alarm Monitoring Alarm Watch	Call Centre: 09 5246050 Mobile: 021 2465 329
Wormald NZ Fire alarm / equipment maintenance	Contact person: Phillip Morris Mobile: 027 4443 792



Other miscellaneous contact information

Transit Bus company	Contact Person: Connor Maer Phone: 06 345 7100 Mobile: 027 7021 167
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Heaney and Partners Barristers and Solicitors	Contact Person: Paul Robertson DDI: 09 367 7004
MOE Risk Management Insurance Contents	Contact Person: Phone: 0800 293 031
NZI Liability Insurance	Name: Jamin Tomlinson Phone: +64 (9) 969 4048
Bank	Name: Westpac Phone: 0800275269
Ngāti Rangī [Local Iwi]	Contact Person: Katherine Herewini [administrator] Phone: 06 385 9500 Free phone: 0800 672 644
Te Pae Tata	Contact Person: Felecia Wilson Phone: 06 600 8001 Free phone: 0800 Te Pae Tata
Local Marae	Name: Maungarongo Marae School Contact: Pikimai Ouknider Email: pouknider@ruapehu.school.nz

Local early learning services / schools

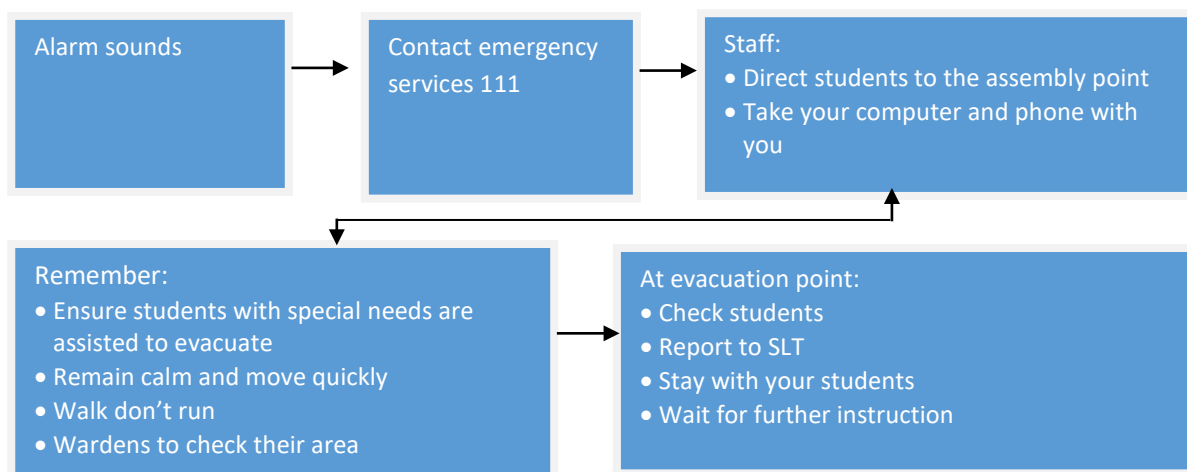
Ohakune Primary School	Point of contact: Lisa Clark Phone: 06 385 8384 Email: principal@ohakune.school.nz
Raetihi Primary School	Point of contact: Josie Hagger Phone: 06 385 4402 Email: principal@raetihi.school.nz
Ohakune Kindergarten	Point of contact: Linda Walker Phone: 06 385 8383 Mobile: linda.walker@wmkindergartens.org
Nancy Winter ECE	Point of contact: Brenda Burnard Phone: 06 385 4455 Email:
Te Kura Kaupapa Māori o Ngāti Rangī	Point of contact: Chris McCleod Phone: 06 385 8722 Email: tumuaki@ngatirangi.school.nz

Emergency Response Types

Evacuation

Evacuation from the school / early learning service 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



Following an evacuation

Do not return to the school until given clearance to do so.

Whether the school can continue to operate that day (or the following days) will be determined by:

- The nature of the event
- The safety of the buildings and other facilities including running water, power, heating etc
- Health and wellbeing of staff.

Deciding whether or not to continue operating following an event rests with the Board of Trustees. Appropriate advice from professionals should be sought if needed.

Contact the Ministry of Education if you need support.

Emergency Response Plans

Following are the emergency response plans

Attacker On-site

Emergency assembly point

In locked classrooms with closed curtains/block out blinds and out of view

Management plan

When responding to an attacker consider:

- **Escape** - Move quickly and quietly away from danger, but only if it is safe to do so
- **Hide** - Stay out of sight and silence your mobile phone
- **Tell** - Call the Police by dialling 111 when it is safe.

Response actions (as appropriate)	
<p>Shots are heard or an attacker is believed to be on the premises</p>	<p>Call 111 when it is safe to do so:</p> <ul style="list-style-type: none"> • Identify yourself and your school including address • Details of situation • Details of any casualties • Description of weapons, number of shots etc • Description and location and identity of offender if known • Identify the 'target' of aggression if known. <p>If safe to do so, move to predetermined safe position to await Police arrival.</p> <p>Alert staff using the LOCKDOWN procedure</p> <ul style="list-style-type: none"> • Lock down will be communicated by an alarm and a voice notification • Students and staff are to remain in class. If outside, move into classrooms asap. • Staff must lock all doors, close curtains/block out blinds and remain out of view and silent. • Principal and SLT to liaise with police • Communication with staff and students via text message. Keep phones on silent mode. • Lock down will be ended by a voice notification. • No one is to leave the room until the lockdown has ended.
<p>Following the incident</p>	<ul style="list-style-type: none"> • Liaise with the media. • Consider whether to temporarily close or continue operating. • Continue to monitor the wellbeing of children, students and staff. • The Ministry of Education Traumatic Incident Teams can provide support (see contact list for phone number).

Bomb Threat

Emergency evacuation assembly point

Basketball courts and at least 100m from the area where the package was found

Management plan

- Make an announcement to evacuate to the assembly point
- Contact the police wait for further instruction
- Inform staff, parents and caregivers
- Inform students

During the call - 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 on the checklist below as the opportunity arises
- Try and record as much information about the caller as you can
- Avoid being confrontational

Following the Call:

- Inform the senior leadership team immediately
- Call 111 and explain the situation to the police. It is likely that they will advise you on what to do next.
- The decision to evacuate or stay within a building will depend on the circumstances of the threat.
- More information from New Zealand Police can be found here: [Suspicious mail and bomb threats | New Zealand Police](#)

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 will make the Bomb explode?	
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:	
Caller details	
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Estimated age:	
Any speech impediment (specify):	
Accent (specify):	
Voice – loud, soft etc:	
Speech – fast, slow etc:	
Diction – clear, muffled 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	Background noises	Call taken
<input type="checkbox"/> Well spoken <input type="checkbox"/> Incoherent <input type="checkbox"/> Irrational <input type="checkbox"/> Taped <input type="checkbox"/> Message read by caller <input type="checkbox"/> Abusive <input type="checkbox"/> Other:	<input type="checkbox"/> Street noise <input type="checkbox"/> House noise <input type="checkbox"/> Aircraft <input type="checkbox"/> Voices <input type="checkbox"/> Music <input type="checkbox"/> Machinery <input type="checkbox"/> Vehicle <input type="checkbox"/> Other:	Date: __/__/____ Time: Length of call: Number called:
Details of person taking the call		
Name Phone number Signature _____ Date __/__/____		

Chemical Spill

Emergency evacuation assembly point

Basketball courts

Management plan

All chemical spills must be treated as toxic and dangerous. They can be in liquid form, solids, powder or gas.

Response actions (as appropriate)	
Become aware of chemical spill	<p>Move all people in the vicinity to the assembly point. Consider:</p> <ul style="list-style-type: none">• Evacuation of entire school / early learning service if required and safe to do so.• Alternatively, it may be safer to stay indoors and seal doors, windows, other openings and switch off any air intake units. <p>If required, contact emergency services on 111</p> <p>Give appropriate first aid to anyone in contact with the spill.</p> <p>Notify the senior leadership team and nearby staff.</p> <p>Consideration may have to be given to how students will be able to leave the school after finishing time if the spill has not been made safe by then.</p> <p>Contact the Ministry of Education regional office if further support is needed.</p>

Earthquake

Emergency assembly point

Basketball courts

Management plan

Remember – Drop, cover and hold

Response actions (as appropriate)	
During an earthquake	<p><u>IF INDOORS</u></p> <p>If inside, stay there and shelter under desks or other solid structures until the shaking stops.</p> <p>If in the gymnasium, evacuate immediately to the foyer area.</p> <p>Keep away from windows and shelves to avoid falling objects and broken glass.</p> <p>If outside, keep away from buildings, trees, porches and power lines. DO NOT proceed inside.</p> <p>Once earthquake is over, teachers are to make informed decisions based on the conditions. It is generally best to keep students in class. If damage is excessive, then evacuate to the netball courts. If earthquake occurs during an interval or lunch, students must drop cover and hold. Then SLT to make decisions whether to bring students in or keep them outside.</p> <p>Stay indoors until the shaking stops and it's safe to go outside.</p>
	<p><u>IF OUTSIDE</u></p> <p>Find a clear spot and drop to the ground and cover your head and neck</p> <p>Keep away from buildings and power lines.</p> <p>Students are to stay where they are until a staff member instructs them otherwise.</p>

<p>When the shaking stops</p>	<p>Expect aftershocks.</p> <p>Ensure your personal safety first.</p> <p>Ensure your personal safety first.</p> <p>Check those around you and offer help if necessary.</p> <p>If anyone requires medical assistance, call for assistance and / or administer first aid.</p> <p>Evacuate if required.</p> <p>Move away from dangerous areas.</p> <p>Listen for further instructions.</p> <p>If you smell gas or hear a blowing or hissing noise, open a window and get everyone out quickly. Turn off the gas, using the outside main valve if you can. If you turn off the gas for any reason, it must ONLY be turned back on by a registered plumber or gas fitter.</p>
<p>Ongoing operations following the earthquake</p>	<p>The decision to continue school operations rests with the Board of Trustees, in consultation with the Principal.</p> <hr/> <p>Contact the Ministry of Education regional office (they can provide support through the Traumatic Incident team if required).</p>

Fire

Emergency assembly point

Basketball courts

Management plan

Response actions (as appropriate)	
Discovery of a fire	Trigger the school fire alarm using the nearest break glass point.
	Call 111 if other services like the police are required
	If safe to do so, extinguish the fire with a fire extinguisher or a fire blanket.
On hearing the alarm with a continuous ringing	<p>Teachers / staff to take their phones [plus laptop if it does not cause delays] and walk students calmly and quickly to the designated assembly point via the nearest exit.</p> <p>Ensure students / staff / visitors with disabilities are assisted by a responsible person.</p> <p>Staff to check attached spaces, breakout rooms, cupboards rest areas etc to ensure all students have vacated the room.</p> <p>Close the windows and exit the room.</p> <p>Students are to assembly on the basketball court. Line up in year and core groups under the signage on the chain link fence.</p> <p>Ensure all students remain at the assembly point until clearance to leave is given.</p>
Staff Fire Wardens	<p>Wardens must first ensure students in their class have exited the building safely.</p> <p>Move through your designated area to check all people have vacated the building.</p> <p>Report to the duty senior leadership team member.</p> <p>Do not attempt to extinguish the fire.</p> <p>If alarm is activated during a rest break, wardens should still attend to the above points in their designated area.</p>
SLT	A member of the SLT will liaise with the fire brigade and inform staff and students.
Returning to the building(s)	Do not return to the building(s) until given the all clear by the Fire Service and/or the SLT.
Ongoing operations following a fire	<p>The decision to continue school operations rests with the Board of Trustees, in consultation with the Principal.</p> <p>Contact the Ministry of Education regional office (they can provide support through the Traumatic Incident team if required).</p>

Flooding

Emergency assembly point

A safe distance from the source of the flood

Management plan

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

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

Response actions (as appropriate)	
Flooding reported or sighted	<p>Be ready to act quickly. Floods and flash floods can happen quickly and without warning.</p> <p>Evacuate if required (and get to higher ground).</p> <p>Check source of the flood and that no students or staff are in danger</p> <p>Follow the instructions and advice of emergency services and civil defence and emergency management authorities.</p> <p>If safe to do so, move records and equipment onto higher floors or onto furniture as high as possible.</p> <p>If flood is due to burst pipes etc, turn off the water at the mains if possible.</p> <p>Principal or SLT to call Civil Defence for advice</p> <p>If flooding in the district is a concern, then principal or SLT will evacuate school in a joint decision with Ohakune Primary School</p>
After a flood	<p>Flood dangers do not end when the water begins to recede. Continue to listen to communication channels and don't return until authorities indicate it is safe to do so.</p> <p>Get medical care if necessary. Contaminated water can cause infection.</p> <p>Stay away from damaged areas. Your presence might hamper rescue and other emergency service operations.</p> <p>Contact the Ministry of Education regional office (they can provide support through the Traumatic Incident team if required).</p>

Gas leak

Emergency assembly point

Basketball courts

Management plan

Response actions (as appropriate)	
If gas leak is suspected	<p>Consider evacuating the area or the school / early learning service. Do not re-enter building or outside area until cleared by authorised personnel.</p> <p>Turn off the main valve and send students outside.</p> <p>If possible and safe to do so open windows to allow the gas to dissipate.</p> <p>Rescue any person in immediate danger but only if safe to do so.</p> <p>Do not:</p> <ul style="list-style-type: none">• Operate any electrical switches, including lights or alarms• Use cell phone in area where leak is occurring – even if outside of building <p>Warn others in the immediate area.</p> <p>Send someone to inform the SLT</p> <p>Call emergency services (111) if necessary.</p> <p>SLT will call local gas company if necessary</p> <p>Company</p> <p>Phone</p> <p>Our account number</p> <p>Contact the Ministry of Education regional office if further support is needed.</p>

Lockdown

Emergency assembly point

In locked classrooms with closed curtains/block out blinds and out of view

Management plan

All decisions made will be based on the events and responses may change as required.

Response actions (as appropriate)	
When there is an imminent threat to staff and student safety	<p>Lock down will be communicated by an alarm and a voice notification</p> <p>Students and staff are to remain in class. If outside, move into classrooms asap.</p> <p>Staff must lock all doors, close curtains/block out blinds and remain out of view and silent.</p> <p>Principal and SLT to liaise with police</p> <p>Communication with staff and students via text message. Keep phones on silent mode.</p> <p>Lock down will be ended by a voice notification.</p> <p>No one is to leave the room until the lockdown has ended.</p>

Missing child or student

Emergency assembly point

Dependant on the circumstances

Management plan

All instances of a student going missing from a school or an EOTC event, 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 student including:

- The proximity of dangerous hazards to the college
- The possibility of an abduction
- The possibility that the student has been picked up by a parent or caregiver
- The student has got lost or left the facility
- The student has felt unwell and simply gone home.

Until the student 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	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. Notify the principal or SLT staff. Search the school.
If child or student is found	If the student is found injured or ill, call for medical assistance if required. Notify the principal and other searchers. Establish what happened and complete incident report. Arrange for the student's parents or caregivers to be advised.
If child or student is not found	Notify the police immediately. Notify the parents / caregivers immediately.
	Contact the Ministry of Education regional office for support.

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Pandemic

Emergency assembly point

Sick bay for those that need to be isolated

Management plan

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.

Pre-response and Response actions (as appropriate)	
Planning	<p>To have on hand a supply of Personal Protective Equipment (PPE) gloves, face masks, antiseptic hand wash.</p> <p>Develop a communications plan for staff, students, children, families and other interested members of the community.</p> <p>Identify an appropriate space to be used as an isolation area.</p> <p>Know who the local Medical Officer of Health is and maintain regular contact.</p>
Response - when a pandemic has been advised or declared	<p>Regularly check for updates on the Ministry of Health website (Ministry of Health NZ).</p> <p>Act accordingly to the information in the Ministry of Education's Bulletin for School Leaders, especially the 'must know' and 'need to know' topics.</p> <p>Use posters available from Ministry of Health re cough / sneeze etiquette, handwashing and maintain a cleaning routine of touch points and common spaces as a precaution.</p> <p>Establish the sickbay area as an isolation area if required.</p> <p>Liaise with the local Medical Officer of Health as needed (see Essential agency / service contact list for details).</p>

Serious injury or death

Emergency assembly point

Classrooms or the school hall depending on the situation

Management plan

The sudden death (or serious injury) of a young person, staff member or family / whānau member can affect 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 an early learning service or school, and their community. If the aftermath is poorly or insensitively handled, it can impact on those affected.

Response actions (as appropriate)	
Death / serious injury occurs at school or early learning service	<p>Ensure your own safety. Assess area for danger that may have caused the death.</p> <p>Do not assume death has occurred – give immediate first aid.</p> <p>Call emergency services on 111.</p> <p>Notify the principal or SLT.</p> <p>Isolate and contain the area. Ensure access for emergency services.</p>
Action after medical personnel have taken over	<p>Principal to advise (as soon as possible):</p> <ul style="list-style-type: none"> • Senior leadership team and staff • Board and chair. <p>Consider accompanying Police to advise parents or caregivers.</p> <p>Ensure cultural supports are contacted so appropriate processes can be enabled.</p> <p>Advise the Ministry of Education Traumatic Incident Team on 0800 84 83 26 or contact your local Ministry office. The TI team can help guide you on managing the response (including how to advise students, arrange counselling etc).</p> <p>Complete incident form with all known details.</p> <p>Ensure the designated media person, if you have one, is fully briefed.</p>

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

Suspicious letter or package

Emergency evacuation assembly point

Basketball courts or 100 metres from the suspicious item

Management plan

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

Note: If a suspected bomb - do not use a cell phone or other radio device anywhere near the package.

Response actions (as appropriate)	
In general	<p>Note the location of the package and a description of it (markings etc).</p> <p>Do not touch, shake or attempt to move the package.</p> <p>Check with the addressee to see if they are expecting the package. Isolate the item.</p> <p>Call the police (111) and advise them of the circumstances, the description of the package and its location.</p> <p>As appropriate, position staff at a safe distance to direct people away from the area where package / letter is.</p> <p>Consider evacuating the area or the college (take police advice).</p>
If you open a letter/package and discover powder	<p>Inform the senior leadership immediately</p> <p>Put on gloves and place opened letter / package in a plastic bag.</p> <p>If hands or any part of the body may have come into contact with the envelope or package then wash with soap and water.</p> <p>If contents spilled:</p> <ul style="list-style-type: none">• Do not clean up or wipe spilt contents• Avoid breathing the powder or spores• Clear all people from the area and isolate the area (close doors & prevent access)• Switch off air conditioning• Wash hands with soap and hot water. <p>If contents are spilt on clothing:</p> <ul style="list-style-type: none">• Select a room for changing• Remove clothing and place in plastic bag• Shower with soap and hot water• Change into other clothes.
See New Zealand Police Suspicious letter or package for further information.	

Trespasser on the school

Emergency assembly point

In locked classrooms with closed curtains/block out blinds and out of view.

Management plan

Only follow this process if it is clear that the trespasser does not come under the category of an attacker (see 'Attacker on-site').

Trespassing is where a person enters a school and either:

- **Has been requested to leave, or**
- **Their behaviour is such that the school would not give permission for them to be there.**

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 and Training Act 2020 sections 30 and 241 make it an offence to intentionally insult, abuse, or intimidate a teacher or staff member on school (within the presence or hearing of any student of the college).

Incident type	Response actions (as appropriate)
You become aware of a person on the school / early learning service grounds that does not have permission to be there.	<p>Assess the nature of the trespasser: non-threatening or aggressive (if aggressive – follow the attacker process, next page).</p> <p>If appropriate, 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.</p> <p>If the reason for the visit appears legitimate, take the person to the office where the reasons for the visit can be dealt with.</p>
Become aware that there is a trespasser on the property.	<p>If the reason for the visit is not legitimate, explain that they have to leave the premises.</p> <p>Notify the principal or other staff member of the description, location and activity of the trespasser.</p> <p>Ensure the children and staff are safe and the classrooms are kept secure.</p> <p>If the person leaves when requested they are no longer considered a trespasser.</p>

<p>If the trespasser refuses to leave when requested</p>	<p>Explain that staff will have to call the police.</p> <p>If the trespasser still refuses to leave ask a colleague to call the police.</p> <p>If it is safe, stay with the trespasser until the police arrive.</p> <p>If the trespasser gives any indication of violence walk away (if possible, keep the trespasser under observation from a safe distance until police arrive).</p> <p>When police arrive update them on the situation.</p>
<p>Follow-up actions</p>	<p>Ensure the incident is documented and filed (including providing a report to police).</p> <p>Contact the Ministry of Education regional office (which can help you access the Traumatic Incident team if required).</p> <p>Consider:</p> <ul style="list-style-type: none"> • Debriefing staff on the incident and assess if the Emergency Management process worked correctly or needs amendments • Debriefing children and students if the incident was a public one to prevent rumours and speculation.

Volcanic eruption and ashfall

Emergency assembly point

Inside the school building

Management plan

Response actions (as appropriate)	
When a volcano eruption threatens	<p>An air horn will sound throughout the school</p> <p>If you are inside, stay inside.</p> <p>If you are outside, go inside immediately.</p> <p>If debris is falling, shelter under tables.</p> <p>Listen for further instructions.</p> <p>The principal or SLT will be in contact with the local Civil Defence Group for advice.</p>
Large eruption	<p>Evacuation if the school is in the path of potential lava flows, pyroclastic flows, surges or lahars be prepared to evacuate when asked to by controlling authorities (i.e. police, civil defence etc).</p>
Ash Fall	<p>Ensure that everyone on-site stay indoors. Have dust masks available.</p> <p>Close windows and doors. In heavy ash falls, windows and doors may need additional sealing to avoid ash entering the school.</p> <p>Turn off air-conditioning units and any other equipment that draws in or blows air.</p> <p>Protective clothing (especially if working in the ash fall) should be worn by anyone who has to work outside in an emergency and goggles used to protect the eyes.</p> <p>Volcanic ash is very abrasive. Properly fitted, P2 or N95 - rated safety masks are recommended for anyone in contact with ash.</p> <p>Monitor the amount of ash on roofs. Roofs may collapse under the weight of ash causing injury to the occupants. Evacuate buildings which show signs of roof sagging.</p> <p>Disconnect roof-fed water supply only when ash fall is occurring or during the clean-up, to stop ash entering the storage tanks.</p> <p>If possible, have outdoor equipment, cars etc parked under-cover or cover them.</p>
Cleaning up after an ash fall	<p>The local council and CDEM group will provide advice on cleaning up and disposing of ash.</p>
Seek support if needed	<p>Contact the Ministry of Education regional office (they can provide support through the Traumatic Incident team if required).</p>

Weather Extreme Event

Emergency assembly point

Inside the school building

Management plan

Response actions (as appropriate)	
When an extreme weather event threatens	An air horn will sound throughout the school If you are inside, stay inside. If you are outside, go immediately inside and make your way to the college hall. Listen for further instructions. The principal or SLT will be in contact with the local Civil Defence Group for advice.
If evacuation is necessary	Execute an evacuation if the college has been damaged and risks the safety of students and staff. Follow the instructions of the Incident Management Team and the controlling authorities (i.e. police, civil defence etc).
Clean up	The college will work with the local ministry office and local council in regards if a clean-up is required that prohibits a return to normal operations.
Seek support if needed	Contact the Ministry of Education regional office as they can provide support through the Traumatic Incident team if required.

Appendix 1 – key personnel contact list

Position	Name	Contact details	Alternative contact	Other emergency role
		land line and mobile	email	Note if staff member is a first aid holder/media or other IMT role
Principal	Marama Allen	02041412691	principal@ruapehu.school.nz	Communications with staff and school community. Back up media spokesperson
Deputy Principal	Steve Mackrell	0212029215	smackrell@ruapehu.school.nz	Communications with emergency agencies e.g. Civil Defence, Fire Brigade, Police
Deputy Principal	Michael Darmody	0274252979	mdarmody@ruapehu.school.nz	Coordinating key staff to assist with staff and student management. Buses.
BOT Chair	Elijah Pue		chair@ruapehu.school.nz	Media spokesperson for the college
Teaching staff	Poppy Dekker		pdekker@ruapehu.school.nz	First aid holder exp 2025
Teaching staff	Ange Helliwell		abam@ruapehu.school.nz	First aid holder exp 2025
Teaching staff	David Sims		dsims@ruapehu.school.nz	First aid holder exp 2025

Position	Name	Contact details	Alternative contact	Other emergency role
		land line and mobile	email	Note if staff member is a first aid holder/media or other IMT role
Property Manager	Jim Edmonds		property@ruapehu.school.nz	Trades people Support equipment Property safety and security
Administration	Maria Hawira		finance@ruapehu.school.nz	Admin support First aid holder exp 2025
Administration	Lara Kumeroa		office@ruapehu.school.nz	Admin support First aid holder exp 2025
Canteen Manager	Channel Wall-Wood		canteen@ruapehu.school.nz	Catering Management
ICT Admin Support	Kerren Dixon		kdixon@ruapehu.school.nz	ICT issues Communication support
Due to privacy of personal mobile numbers, some contact details are not display above. However, a hard copy of a staff contact list will be held in the front office for SLT access only.				

Appendix 2 – students and caregivers’ contact list

(Key: P = Primary, A = Alternate)

Date of last update: 01/08/2022

Student / child name	Parent / Caregiver	Day contact details	After hours contact details	Other important information
		Land line and mobile	Land line and mobile	Note if child / student has specific health or other needs

Hardcopies of contact lists will be held at the front office for emergency situations.