



WHANGANUI HIGH SCHOOL POLICY

EMERGENCIES

Policy No: 5.2
(NAG 5)

INTRODUCTION	<ol style="list-style-type: none">1 Ensure that the safety of students, staff and visitors is paramount in the case of an emergency such as: a fire, lock-down, earthquake, tsunami, flooding, gas leak, chemical spill, suspicious device/package, bomb threat, dangerous intruder, threatening or aggressive behaviour, trespasser, hostage situation, serious injury or death and missing student.2 There are varying degrees of emergencies and a copy of the School Emergency Procedures should be available and familiar to students, staff and visitors.3 The school complies in full with any legislation currently in force or that may be developed to ensure the safety of students, staff and visitors.
OBJECTIVES	<ol style="list-style-type: none">1 Ensure the safety of all students, staff and visitors on Whanganui High School premises.2 Make all students, staff and visitors aware of what action they should take in the case of any emergency.
GUIDELINES / PROCEDURES	<ol style="list-style-type: none">1 Information relating to the School's emergency procedures for emergency scenarios be displayed and readily available to all students, staff and visitors.2 The practice of the relevant drills for each emergency scenario be carried out on a regular rotation basis, as required.3 Distinct signals that clearly indicate the type of emergency need to be recognisable for students, staff and visitors -<ul style="list-style-type: none">• Automated voice alarm or the continuous ringing of the bell (or hand bell) shall indicate the need for immediate evacuation of all relevant buildings;• Series of short blasts of the bell would indicate a lock-down.• Public Address System – for further instructions.4 Measures are taken to check that buildings are clear and secure following the relevant emergency.5 Form class rolls (emergency rolls) will be made available via the Student Management System (SMS) as required.6 Staff rolls will be made available via the Student Management (SMS) / Relief List as required.7 Procedures for all emergency scenarios be reviewed and updated annually.8 Plans relating to post-disaster survival are included in Policy 5.3 (Post-Disaster Survival Plan).
EXPECTED OUTCOME	Students, staff and visitors on site need to be aware of the action required when an emergency arises, in order to maintain the safety of all concerned.
EVALUATION	The Board, in association with the Principal, will review this policy annually in accordance with the School's quality management cycle.

Approved by the Board

Signed Chairperson:

Date:

27/9/2022

Signed Principal:

Date:

27/9/2022