

# **EMERGENCY PROCEDURES**

## **Rationale**

Roncalli College is committed to preparing for the unexpected through identification, minimisation, management, and annual review of potential risks to students, staff, and property.

### Definition of Crisis

A crisis is an accidental or deliberate event that impacts upon the normal functioning of the school. This includes death, epidemics, major property damage (flood, fire, earthquake etc), hostage/lockdown situations, homicide and transportation accidents.

## **Purpose of Procedures**

- To prepare for the unexpected
- To manage a crisis situation
- To minimise any disruption to the day to day running of the school
- To support the school community in times of crisis
- To provide a plan for those members of staff who are deeply affected by the crisis
- To meet the requirements of the Health and Safety in Employment Act 1992

## **CRISIS DUE TO EXTREME WEATHER CONDITIONS**

Should extreme weather conditions be present, the College will be guided by:

- Principal consultation with other Timaru Principals
- Advice of the TDC
- Advice of the Property Manager
- Advice of local Civil Defence
- Metservice forecast
- the decisions of the ASTN Bus Controller. Whilst the College can remain open without its bus students, this must be considered.

## **PROCESS FOR CLOSURE OF THE COLLEGE**

After consultation with the necessary parties, notification of closure of the College will be communicated via text message, Facebook and placed on the College website.

### EVACUATION OF BUS STUDENTS

- The ASTN (Aoraki Schools Transportation Network) will decide, using its decision making processes, when bus students will need to be evacuated home.
- Once the call is received by the College Bus Controller, those bus students being evacuated will be notified through the runner and meet in the GYM, sitting in the seats at the side of the court. Room 17 may also be used if free.
- The Bus Controller will then take a roll for each bus.
- Busloads of students will be released as their bus arrives.

## AN ON SITE CRISIS

### **WHEN AN EVACUATION IS NOT REQUIRED**

In the event of an emergency in or near the College e.g. a dangerous person in the grounds or a Civil Defence emergency, the alarm will be **CONTINUOUS SHORT RINGS** on the College alarm system. In this event staff and students are to remain in or move inside buildings.

The Office staff will contact Emergency services for advice. **All students will remain on site** where they are until the Emergency Manager communicates the all clear.

Note: For the safety of both students and staff it is vital that parents do not contact their students in the first instance due to the attraction phone noises can make.

### LOCKDOWN PROCEDURES- RESPONDING TO A DANGEROUS PERSON ON SITE

#### **General response:**

- If indoors, remain inside.
- If outside, immediately go to the nearest safe place. That may be a neighbouring property to the College.
- Avoid corridors – get into a classroom and stay away from windows.
- Barricade the door and leave outside curtains open. Get underneath tables, chairs or desks.
- Keep quiet. Don't call out to the offender. Turn phones to silent/vibrate.
- Unless there is an absolute need to, don't phone the Office – it will block the lines.
- Don't leave until you are given an instruction to do so.
- Write a list of names of those present on a sheet to give to police.
- Do not be alarmed if the power goes off (police strategy).
- You will be contacted on a cellphone or phone if possible.

### **WHEN AN EVACUATION IS REQUIRED**

#### 1 THE ALARM

- The **CONTINUOUS RINGING OF THE BELL** is the signal to evacuate all buildings of the school.
- The Assembly point is THE TENNIS COURTS AT THE NORTH END OF SMYTH BLOCK. Pupils and staff will assemble on the netball/tennis courts in House Groups with Aquinas at the south end and McAuley at the north end. Students will line up parallel with Wellington Street, on the concrete.
- The bell may be activated at emergency switches.
- A member of the Senior Leadership team will contact the fire brigade.
- Should the power be off, a hand bell will be rung.

#### 2 EVACUATION

- Escape Routes. Pupils must leave the College buildings in an orderly and quiet manner by the quickest and safest escape route.
- Any student(s) outside during such an emergency moves directly to the assembly area.

## WHEN AN EARTHQUAKE OCCURS

### TAKE COVER BUT STAY INSIDE THE BUILDING

- Take cover under a desk or table, and hold on to its legs.
- Move away from windows or have back to them.
- If no desk or table available, get on to knees, cover head with hands, bury face in arms, and shut eyes.
- Any student outside during such an emergency should move away from buildings and trees get on to knees, cover head with hands, bury face in arms, and shut eyes. Once the shaking stops they should move directly to the assembly area.
- It should be emphasised that in an earthquake students should remain in the building until the shaking has stopped and/or the ‘all clear’ is given by the teacher.

### KEEP CLEAR OF ALL BUILDINGS

- Students and staff should then follow normal evacuation procedures.

## Civil Defence Emergency

A Civil Defence Emergency is likely to be one of three scenarios:

### AN EMERGENCY CLOSES THE SCHOOL

#### ***The site is safe.***

- Classes will continue as per normal within the normal school day.
- The Office Manager will contact emergency services for advice. All students and staff will remain on site where they are until the Emergency Manager communicates the all clear.
- Once advice from Emergency Services has been received with regards to students leaving the premises an update as to the situation will be communicated to the community via text message, Facebook and on the College website.
- The Mercy Gates (Wellington St) will be locked by property staff and the gate to Ashby Courts will be opened for car parking for parents who may wish to collect their students.
- If parents arrive at the College they will be directed by staff to the area outside the Admin building. Parents will then be briefed as to the procedure for removing students from the premises. **Parents should not attempt to enter classrooms to remove their students.**

### AN EMERGENCY RESTRICTS ACCESS TO THE SITE

#### ***The site is safe but some or all students are at school for an extended period.***

- If there is early suspicion of building failure, evacuation procedures should be followed.
- The grounds staff will ascertain the access to water. Until this is done, no toilets should be flushed. The Outdoor Ed and Sports staff will use storage containers available for collecting water.
- Following the all clear, normal classes should resume as per the normal school day.
- If students are required to stay on site beyond the normal school day, students will initially assemble in the Gym with all staff. Staff will then be rostered on supervision.

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### **AN EMERGENCY RENDERS THE SITE UNSAFE**

#### ***Students have to be moved under supervision to an alternate site.***

- Evacuation procedures are to occur as per normal.
- The Executive Officer will immediately contact Emergency Services for advice.
- If the emergency is localised to the Roncalli College grounds, students are to be moved to the Aoraki Polytech Gymnasium. An update as to the situation will be communicated to the community via text message, Facebook and on the College website. The College Office staff will also inform local media to publish the change of location.
- If parents arrive at the Aoraki Polytech they will be directed by staff to the area outside the Admin building. Parents will then be briefed as to the procedure for removing students from the premises. **Parents should not attempt to remove their students without following the agreed processes.**