

Otari School Emergency Management Plan

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Contact details	Phone: (04) 475-3018 Mobile: 022-561-3368 Email: office@otari.school.nz and principal@otari.school.nz Website http://www.otari.school.nz/
Otari School and Montessori Preschool Emergency contacts	Name: Clifford Wicks Role: Principal, Otari School Mobile: 021-0237-9662
	Name: Florence Lasnier Role: Principal, Montessori Preschool Phone: (04) 475-9688 Mobile: 027-911-6214
Radio	Our local station for emergency information is: The Breeze: 0800 27 33 93 Newstalk ZB: 0800 801080
Scenarios tested (record fire, earthquake, lockdown)	
Plan established	August 2019
Revised:	

Approved by BoT Otari School

_____ (Chairperson) Date: _____

Introduction

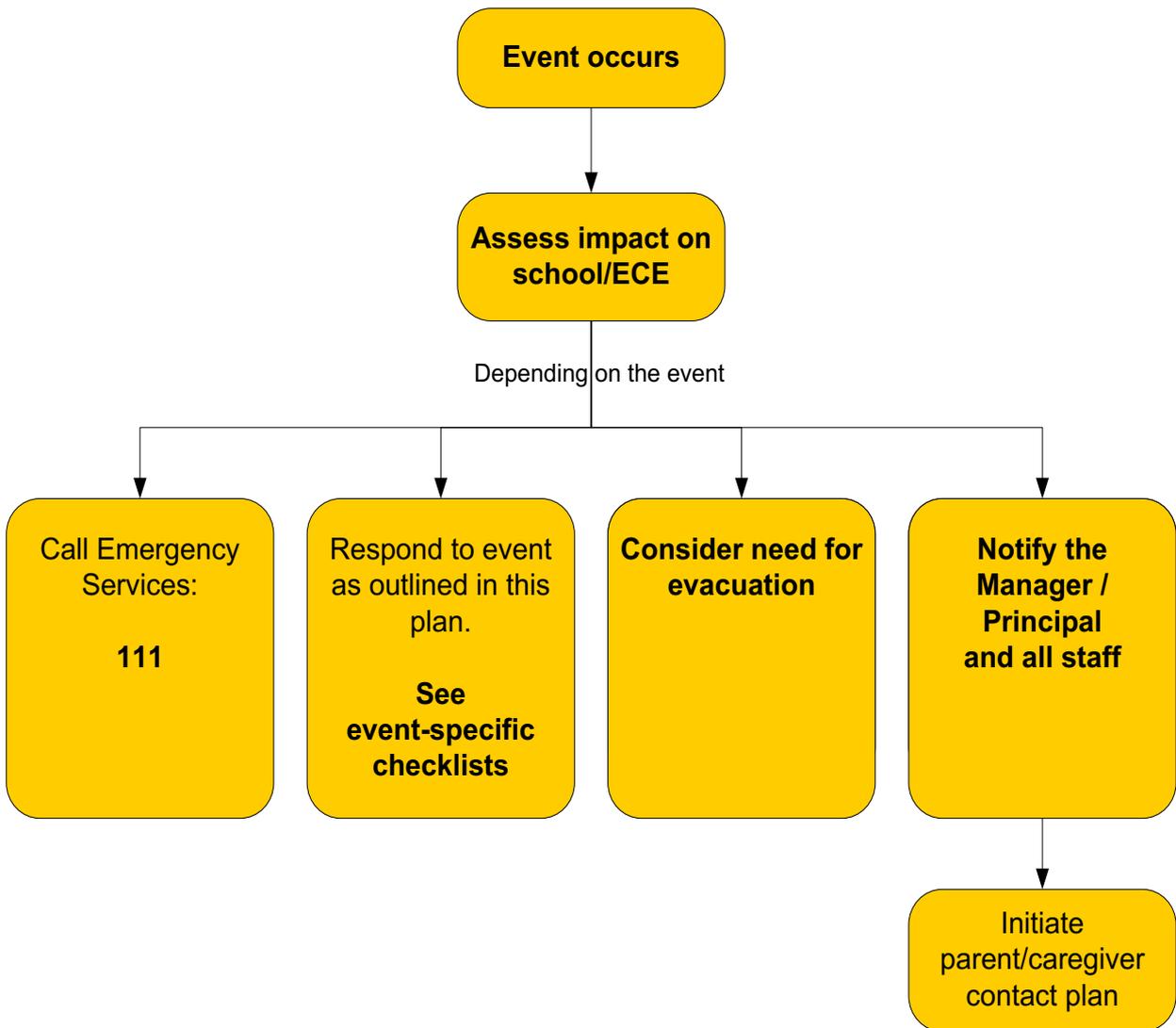
This plan outlines how Otari School will respond in the event of an emergency.

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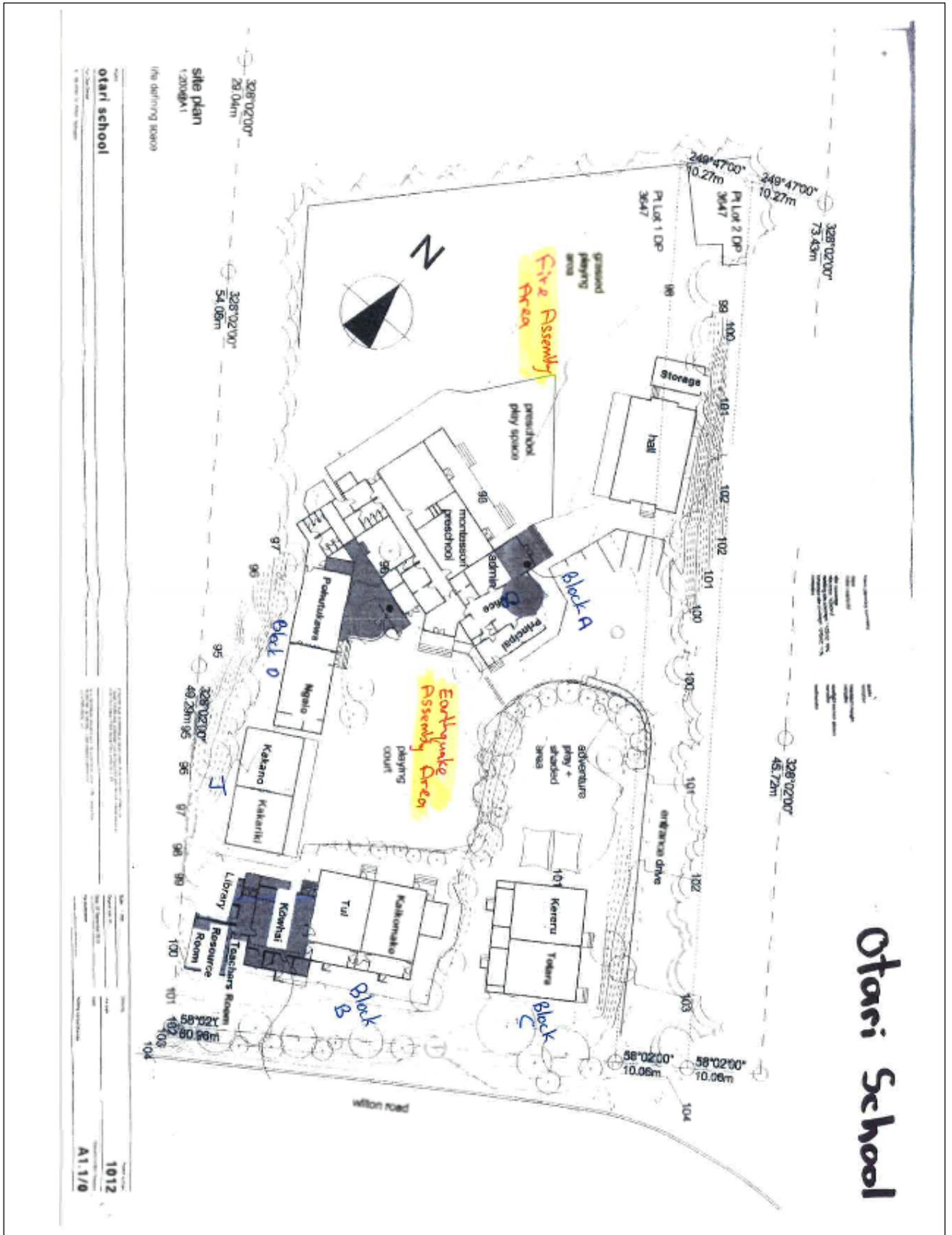
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Basic Emergency Response Process

While every event is unique, there are some basic steps to follow when responding to any emergency, which are outlined below:

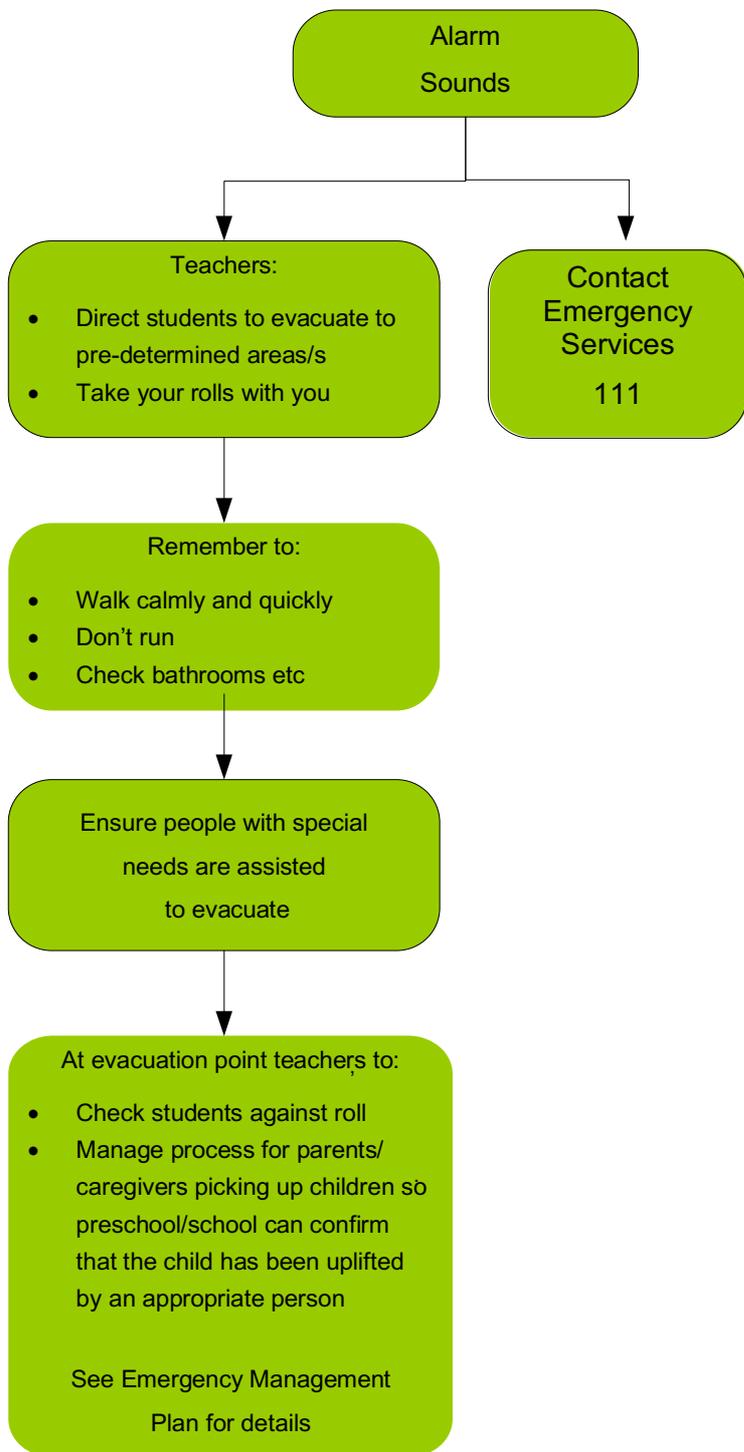


Site map



Evacuation

Evacuation from the school/preschool may be required to ensure the safety of staff and students in an emergency event. In all cases, evacuations need to be planned and practised.



In Specific Events

Tsunami move immediately to the nearest high ground, or as far inland as possible. see Tsunami plan

Bomb threat – keep at least 100m from the area where the package was found. see Bomb Threat plan

Following an evacuation

Do not return until given clearance to do so

The continuing operation of the school/ preschool will be determined by the nature of the event and the availability of resources, such as buildings, staff, employees and other resources.

The responsibility for deciding whether or not to continue operation following an event rests with:

- Preschool: the manager
- School: the Board of Trustees in consultation with the Principal.

Otari School Evacuation Plan

Evacuation Areas

Fire Evacuation Plan/Point:

If fire in Montessori Strand, Preschool, administration block or hall:

Outside Kererū on the concrete area under the orange canopy and beside the junior playground.

If fire in Original or Māori Immersion Strands:

School field near to the school. Classes will walk from their classroom.

Everyone will be directed to the Evacuation Point following the alarm, using the megaphone. People will walk from classrooms and take the quickest and safest route to the point.

Earthquake Evacuation Plan/Point:

The school court - Following the teacher's instructions, children and staff will assemble on the court when the shaking has stopped and it is safe to go outside.

Gas/Chemical Evacuation Plan/Point:

The assembly point will be determined by the location and nature of the incident. NB: this may require a "silent" alarm i.e. no cellphones or alarms

*In all situations consider students with special requirements and companion animals.

Communications Plan – parents, caregivers and others

In any emergency event you will need to contact parents and caregivers to advise them of the situation and advise where and how they can collect their child(ren).

Consider who you will need to contact in an emergency affecting your school/preschool or community and plan for how you will contact them and what information they will need.

Our emergency communications plan for parents caregivers and others

- in the event of an emergency parents and caregivers will be advised by text, via facebook and by email.
- The school will monitor and record when pupils are picked up by parents/caregivers. The school will require proof of identity that the person collecting a child is a designated carer as per student emergency information, or will seek confirmation from a parent or caregiver before releasing any child from school.
- Cellphone use amongst school students may mean some students are quickly in contact with their parents. Students must advise their teacher if they have made contact with their parents or caregivers (and will be reminded of this when running drills).
- The principal and staff will try to ensure communication with parents is as timely as possible, after addressing immediate student safety. To ensure accuracy of messaging, children will be asked to refrain from using cell phones until key accurate information can be relayed.

Our role in a Civil Defence Emergency

Civil defence preparedness for ECEs and schools generally falls into two categories:

- Ensuring the safety of 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.

Our role in a Civil Defence emergency

Otari School is not a civil defence centre. Our nearest centre is the Northland Community Emergency Hub at Northland School. A copy of the Northland Community Emergency Hub Guide is kept with this document. The advice and guidance it provides could be useful if there was ever an occurrence that necessitated Otari School to be used for the wider community.

External Contact Lists



Emergency services contact information

Police, Fire, Ambulance	111
Police (local station)	Phone: (04) 381 2000 (Central)
National Poison centre	Urgent line 0800 764 766 Non-urgent 03 479 7284
Medical Centre	Name: Northland Medical Centre Address: 1 Upland road, Kelburn Phone: 939 9551 For health care advice – Healthline 0800 611 116



Essential government contact information

Ministry of Education	National Office (04) 463 8000 Traumatic Incident Team 0800 TI Team (0800 848 326) Contact Centre 0800 225 580
Ministry of Education media advice and assistance	Point of contact Senior Media Advisor, Communications Group Phone 04 463 8000 - After Hours 027 560 5387
Oranga Tamariki Ministry for Children	0508 326 459
Local council (Civil Defence)	Phone (04) 830 4279
Local Emergency Management office/group (Civil Defence)	Point of contact: Northland School Phone: 475-7596



Essential utility contact information

Power company	EMP Account number: OTARI10001001 Phone: 0800 890 112
Gas company	Novo Energy Account number: 124860 Phone: 0800 668 236
Electrician	Adam Tulloch Phone: 477-4097
Builder	Ashby Property Services Phone: 233-0465
Plumber:	LA Plumbing & Gas Phone: Leighton – 027-645-9768

External contact lists



Essential security contact information

Security	Recon Security – 471-0119
Alarm monitoring	Global Security – 939-9339
Fire alarm/equipment maintenance	Central Alarms (David) 0274-432-061



Other miscellaneous contact information

Other	Contact details
Bus company / Transportation	Tranzit Coachlines – 387-2018
Insurance	Crombie Lockwood - 381-8164



Local ECE services/schools contact information

Other schools/ECEs in local area	Contact details
Cardinal McKeefrey School	Phone (04) 475-3262
Wilton Playcentre	Phone (04) 475-8361
Wilton Childspace	Phone (04) 475-6252

OTari School/Preschool contact list

OTARI SCHOOL STAFF – Term 1, 2020		
Principal	Clifford Wicks 12 Beechwood Close, Papararaumu	04-298-4340 021-0237-9662
Teacher Kākāriki SENCO/Strand Leader	Susan West 58 Allington Rd, Karori	934-5375 021-052-7000
Teacher Kaikōmako Deputy Principal/Strand Leader	Api Nathan 11/185 Victoria St, Te Aro	04-381-3142 021-531-221
Teacher Tōtara/Library Manager	Johanne Wicks 12 Beechwood Close, Papararaumu	04-298-4340 027-440-2085
Teacher Kōwhai	Lynette Franklin 6 Dress Circle, Newlands	971-2238
Teacher Kākano	Britta Martini 12 Baroda St, Khandallah	934-8844 027-671-5984
Teacher Tūi	Glenise Ward 28 Riwai St, Paraparaumu	04-905-3062 022-0712-350
Teacher Kererū/Syndicate 2 Leader	Sacha Fell 49 David Cres, Karori	476-9552 021-591-171
Teacher Pōhutukawa/Strand Leader	Deborah Sorensen 18 Fancourt St, Karori	021-052-3459
Teacher Kākano/Original Strand Release	Shani Leda 5 Futuna Close, Karori	476-4017 027-473-3843
Teacher Montessori Strand & CRT	Paula Crisp 60B Haumia St, Johnsonville	938-7637 021-238-5774
Reading Recovery Teacher	Kathy Heath 20 Landcross St, Kelburn	475-8012 027-475-8013
Teacher Immersion Strand & CRT	Cilla Noblett 128 Queens Drive, Lyall Bay	972-9815 021-108-5678
Original Strand Teacher	Christine Dowell 38 Rose St, Wadestown	472-5530 021-059-4092
Immersion Teacher & DP Release	Nichole Craig 8 Edgecombe St, Newlands	2800-995
Montessori Support Teacher	Cathine Hope	
Office Manager	Jillian Wilson 171a Mark Ave, Grenada Village	477-2131 021-172-1845
Kaiarahi i te reo	Parekohai Wells 20 Ruthven Rd, Wainuiomata	564-6778 021-0269-3144
Kaiawhina	Katrina Murray 99 Stewart Dr, Newlands	021-330-099
Teacher Aide	Sandi McKenzie-Edwards 32 John Witton Dr, Crofton Downs	479-9335 022-075-9549
Teacher Aide	Emile Guy 6 Firth Ave, Karori	970-0769 022-420-0990
Teacher Aide	Jo Fullelove 87 Heke St, Ngaio	479-3103 021-206-3614
Teacher Aide	Rebecca McKenzie-Pollock 28 Randwick Rd, Northland	027-747-1003

Teacher Aide	Eli Markaida Ituino 23 Govind Gr, Ngaio	022-154-8326
Montessori Teaching Assistant	Kanae Tsuji 55 John sims Dr, Broadmeadows	
Library Assistant	Hilary Eats 44 The Crescent, Roseneath	801-6622 021-621-622
Caretaker	Alan Ward 28 Riwai St, Paraparaumu	04-905-3062 027-322-3756

Montessori at Otari Preschool Staff contact list

Nicola Clark	0276613774
Florence Coram-Lasnier	0279116214
Mary Nelson	0210316395
Nina Templeton	0226413432
Gillian Lamb	021684500
Pam Backhouse	0211331438
Seedevi Fernando	0273805604

Students / parents and caregivers

How do we keep this information current:

Emergency contacts sheets are sent home each year for parents to fill in and return to the school.

Where is information stored?

In folder, in school office.

Fire

This checklist outlines what to do in the event of fire. You can also use it when practising a fire drill.

	Response actions (as appropriate)
Discovery of a fire	<input type="checkbox"/> Ring the fire alarm.
	<input type="checkbox"/> Call 111
	<input type="checkbox"/> If safe to do so, extinguish the fire.
On hearing the alarm	<input type="checkbox"/> Teachers should collect their registers and take their pupils to the designated assembly point(s).
	<input type="checkbox"/> Walk calmly and quickly and avoid panic.
	<input type="checkbox"/> Ensure students / visitors with disabilities are assisted by a responsible person.
	<input type="checkbox"/> Ensure any visitors are included in the evacuation.
	<input type="checkbox"/> Check rest areas, bathrooms and common rooms en-route to the designated exit point.
	<input type="checkbox"/> Ensure all students remain at the evacuation point until clearance to leave is given.
Returning to the building(s)	Do not return to the building(s) until given the all clear by the Fire Service.
Ongoing operations following a fire	<p>The continuing operation of the school/preschool will be determined by the nature of the fire and the availability of resources such as buildings, staff, employees and other resources.</p> <p>The responsibility of whether or not to continue school functions rests with the Board of Trustees, in consultation with the Principal.</p> <p>The responsibility of whether or not to continue the Preschool operations rests with the Manager.</p>
	<input type="checkbox"/> Contact your Ministry of Education regional office (which can help you access the Traumatic Incident team if required).

Earthquake

This checklist outlines what to do in the event of an emergency. You can also use it when practising an earthquake drill. **REMEMBER – LONG OR STRONG, GET GONE**

	Response actions (as appropriate)
During an earthquake	<input type="checkbox"/> If indoors: <ul style="list-style-type: none"> • Move no more than a few steps to a safe place and drop, cover and hold until the shaking stops. If you can, take cover under a desk or table. • Keep away from shelves containing heavy objects and other large items of furniture • Keep away from windows • Stay indoors until the shaking stops and it's safe to go outside
	<input type="checkbox"/> If outside: <ul style="list-style-type: none"> • Find a clear spot and drop to the ground and cover your head and neck. • Students to stay in the school grounds until a teacher comes to get them. • Keep away from buildings and power lines
When the shaking stops	<input type="checkbox"/> Expect aftershocks.
	<input type="checkbox"/> If you felt the earthquake was long (longer than a minute) or strong (hard to stand up in) then a tsunami may be imminent. If you are in a tsunami evacuation area, initiate self-evacuation immediately (refer to tsunami plan).
	<input type="checkbox"/> Ensure your personal safety first
	<input type="checkbox"/> Check those around you and offer help if necessary.
	<input type="checkbox"/> If anyone requires medical assistance, call 111 and/or administer first aid.
	<input type="checkbox"/> Evacuate if required.
	<input type="checkbox"/> Get staff and pupils away from dangerous areas
	<input type="checkbox"/> Listen to the radio for instructions from Civil Defence.
	<input type="checkbox"/> 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.
Ongoing operations following the earthquake	<input type="checkbox"/> The continuing operation of the school/ECE will be determined by the nature of the emergency and the availability of resources such as buildings, staff, employees and other resources. The responsibility of whether or not to continue school functions rests with the Board of Trustees, in consultation with the Principal. The responsibility of whether or not to continue preschool operations rests with the Manager.
	<input type="checkbox"/> Contact your Ministry of Education regional office (which can help you access the Traumatic Incident team if required).

Tsunami (Not Applicable)

	Response actions (as appropriate)
When a tsunami threatens	<p><input type="checkbox"/> PRIOR to an event</p> <p>Check whether your school is in a tsunami evacuation zone by contacting your local council or Civil Defence Emergency Management office. If you are in an evacuation zone, tsunami response planning is required.</p> <hr/> <p><input type="checkbox"/> If you feel a long (more than a minute) or strong (hard to stand up) earthquake and your school/ECE is located in a tsunami evacuation zone. Once the shaking stops, gather all students and evacuate immediately; move to higher ground or as far inland as possible.</p> <p><input type="checkbox"/> If you receive an official warning advising you to leave. Respond to the first message; do not wait for more messages before you act.</p> <p><input type="checkbox"/> Listen carefully to official instructions and follow them.</p> <p><input type="checkbox"/> Evacuate from the areas or zone(s) stated in an official warning.</p>
After the impact of the Tsunami	<div style="border: 1px solid black; padding: 10px; margin-bottom: 10px;"> <p>Describe here your tsunami evacuation arrangements:</p> <ul style="list-style-type: none"> What information will trigger your evacuation (i.e. LONG or STRONG earthquake or instructed by Civil Defence Emergency Management office). Where you will evacuate to (outside of your tsunami evacuation zones –this information is available from most local Civil Defence and Emergency Management Groups) How this plan is communicated to parents ahead of time, to ensure they will not come to the school while you have evacuated. How often and when you will practice tsunami evacuation. How you will get there on foot (or bicycle) and which tsunami evacuation route you will use. How you make sure all students and staff are accounted for. </div> <p><input type="checkbox"/> If there is time, take your disaster survival kit and any important documents with you (such as the roll and contact details).</p> <p><input type="checkbox"/> Stay out of the evacuated area until given the official “all-clear”. Continue to listen to TV and radio, or monitor civil defence social media for advice and information.</p> <hr/> <p><input type="checkbox"/> Contact your Ministry of Education regional office (which can help you access the Traumatic Incident team if required).</p>

Flooding

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)
Before a flood	<ul style="list-style-type: none"> <input type="checkbox"/> Check with your local civil defence emergency management office if the school/preschool is in a flood prone area. <input type="checkbox"/> Learn flood warning signs and understand your community's public alerting system. <input type="checkbox"/> Check with your local civil defence and emergency management office if there is a community flood evacuation plan. If yes, plan and practice this plan.
Flooding reported or sighted	<ul style="list-style-type: none"> <input type="checkbox"/> Be ready to act quickly. Floods and flash floods can happen quickly and without warning <input type="checkbox"/> Evacuate if required (and get to higher ground) <input type="checkbox"/> Follow the instructions and advice of emergency services and civil defence and emergency management authorities. <input type="checkbox"/> If safe to do so, move records and equipment onto higher floors or onto furniture as high as possible. <input type="checkbox"/> If flood is due to burst pipes etc, turn off the water at the mains if possible.
After a flood	<ul style="list-style-type: none"> <input type="checkbox"/> 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.
	<ul style="list-style-type: none"> <input type="checkbox"/> Get medical care if necessary. Contaminated water can cause infection.
	<ul style="list-style-type: none"> <input type="checkbox"/> Stay away from damaged areas. Your presence might hamper rescue and other emergency service operations.
	<ul style="list-style-type: none"> <input type="checkbox"/> Contact your Ministry of Education regional office (which can help you access the Traumatic Incident team if required).

Volcanic eruption and ashfall

	Response actions (as appropriate)
If you are at risk from Volcanic Activity	<input type="checkbox"/> Learn about your community's warning systems and emergency plans.
	<input type="checkbox"/> Develop an evacuation plan for volcanic eruptions and make sure everyone is aware and practices it.
When a volcano threatens	<input type="checkbox"/> Listen to your radio or TV for advice and information
	<input type="checkbox"/> Contact your local Civil Defence Group for advice on the volcanic hazards that could affect your school during an eruption.
	<input type="checkbox"/> Check that staff know what to do. Revise with students.
Large eruption	<input type="checkbox"/> 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).
Ash Fall	<input type="checkbox"/> Ensure that staff and pupils stay indoors. Have dust masks available.
	<input type="checkbox"/> Close windows and doors. In heavy ash falls, windows and doors may need additional sealing to avoid ash entering the school buildings.
	<input type="checkbox"/> Turn off air-conditioning units and any other equipment that draws in or blows air.
	<input type="checkbox"/> 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.
	Volcanic ash is very abrasive. Properly fitted, P2 or N95 - rated safety masks are recommended for anyone in contact with ash.
	<input type="checkbox"/> 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.
	<input type="checkbox"/> Disconnect roof-fed water supply only when ash fall is occurring or during the clean up to stop ash entering the storage tanks.
<input type="checkbox"/> If possible have school outdoor equipment, cars etc parked under-cover or cover them.	
Cleaning up after an ash fall	The local council and CDEM group will provide advice on cleaning up and disposing of ash.
	<input type="checkbox"/> Contact your Ministry of Education regional office (which can help you access the Traumatic Incident team if required).

Pandemic

It is important to take steps to protect staff, students or children from future **pandemics** (global disease events such as influenza) or **epidemics** (local disease events such as, measles, hepatitis, tuberculosis, norovirus, whooping cough etc).

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.

Pandemics by their nature are unpredictable in terms of timing, severity and the population groups that are most affected. Planning for an infectious disease outbreak is as important as planning for other emergencies.

	Pre-response and Response actions (as appropriate)
	Planning
	<input type="checkbox"/> Recommend annual vaccinations for staff
	<input type="checkbox"/> Consider having a supply of Personal Protective Equipment (PPE) gloves, face masks, antiseptic hand wash.
	<input type="checkbox"/> Develop a communications plan for staff, students, families and other interested members of the community.
	<input type="checkbox"/> Identify an appropriate space to be used as an isolation area
	<input type="checkbox"/> Know who your local Medical Officer of Health is and maintain regular contact. _____
	Response – when a pandemic has been advised or declared
	<input type="checkbox"/> Regularly check for updates on the Ministry of Health website (Ministry of Health NZ)
	<input type="checkbox"/> Use posters available from Ministry of Health re cough / sneeze etiquette, handwashing
	<input type="checkbox"/> Consider social distancing strategies. Information on this is available from the Ministry of Health .
	<input type="checkbox"/> Consider implementing an enhanced cleaning routine of touch points and common spaces as a precaution.
	<input type="checkbox"/> Establish the isolation area (as required)
	<input type="checkbox"/> Liaise with your local Medical Officer of Health (MOoH):
	Phone: 04 570 9002 Fax: 04 570 9211 Email: rph@huttvalleydhb.org.nz Postal address: Regional Public Health, Private Bag 31907, Lower Hutt 5040

Gas leak

	Response actions (as appropriate)
	<input type="checkbox"/> Consider evacuating the area or the school/preschool. Do not re-enter building or outside area until cleared by authorised personnel
If gas leak is suspected	<input type="checkbox"/> Turn off the main valve
	<input type="checkbox"/> If possible and safe to do so open windows to allow the gas to dissipate.
	<input type="checkbox"/> Rescue any person in immediate danger but only if safe to do so.
	<input type="checkbox"/> Do not: <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 • allow anyone to smoke in the vicinity
	<input type="checkbox"/> Warn others in the immediate area
	<input type="checkbox"/> Call emergency services (111) if required
	<input type="checkbox"/> Call our local gas company: <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> Company: Novogas Ph: 0800-668-236 Our account number: 124860 </div>
	<input type="checkbox"/> Contact your Ministry of Education regional office (which can help you access the Traumatic Incident team if required).

Chemical spill

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	<input type="checkbox"/> Move all people in the vicinity to a safe area. Consider: <ul style="list-style-type: none"> • Evacuation of entire school/preschool 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.
	<input type="checkbox"/> If required, contact emergency services on 111
	<input type="checkbox"/> Give appropriate first aid to anyone in contact with the spill
	<input type="checkbox"/> Notify the Manager / Principal and staff
	<input type="checkbox"/> Consideration may have to be given to how students will be able to leave the centre/school after finishing time if the spill has not been made safe by then.
	<input type="checkbox"/> Contact your Ministry of Education regional office (which can help you access the Traumatic Incident team if required).

Dealing with a suspicious letter or package

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	<input type="checkbox"/> Note the location of the package and a description of it (markings etc).
	<input type="checkbox"/> Do not touch, shake or attempt to move the package.
	<input type="checkbox"/> Check with the addressee to see if they are expecting the package
	<input type="checkbox"/> Isolate the item.
	<input type="checkbox"/> Call the police (111) and advise them of the circumstances, the description of the package and its location.
	<input type="checkbox"/> As appropriate, position staff at a safe distance to direct people away from the area where package/letter is.
	<input type="checkbox"/> Consider evacuating the area or the school (Take police advice)
If you open a letter/package and discover powder:	<input type="checkbox"/> Put on gloves and place opened letter/package in a plastic bag
	<input type="checkbox"/> If hands or any part of the body may have come into contact with the envelope or package then wash with soap and water
	<input type="checkbox"/> If contents spilled <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.
	<input type="checkbox"/> If contents are spilt on clothing <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.

Bomb threats

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 as the opportunity arises and avoid being confrontational.

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 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:			
The Caller			
Sex:		<input type="checkbox"/> Male <input type="checkbox"/> Female	
Estimated age:			
Any speech impediment (specify):			
Accent (specify):			
Voice- loud – soft etc:			
Speech – fast – slow 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			
<input type="checkbox"/> Well spoken	<input type="checkbox"/> Irrational	<input type="checkbox"/> Message read by caller	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Incoherent	<input type="checkbox"/> Taped	<input type="checkbox"/> Abusive	
Any background noises?			
<input type="checkbox"/> Street noise	<input type="checkbox"/> Aircraft	<input type="checkbox"/> Music	<input type="checkbox"/> Vehicle
<input type="checkbox"/> House noise	<input type="checkbox"/> Voices	<input type="checkbox"/> Machinery	<input type="checkbox"/> Other: _____
Call taken			
Date: ___/___/___	Time:	Length of call:	Number called:

This checklist for bomb threats should be kept by the phone. Staff who would normally answer the phone should be briefed on the questionnaire to ensure some familiarity with it. A pre-printed version of the check list is available from police and may be preferred over this list for convenience.

Trespasser on the school grounds

Only follow this process if it is clear that the trespasser does **not** come under the category of Violent Intruder (see following page).

Trespassing is where a person enters an preschool or school and either:

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

Incident type	Response actions (as appropriate)
You become aware of a person on the school/preschool grounds that does not have permission to be there.	<input type="checkbox"/> Assess the nature of the trespasser: non-threatening or aggressive (if aggressive – follow the violent intruder process, next page).
	<input type="checkbox"/> 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.
	<input type="checkbox"/> If the reason for the visit appears legitimate, take the person to the office where the reasons for the visit can be dealt with.
Become aware that there is a trespasser on the property.	<input type="checkbox"/> If the reason for the visit is not legitimate, explain that they have to leave the premises.
	<input type="checkbox"/> Notify the principal or other staff member of the description, location and activity of the trespasser.
	<input type="checkbox"/> Ensure the children and staff are safe and the classrooms are kept secure.
	<i>If the person leaves when requested they are no longer considered a trespasser.</i>
If the trespasser refuses to leave when requested	<input type="checkbox"/> Explain that staff will have to call the police.
	<input type="checkbox"/> If the trespasser still refuses to leave ask colleague to call the police.
	<input type="checkbox"/> If it is safe, stay with the trespasser until the police arrive.
	<input type="checkbox"/> If the trespasser gives any indication of violence walk away (if possible keep the trespasser under observation from a safe distance until police arrive).
	<input type="checkbox"/> When police arrive update them on the situation.
Follow-up actions	<input type="checkbox"/> Ensure the incident is documented and filed (including providing a report to police).
	<input type="checkbox"/> Contact your Ministry of Education regional office (which can help you access the Traumatic Incident team if required).
	<input type="checkbox"/> Consider: <ul style="list-style-type: none"> • debriefing staff on the incident and assess if your Emergency Management process worked correctly or needs amendments. • debriefing students if the incident was a public one to prevent rumours and speculation.

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 Act 1989, section 139C makes it an offence to intentionally insult, abuse, or intimidate a teacher or other member of staff on school premises.

Violent intruder

This checklist provides a very basic guide to managing a Violent Intruder incident.

The aftermath of a Violent Intruder incident will require careful management as even in the 'best case' scenario of no one being injured there may be traumatised staff and pupils, concerned parents, disruption to your school or preschool and media interest.

	Response actions (as appropriate)
Shots are heard or a violent intruder is seen on the premises	<input type="checkbox"/> Call 111 <ul style="list-style-type: none"> • Identify yourself and your school/ECE, 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
	<input type="checkbox"/> If safe, move to predetermined safe position to await Police arrival
	<input type="checkbox"/> Alert staff/students (avoid using the fire alarm).
	Text, email and quietly spoken message to be relayed around staff.
	<input type="checkbox"/> Move everyone out of hallways and into rooms.
	<input type="checkbox"/> Lock and/or barricade, or cover if possible, doors/windows.
	<input type="checkbox"/> Keep quiet and do not leave the classroom unless it is safe to do so.
	<input type="checkbox"/> Should the event occur, while students are outside in playing fields: instruct students to move to nearest secure room, or to a safe-predetermined, assembly area (which may include an off-site area close to the school/preschool).
<input type="checkbox"/> Once police arrive, liaise with them to secure crime scene(s)	
Following the incident	<input type="checkbox"/> The Trauma Incident Teams will provide support (see contact list for phone number).
	<input type="checkbox"/> Liaise with the media
	<input type="checkbox"/> Consider whether to temporarily close, or continue operating. (The Trauma Incident Teams will provide guidance on suitable responses)
	<input type="checkbox"/> Continue to monitor the wellbeing of students and staff

For detailed resources on traumatic incidents, please visit:

www.education.govt.nz/school/student-support/emergencies

Serious injury or death

All ECE services and schools need to be prepared and know how to manage a traumatic incident involving death or serious injury. The sudden death (or serious injury) of a child, young person, staff member or family/whānau member has the potential to create significant dangers or risks to 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 ECE service or a school and their community. If the aftermath is poorly or insensitively handled, it can impact on those affected and attract adverse media or public comment.

	Response actions (as appropriate)
Death / serious injury occurs at school or ECE	<input type="checkbox"/> Ensure your own safety. Assess area for danger (eg: live wires, poisonous substances etc)
	<input type="checkbox"/> Do not assume death has occurred – give immediate first aid
	<input type="checkbox"/> Call emergency services
	<input type="checkbox"/> Notify Manager/Principal; isolate and contain the area.
Action after medical personnel have taken over	<input type="checkbox"/> Manager/Principal to advise (as soon as possible): <ul style="list-style-type: none"> • Preschool / school management team and staff • board and chair
	<input type="checkbox"/> Consider accompanying police to advise parents.
	<input type="checkbox"/> Advise the Ministry of Education Trauma Incident Team on 0800 84 83 26. This team will help guide you on managing the response (including how to advise students, arrange counselling etc)
	<input type="checkbox"/> Complete incident form with all known details
	<input type="checkbox"/> Ensure the designated media person for the school is fully briefed

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

Online resources

Visit the Ministry of Education website to assist in managing this type of response in ECE 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

Missing child or student

All instances of a child or student going missing from a school or ECE centre 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 child or student including:

- the proximity of dangerous hazards to the school/ECE
- the possibility of an abduction
- the possibility that the child or student has been picked up by a parent or caregiver
- the child or student has decided to leave school for the day
- the child or student has felt unwell and simply gone home.

Until the child or 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	<input type="checkbox"/> Confirm: <ul style="list-style-type: none"> • that the person had been present at preschool / school at some time during the day, and if so; • when they were last seen
	<input type="checkbox"/> Notify Manager / Principal and staff
	<input type="checkbox"/> Search the school / preschool
If child or student is found	<input type="checkbox"/> If child/student found injured or ill, call for medical assistance if required.
	<input type="checkbox"/> Notify manager / principal and other searchers.
	<input type="checkbox"/> Establish what happened and complete incident report
	<input type="checkbox"/> Arrange for the child / student's parents or caregivers to be advised
If child or student is not found	<input type="checkbox"/> Notify the police immediately
	<input type="checkbox"/> Notify the parents / caregivers immediately
	<input type="checkbox"/> Contact your Ministry of Education regional office (which can help you access the Traumatic Incident team if required).