

POLICY 5.2

EMERGENCY AND CRISIS MANAGEMENT

Rationale:

The Civil Defence Emergency Management Act 2002 (including the Civil Defence Emergency Management Amendment Act 2016) requires the Tokomaru School Board of Trustees to:

Prepare plans to continue functioning during and after national or civil defence emergencies, and undertake Civil Defence functions and responsibilities, which essentially means being able to rescue endangered persons, provide first aid to casualties, and relieve the distress of students, staff and others within the school.

PURPOSE:

To identify risks or emergencies.

To ensure a clear and effective emergency management plan (and associated procedures) is developed, implemented and maintained.

GUIDELINES:

Plan for dealing with the above

The management plan shall:

1. Meet the requirements of the Health & Safety at Work (General Risk & Workplace Management) Regulations 2016, and have included information from “MOE Planning and Preparing for Emergencies September 2020.”
2. Seek advice from the Traumatic Incidents Team of Ministry of Education 0800 TI Team (0800 848 326)
3. Ensure all staff are fully aware of the schools Crisis & Emergency Management strategies
4. School Crisis Management Team to consist of
 - The Principal (or DP)
 - The Office Administrator
 - The Presiding Member (or Deputy)
 - Other staff and Board of Trustees as required
5. Other Professionals
 - Police
 - Tokomaru Fire Brigade
 - Civil Defence
6. Follow Emergency Management Plan 5.2.1
7. The Principal has authority to decide if the school is safe
8. Staff are aware of all procedures

SUPPORTING DOCUMENTS:

- “Planning & Preparing for Emergencies: Practical Information for Schools and Early Learning Services” - Ministry of Education September 2020
- 5.2.1a Tokomaru School Record of Emergency Drills
- Tokomaru Opiki Community Support and Civil Defence Contact List 2022

REVIEWED: August 2022

APPROVED: October 2022

NEXT REVIEW DATE: October 2025

APPROVED BY _____ **DATE** ____/____/____ **Presiding Member, BOT**