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Ōwhiro Bay School

Emergency Management Plan

LAST REVIEWED
28 August 2024

NEXT REVIEW DUE
28 August 2025

FILE LOCATION(S)

Ōwhiro Bay Teacher Drive; School Office; Principal's cupboard

Key Contact Information For This Plan

Contact Details

Address (physical)	Ōwhiro Bay School 100 Happy Valley Road Ōwhiro Bay Wellington 6023
Phone	04 383 7189
Email	office@owhiro.school.nz principal@owhiro.school.nz
Website	owhiro.school.nz

Incident Management Team leads / Key emergency contacts

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Position / Role	Principal	Position / Role	Deputy Principal
Phone	0275 377 474	Phone	027 428 3969
Email	cilla@owhiro.school.nz	Email	vikki@owhiro.school.nz
Name	Wendy Davenport	Name	
Position / Role	Office Manager	Position / Role	
Phone	027 687 3890	Phone	
Email	office@owhiro.school.nz	Email	

Go to **External Contact Lists** (pg. 9) for details of local emergency services, etc and **Appendices 1 and 2** for staff, children / parent / caregiver contact lists.

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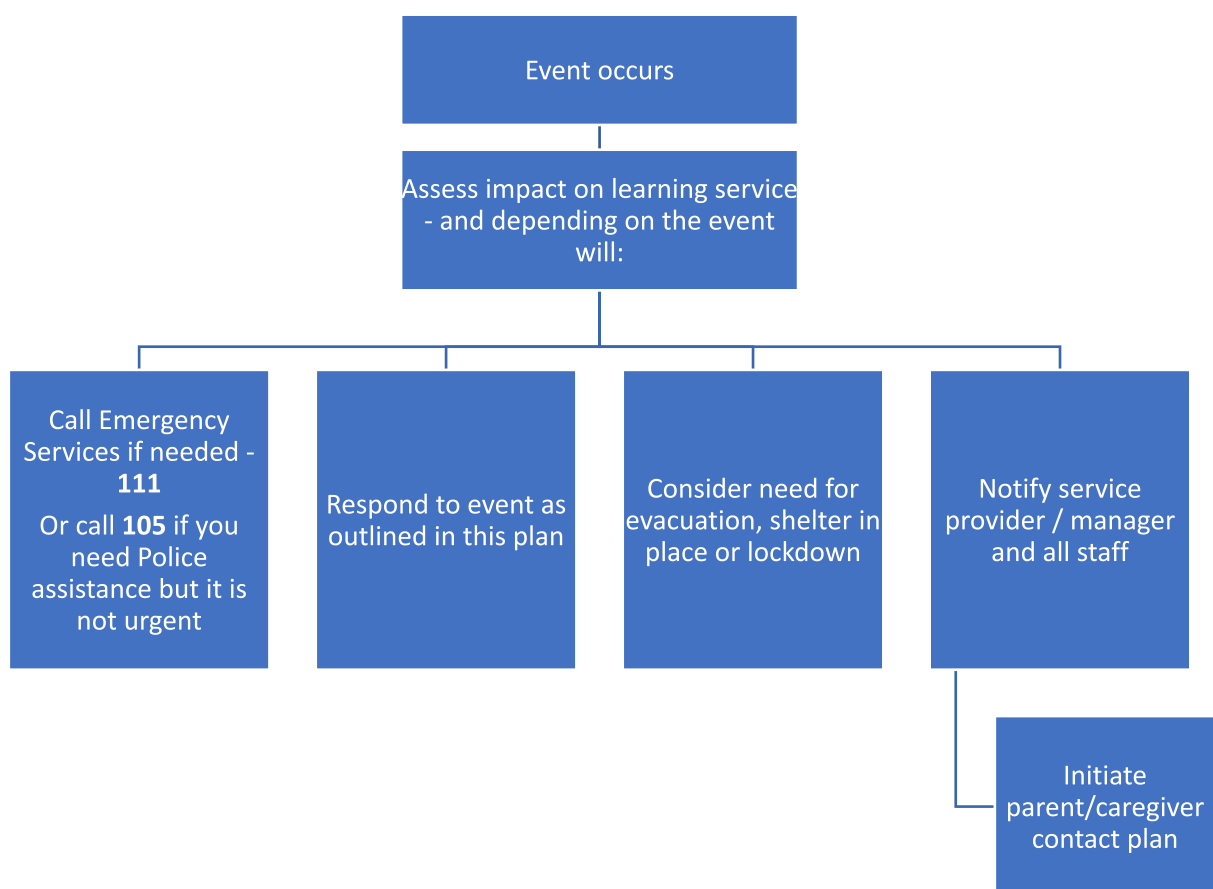
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Introduction

This plan outlines how Ōwhiro Bay School will plan for and respond to an emergency event.

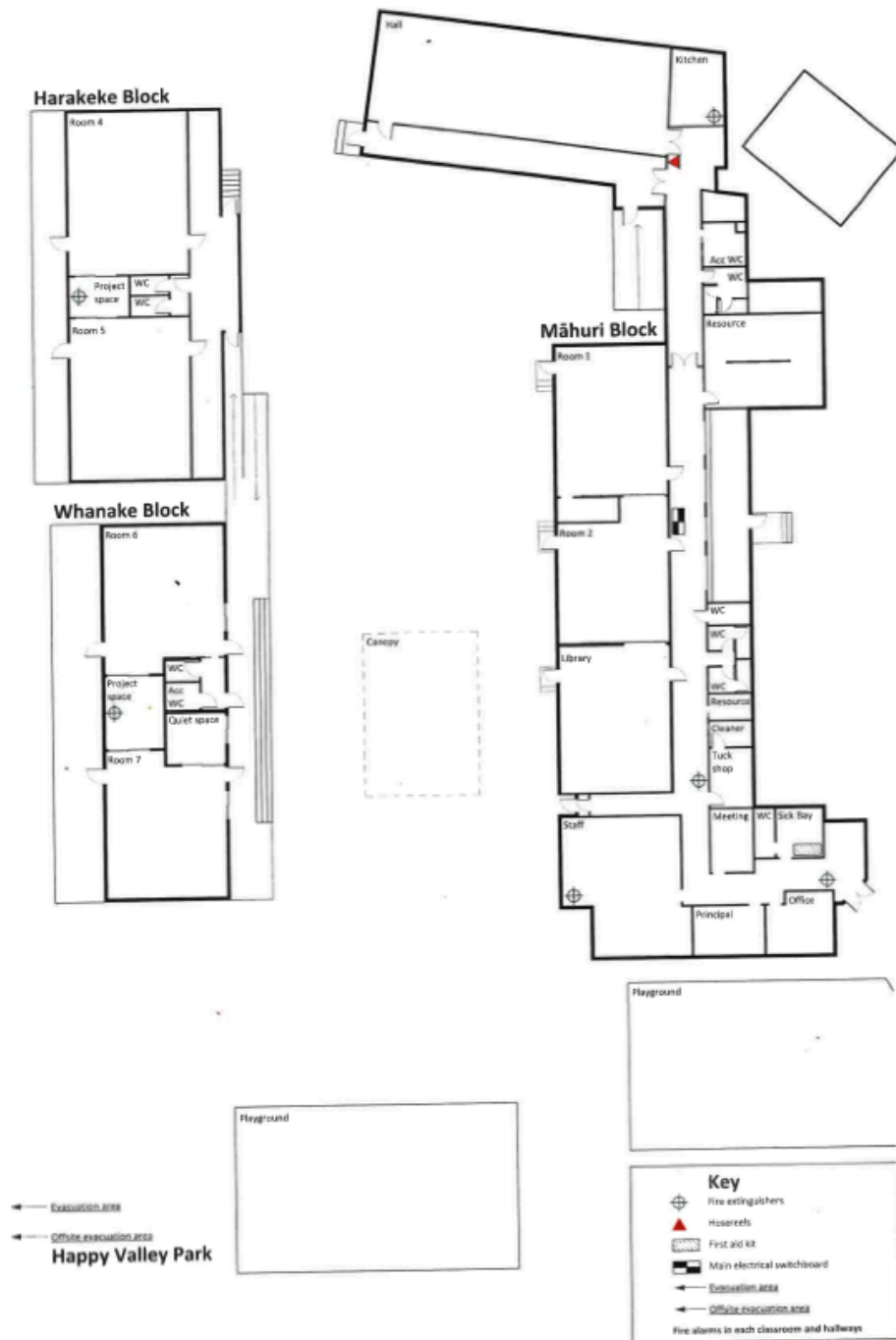
Basic Emergency Response Process

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



Site Map

Please consider placement of water valve within the premises and highlight
 Key – medications, emergency supplies kit/go bags



Calendar - Planned Drills and Other Training

Activity	Jan - March	April - May	June - Aug	Sep - Oct	Nov - Dec
Fire Drill	Fire drill	✓		✓	
Earthquake Drill	Discussion in class about procedures	✓	✓		
Shelter-in place drill		✓			
Lockdown drill (staff only participating)				✓	
Tsunami				25 October	
Reunification drill – parents/ emergency contacts collect students				(Shakeout Day)	
Staff refresher training (eg, regular item at staff meetings)	Term 1			Term 3	
Parent and caregiver updates and reminders	Beginning of year Check contacts and release people		Newsletter home and via app for updating contacts and procedures		
Contact with Emergency Services – for advice and guidance	Brooklyn Fire Brigade	Refresh First Aid Courses every 2 yrs			

Our Role in a Civil Defence Emergency

Civil defence preparedness for Ōwhiro Bay School generally falls into two categories:

- Ensuring the safety of children and staff at OBS 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.

We are an Emergency Hub for our area. Our school is the main facility in the area where the community can gather. How the school is used in an emergency will be decided according to the needs of the community at the time (e.g. whether people can sleep in the hall, for example).

It may not be school staff who unlock the school in an Emergency. Several community members are identified as key holders.

Communications Plan – Parents, Caregivers and Others

Planning - Our proactive communications will include:

- A beginning of year information pack sent to all parents and caregivers
- Updating and sending our 'Emergency Management Information for parents and caregivers' out twice per year (at the beginning of Terms 1 and 3) including a reminder to update their emergency contact information (who is approved to uplift their child) and
- Information about emergency protocols at the first whānau hui night at the start of the year
- Summary of practice drills undertaken each term are reported in our Newsletter
- Meeting at least annually with local emergency services (eg Fire, Police, Civil Defence)

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

- A text alert stating what the emergency is, and whether parents are to collect their children or to stay away from school until further notification
- The location for collecting children in each emergency – including our evacuation point (at the carpark of the cricket clubrooms at the Northern end of our school).
- A reminder that only persons nominated on the Emergency Contacts List may collect our children

External Contact Lists

Radio - our local station for emergency information is: RNZ FM 101.7 AM 675

Emergency Services

Police, Fire, Ambulance	111 105 for Police, if needing non-urgent assistance
Police (local station)	Phone 04 381 2000
Local Emergency Management Office / group (Civil Defence)	Point of contact: WREMO Phone 04 830 4279
National Poison Centre	Urgent line 0800 764 766 Non-urgent 03 479 7284
Medical Centre	Island Bay Medical Centre 159 The Parade Island Bay Wellington Phone: 04 383 7647

Essential Agency / Service

Healthline	0800 611 116
Ministry of Education	Local office: 04 463 8699 (Lower Hutt) 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 number will come up when notifying us of an emergency) Go to – education.govt.nz for more information about Mataara.
Oranga Tamariki Ministry for Children	0508 326 459

Essential Utility

Power company - GENESIS	Customer number 880 109 2911 Phone 0800 690 980
Gas company	No gas at school or kindy
Electrician	Nick Hazlewood (Electrical Concepts) 027 222 3349

Builder	John Ryan 022 430 9472
Plumber	Matt (M and T plumbing) 027 465 7208
Phone company	Diamond Communications: Dave 027 441 9809

Essential Security

Security	Harbour City Security. 04 4999988 (School ID 169)
Alarm monitoring	Harbour City Security. 04 4999988
Fire alarm / equipment maintenance	Fire Compliance Services (Craig) 021 461 422 or 04 801 8339

Other Miscellaneous Contact Information

Bus company / Transportation	Tranzit 04 387 2018
Lawyer	
Insurance	Charlie Shelley Broker - Commercial +64 4 381 5118 +64 27 627 5867 charlie.shelley@aig.co.nz
Bank	BNZ 0800 269 4242 02 0576 0101 736 00
Other	ENJOY After School Care 022 365 6900 (Enrico) Emergency Response Cove Kinloch 0800 372 4357 (Anything affecting school buildings or safety of occupants)
Ōwhiro Bay Kindergarten	Point of contact: Gina Hong 2IC: Jody Hazlett Phone 04 383 7103 Mobile 022 601 0616

Following an Evacuation

Do not return to the Ōwhiro Bay School site until given clearance to do so.

Whether the Ōwhiro Bay School can continue to operate that day (and in the future) 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 School Principal (or delegated Acting Principal) in liaison with the Presiding Member. Appropriate advice from professionals should be sought if needed (for example Emergency Response Contractor (Cove McKinloch).

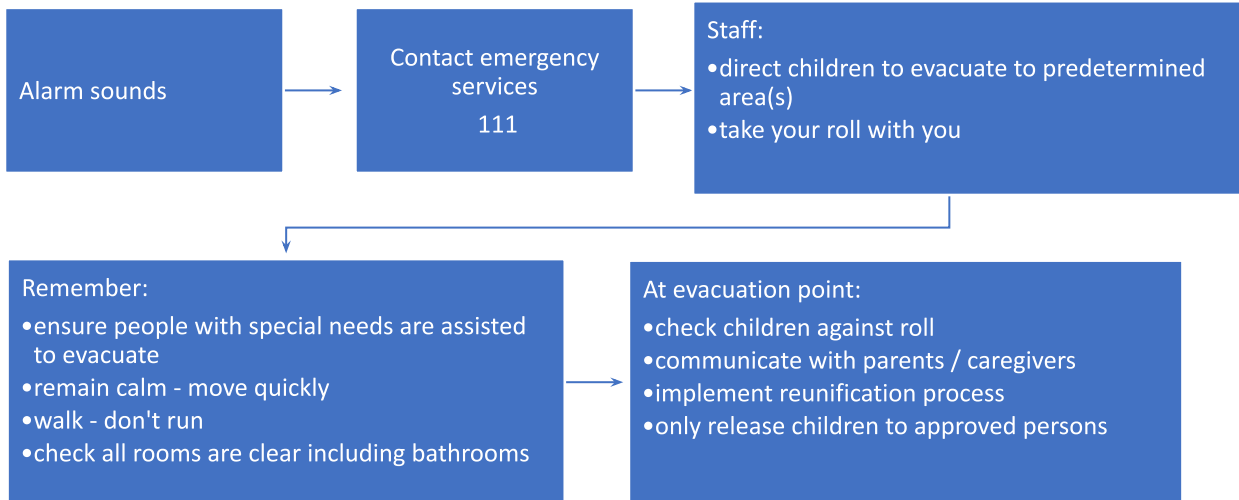
Contact the Ministry of Education if you need support.

Emergency Response Types

Evacuation

Evacuation from Ōwhiro Bay School may be required to ensure the safety of staff and children in an emergency event. In all cases, evacuations need to be planned and practiced.

General Evacuation Plan



Specific Events

Bomb threat

Keep at least 100m from the area where the package was found.

Tsunami

Move immediately to the nearest high ground, or as far inland as possible. For Ōwhiro Bay School this means we will walk to the Cricket Grounds at the North of the school. From there, if necessary we will then continue to walk up Murchison Street to the Dog Park.

Evacuation Areas

- In an earthquake we evacuate to the top of our field.
- In an evacuation where parents are required to collect their children, we walk further up to the Cricket Clubrooms at Happy Valley Park.
- After a long and strong earthquake, with the threat of a tsunami, we will then continue to walk up Murchison Street to the Dog Park (Tawatawa Reserve)
- Students with mobility issues are transported in a car by a staff member if safe to do so
- Individual teachers take emergency bag, cell phones, car keys, whole school roll and emergency contact information
- Medications for children if essential (e.g. EpiPen, Diabetes kit, kidney meds, etc,...)
- Volcano (just in case!) - Stay indoors
- Gas/Chemical spill: Evacuate to end of the Ōwhiro Bay School sports field, or evacuate if outdoor issue

Fire

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

NOTE: The fire procedure should be the current Fire Evacuation Scheme approved by Fire and Emergency New Zealand.

<https://www.education.govt.nz/early-childhood/licensing-and-regulations/the-regulatory-framework-for-ece/licensing-criteria/centre-based-ece-services/health-and-safety/emergencies/hs4-fire-evacuation-scheme/>

Response Actions (as appropriate)		Person/s Responsible
Discovery of a fire	Ring the fire alarm.	Office Manager/ Principal or whoever discovers fire
	Call 111	As above
	If safe to do so, extinguish the fire.	As above
On hearing the alarm	<ul style="list-style-type: none"> ● Initiate evacuation to north end of field ● Teachers / staff collect their registers, emergency bags and take their children to the designated assembly point. ● Walk calmly and quickly. ● Ensure children / staff / visitors with disabilities are assisted by a responsible person. ● Ensure any visitors are included in the evacuation. ● Check rest areas, bathrooms and common rooms en route to the designated exit point. ● Ensure all children remain at the evacuation point until clearance to leave is given. ● Roll call for children and staff to be undertaken. 	
Returning to the buildings	Do not return to the building(s) until given the all clear by the Fire Service.	Fire Service
Ongoing operation following a fire	The decision to continue Ōwhiro Bay School operations rests with the service provider and Manager/Person Responsible. Contact the Ministry of Education regional office (they can provide support through the Traumatic Incident team if required).	MoE

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	<p>If indoors:</p> <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 is safe to go outside.
	<p>If outside (e.g. break times):</p> <ul style="list-style-type: none"> • Find a clear spot and drop to the ground and cover your head and neck • Children stay in the Ōwhiro Bay School grounds, not go inside. Assembly at the top of the field with their teachers • Staff use intercom if able/necessary to clarify instructions • Keep away from buildings and power lines
When the shaking stops	<p>Expect aftershocks.</p> <p>Roll call for children and staff to be undertaken.</p> <p>Use SMS (Student Management System) for comms (e.g. if any child missing or hurt)</p> <p>If earthquake is 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).</p> <p>Ensure your personal safety first. Check those around you and offer help if necessary.</p> <p>If anyone requires medical assistance, call 111 and / or administer first aid.</p> <p>Evacuate if required. You do not need to evacuate after every earthquake</p> <p>Get staff and children away from dangerous areas.</p> <p>Listen to the radio for instructions from Civil Defence.</p>
Ongoing operations following the earthquake	<p>The decision to continue Ōwhiro Bay School operations rests with the Principal, AP and/or Board Presiding Member.</p>
	<p>Contact the Ministry of Education regional office (they can provide support through the Traumatic Incident team if required).</p>

Tsunami

PRIOR to an event- Although we are no longer considered to be in a Tsunami Zone, we will still evacuate to Tawatawa Reserve on Murchison St, if a risk of Tsunami is issued or if we deem necessary.

Response Actions (as appropriate)	
When a tsunami threatens	<p>If you feel a long (more than a minute) or strong (hard to stand up) earthquake and Ōwhiro Bay School is in a tsunami evacuation zone:</p> <ul style="list-style-type: none"> ● Once the shaking stops, gather all children and evacuate immediately; move to higher ground or as far inland as possible ● If you receive an official warning advising you to leave. Respond to the first message; do not wait for more messages before you act ● Listen carefully to official instructions and follow them ● Evacuate from the areas or zone(s) stated in an official warning.
	<p>If there is time, take the disaster survival kit and any important documents with you (such as the roll and contact details).</p> <p>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>
After the impact of the tsunami	Contact the Ministry of Education regional office for support, if needed.

Evacuation Plan
<p>Our Tsunami evacuation plans are as follows:</p> <ul style="list-style-type: none"> ● In an Earthquake we evacuate to the top of our field. ● In an evacuation where parents are required to collect their children, we walk further up to the Cricket Clubrooms at Happy Valley Park. Roll call. Use Teacher Whats App if anyone not accounted for. ● In a Tsunami, or threat of, we will then continue to walk up Murchison Street to the Dog Park. ● Students with mobility issues are transported in a car if safe to do so ● Individual teachers take Emergency Bags, cell phones, car keys etc,. ● Medications for children if essential (e.g. Epi Pen, Diabetes kit, kidney meds, etc,...)

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.

As we are next to a stream, we consider ourselves to be potentially at risk of flooding.

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). Our designated area will need to be communicated to parents (most likely to the Tawatawa Dog Park if we are able).</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.(Next to bus shelter on the footpath outside 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>

Volcanic Eruption and Ashfall

We do not consider ourselves to be at risk of Volcanic eruption. However, if any of the Central North Island volcanoes erupt, we will listen to advice from the radio, and Civil Defence.

We will keep our children inside until clear about the situation. We will communicate to our parents whether children need to be collected earlier than usual

Pandemic

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.

It is important that Ōwhiro Bay School takes steps now to protect staff, children from future pandemics (global disease events such as COVID 19) 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.

Pre-Response and Response Actions (as appropriate)	
Planning	<p>Ōwhiro Bay School has a supply of Personal Protective Equipment (PPE) gloves, face masks, and antiseptic hand wash.</p> <p>Develop a communications plan for staff, 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. The principal will communicate with the Medical Officer of Health.</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). The Ministry of Education will also provide guidance to services via the Hē Pānui Kōhungahunga-Early Childhood Bulletin.</p> <p>Use posters available from Ministry of Health re cough / sneeze etiquette, handwashing.</p> <p>Consider physical distancing strategies. Information on this is available from the Ministry of Health.</p> <p>Consider implementing an enhanced cleaning routine of touch points and common spaces as a precaution.</p> <p>Establish the isolation area (as required).</p> <p>Liaise with the local Medical Officer of Health as needed (see Essential agency / service contact list for details).</p>

The Ministry of Education website has further guidance for Ōwhiro Bay Schools to plan for a pandemic – [education.govt.nz](#).

Gas Leak

Ōwhiro Bay School and Ōwhiro Bay Kindergarten does not have gas. However, in the event of a local gas leak, follow these procedures:

Response Actions (as appropriate)	
If gas leak is suspected	<p>Consider evacuating the area or Ōwhiro Bay School. Do not re-enter building or outside area until cleared by authorised personnel.</p> <p>Know where your main gas valve is located. Turn off the main valve.</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• Allow anyone to smoke or vape in the vicinity. <p>Warn others in the immediate area.</p> <p>Call emergency services (111) if required.</p> <p>Contact the Ministry of Education regional office if further support is needed.</p>

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	<p>Move all people in the vicinity to a safe area. Consider:</p> <ul style="list-style-type: none">• Shelter in place – move / stay indoors and seal doors, windows, other openings and switch off any air intake units• Evacuation of Ōwhiro Bay School if required and safe to do so. <p>If required, contact emergency services on 111</p> <p>Ōwhiro Bay School has a supply of Personnel Protective Equipment (PPE) gloves, face masks, antiseptic wash.</p> <p>Ensure you protect yourself with appropriate PPE before administering first aid.</p> <p>Give appropriate first aid to anyone in contact with the spill.</p> <p>Notify the manager or person responsible and staff.</p> <p>Consideration may have to be given to how children will be able to leave Ōwhiro Bay 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> <p>Guidance will be given by the Ministry of Education in conjunction with the Ministry of Health in response to the clean-up of the premises.</p>

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)	
<p>In general</p>	<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.</p> <p>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 the package / letter is.</p> <p>Consider evacuating the area and Ōwhiro Bay School (take police advice).</p>
<p>If you open a letter/package and discover powder</p>	<p>Put on gloves and mask and place the 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.

Bomb Threats

Below is a checklist for bomb threats that 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.

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 enquires

Response Actions (as appropriate)	
During the Call:	<ul style="list-style-type: none"> • 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 <p>*If you are responding to a voicemail ensure this is saved and call 111</p>
Following the Call (or if a message has been left):	<ul style="list-style-type: none"> • 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/information to attempt to gather whilst caller is on the line, or from message:

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 ___/___/___		

Trespasser on Ōwhiro Bay School grounds

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 Ōwhiro Bay School and either:

- **Has been requested to leave, or**
- **Their behaviour is such that Ōwhiro Bay 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 Ōwhiro Bay School premises (within the presence or hearing of any child)

Incident Type	Response Actions (as appropriate)
<p>You become aware of a person on the Ōwhiro Bay School grounds that does not have permission to be there.</p>	<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 a designated area away from children where the reasons for the visit can be dealt with.</p>
<p>Become aware that there is a trespasser on the property.</p>	<p>If the reason for the visit is not legitimate, explain that they have to leave the premises.</p> <p>Notify the person responsible and other staff member of the description, location and activity of the trespasser.</p> <p>Ensure the children and staff are safe and the activity areas 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>Ensure that the children are removed away from a potential escalating situation.</p> <p>Try to ensure that two adults are managing the potential escalating 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 parents if the incident was a public one to prevent rumours and speculation.

Attacker On-Site

This checklist provides a very basic guide to managing an attacker who is on-site.

The aftermath of an attack will require careful management as even in the 'best case' scenario of no one being injured there may be traumatised staff, children, concerned parents, disruption to Ōwhiro Bay School and media interest. 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>If evident to office staff, lock front door Go to intercom and use this secret phrase “ Kia ora staff, just a reminder, Tapu te Ranga today” to alert teachers that an emergency is occurring.</p> <p>Call 111 when it is safe to do so:</p> <ul style="list-style-type: none"> • Identify yourself and your Ōwhiro Bay 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. This safe position may be the same space as where you would go in a Lockdown situation – away from windows, under desks, blinds closed</p> <p>Alert staff to the situation. You may need to consider how you do this silently or use a password.</p> <p>Move everyone out of hallways and into rooms (what is the specific location in the premises). Consider whether this space will allow for the number of children and adults. This will possibly mean enacting your Lockdown procedure.</p> <p>Follow any instructions given by Police.</p> <p>Lock and / or barricade doors / windows.</p> <p>Keep quiet and do not leave the classroom / other indoor space unless it is safe to do so.</p> <p>Put mobile phones on silent mode and instruct others with phones to do the same.</p> <p>Should the event occur while children are outside, instruct children to move to nearest room, or to a safe-predetermined assembly area (which may include an off-site area close to the Ōwhiro Bay School.</p> <p>Consider how you will communicate with parents about the situation and request them not to enter the premises. Example: Text alert “ŌBS is in Lockdown. We will text you when it is safe to come to school”</p> <p>Once police arrive, liaise with them to secure the scene(s).</p>
<p>Following the incident</p>	<p>Liaise with the media. Consider whether to temporarily close or continue operating. Continue to monitor the wellbeing of children, parents and staff. The Ministry of Education Traumatic Incident Teams can provide support (see contact list for phone number).</p>

Serious Injury or Death

The sudden death (or serious injury) of a child, 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 Ōwhiro Bay 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 Ōwhiro Bay School	<p>Ensure your own safety. Assess area for danger (eg: live wires, poisonous substances etc).</p> <p>Remove children from the area and if at all possible from being able to see the area.</p> <p>Do not assume death has occurred – give immediate first aid.</p> <p>Call emergency services on 111.</p> <p>Notify manager or person responsible and Traumatic Incident Team (0800 848 326); 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"> • Service provider contact (MoE Education Advisor is Penny Hopkins: DDI +6444394620 Mobile +64272914997) <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 whānau, arrange counselling, respond to media) .</p> <p>Complete incident form with all known details. Notify the Ministry of Education of the serious injury/incident that has occurred.</p> <p>Ensure the designated media person, if you have one, is fully briefed.</p>

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

Online Resources

Visit the Ministry of Education website to assist in managing this type of response in Ōwhiro Bay School - 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

All instances of a child going missing from Ōwhiro Bay School or an excursion, have to be treated urgently and steps taken to find the missing child/children or confirm their safe whereabouts.

There can be many reasons and associated dangers for a missing child including:

- The proximity of dangerous hazards to the Ōwhiro Bay School
- The possibility of an abduction
- The possibility that the child has been picked up by a parent or caregiver
- The child has got lost, or left the facility
- The child is dysregulated and has left the school

Response actions (as appropriate)	
Information or notification that a child is missing	<p>Confirm:</p> <ul style="list-style-type: none"> • That the child/children had been present at Ōwhiro Bay School at some time during the day, and if so; • When they were last seen. • Search Ōwhiro Bay School thoroughly inside, and look outside, along Happy Valley Rd, the stream and other outside areas • Check all areas that a child may be “hiding” such as cupboards, carpeted rises and outside sheds or storage. <p>Notify manager person responsible and other staff.</p>
If child is not found	<p>Notify the police immediately.</p> <p>Notify the parents / caregivers immediately.</p>
If child is found	<p>If child is found injured or ill, call for medical assistance if required.</p> <p>Notify manager and/or person responsible and other searchers.</p> <p>Establish what happened and complete incident report.</p> <p>Arrange for the child’s parents or caregivers to be advised.</p>
	<p>Contact the Ministry of Education regional office for support and mandatory reporting refer to HS34</p>

Traumatic Incident Team

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

Lockdown and Shelter in Place

Lockdown and Shelter in Place are responses to emergency situations.

Services need to consider their response if they need to carry out a Lockdown or Shelter in Place situation.

This will form part of a Services Emergency Procedure and Plan.

This document provides good information about the difference between a Lockdown and a Shelter in Place situation.

[Planning and preparing for emergencies \(education.govt.nz\)](https://www.education.govt.nz/planning-and-preparing-for-emergencies/)

Lockdown

Lockdown drills should be practiced by staff without children.

Drills on what to do in potentially violent situations can be practiced, but at a time that children are not on site as the drills may cause undue fear and anxiety. Especially if the drill involves everyone sheltering in a darkened space such as a sleep room.

However, staff should be aware of procedures and able to carry these out if the service has been alerted to an immediate threat. Practices for lockdown drills should be recorded and kept as per other drills.

Services need to consider the following for a lockdown situation:

- Where is the most suitable place for all children and staff to go to. This might be a sleep room or another space where it is darkened or able to be darkened and/or made secluded.
- What will be required for a lockdown situation for attending to the needs of children such as toileting or nappy changing in a lockdown situation?
- How will children be encouraged to stay quiet in this situation? *Example preparing a container with books, puzzles that can be used to engage children.*
- What provisions will services need available for a lockdown situation? *Example refer to the civil defence website for emergency supplies.*
- How will medicines such as EpiPens and asthmas inhalers be available in this situation?
- Services need to be aware of the processes for communicating with the Ministry of Education, and emergency services such as the Police in a Lockdown situation.
- Communication plan/strategy to family to inform of lockdown process in place.
- Where the emergency supplies/provisions are kept so they can be easily accessible.

Shelter in Place

Shelter in place is a drill that should be practiced with children in the service and involves children being asked calmly to move quickly inside and play inside for a period of time because of an external “threat” such as a chemical spill, swarm of wasps. The entries and exits to the building are restricted, however normal instructional activities continue as much as possible.

Response actions (as appropriate)	
	<p>Note the time of the need to shelter-in-place.</p> <p>Call all children and adults who are outside to come inside as quickly as possible.</p>
	<p>Close the building. Bring children, adults and visitors to interior rooms (predetermined place) where possible, or an area away from glass and external windows. Close and lock all windows, exterior doors, and any other openings to the outside.</p>
	<p>Gather essential emergency resources and supplies, including a mobile or portable phone.</p>
	<ul style="list-style-type: none"> • Complete a roll call, including visitors. • Notify emergency services where you are and the number of people present if they are not already aware. (<i>Role-play this in case of a Drill</i>)
	<p>Inform parents/whānau or emergency contacts for tamariki. Advise them of the situation and what action they should take at this time (e.g. whether they are able to come and collect tamariki or if they will need to wait until the situation is safer).</p> <p>Centre Manager/Person Responsible to advise (as soon as possible):</p> <ul style="list-style-type: none"> • Service provider contact / Governing entity.
	<p>Listen for announcements from Emergency Services/Civil Defence via portable radios or mobile phones and stay put inside until told that it is safe to leave.</p> <p>Ensure someone is responsible for operating the radio at all times after the warning has been announced. Keep a radio in the Civil Defence Kit</p>
	<p>In the event it is not deemed safe to shelter-in-place - be ready to evacuate at short notice to a safer place.</p> <ul style="list-style-type: none"> • If a move to higher ground/inland areas is instructed the group is advised to head towards Tawatawa Reserve (otherwise known as the Dog Park) • If possible, place a notice on the front gate/door advising where people have headed and the time they left. • Take the emergency supplies and listen to radios for further instruction. • Principal/DP or Office Manager to advise (as soon as possible) Ministry of Education on Emergency number 8707 and choose appropriate number code (Open, Closed etc...)
Following the incident	<p>Liaise with the media.</p> <p>Consider whether to temporarily close or continue operating.</p> <p>Continue to monitor the wellbeing of children, parents and staff.</p> <p>The Ministry of Education Traumatic Incident Teams can provide support (see contact list for phone number). 0800 848 326</p>