



Emergency Management & Crisis Response Plan

Emergency Procedures 2026

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Contact Details	Phone: 073222004 Email: admin@matata.school.nz Website: matata.school.nz
School Emergency contacts	Mrs Tania Raynes Principal 0273235194
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Radio	Our local station for emergency information is: Radio 1XX
Last Revised	February 2026



Emergency Procedure - Organisation for Practice Drills

Practice Drills 2026

Term 1 - Fire Drill

Term 2 - Volcanic Eruption

Term 3 - Tsunami / Flooding

Term 4 - Earthquake

Lockdown drills will occur once per term

MEMO FOR DRILLS

- To signal the start of a drill, a bell will ring. In case of loss of power and handbell will be rung around the school.
- On the signal from the teacher, students follow the Evacuation Plan.
- When classes move to the evacuation point, teachers must take roll with them (have a class list beside the door with pen attached, so it can be grabbed quickly by the teacher as the class exits the classroom).
- Office Administrator takes a master copy and first aid equipment (DP will also have master list)
- Send runners to DP when all class students are accounted for.
- If an emergency is during break times, students make their way to the Evacuation Area. Teachers will go to their rooms to get the class list and evacuation folder and meet on the courts (field if needed)
- Encourage the importance of speed, order and relative calm if an emergency occurs. It is important that once in the Evacuation Area that on a signal from the teacher the classes will immediately be quiet
- Classes will return to their rooms with their teacher, after the practice
- It is essential to act immediately and quickly!
- The Principal and Administrator will check any visitors onsite.

Immediate actions to consider:

Who will we be in contact with:

In order of priority and in consideration with the nature of the individual incident:

1. Emergency Services - Police, Ambulance, Fire Brigade etc
2. Staff (and students) - staff to manage their students/class
3. BOT Presiding Member - Chair / Principal to contact the BOT
4. Whanau - parents then wider School Community
5. MOE Trauma Team - *if required*
6. School Insurance / Lawyer - *if required*
7. Media - *if required*
8. MOE / STA - *if required*

Meeting venues (*if required*)

All visitors or person inquiring for information of incident/event must present at or be directed to the Schools front office

Whanau

- Those directly related to students involved are to be moved through to the staffroom by a School Community Welfare Manager (Administrator). They will be made to feel comfortable, provided with refreshments and assured that the spokesperson will speak with them asap.
- Those not directly related will have their concern recorded ie parents picking up other students and asked to either wait at the front office or leave until further notice.

Staff and Students

- Staff to remain with their classes to provide support to the students. Any details given will be cleared by the Communication Manager (Principal/BOT Presiding Member) first and include factual information only, no opinion or personal comment to be made
- The MPS room will be set up with support for a staff well-being drop in centre if required
- SLT team to check staff well-being and share any concerns

Media - ***Please be clear and firm with expectations!!***

- Any media personnel will be escorted through to the MPS room via the gate closest to it and asked to wait. A School Community Welfare Manager will look after them, provide refreshments and will be made aware they will be spoken with by the spokesperson at the earliest possible convenience.
- Permission is NOT granted to film/record any images of students, staff, whanau or the school and should therefore not be requested.
- Permission is NOT granted to interview/speak with for comment to any student, staff, whanau, board member or person connected with the school, other than the spokesperson
- A press conference (if there is a need), will be held in the MPS room at an arranged time. A Statement will be given and a possible question and answer session.

NO staff are to discuss details of the incident or make direct contact with media/whanau or interested parties

Secondary actions to consider (Post Incident Follow up)

Long term plans for effects on students, staff, whanau and community

Actions taken following incidents can have a major impact on the well-being of staff, students and the wider community. Follow-up procedures may include the following:

Contact MOE Trauma Team and local schools for their assistance in providing support. I can include, but not limited to the following:

- Arrange counsellors to be in school for a week immediately following the event
- Create a drop in centre, in the MPS Room for students, staff, whanau to use if feeling overwhelmed etc. Councillors to be present
- Councillors to be present on set days for a month approx, depending on severity of event.

Hold full staff meetings every 2-3 days to check for well-being, update any information and communicate for any changes to the school day to accommodate any ongoing events. Have regular check-ins and allow time away from school as needed and refer any serious concerns of well-being.

Hold full school assemblies as required to continue communicating facts and checking for general well-being. SLT to identify students for extra support.

Provide regular updates to parents, caregivers and the community regarding the incident with clear statements, through the school's communication methods.

Maintain close contact with any injured victims and families.

Analysis of incident, debrief of incident management and reflections as appropriate.

The Incident Management Team will manage the reflections and learnings from the incident. They will include, but are not limited to the following items:

- Debrief with those involved with the incident with members of the Incident Management Team to discuss what happened, analyse processes and risk management strategies and consider next steps
- Hold a full staff meeting to assess feelings regarding the incident, discuss findings and share ideas to improve response to incident or ways to avoid repeat of incident
- Complete all necessary legal, insurance and administrative forms and documents as required.
- Maintain close cooperation with Emergency Services to facilitate completion of investigations and access extra support services if required.



Emergency Procedures

IN ALL EMERGENCIES

	RESPONSE ACTIONS - QUICK, QUIET, ORDERLY
Staff Measures	<ul style="list-style-type: none"> FIRST AID KIT and EMERGENCY KIT: to be taken to Evacuation Area, by Administrator (School roll with all emergency numbers, medications and care plans for Epi Pens, Epilepsy, ADHD etc Medical, toilet and interview rooms etc to be checked by Principal/Support Staff
Evacuation of Buildings	<p>INSTRUCTIONS FOR TEACHERS</p> <ul style="list-style-type: none"> Teachers are responsible for the safe evacuation via the nearest safe exit to the evacuation area upon the agreed signal (continuous ringing of the bell or hand bell) - support staff to check toilet areas "All Clear" / "Persons missing" reports to the SLT/Principal who will organise further checks After checking own classes ensure calm and order at all times, including checking the well-being and stress levels of students. <p>ADMINISTRATOR / SLT</p> <ul style="list-style-type: none"> Report to Evacuation area with master rolls Advise Fire Brigade / Civil Defence on arrival, of the situation - listen to Radio 1XX for up-dates
On-going Operations of the school	<ul style="list-style-type: none"> The continuing operation of the school 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 BOT in consultation with the Principal Contact the Ministry of Education regional office for access to the Trauma Incident Team, if required Only the Principal (or designated person) will liaise with the media The Principal / BOT will be responsible for ensuring that good communication and information channels are maintained for staff, students and parents/caregivers
In the case of Civil Defence Evacuation	<ul style="list-style-type: none"> Parents/Caregivers may collect students - record name of person and time collected on SLT list Remaining students will gather into the school vans and head to Awakaponga Hall - roll will be completed again once inside the hall



EMERGENCY PROCEDURES

MISSING STUDENT

	RESPONSE ACTIONS - QUICK, QUIET, ORDERLY
POSSIBLE REASONS	<ul style="list-style-type: none"> • Abduction • Student has decided to leave school for the day • Student picked up by parent / caregiver
NOTIFICATION THAT STUDENT IS MISSING	<ul style="list-style-type: none"> • Confirm that the person had been present at school at some time during the day • Notify Principal and staff • Search the school
IF STUDENT FOUND	<ul style="list-style-type: none"> • If found injured or ill, call for medical assistance if required • Notify Principal and other searchers • Establish what happened and complete incident report • Arrange for the student's parents/caregivers to be advised
IF STUDENT NOT FOUND	<ul style="list-style-type: none"> • Notify the police immediately • Notify the parents / caregivers immediately

SERIOUS INJURY OR DEATH

	RESPONSE ACTIONS - QUICK, QUIET, ORDERLY
IF OCCURS AT SCHOOL	<ul style="list-style-type: none"> • Ensure your own safety. Assess area for danger (eg: live wires, poisonous substances etc) • Do not assume death has occurred - give immediate first aid • Call emergency services • Notify Principal, isolate and contain the area
ACTION AFTER MEDICAL PERSONNEL HAVE TAKEN OVER	<ul style="list-style-type: none"> • School incident management team to take control of situation • Principal to advise (as soon as possible and appropriate), SLT, staff, Board and Community • Consider accompanying Police to advise parents • 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) • Complete Incident Form



INFORMATION FOR SUPPORTING EMERGENCY SERVICES DURING CRISIS / MAJOR INCIDENT

POLICE:

Once police arrive on the scene, they must have ultimate command of the incident. Staff, students and other occupants must follow police directions. Police will control access to the school and designated off-site locations.

Police will assign an officer to the off-site location to communicate information to staff, students and whanau. Police will direct whanau arriving on-site to pre-designated, off-site evacuation locations where they can receive information.

STAFF / STUDENTS RESPONSIBILITIES IN ASSISTING POLICE

Staff, students and other occupants need to be aware that any site(s) may contain crime-scene evidence. Avoid unnecessary tampering with or disturbing evidence. To the extent possible, leave all objects exactly as they are in order to protect the crime scene for law enforcement investigations. Discourage others from disturbing potential evidence. Keep the areas isolated.

COMMAND POST:

A command post is the focal point for command and control of the emergency situation. This is where the Police will direct the overall response to the incident and where the Principal will work closely with the Police, providing required support. The Police will identify an appropriate and safe area for this and is likely to be the Principal's office.

The following supplies will be available:

- School floor plans with building names and access points
- Master set of keys
- Contact Lists
- Student and staff lists on hard copy and computer
- Markers, pens and paper
- Megaphone
- First Aid Kit
- Caution tape
- Copy of the timetable
- Alphabetical list of students with phone numbers
- Emergency medical information for students



Communication Plan - Whanau etc

Required method of contact to be considered with the nature of the event i.e. phone call, email or social media post. If required hold a meeting on site to inform/plan.

Our emergency communications plan for parents, caregivers and others

- At the start of the year all parents / caregivers will be advised of the process in the event of an emergency of where/how students need to be collected. This will be a handout/newsletter and on the school website.
NB: Reminders will be mentioned at the start of each term in the school newsletter and school website
- Each term emergency contact details for each student will be updated and a hard copy class list will be kept in the office and with the Principal.
- Teachers will record which students are picked up by whanau. Students are to only go with others once permission from whanau is obtained.
- If evacuation has occurred, remaining students will walk, accompanied by staff, until picked up by vans, to Awakaponga Civil Defence Post - Updated emergency lists

Our Role in a Civil Defence Emergency

- If Matata Public School becomes the evacuation point:
 - Ensure Civil Defence has access to master key

Contact Lists for School, Students/Parents & Caregivers

Last Updated: Beginning of each term

- Copies of updated list of Staff are held in the School Office and in both Deputy Principals' Office
- Copies of the contact list of students and their parents/caregivers emergency contacts, are held in the School Office.

Staff & all parents will be reminded to update their personal contact details at the start of each term. Staff will also discuss with their classes



Lockdown Procedure Rationale

The Matata Public School Board believes that the safety of students and staff in our school is paramount and takes every precaution to ensure the safety of all.

The Board believes that the school needs to be secured in an appropriate manner when dealing with a perceived or actual threat to the school community.

RATIONALE

The Matata Public School Board is committed to providing a safe and caring environment for all students and staff. Therefore, the school has developed this procedure to respond to a perceived or actual threat to their school community.

INTRODUCTION

A lock-down of the school is to prevent putting students and staff in danger, separating them from a perceived risk. The lock-down may also help to prevent confusion, and manage a situation.

A lock-down of the school could be called at anytime. Students need to be contained and protected inside school buildings when, for example, there is:

- a chemical spill
- a person (aggressive or not) inside a building or in the school grounds
- an unarmed / armed intruder on site
- an emergency event in the community to close the school

GENERAL EMERGENCY LOCKDOWN PROCEDURES COMMUNICATIONS

- In the event of a critical incident requiring 'LOCKDOWN', the person witnessing the incident must try to notify the school office so that the alarm can be raised. The office administrator receiving the incident call will notify the Principal or Senior Leadership Team.
- The person in charge at the time of the incident will determine the need for a 'LOCKDOWN' and sound the appropriate alarm.
- The person in charge or delegated person shall immediately contact the Police and provide as much information as possible.
- Fire evacuation alarms are NOT to be sounded.



Matata Public School

Emergency Procedures and Evacuation Plan Part 1

<u>Action</u>	<u>General Procedures applicable to ALL Emergency Situations</u>				
Pre Emergency Evacuation Plan Teacher/Class Preparedness	<ul style="list-style-type: none"> • Teachers to keep up-to-date Class List and ensure that it is easily accessible and retrievable in an Emergency. • Class List to be taken with Teacher in an Emergency to the Emergency Evacuation Area. • Student's whereabouts known at <u>ALL</u> times e.g. Toilet/Working with Teacher Aides or Specialist Teachers/First Aid Room/Lunch Duty • Copy of up-to-date Class List to be kept with Emergency Procedures and Evacuation Plan. • Emergency Procedures and Evacuation Plan to be displayed near front door Exit and shared with Students. • Share/Discuss/Practice Emergency Evacuation Procedures. • <u>ALL</u> Exits to be kept clear of Furniture/Displays/Resources etc. at <u>ALL</u> times. • <u>ALL</u> Heaters are to be kept clear of flammable material especially Displays of Work. 				
<u>Action</u>	<u>Fire</u>	<u>Earthquake</u>	<u>Tsunami/Flooding</u>	<u>Chemical Spill</u>	<u>Bomb Threat</u>
Signal	<ul style="list-style-type: none"> • Continuous ringing of Alarm Bell/Hand Bell. • Fire/Smoke in or being emitted from School Building. 	<ul style="list-style-type: none"> • "Earthquake, Earthquake, Earthquake" announced via PA System during an Earthquake Drill. • Earthquake 	<ul style="list-style-type: none"> • Notification by Emergency Mobile Alert. • Continuous rise Warning Siren. • Police/Fire Service announcements via PA System. • Announcements on Radio 1XX. • Vehicles sounding Horns/Flashing Lights. 	<ul style="list-style-type: none"> • Notification by Emergency Services e.g. Police/Fire Service etc. • Notification by Principal. 	<ul style="list-style-type: none"> • Notification by Emergency Services e.g. Police/Fire Service etc. • Notification by Principal Verbally/Note.
Student Evacuation Procedures	<ul style="list-style-type: none"> • Follow Firewise Action if the fire occurs in your classroom/ building - Get down, get low and get out. • Students stand up and calmly line up in single file at the designated Exit or a safe Exit. • Students move clear of Building to the Emergency Evacuation Area or alternative Emergency Evacuation Area (clear of Smoke and Fire) and wait quietly for the Teacher. • Students await Roll Call from Teacher and instructions from Principal. 	<ul style="list-style-type: none"> • Indoors - Drop/Cover/Hold under 'sturdy' piece of furniture or take a few steps (no more than 3 metres) to shelter against an interior wall away from Windows/ Bookcases etc. Legs/Elbows apart for balance. • Stay indoors until the shaking stops and it is safe to exit. • Move safely to Emergency Evacuation Area or alternative Emergency Evacuation Area. • Outdoors – Move no more than a few steps away from Buildings/ 	<ul style="list-style-type: none"> • Students stand up and calmly line up in single file at the designated Exit or a safe Exit. • If time allows, Students collect their School Bag/Clothing/Lunch Boxes/Drink Bottles. • Students move clear of Building to the Emergency Evacuation Area or alternative Emergency Evacuation Area and wait quietly for the Teacher. • Students await Roll Call from Teacher and instructions from Principal. • NO RE-ENTRY TO BUILDINGS. 	<ul style="list-style-type: none"> • Students stand up and calmly line up in single file at the designated Exit or a safe Exit. • Students move clear of Building to the Emergency Evacuation Area or alternative Emergency Evacuation Area and wait quietly for the Teacher. • Students await Roll Call from Teacher and instructions from Principal. • NO RE-ENTRY TO BUILDINGS. 	<ul style="list-style-type: none"> • Students stand up, QUIETLY and calmly line up in single file at the designated Exit or a safe Exit. • Students move clear of Building to the Emergency Evacuation Area or alternative Emergency Evacuation Area and wait SILENTLY for the Teacher. • Students await Roll Call from Teacher and instructions from Principal. • NO RE-ENTRY TO BUILDINGS.

	<ul style="list-style-type: none"> • NO RE-ENTRY TO BUILDINGS. 	<p>Trees and Power Lines then Drop/Cover/ Hold – Legs/Elbows apart for balance.</p> <ul style="list-style-type: none"> • Move safely to Emergency Evacuation Area or alternative Emergency Evacuation Area. • Students await Roll Call from Teacher and instructions from Principal. • NO RE-ENTRY TO BUILDINGS. 			
Staff Evacuation Procedures	<ul style="list-style-type: none"> • Teacher supervises the lining up and exit of Students. • Teacher collects Class List/Emergency High Visibility Vest. • Teacher ensures Students are clear of Building and are moving to the Emergency Evacuation Area. • Close Doors/Windows if safe to do so. • Teacher checks and clears designated areas if SAFE to do so as follows: <ul style="list-style-type: none"> - Kereru – Journal Room/ Quiet Zone/Multipurpose Room/Staffroom/ Resource Room. - Kotuku – Senior Toilets/Learning Support Room (2nd ½ of Day). - Piwakawaka – Junior Toilets/Sickbay/ Playground - Korimako - PE Shed/Bike Shed/Playing Field. - Myra (1st ½ of Day) – Learning Support Room. • Teacher/Staff reports to Principal that designated areas are clear. 	<ul style="list-style-type: none"> • Indoors - Drop/Cover/ Hold under ‘sturdy’ piece of furniture or take a few steps (no more than 3 metres) to shelter against an interior wall away from Windows/Bookcases etc. Legs/Elbows apart for balance. • Stay indoors until the shaking stops and it is safe to exit. • Teacher checks and clears designated areas if SAFE to do so as follows: <ul style="list-style-type: none"> • Kereru- Journal Room/ Quiet Zone/Multipurpose Room/Staffroom/ Resource Room. • Kotuku- Senior Toilets/Learning Support Room (2nd ½ of Day). • Piwakawaka – Junior Toilets/Sickbay/ Playground • Korimako - PE Shed/Bike Shed/Playing Field. • Myra (1st ½ of Day) – Learning Support Room. • Move safely to Emergency Evacuation Area or alternative Emergency Evacuation Area. 	<ul style="list-style-type: none"> • Teacher ensures Students are clear of Building and are moving to the Emergency Evacuation Area. • Close/Lock Doors/ Windows if safe to do so. • Teacher checks designated areas, clears, closes and locks doors of classroom and designated areas as follows if SAFE and if there is time to do so: <ul style="list-style-type: none"> - Kereru – Journal Room/ Quiet Zone/Multipurpose Room/Staffroom/ Resource Room. - Kotuku- Senior Toilets/Learning Support Room (2nd ½ of Day). - Piwakawaka – Junior Toilets/Sickbay/ Playground - Korimako - PE Shed/Bike Shed/Playing Field. - Myra (1st ½ of Day) – Learning Support Room. • Teacher/Staff reports to Principal that designated areas are clear. • Teacher/Staff calls Roll and reports missing Students to the Principal. • NO RE-ENTRY TO BUILDINGS. 	<ul style="list-style-type: none"> • Teacher ensures Students are clear of Building and are moving to the Emergency Evacuation Area. • Close/Lock Doors/ Windows if safe to do so. • Teacher checks and clears designated areas as follows if SAFE to do so: <ul style="list-style-type: none"> - Kereru – Journal Room/ Quiet Zone/Multipurpose Room/Staffroom/ Resource Room. - Kotuku- Senior Toilets/Learning Support Room (2nd ½ of Day). - Piwakawaka – Junior Toilets/Sickbay/ Playground - Korimako - PE Shed/Bike Shed/Playing Field. - Myra (1st ½ of Day) – Learning Support Room. • Teacher/Staff reports to Principal that designated areas are clear. • Teacher/Staff calls Roll and reports missing Students to the Principal. • NO RE-ENTRY TO BUILDINGS. 	<ul style="list-style-type: none"> • Teacher ensures Students are clear of Building and are moving to the Emergency Evacuation Area. • Teacher checks and clears designated areas as follows if SAFE to do so: <ul style="list-style-type: none"> - Kereru – Journal Room/ Quiet Zone/Multipurpose Room/Staffroom/ Resource Room. - Kotuku – Senior Toilets/Learning Support Room (2nd ½ of Day). - Piwakawaka – Junior Toilets/Sickbay/ Playground - Korimako - PE Shed/Bike Shed/Playing Field. - Myra (1st ½ of Day) – Learning Support Room. • Teacher/Staff reports to Principal that designated areas are clear. • Teacher/Staff calls Roll and reports missing Students to the Principal. • NO RE-ENTRY TO BUILDINGS.

	<ul style="list-style-type: none"> Teacher/Staff calls Roll and reports missing Students to the Principal. NO RE-ENTRY TO BUILDINGS. 	<ul style="list-style-type: none"> Outdoors – Move no more than a few steps away from Buildings/ Trees and Power Lines then Drop/Cover/Hold – Legs/Elbows apart for balance. Move safely to Emergency Evacuation Area or alternative Emergency Evacuation Area. Teacher/Staff reports to Principal that designated areas are clear. Teacher/Staff calls Roll and reports missing Students and their last known locations to the Principal. NO RE-ENTRY TO BUILDINGS. 			
Administration Officer Evacuation Procedures	<ul style="list-style-type: none"> Wear Emergency High Visibility Vest and Whistle. Check and clear Staff Toilets/First Aid Room/Junior Book Room if safe to do so. Close/Lock Doors/Windows if safe to do so. The following Items need to be taken out during an Emergency: <ul style="list-style-type: none"> Visitors Book; Absentees List for Day; Up-to-date Class List/First Aid and Emergency Contact List; First Aid Kit; MPS Van Key/s. 	<ul style="list-style-type: none"> Wear Emergency High Visibility Vest and Whistle. Check and clear Staff Toilets/First Aid Room/Junior Book Room if safe to do so. The following Items need to be taken out during an Emergency: <ul style="list-style-type: none"> Visitors Book; Absentees List for Day; Up-to-date Class List/First Aid and Emergency Contact List; First Aid Kit; MPS Van Key/s. 	<ul style="list-style-type: none"> Wear Emergency High Visibility Vest and Whistle. Check and clear Staff Toilets/First Aid Room/Junior Book Room if safe to do so. Close/Lock Doors/Windows if safe to do so. The following Items need to be taken out during an Emergency: <ul style="list-style-type: none"> Visitors Book; Absentees List for Day; Up-to-date Class List/First Aid and Emergency Contact List; First Aid Kit; MPS Van Key/s. 	<ul style="list-style-type: none"> Wear Emergency High Visibility Vest and Whistle. Check and clear Staff Toilets/First Aid Room/Junior Book Room if safe to do so. Close/Lock Doors/Windows if safe to do so. The following Items need to be taken out during an Emergency: <ul style="list-style-type: none"> Visitors Book; Absentees List for Day; Up-to-date Class List/First Aid and Emergency Contact List; First Aid Kit; MPS Van Key/s. 	<ul style="list-style-type: none"> Wear Emergency High Visibility Vest and Whistle. Check and clear Staff Toilets/First Aid Room/Junior Book Room if safe to do so. The following Items need to be taken out during an Emergency: <ul style="list-style-type: none"> Visitors Book; Absentees List for Day; Up-to-date Class List/First Aid and Emergency Contact List; First Aid Kit; MPS Van Key/s.
Principal Evacuation Procedures	<ul style="list-style-type: none"> Contacts Emergency Services e.g. Fire Service/Police etc. via School Telephone or Cell Phone. Wear Emergency High Visibility Vest and Whistle. Checks Staff/Students are exiting Buildings etc. 	<ul style="list-style-type: none"> Contacts Emergency Services e.g. Fire Service/Police etc. via School Telephone or Cell Phone. Wear Emergency High Visibility Vest and Whistle. Checks Staff/Students are exiting Buildings etc. 	<ul style="list-style-type: none"> Contacts Emergency Services e.g. Fire Service/Police etc. via School Telephone or Cell Phone. Wear Emergency High Visibility Vest and Whistle. Checks Staff/Students are exiting Buildings etc. Waits for Staff/Students at Emergency Evacuation Area. 	<ul style="list-style-type: none"> Contacts Emergency Services e.g. Fire Service/Police etc. via School Telephone or Cell Phone. Wear Emergency High Visibility Vest and Whistle. Checks Staff/Students are exiting Buildings etc. 	<ul style="list-style-type: none"> Contacts Emergency Services e.g. Fire Service/Police etc. via School Telephone or Cell Phone. Wear Emergency High Visibility Vest and Whistle. Checks Staff/Students are exiting Buildings etc.

	<ul style="list-style-type: none"> • Waits for Staff/Students at Emergency Evacuation Area. • Brief (if required) Emergency Services of missing Staff/ Students and last known locations. 	<ul style="list-style-type: none"> • Waits for Staff/Students at Emergency Evacuation Area. • Brief (if required) Emergency Services of missing Staff/ Students and last known locations. 	<ul style="list-style-type: none"> • Organise/Supervise Evacuation by available Vehicles to 1) 52 Manawahe Road (Minimal Warning Time) 2) Awakaponga Hall • Refer to Emergency Evacuation Plan for Tsunami/Flood/ Volcanic Eruption. • Emergency Evacuation Area location dependent on time available. • Brief (if required) Emergency Services of missing Staff/Students and last known locations. • Displays signs on Office/Classroom/MPR Doors or Windows of MPS Evacuation Location. 	<ul style="list-style-type: none"> • Waits for Staff/Students at Emergency Evacuation Area. • Brief (if required) Emergency Services of missing Staff/Students and last known locations. 	<ul style="list-style-type: none"> • Waits for Staff/Students at Emergency Evacuation Area. • Brief (if required) Emergency Services of missing Staff/Students and last known locations.
Post Emergency Evacuation Plan	<ul style="list-style-type: none"> • Staff/Students to remain in Emergency Evacuation Area until dismissed by Principal/Chief Fire Officer or Deputies. • Administer First Aid to Students/Staff. • Students released to Parent/Caregivers or Senior Family Member and noted on Teacher or Office Administrator's Class Checklist. • Debrief of Staff. 	<ul style="list-style-type: none"> • Organise Staff to conduct search and rescue of Staff/ Students if safe to do so. • Staff/Students to remain in Emergency Evacuation Area until dismissed by Principal/Chief Fire Officer or Deputies. • Administer First Aid to Students/Staff. • Students released to Parents/Caregivers or Senior Family Member and noted on Teacher or Office Administrator's Class Checklist. • Debrief of Staff. 	<ul style="list-style-type: none"> • Staff/Students to remain in Emergency Evacuation Area until dismissed by Principal/Police/Civil Defence. • Administer First Aid to Students/Staff if required. • Set up Emergency Evacuation Area to cater for Basic Needs of Staff/Students i.e. Water/Food/Shelter/ Toilets etc. • Students released to Parents/Caregivers or Senior Family Member and noted on Teacher or Office Administrator's Class Checklist. • Debrief of Staff. 	<ul style="list-style-type: none"> • Staff/Students to remain in Emergency Evacuation Area until dismissed by Principal/Chief Fire Officer or Deputies. • Administer First Aid to Students/Staffs. • Students released to Parents/Caregivers or Senior Family Member and noted on Teacher or Office Administrator's Class Checklist. • Debrief of Staff. 	<ul style="list-style-type: none"> • Staff/Students to remain in Emergency Evacuation Area until dismissed by Principal/Chief Fire Officer or Deputies. • Administer First Aid to Students/Staff. • Students released to Parents/Caregivers or Senior Family Member and noted on Teacher or Office Administrator's Class Checklist. • Debrief of Staff.



Matata Public School

Emergency Procedures and Evacuation Plan Part 2

<u>Action</u>	<u>General Procedures applicable to ALL Emergency Situations</u>			
Pre Emergency Evacuation Plan Teacher/Class Preparedness	<ul style="list-style-type: none"> • Teachers to keep up-to-date Class List and ensure that it is easily accessible and retrievable in an Emergency. • Class List to be taken with Teacher in an Emergency to the Emergency Evacuation Area. • Student's whereabouts known at <u>ALL</u> times e.g. Toilet/Working with Teacher Aides or Specialist Teachers/First Aid Room/Lunch Duty etc. • Copy of up-to-date Class List to be kept with Emergency Procedures and Evacuation Plan. • Emergency Procedures and Evacuation Plan to be displayed near front door Exit and shared with Students. • Share/Discuss/Practice Emergency Evacuation Procedures. • <u>ALL</u> Exits to be kept clear of Furniture/Displays/Resources etc. at <u>ALL</u> times. • <u>ALL</u> Heaters are to be kept clear of flammable material especially Displays of Work. 			
<u>Action</u>	<u>Volcanic Eruption</u>	<u>Lock Down Trespasser / Violent Intruder</u>		
Signal	<ul style="list-style-type: none"> • Notification by Emergency Mobile Alert. • Notification by Principal via Civil Defence etc. 	<ul style="list-style-type: none"> • Notification from NZ Police. • Notification from Matata Volunteer Fire Brigade. • Notification from Principal via Intercom System or Face to Face/Text. 		
Student Evacuation Procedures	<ul style="list-style-type: none"> • <u>Indoors</u> – Remain Indoors. • <u>Outdoors</u> – Cover Eyes/Mouth with Clothing/Material etc. • Quickly and calmly move inside to Home Classroom. • Retrieve Lunch Boxes if safe to do so. • <u>Close ALL</u> Windows/Doors and keep Windows/Doors shut. • Seal Window/Doors with Materials etc. if required. • Fill Water Bottles/Containers. • <u>Remain</u> indoors until advised that it is safe to exit, to be released to Parents/Caregivers or to 	<ul style="list-style-type: none"> • <u>Indoors</u> - Remain Indoors. • <u>Piwakawaka/Korimako Designated Lock Down Area</u> - Indoor Area outside of Junior Toilets. (Bag Bay) • <u>Kotuku Designated Lock Down Area</u> - Indoor Area outside of Senior Toilets (Bag Bay). • <u>Kereru Designated Lock Down Area</u> - Journal Resource Room area in office • <u>ALL Students/Classes</u> - Turn off Lights. - Close and Lock <u>ALL</u> Doors. - Turn off equipment that emits noise e.g. TV/Bluetooth Speakers etc. 		

	<p>a Senior Family Member or to move to Emergency Evacuation Area or alternative Emergency Evacuation Area.</p>	<ul style="list-style-type: none"> - Close and Lock Windows. - Pull Curtains/Drop Blinds etc. (if your Class has Curtains/ Blinds). - Move to Indoor Designated Lock Down Area/s. - Pull Curtains/Drop Blinds etc. in designated Lock Down Area. - Maintain Silence. - Use self-discipline to manage your behaviour etc. - Classes- If Students need to use the Toilets do not flush unless you have permission to do so. - Remain in area until you receive the 'All Clear' communication from the Principal or the NZ Police/Matata Volunteer Fire Brigade. <ul style="list-style-type: none"> • Outdoors • All Students/Classes - Quickly and calmly move inside to Home Classroom. 			
<p>Staff Evacuation Procedures</p>	<ul style="list-style-type: none"> • Indoors – Support Staff/Teachers remain indoors. If not in Home Classroom Teachers return to Home Classroom and remain with Students. • Myra - Remain in Learning Support Zone or join Room 1/2. • Teacher Aides - Remain with designated Class. • Cleaner - Remain in room that you are cleaning or join the closest group of Staff. • Caretaker - Remain in room that you are working in or join the closest group of Staff or closest Class. • After School Care Staff - Remain in 	<ul style="list-style-type: none"> • Indoors – Support Staff/Teachers remain indoors. If not in Home Classroom Teachers return to Home Classroom and remain with Students. • Teacher checks designated areas, clears, closes and locks doors of classroom and designated areas as follows if SAFE and if there is time to do so: <ul style="list-style-type: none"> - Kereru– Room 1 Journal Room/Quiet Zone/Multipurpose Room/Staffroom/Resource Room. - Kotuku– Senior Toilets/Learning Support Room (2nd ½ of Day). 			

	<p>Multipurpose Room or in alternative Room e.g. Room 1.</p> <ul style="list-style-type: none"> • Outdoors – Cover Eyes/Mouth with Clothing/Material etc. • Quickly and calmly move inside to closest group of Staff or closest Class. • Close ALL Windows/Doors and keep Windows/Doors shut. • Seal Windows/Doors using Materials within Classroom. • Conduct Roll. • Report missing Students to the Principal via Text/Telephone Call from Cell Phone or by E-Mail or Messenger. • Remain indoors until advised that it is safe to exit. • Refer to Tsunami Procedures if Emergency Evacuation required. 	<ul style="list-style-type: none"> - Piwakawaka – Junior Toilets/Playground. - Korimako- PE Shed/Playing Field. - Myra (1st ½ of Day) – Learning Support Room. • Myra - Move to Room Designated Lock Down Area - Indoor Area outside of Senior Toilets or to Office Designated Lock Down Area - First Aid Room. • Teacher Aides - Remain with designated Class. • Cleaner - Remain in room that you are cleaning or join the closest group of Staff. • Caretaker - Remain in room that you are working in or join the closest group of Staff or closest Class. • All Staff/Students • Close and Lock ALL Doors. • Turn off equipment that emits noise e.g. TV/Bluetooth Speakers etc. • Close and Lock Windows. • Pull Curtains/Drop Blinds etc. (if your Class has Curtains/ Blinds). • Pull Curtains/Drop Blinds etc. in designated Lock Down Area. • Maintain Silence. • Manage behaviour of Students. • If Students need to use the Toilets ask them not to flush unless you have permission to do so or use Emergency Bucket Toilet. • Remain in area until you receive the 'All Clear' communication from the Principal or the NZ Police/Matata Volunteer Fire Brigade. • Conduct Roll. 			
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		<ul style="list-style-type: none"> • Report missing Students to the Principal via Text/Telephone Call from Cell Phone or by E-Mail or Messenger. • Remain in Lock Down until advised by the NZ Police/Matata Volunteer Fire Brigade/Principal of the 'ALL CLEAR'. • <u>Outdoors</u> • All Staff/Students - Quickly and calmly move inside to Home Classroom. • After School Care Students - Quickly and calmly move inside to Multipurpose Room. • Follow the Indoor Lock Down Procedures. 			
<p style="text-align: center;">Administration Officer Evacuation Procedures</p>	<ul style="list-style-type: none"> • Wear Emergency High Visibility Vest/Hat and Whistle. • Check and account for Visitors/Students in First Aid Room. • Collect the following Items in preparation for Emergency Evacuation: <ul style="list-style-type: none"> - Visitors Book; - Absentees List for Day; - Up-to-date Class List/First Aid and Emergency Contact List; - First Aid Kit; - MPS Van Key. 	<ul style="list-style-type: none"> • <u>Indoors</u> - Designated Lock Down Area - First Aid Room. - Check and clear Staff Toilets/First Aid Room/Junior Book Room if safe to do so. - Close and Lock ALL Doors. - Close and Lock Windows. - Pull Curtains/Drop Blinds etc. (if your designated Lock Down Area has Curtains/Blinds). - Turn off equipment that emits noise e.g. TV/Bluetooth Speakers etc. - Maintain Silence. - Manage Students in First Aid Room. - Send Text to Teachers to inform them who is in the First Aid Room (if required). - If you or Students need to use the Toilets do not allow them to flush unless you or they have permission to do so. - Remain in area until you receive the 'All Clear' communication from the 			

		<p>Principal or the NZ Police/Matata Volunteer Fire Brigade.</p> <ul style="list-style-type: none"> - Conduct Roll. - Report missing Students to the Principal via Text/Telephone Call from Cell Phone or by E-Mail or Messenger. - Remain in Lock Down until advised by the NZ Police/Matata Volunteer Fire Brigade/Principal of the 'ALL CLEAR'. - Outdoors - Quickly and calmly move inside to Office Area/Designated Lock Down Area. - Follow the Indoor Procedures. 			
Principal Evacuation Procedures	<ul style="list-style-type: none"> • Contacts Emergency Services e.g. Fire Service/Police etc. via School Telephone or Cell Phone. • Wear Emergency High Visibility Vest/Hat and Whistle. • Checks Staff/Students are returning to Home Classrooms. • Refer to Tsunami Procedures if Emergency Evacuation required. 	<ul style="list-style-type: none"> • Indoors - Close and Lock ALL Doors. - Close and Lock Windows. - Pull Curtains/Drop Blinds etc. (if your designated Lock Down Area has Curtains/Blinds). - Turn off equipment that emits noise e.g. TV/Bluetooth Speakers etc. - Inform Parents/ Caregivers via Social Media/Text about Lock Down. - Move to Principal's Office or First Aid Room. - Maintain Silence - Remain in area until the 'All Clear' received from the NZ Police/Matata Volunteer Fire Brigade. - Outdoors - Quickly and calmly move inside to Office Area. - Follow the Indoor Procedures. 			
Post Emergency Evacuation Plan	<ul style="list-style-type: none"> • Staff/Students to remain in Emergency Evacuation Area until 	<ul style="list-style-type: none"> • Staff/Students to remain in designated Lock Down Area until 			

	<p>dismissed by Principal/Police/Civil Defence.</p> <ul style="list-style-type: none"> ● Administer First Aid to Students/Teachers. ● Set up Emergency Evacuation Area to cater for Basic Needs of Staff/Students i.e. Water/Food/Shelter/Toilets etc. ● Students released to Parents/Caregivers or Senior Family Member and noted on Teacher or Office Administrator's Class Checklist. 	<p>informed by Principal or the NZ Police/Matata Volunteer Fire Brigade..Principal informs Parents/Caregivers via Social Media/Text/Telephone Call about 'ALL Clear' of Lock Down and state of Students.</p> <ul style="list-style-type: none"> ● Post Lockdown Procedures/Debrief. - Return to Classrooms. - Check on Student Welfare. - Discuss Lockdown - Feelings etc. - Reassure Students that they are safe. - Inform of reason for Lockdown (limited information only - no gory details if something like that has happened). - Teachers either give the Students the option of continuing with the normal Class Programme or ask for some options of what they would like to do. - Dependent on the time of day and gauging students wellbeing either continue with normal programme or alternative programme. ● Parents/Caregivers may arrive to collect their children or to check on them. ● Students released to Parents/Caregivers or Senior Family Member and noted on Teacher or Office Administrator's Class Checklist. ● Staff Debrief. 			
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POST EVACUATION PLAN

RE-OCCUPATION OF BUILDINGS

After an evacuation, the procedures will be enacted:

1. Students and staff must not re-enter any buildings or structures until thoroughly checked by appropriate personnel and the Principal and/or SLT are satisfied they are safe for re-occupation.
2. Staff will administer first aid and, if necessary, perform light rescues
3. A health & safety check will be made for hazards:
 - a. Obvious cracks in walls
 - b. Dislodged bookcases or fittings which could fall in any earthquake aftershocks
 - c. Leaks in gas or water pipes
 - d. Breaks and/or blockages in sewerage drains and fittings
 - e. Breaks in electric wires
 - f. Spillage or insecure storage of hazardous goods
 - g. Any fires which have not been distinguished
4. Inspection by an engineer or architect if there appears to be any structural damage. Checks are to be made by a professional person to determine if the buildings are safe for immediate re-occupation.
5. Staff will hold all students in the designated Evacuation Area until further instructions are given by the Principal or SLT.
6. The control of the students in an emergency situation will need to be carefully monitored and it will be the responsibility of all teachers and support staff to maintain a sense of calm and reassurance.

IF BUILDINGS CAN NOT BE RE-OCCUPIED

1. All students must remain in the assembly area
2. Instructions for caregivers to collect students will be communicated via social media and/or radio as appropriate. This may also be possible through Civil Defence.

SENDING STUDENTS HOME

1. Students will not be released until it is safe to travel.
2. Students may be released to a caregiver which will be noted on a master list with the SLT / Class Teacher
3. Students can be released to a designated person with parental permission.

VANS / BUSES

1. Students may be released into the care of drivers as vans or buses become available, the routes are safe, and if caregivers are known to be at home.
2. Names are recorded on the master list with SLT

REMAINING STUDENTS

1. Remaining students to be escorted by adults/teachers to the Civil Defence Welfare Post at Awakaponga Hall
2. Record student names on the master list with the SLT
3. Contact with the Local Controller of Civil Defence and the Ministry of Education will be established as soon as possible.

STAFF PLAN

1. All staff will have their own family plan in the event of a civil emergency
2. Teachers first responsibility is the safety of their students in their class
3. At such times when the “all clear” is given, some teachers may need to go to their families, especially those with young children. Other staff will cover these classes until students can be picked up by their parents / caregivers, or other designated adult.

ONSITE AGENCIES EVACUATION PLAN

The following agencies are based on site at Matata Public School: Matata Bluelight, Child Psychologists

- Each agency will be given a copy of the Schools Emergency Evacuation Plan and Procedures
- Each agency will be expected to manage and take responsibility for their own staff
- Each agency will be expected to follow Matata Public School evacuation procedures and directions
- Each agency is expected to communicate with their own respective communities
- Matata Public School will check if any agencies on site are present at the Evacuation Area and awaiting further instructions.



Matata Public School
Emergency Evacuation Plan for Tsunami/Flood/Volcanic Eruption

* Students allocated to Vehicles using Class Lists!

Principal or Admin will put a notice for parents on messenger and txt!

* Note the MPS Van will (where possible) offload Students and return ASAP to collect any other Students/Staff **or** remaining Students will be walked to Evacuation Area 1 (Awakaponga Hall) or moved to nearest higher ground across the Railway Crossing on to Manawahe Road.

(Highlighted Teacher Stays at Awakaponga Hall with students)

Van 1 (25)	VAN 2 (24)	VAN 3 (22)	Van 1 (20)	Car
Rocky / Jacqui / Jade	Ashlee / Belinda	Tiffany / Myra / Taff	Ashlee / Kimberlee / Sa	Tania / Gabe

Tania & Gabe will check the school is locked up - load water, snacks, toilet paper, toiletries into a vehicle.