



# FERGUSON INTERMEDIATE SCHOOL

## Emergency management plan

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May 2024

FILE LOCATION(S)

Hardcopy and electronic copy on SharePoint (File name Emergency) and on school website.

## Key contact information for this plan

### School Details

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<b>Phone</b>	(09) 2748471
<b>Email</b>	office@fergusonint.school.nz
<b>Website</b>	www.fergusonint.co.nz

### Incident Management Team leads / Key emergency contacts

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<b>Position / Role</b>	Principal	<b>Position / Role</b>	Executive Officer
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Go to **External Contact Lists** (pg. 6) for details of local emergency services, etc and **Appendices 1 and 2** for staff, children / student and parent / caregiver contact lists.



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## Introduction

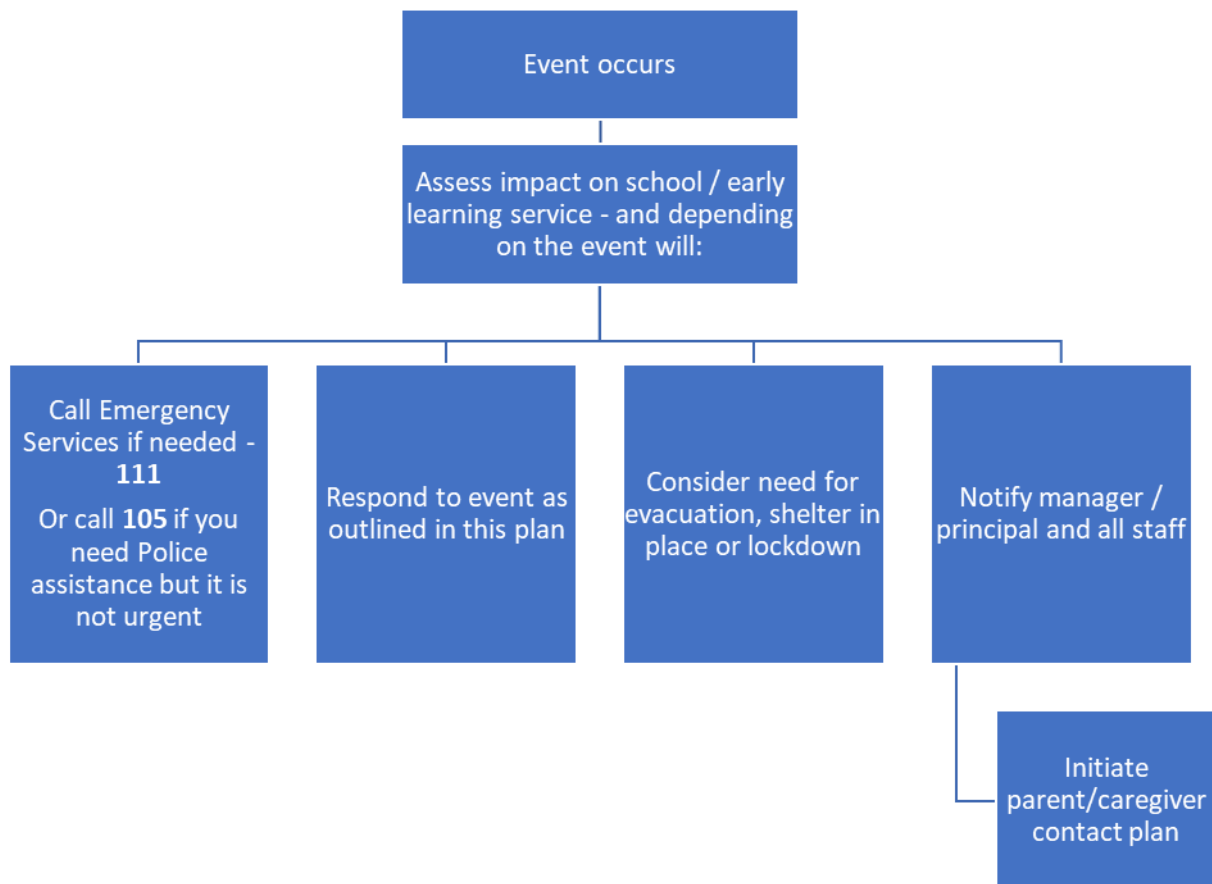
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This plan outlines how **Ferguson Intermediate School** will plan for and respond to an emergency event.

## Basic emergency response process

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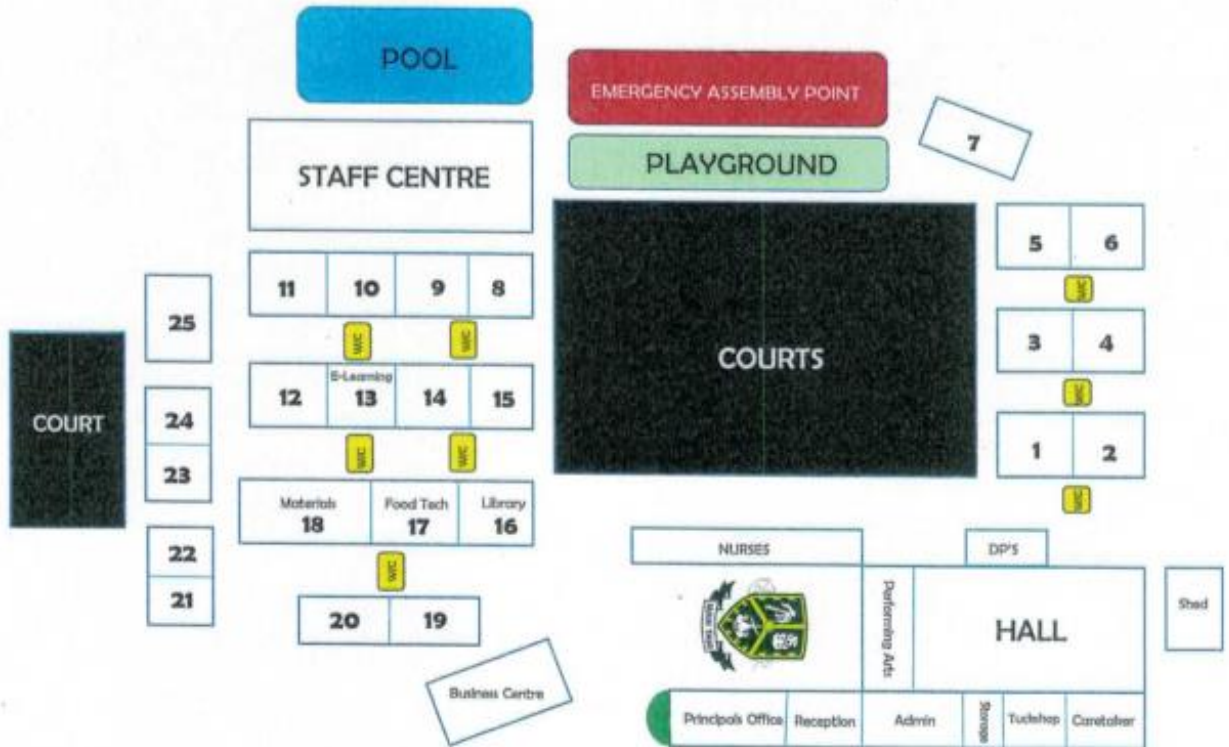
While every event is unique, there are some basic steps we will follow when responding to an emergency, as outlined below:





# FERGUSON INTERMEDIATE SCHOOL

Site map





### Calendar - planned drills and other training

Add the date for planned activities and tick (✓) when completed.

Activity	Term 1	✓	Term 2	✓	Term 3	✓	Term 4	✓
Fire Drill	10 Feb – 2pm				Eg, 29 July 10am			
Earthquake Drill							Eg, Oct to coincide with Shake Out	
Shelter-in place drill			Eg, 7 May - lunchtime					
Lockdown drill (staff only participating)					Eg, teacher only day term 3			
Other drill (eg, tsunami)							Eg, 2 Dec	
Incident Management Team Refresher	Eg, no later than 31 January							
Board standing agenda item								
Staff refresher training (eg, regular item at staff meetings)								
Parent and caregiver updates and reminders	Eg, send out with other orientation pack / newsletter / web content		Eg, send reminder to update emergency contacts with newsletter		Eg, provide an update following practice drills		Eg, send info about Shake Out drill / remind families /whānau to review their own emergency plans / reminder to update emergency contact info	



**FERGUSON**  
INTERMEDIATE SCHOOL

## Our role in a Civil Defence emergency

Civil defence preparedness for early learning services and schools generally falls into two categories:

- Ensuring the safety of children, students and staff at school / early learning 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.



# FERGUSON INTERMEDIATE SCHOOL

## Communications plan – parents, caregivers and others

*In any emergency event Ferguson staff will contact parents and caregivers to advise them of the situation and advise where and how whanau can collect their child(ren).*

*We will contact the first whanau named on our contact list.*

*We will contact whanau using all of the following with the assumption that whanau will receive one or more of our messages:*

1. Facebook
2. School website
3. Bulk email
- and 4. Bulk text

*WE WILL ONLY CONTACT WHANAU VIA MOBILE PHONE ON A NEEDS BASIS e.g., CHILD NOT PICKED UP.*

*If your child is not picked up or your child normally walks home we will allow your child to walk home at 2.50 pm only if it is reasonably safe to do so.*

*Whanau are also encouraged to educate their children on how they should respond in an emergency e.g. be well behaved and take instructions from adults leading the emergency.*

*Parents are also reminded to have their own safety plan for their children and whanau e.g. what to do if they are not picked up, who may pick them up if usual family members cannot pick up, alternative safe home if their normal residence is not accessible.*

*Who else do you need to communicate with prior to, and following an emergency event?*

### Planning

Our proactive communications will include:

- A beginning of year information pack / newsletter will be sent to all parents and caregivers.
- Update(on our website) our 'Emergency Management Information for parents and caregivers' out each term, including a reminder to update their emergency contact information (who is approved to uplift their child) and
- Include emergency plans during parent meetings once per term
- Summary of practice drills undertaken (On our school system)
- Meet at least annually with local emergency services (eg Fire, Police, Civil Defence)

### Response

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

- In the event of an emergency parents will be advised via (eg text alerts, bulk email , social media , school website
- Teachers will record on a class list when pupils are picked up by parents / caregivers
- Students will have access to school phone and staff phones to quickly contact parents and whanau following an event



### External contact lists

Radio - our local station for emergency information is:

Mai Fm (09) 361 7886

### Emergency services

Police, Fire, Ambulance	111 105 for Police, if needing non-urgent assistance
Police (local station)	Phone (09) 2720900 Snr Constable Matt Green (09) 2611300
Local Emergency Management office / group (Civil Defence)	Point of contact: Phone Mobile
National Poison centre	Urgent line <b>0800 764 766</b> Non-urgent 03 479 7284
School / service doctor	Name <b>to be updated</b> Address (physical) Phone Mobile
Medical Centre	Name: Local Doctors Address (physical) 3 Watford Street , Otara Phone (09) 2743414 Mobile

### Essential agency / service

Medical Officer of Health (local Public Health Service)	Name Phone Mobile Email
Ministry of Education	Local office - 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





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<p>Mataara – the emergency contact system operated by the Ministry of Education</p>	<p>8707 – save this number to your phone contacts list so that when you receive a message, you will know it is from the Ministry of Education. Please note you cannot initiate the message process; you can only respond when you receive a message.</p> <p>Go to – <a href="http://education.govt.nz">education.govt.nz</a> for more information about Mataara.</p>
<p>Oranga Tamariki Ministry for Children</p>	<p>0508 326 459</p>

## Essential utility

<p>Power company</p>	<p>Account number Phone</p>
<p>Gas company</p>	<p>Account number Phone:</p>
<p>Electrician</p>	
<p>Builder</p>	
<p>Plumber</p>	
<p>Other</p>	

## Essential security

<p>Security</p>	
<p>Alarm monitoring</p>	
<p>Fire alarm / equipment maintenance</p>	

## Other miscellaneous contact information

<p>Bus company / Transportation</p>	
<p>Lawyer</p>	
<p>Insurance</p>	
<p>Bank</p>	
<p>Local Marae</p>	
<p>Local Church</p>	
<p>Other</p>	



# FERGUSON INTERMEDIATE SCHOOL

Local early learning services / schools

East Tamaki Primary School	Point of contact Phone Mobile
Flatbush Primary School	Point of contact: Phone Mobile
Yendarra Primary School	Point of contact: Phone Mobile
Dawson Primary School	Point of contact: Phone Mobile
Rongomai Primary	Point of contact: Phone Mobile
Tangaroa College	
Mayfield Primary School	

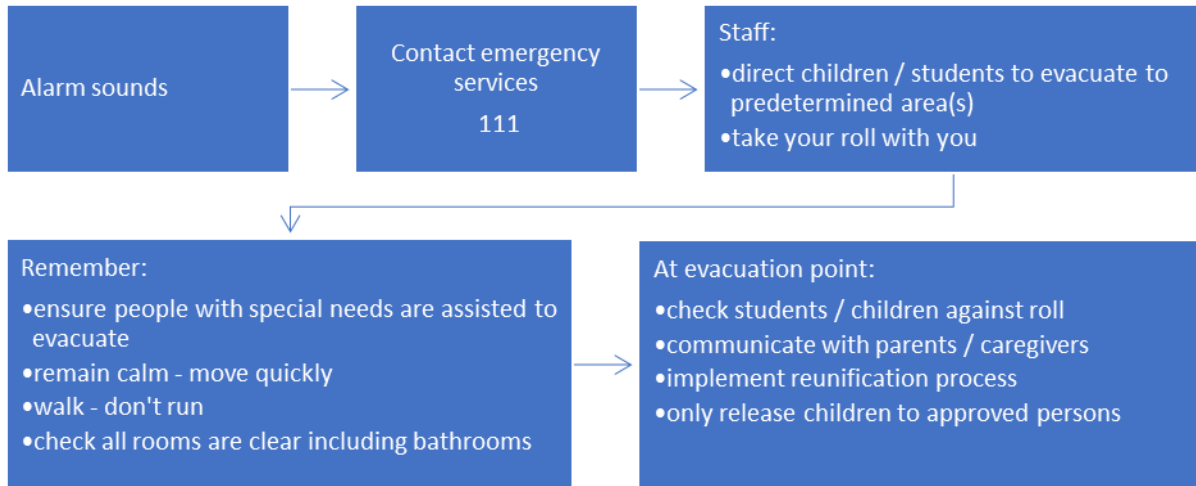


## Emergency Response Types

### *Evacuation*

Evacuation from the Ferguson Intermediate School may be required to ensure the safety of staff and students 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

### **Following an evacuation**

Do not return to Ferguson Intermediate School site until given clearance to do so.

Whether the Ferguson Intermediate 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 to continue operating following an event rests with the Ferguson Intermediate School Board of Trustees and the Ministry of Education. Appropriate advice from professionals should be sought if needed.

Ferguson Intermediate School Principal will contact the Ministry of Education if we need support.

### Evacuation areas

**Fire Evacuation Plan / Point**

**As per attached school layout plan**

**Earthquake Evacuation Plan / Point**

**As per attached school layout plan**

**Tsunami Evacuation Plan / Point**

**As per attached school layout plan**

Remember, in most cases it is advisable to walk or cycle to your tsunami evac point as roads may become jammed.

**Volcano Evacuation Plan / Point**

**Remain under cover in the classroom**

**Gas/Chemical Evacuation Plan / Point**

**Evacuate away from spill keeping mouth and nose covered with clothing Do not use Mobile phones or electrical devices because these may cause a spark. Principal and DPs will pass the message.**



*Fire*

Response actions (as appropriate)	
<b>Discovery of a fire</b>	Ring the fire alarm.
	Call 111
	If safe to do so extinguish the fire.
<b>On hearing the alarm</b>	<p>Initiate evacuation to planned location(s).</p> <p>Teachers / staff should collect their registers and take their students / children to the designated assembly point(s).</p> <p>Walk calmly and quickly.</p> <p>Ensure children / students / staff / visitors with disabilities are assisted by a responsible person.</p> <p>Ensure any visitors are included in the evacuation.</p> <p>Check rest areas, bathrooms and common rooms en route to the designated exit point.</p> <p>Ensure all students and children remain at the evacuation point until clearance to leave is given.</p>
<b>Returning to the building(s)</b>	Do not return to the building(s) until given the all clear by the Fire Service.
<b>Ongoing operations following a fire</b>	<p>The decision to continue school operations rests with the Board of Trustees, in consultation with the Principal.</p> <p>The decision to continue early learning service operations rests with the service provider.</p> <p>Contact the Ministry of Education regional office (they can provide support through the Traumatic Incident team if required).</p>



## Earthquake

**REMEMBER – LONG OR STRONG, GET GONE**

Response actions (as appropriate)	
<b>During an earthquake</b>	<p>If indoors:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Keep away from shelves containing heavy objects and other large items of furniture</li> <li>• Keep away from windows</li> <li>• Stay indoors until the shaking stops and it's safe to go outside.</li> </ul>
	<p>If outside:</p> <ul style="list-style-type: none"> <li>• Find a clear spot and drop to the ground and cover your head and neck</li> <li>• Students / children to stay in the school / early learning service grounds until a teacher comes to get them</li> <li>• Keep away from buildings and power lines.</li> </ul>
<b>When the shaking stops</b>	<p>Expect aftershocks.</p> <p>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).</p> <p>Ensure your personal safety first.</p> <p>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.</p> <p>Get staff and pupils away from dangerous areas.</p> <p>Listen to the radio for instructions from Civil Defence.</p> <p>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 <b>ONLY</b> be turned back on by a registered plumber or gas fitter.</p>
<b>Ongoing operations following the earthquake</b>	<p>The decision to continue school operations rests with the Board of Trustees, in consultation with the Principal.</p> <p>The decision to continue early learning service operations rests with the service provider.</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**

Check whether your school / early learning service 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.

<b>Response actions (as appropriate)</b>	
<b>When a tsunami threatens</b>	<p>If you feel a long (more than a minute) or strong (hard to stand up) earthquake and the school / early learning service is in a tsunami evacuation zone:</p> <ul style="list-style-type: none"> <li>• Once the shaking stops, gather all students / children and evacuate immediately; move to higher ground or as far inland as possible</li> <li>• If you receive an official warning advising you to leave. Respond to the first message; do not wait for more messages before you act</li> <li>• Listen carefully to official instructions and follow them</li> <li>• Evacuate from the areas or zone(s) stated in an official warning.</li> </ul>
	<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>
<b>After the impact of the tsunami</b>	<p>Contact the Ministry of Education regional office for support, if needed.</p>

#### **Evacuation plan**

- We will evacuate if directed by civil defence.
- The entire area in the vicinity of our school is relatively flat. We will assemble on the school courtyard away from the creek until the threat is over.
- This plan will be communicated to parents ahead of time, to ensure they will not come to the school until the threat is over?
- We will practice tsunami evacuation once per year.
- We will walk with teachers to a safe area which emergency leaders will decide
- We make sure all students, children and staff are accounted for by completing a roll call



## 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.

### Before a flood:

- Ferguson Intermediate is not in a flood area.
- There is a creek on the south and east boundary of the school.
- There is a creek at Bond Street (prone to flooding) and the open area adjacent to Bond Street
- The water level in these creeks rise quickly and is dangerous should students fall in or attempt to swim in them – danger of drowning.

Response actions (as appropriate)	
<b>Flooding reported or sighted</b>	<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).</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.</p>
<b>After a flood</b>	<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>





Response actions (as appropriate)	
<b>When a volcano threatens</b>	Listen to radio or TV for advice and information.
	Contact the local Civil Defence Group for advice on the volcanic hazards that could affect the school / early learning service during an eruption.
	Check that staff know what to do. Revise with students / children.
<b>Large eruption</b>	Evacuation: If the school or early learning service is in the path of potential lava flows, pyroclastic flows, surges or lahars <b>be prepared to evacuate when asked to by controlling authorities</b> (i.e. police, civil defence etc).
<b>Ash Fall</b>	<p>Ensure that everyone on-site stay indoors. Have dust masks available.</p> <p>Close windows and doors. In heavy ash falls, windows and doors may need additional sealing to avoid ash entering the school / early learning service buildings.</p> <p>Turn off air-conditioning units and any other equipment that draws in or blows air.</p> <p>Protective clothing and goggles (especially if working in the ash fall) should be worn by anyone who has to work outside in an emergency.</p> <p>Volcanic ash is very abrasive. Properly fitted, P2 or N95 - rated safety masks are recommended for anyone in contact with ash.</p> <p>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.</p> <p>Disconnect roof-fed water supply only when ash fall is occurring or during the clean-up, to stop ash entering the storage tanks.</p> <p>If possible, have outdoor equipment, cars etc parked under-cover or cover them.</p>
<b>Cleaning up after an ash fall</b>	The local council and CDEM group will provide advice on cleaning up and disposing of ash.
<b>Seek support if needed</b>	Contact the Ministry of Education regional office (they can provide support through the Traumatic Incident team if required).



### Pandemic

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)	
<b>Planning</b>	<p>Recommend / fund annual vaccinations for staff.</p> <p>Consider having a supply of Personal Protective Equipment (PPE) gloves, face masks, antiseptic hand wash.</p> <p>Develop a communications plan for staff, students, 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.</p>
<b>Response - when a pandemic has been advised or declared</b>	<p>Regularly check for updates on the Ministry of Health website (<a href="https://www.health.govt.nz/">Ministry of Health NZ</a>).</p> <p>Use posters available from Ministry of Health <a href="#">re cough / sneeze etiquette</a>, <a href="#">handwashing</a>.</p> <p>Consider physical distancing strategies. Information on this is available from the <a href="#">Ministry of Health</a>.</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> <hr/> <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 schools and early learning services to plan for a pandemic – [education.govt.nz](https://www.education.govt.nz/).



*Gas leak*

**Response actions (as appropriate)**

**If gas leak is suspected**

Consider evacuating the area or the school / early learning service. Do not re-enter building or outside area until cleared by authorised personnel.

Turn off the main valve.

If possible and safe to do so open windows to allow the gas to dissipate.

Rescue any person in immediate danger but only if safe to do so.

Do not:

- 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.

Warn others in the immediate area.

Call emergency services (111) if required.

Call local gas company:

**Company**

**Phone**

**Our account number**

Contact the Ministry of Education regional office if further support is needed.



### *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**

Move all people in the vicinity to a safe area. Consider:

- Shelter in place – move / stay indoors and seal doors, windows, other openings and switch off any air intake units
- Evacuation of entire school / early learning service if required and safe to do so.

If required, contact emergency services on 111

Give appropriate first aid to anyone in contact with the spill.

Notify the manager or person in charge / principal and staff.

Consideration may have to be given to how children and students will be able to leave the early learning service / school after finishing time if the spill has not been made safe by then.

Contact the Ministry of Education regional office if further support is needed.



## 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)	
<b>In general</b>	<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 package / letter is.</p> <p>Consider evacuating the area or the school / early learning service (take police advice).</p>
<b>If you open a letter/package and discover powder</b>	<p>Put on gloves and place 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"> <li>• Do not clean up or wipe spilt contents</li> <li>• Avoid breathing the powder or spores</li> <li>• Clear all people from the area and isolate the area (close doors &amp; prevent access)</li> <li>• Switch off air conditioning</li> <li>• Wash hands with soap and hot water.</li> </ul> <p>If contents are spilt on clothing:</p> <ul style="list-style-type: none"> <li>• Select a room for changing</li> <li>• Remove clothing and place in plastic bag</li> <li>• Shower with soap and hot water</li> <li>• Change into other clothes.</li> </ul>

See New Zealand Police [Suspicious letter or package](#) for further information.



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## ***Bomb threats – The school will Manage this (Keep this checklist by the phone)***

**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 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:	
<b>Caller details</b>	
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



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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 the Ferguson Intermediate 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 an early learning service or school and either:**

- **Has been requested to leave, or**
- **Their behaviour is such that the early learning service / 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 school or early learning service premises (within the presence or hearing of any child / student of the service / school).

Incident type	Response actions (as appropriate)
<p><b>You become aware of a person on the school / early learning service grounds that does not have permission to be there.</b></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 the office where the reasons for the visit can be dealt with.</p>
<p><b>Become aware that there is a trespasser on the property.</b></p>	<p>If the reason for the visit is not legitimate, explain that they have to leave the premises.</p> <p>Notify the principal or other staff member of the description, location and activity of the trespasser.</p> <p>Ensure the children and staff are safe and the classrooms are kept secure.</p> <p><b>If the person leaves when requested they are no longer considered a trespasser.</b></p>





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<b>If the trespasser refuses to leave when requested</b>	<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>
<b>Follow-up actions</b>	<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"><li>• Debriefing staff on the incident and assess if the Emergency Management process worked correctly or needs amendments</li><li>• Debriefing children and students if the incident was a public one to prevent rumours and speculation.</li></ul>



## Attacker on-site

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><b>Shots are heard or an attacker is believed to be on the premises</b></p>	<p>Call 111 when it is safe to do so:</p> <ul style="list-style-type: none"> <li>• Identify yourself and your school / early learning service, including address</li> <li>• Details of situation</li> <li>• Details of any casualties</li> <li>• Description of weapons, number of shots etc</li> <li>• Description and location and identity of offender if known</li> <li>• Identify the 'target' of aggression if known.</li> </ul> <p>If safe to do so, move to predetermined safe position to await Police arrival.</p> <p>Alert staff / children / students (avoid using the fire alarm).</p> <p><b>Our alert system: eg Silent alarm</b></p> <p>Move everyone out of hallways and into rooms.</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 / students are outside, instruct children / students to move to nearest room, or to a safe-predetermined assembly area (which may include an off-site area close to the school / early learning service).</p> <p>Once police arrive, liaise with them to secure the scene(s).</p>
<p><b>Following the incident</b></p>	<p>Liaise with the media.</p> <p>Consider whether to temporarily close or continue operating.</p> <p>Continue to monitor the wellbeing of children, students and staff.</p> <p>The Ministry of Education Traumatic Incident Teams can provide support (see contact list for phone number).</p>



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- Go to Appendix 1 of [Planning and preparing for emergencies](#) for further information to support planning for security-related events, including **Escape | Hide | Tell**.
- For detailed resources on traumatic incidents go to [education.govt.nz](http://education.govt.nz)
- Go to [education.govt.nz](http://education.govt.nz) for information on de-escalating a threatening situation



### *Serious injury or death*

Response actions (as appropriate)	
<b>Death / serious injury occurs at school or early learning service</b>	<p>Ensure your own safety. Assess area for danger (eg: live wires, poisonous substances etc).</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 in charge / principal; isolate and contain the area. Ensure access for emergency services.</p>
<b>Action after medical personnel have taken over</b>	<p>Manager/Principal to advise (as soon as possible):</p> <ul style="list-style-type: none"> <li>• Service provider contact / school management team and staff</li> <li>• Board and chair.</li> </ul> <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 students, arrange counselling etc).</p> <p>Complete incident form with all known details.</p> <p>Ensure the designated media person, if you have one, is fully briefed.</p>

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

#### Online resources

Visit the Ministry of Education website to assist in managing this type of response in schools / early learning services - [www.education.govt.nz/school/student-support/emergencies](http://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 early learning service or an EOTC event, have to be treated urgently and steps taken to find the missing person or confirm their safe whereabouts.



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

- The proximity of dangerous hazards to the school / early learning service
- The possibility of an abduction
- The possibility that the child or student has been picked up by a parent or caregiver
- The child / student has got lost or left the facility
- The 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)

<b>Information or notification that a child / student is missing</b>	<p>Confirm:</p> <ul style="list-style-type: none"> <li>• That the person had been present at early learning service / school at some time during the day, and if so;</li> <li>• When they were last seen.</li> </ul> <p>Notify manager or person in charge / principal and staff.</p> <p>Search the school / early learning service.</p>
<b>If child or student is found</b>	<p>If child / student is found injured or ill, call for medical assistance if required.</p> <p>Notify manager or person in charge / principal and other searchers.</p> <p>Establish what happened and complete incident report.</p> <p>Arrange for the child / student's parents or caregivers to be advised.</p>
<b>If child or student is not found</b>	<p>Notify the police immediately.</p> <p>Notify the parents / caregivers immediately.</p>
	<p>Contact the Ministry of Education regional office for support.</p>



Appendix 1 – Staff List

Position	Name	Day contact details	After hours contact details	Other emergency role
		land line and mobile	land line and mobile	Note if staff member is a first aid holder/media or other IMT role
Principal / Manager	Ronnie Govender	0274456111	0274456111	
Deputy Principal / Asst Manager	Imteeaz Mohammed Mrs. Fuatino	0223800594 0277004199	0223800594 0277004199	
Chairperson, Board of Trustees	Ms. Tofa Paniani	02108357538	02108357538	
Teaching staff Rm 1	Mrs. Sewjugath	0274227269	0274227269	
Teaching staff Rm 2	Mr. Ali	02108002467	02108002467	
Teaching staff Rm 3	Mrs. Sharma	02041780090	02041780090	
Teaching staff Rm 4	Mrs. Kaur			

Position	Name	Day contact details	After hours contact details	Other emergency role
		land line and mobile	land line and mobile	Note if staff member is a first aid holder/media or other IMT role
Room 5	Mr. Law	021324699	021324699	
Room 6	Mr. Smith	0273807364	0273807364	
Room 7	Mrs. Cameron	0275275119	0275275119	
Room 8	Ms.Lata	0223467800	0223467800	
Room 9	Mrs. Goundar	0284670991	0284670991	
Room 10	Mr. Malopito			
Room 11	Ms. Manako	0225011764	0225011764	
Room 12	Mr. Shailendran	0210354677	0210354677	
Room 15	Ms. Kiria	02102212396	02102212396	



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Position	Name	Day contact details	After hours contact details	Other emergency role
		land line and mobile	land line and mobile	Note if staff member is a first aid holder/media or other IMT role
Room 17	Ms. Setefano			
Room 16	Ms. Shameema	02108847627	02108847627	
Material Tech	Mr. Mohammed	0225488396	0225488396	
Music	Mr.Dilantha Prasad	0221099793	0221099793	
Health & P.E.	Mr. Nair	0221702362	0221702362	
Science	Mrs. N.N.Ali	0210447510	0210447510	
SENCO	Mrs. Ieru	0211565170	0211565170	
Learning Assistant	Mr. Palemia			
Learning Assistant	Ms. Kaisala	0212320489	0212320489	



Position	Name	Day contact details	After hours contact details	Other emergency role
		land line and mobile	land line and mobile	Note if staff member is a first aid holder/media or other IMT role
Learning Assistant	Mrs. Tuulima	02061956466	02061956466	
Food Tech	Mrs. Ismail	022387147	022387147	
DTC	Ms. Nishi			
Learning Assistant	Mrs. Malafou	02108670716	02108670716	
Caretaker	Tere Mii Brian Mitchell	0272612239 0212275626	0272612239 0212275626	
Administration staff	Lesa Arthur	0211907111	0211907111	
Other				



# FERGUSON INTERMEDIATE SCHOOL

## Appendix 2 – Students / children parents and caregivers contact list

(Key: P = Primary, A = Alternate)

Date of last update: \_\_\_\_\_

Student / child name	Parent / Caregiver	Day contact details	After hours contact details	Other important information
		Land line and mobile	Land line and mobile	Note if child / student has specific health or other needs
	P:			
	A:			
	P:			
	A:			
	P:			
	A:			
	P:			
	A:			

Student / child name	Parent / Caregiver	Day contact details	After hours contact details	Other important information
		Land line and mobile	Land line and mobile	Note if child / student has specific health or other needs
	P:			
	A:			
	P:			
	A:			
	P:			
	A:			
	P:			
	A:			
	P:			
	A:			
	P:			



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Student / child name	Parent / Caregiver	Day contact details	After hours contact details	Other important information
		Land line and mobile	Land line and mobile	Note if child / student has specific health or other needs
	A:			
	P:			
	A:			
	P:			
	A:			
	P:			
	A:			
	P:			
	A:			