



PAPAKAIO SCHOOL



EMERGENCY PROCEDURES PLAN 503

STATEMENT OF AUTHORISATION

This Plan has been prepared to meet the requirements of Sections 43, 44 and 45 of the Civil Defence Act 1983 and to assist those who may become responsible for persons at the school in the event of an emergency resulting from a natural disaster or any other clause.

This Plan has been prepared in consultation with the Waitaki District Council's Civil Defence Organisation and a copy has been supplied to the Civil Defence Manager of that Territorial Authority.

The Board of Trustees of the Papakaio School recognise that in the event of a major emergency in the District, there could be a delay in obtaining assistance from Emergency Services or Civil Defence and there may be a need for those persons at the school to be self-sufficient for some time.

The Board of Trustees also acknowledges that in the interests of the wider community, the premises and resources of the school will be made available to Civil Defence Authorities in the event of a declared Civil Defence or National Emergency if they are required.

This Plan acknowledges the Fire Plan for the school and procedures relating to other safety issues which ensure that safe and practicable plans are in place to deal with emergencies which may arise.

This Plan will be reviewed annually and any amendments once authorized by the Board of Trustees, will be notified to Waitaki District Civil Defence Organisation.

Reviewed September 2016

KEY DETAILS

Name of School:	Papakaio Primary School	
Address:	Rapid No.17, Papakaio Road, Papakaio 15 KRD, OAMARU	
Phone Number:	(03) 431 7851	
Principal:	Mr Gary Shirley	
Address:	48 Eden Street, OAMARU	
Phone:	4349903 or 021 575705	
Other Teacher:	Mr Damian Brown	
Phone:	0211398876	
Neighbour	Mrs Samantha Growcott	431 7073
Closest Neighbour	Hannah Miller	431 7870
Closest Neighbour	Mr and Mrs Stuart	431 7899

EMERGENCY SERVICES:

Police:	Ph.111 (if no service try 433 1400)
Fire Service:	Ph.111 (if no service try 434 8408)
Ambulance:	Ph.111 (if no service try 0800 100 776)
Civil Defence:	Ph.(03) 434 6400 - 24 hours daily

EVACUATION ASSEMBLY AREA IN SCHOOL GROUNDS

In the center of the Football field.

EVACUATION AREA AWAY FROM THE SCHOOL:

1. Papakaio Community Centre, Papakaio Road, Papakaio
2. Hurst Homestead "Willow Park" (flooding) Papakaio

CONTACT DETAILS FOR BOARD OF TRUSTEES
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Name: Mr Eugen Dupu
Address: 92 Papakaio Road
RD 15 KRD
OAMARU
Phone: 4317717 Cell 027 678 6044

Name: Mrs Yranee Monoy
Address: 443 1 McPherson Road
RD 2 K
OAMARU
Phone: 4313656 Cell 021 261 0628

Name: Mrs Andrea Ludemann
Address: 77 Boundary Road
Phone: 437 1544 Cell 027 659 6800

Name: Ed Finlay
Address: 185 Gibson Road,
15 KRD
OAMARU
Phone: 4317042 Cell 021 249 1295

Name: Mr Ricky Hutchinson
Address: 411 Burnside Rd
Rd 17D
OAMARU
Phone: 432 4104 Cell 027 4312015

Name: Mrs Chris Allen (Staff Rep)
OAMARU
Phone: 027 431 7726

OTHERS WHO MAY ASSIST

Name: Mrs Ann Fry (Key holder) & Cleaner
Address: 15 KRD,
OAMARU
Phone: 0272213287

Bus Drivers Blue Bus - Eugen Dupu
Cellphone: 027 678 6044

Yellow Bus - Robin Ayers ph (03) 6897650
Cellphone: 021 1219070

Name: Classic Hits Waitaki 98.4 FM & Newstalk ZB
(Office) 434 9162
Fax: 433 1087
Afterhours phone: Station's Cellphone: Gary 021 575705

SPECIAL NEEDS OF CHILDREN

MEDICINE/SPECIAL DIET/OTHER

See Pupil Health Information sheet and emergency procedure folder in the basket beside the phone in the office .

LOCATION OF SCHOOL ROLL: School Office (on wall above phone)

***LOCATION OF PORTABLE RADIO Staff Toilet
SPARE BATTERIES & TORCH***

LOCATION OF FIRST AID KITS

Medical in the Foyer Cupboard opposite Staff Toilet. Emergency medicines are kept in the cupboard on the second top shelf in the Secretary's area.

EMERGENCY RESPONSE SECTION

The following response actions will be carried out in the event of any emergency occurring:

WARNINGS

1. If a warning is received at the school, the Principal or Senior Teacher in Charge will authenticate the warning message before any action is taken.
2. Following authentication, the Principal/Senior Teacher will take appropriate action, given the nature of the warning.

FIRE

3. A separate "Fire Evacuation Plan" is in place for the school and was prepared in accordance with Fire Service guidelines.
4. To avoid confusion, the evacuation procedure and assembly area for fire purposes will be used for all other emergency events that require evacuation of the school.
5. The fire assembly area is in the center of the school paddock.

EMERGENCY RESPONSE ACTIONS

6. In the imminence or occurrence of any emergency event, the Principal/Senior Teacher will establish control and co-ordinate appropriate response actions.
7. The Principal/Senior Teacher will determine whether it is necessary to contact the "Emergency Services" or Civil Defence for assistance.
8. ***Each teacher will be responsible for the pupils in their classroom and ensure that all pupils are accounted for.*** Toilet blocks, etc. may need to be checked for missing pupils.
9. Each teacher will ensure the elimination of any emerging hazard in and immediately adjacent to their classroom.

10. Unless there is danger in doing so, teachers should keep pupils in the classroom until instructed otherwise. The Principal/Senior Teacher will check with each class teacher as to what their situation is.
11. The Principal/Senior Teacher will decide whether any full scale evacuation is necessary. If evacuation is necessary the same procedure as for "Fire Evacuation" will be used.
12. If pupils require first aid treatment the Principal/Senior Teacher will designate a treatment area and assign staff to be responsible.
13. If the school is to be closed, the Principal/Senior Teacher will ensure parents/caregivers are informed of the need to collect pupils.
14. As parents/caregivers of pupils call and collect them, the roll will be marked accordingly. No pupils will be released other than to a parent/caregiver or other approved adult.
15. If it becomes essential to move pupils from the school site, a large notice will be left indicating where staff and pupils have moved to.
16. Teachers will remain at the school until their departure is approved by the Principal/Senior Teacher.



PAPAKAIO SCHOOL



BUS BREAKDOWN OR SCHOOL CLOSURE EMERGENCY PROCEDURES

In the Event of Bus Breakdown in the Morning:

1. Please notify school IN ALL CASES. Ph.431 7851 (Home ph.4349903)
2. The school will then advise parent contacts of the situation and they will ring the families on their list to inform them of the procedure for getting the children to school.

In the Event of a Bus Breakdown in the Afternoon:

Please notify the School immediately. Ph.431 7851 (027 3937974)

The School will then attempt to contact all families to advise them of the situation.

In the event of the unavailability of the parents, transport home for those children will be organised with the parents and staff available at that time. Our Transport Permission Form, signed by parents, agrees to this action taking place should the need arise.

Cellphone contact will be tried and a message left if parents are unable to be contacted by phone. Children will not be left at home unattended.

In the event of a School Closure, notice will be given on local radio stations and the School will attempt to contact all families via the same procedure as for Bus Breakdowns.

Please also note that contact to the School may be difficult due to the line being used to contact parents at that time.

Papakaio School

Emergency Procedures



Evacuation Warning: Continued ringing of the school bell

Under teacher supervision children evacuate classrooms via
Fire Exit

ASSEMBLE IN CLASSES ON Rugby Field on Half-way Line

FIRE

Teacher Duties:

- Establish safety of your class first!
- Evacuate children to center of Playing Field
- Call the roll
- Report to Principal



Room 1: Clear Room 1
Room 2: Clear Room 2 and toilet areas in Whare Iti
Room 3: Clear Room 3, Disabled toilet, Reading Recovery Room
Room 4: Clear Room 4
Room 5: Clear Reading Resource Room and the Art Storeroom
Room 6: Clear Room 6, DP Office and the Hub
Principal: Establish safety of all pupils, Check all rolls, Dial 111
Clear Admin and toilets in the Hub and Admin areas

EARTHQUAKE

Instruct the children to shelter under classroom furniture

- Hold onto the legs of the table/chair
- Head on chest
- Eyes closed
- Facing away from windows



Remain in position until instructed to evacuate

Assembly Area

The School Back Field at the Half-Way Line.