



WHANGANUI HIGH SCHOOL POLICY

EMERGENCIES

Policy No: 5.2
(NAG 5)

INTRODUCTION	1	To ensure that the safety of pupils and staff is paramount in the case of an emergency, such as a lock-down, fire, earthquake, flooding, gas Leak, chemical spill, suspicious device/package, bomb threat, violent intruder, trespasser, hostage situation, serious injury or death, missing student.
	2	There are varying degrees of emergencies and a copy of the School Emergency Procedures should be available and familiar to every staff member.
OBJECTIVES	1	To ensure the safety of all personnel on Whanganui High School premises.
	2	To make all pupils and staff aware of what action they should take in the case of any emergency.
GUIDELINES / PROCEDURES	1	That information relating to the School's emergency procedures for each emergency scenario be displayed and readily available to all students and staff.
	2	That the practise of the relevant drills for each emergency scenario be carried out on a regular rotation basis, as required.
	3	Distinct signals that clearly indicate the type of emergency need to be recognisable for every staff member and student - <ul style="list-style-type: none">• Continuous ringing of the bell (or hand bell) shall indicate the need for immediate evacuation of all relevant buildings;• Continuous short, sharp blasts would indicate a lock-down.• Automated Voice Alarm.• Public Address System – for further instructions.
	4	That measures are taken to check that buildings are secure or clear following the relevant emergency.
	5	That the form class rolls (emergency rolls) will be made available via the Student Management System (SMS) as required, and hard copies are updated on a term by term basis for office, Deans and SLT.
	6	That staff rolls will be made available via the Student Management (SMS) / Vistab / Relief List as required.
	7	Procedures for all emergency scenarios be reviewed and updated annually.
	8	Plans relating to post-disaster survival are included in Policy 5.3 (Post-Disaster Survival Plan).
EXPECTED OUTCOME		Staff, students and visitors on site need to be aware of the action required when an emergency arises, in order to maintain the safety of all concerned.
EVALUATION		The Board, in association with the Principal, will review this policy annually in accordance with the School's quality management cycle.

Approved by the Board

Signed Chairperson: _____

Date: _____

Signed Principal: _____

Date: _____