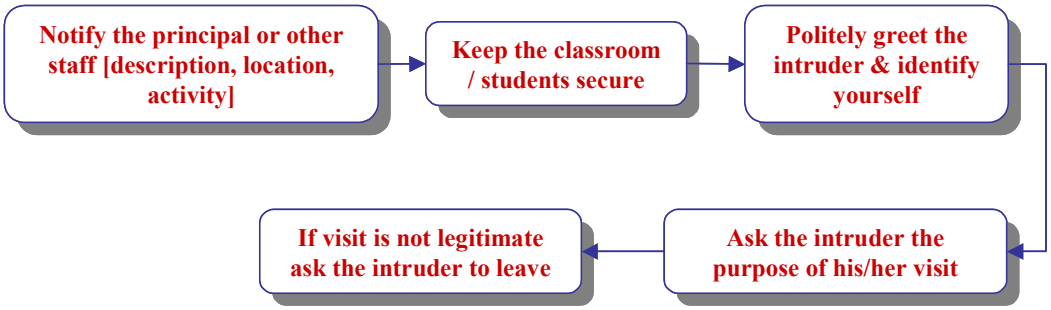
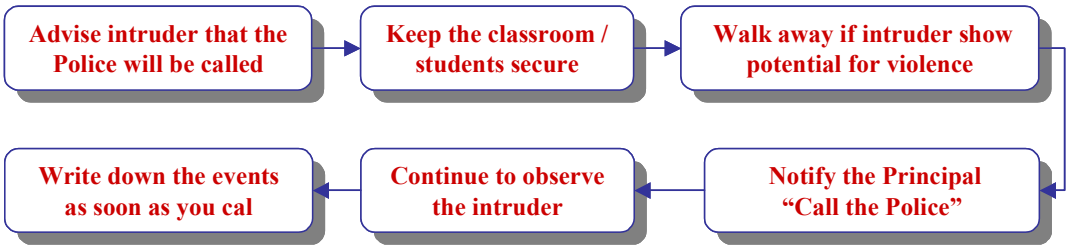
Toolkit 5S - Intruder Inside Building Emergency Response

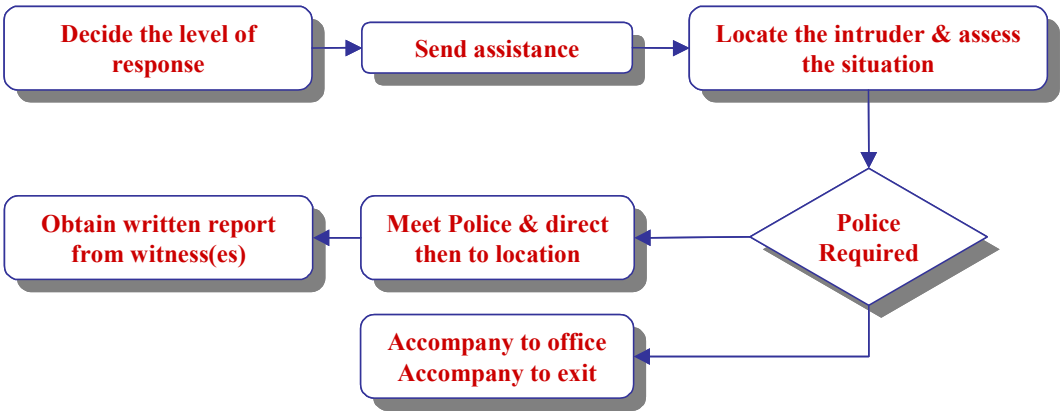
Staff Action



If Intruder Refuses to Leave



Principal Action





Close printable version

Worksafe at Schools - Emergency Management

Summary:**Action Guide 2:** Provides templates for developing plans for reacting to emergency situations including fire, floods, earthquakes, chemical spills, gas leaks, volcanic eruptions, bomb or arson threats, armed intruders, and missing children
Last update: 13-Sep-2006

Contents

Action Guide 2: Emergency Management
- Introduction
- Roles And Responsibilities
- 4 "R" Approach To Emergency Management
- Reduction
- Readiness
- Response
- Recovery

Action Guide 2: Emergency Management

Introduction

An emergency is any sudden large-scale event that threatens the school, staff, students and/or visitors.
There are many events, natural and man-made, accidental and malicious, that can cause harm to members of the school community and effect operations of the school.
Schools must plan and teach all members of the school community how to respond and be safe in any emergency situation.
Emergencies may include:

Personal Emergency	***Physical Emergency***
• Serious assaults • Armed offenders • Bomb threat • Death or serious injury • Intruder • Medical emergency • Missing child	• Chemical spill • Earthquake • Fire • Flooding • Gas leak • Power failure • Storm • Volcanic eruption and ash fall

Testing of emergency drills should occur at least 6-monthly.

Roles And Responsibilities

BOARD OF TRUSTEES

Toolkit 5A - Emergency Contacts

Principal	Name	Contact Details
Chairperson Board of Trustees	Name	Contact Details
Deputy	Name	Contact Details
Civil Defence Warden	Name	Contact Details
School Caretaker	Name	Contact Details
First Aiders	Name	Location
School Doctor	Name	Contact Details
Ambulance	**Ring 111**	Contact Details
Police	**Ring 111**	Contact Details
Fire	**Ring 111**	Contact Details
Electrician	Name	Contact Details
Glazier	Name	Contact Details
Plumber	Name	Contact Details
CYPF	Name	Contact Details
Specialist Education Services	Name	Contact Details
EAP	Name	Contact Details
Power Supply Authority	Name	Contact Details
Gas Supply Authority	Name	Contact Details
Civil Defence	Name	Contact Details

Date last reviewed ____/____/____

Date to be next reviewed ____/____/____

Toolkit 5B - Developing A Site Map

The school's Emergency Plan must include site map/s for all parts of the school.

The site map/s must identify:

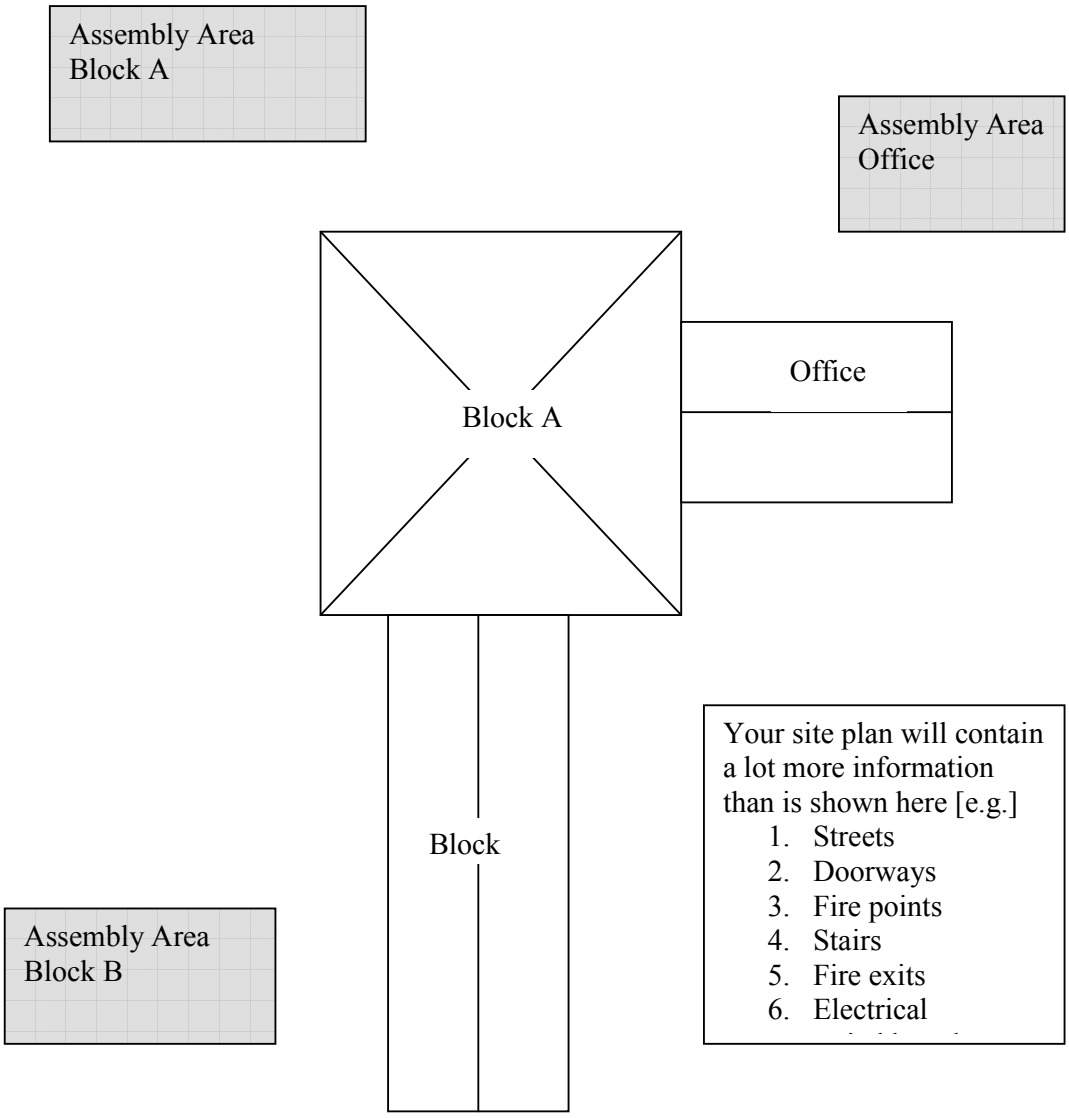
- School buildings
- Muster points (e.g. for each classroom block).
- Location of:
  - Alarms
  - Fire extinguishers/hose reels
  - Fire exits
  - First aid supplies
  - A phone, and emergency contact numbers
  - (list must include fire wardens' numbers)

As appropriate, site map/s may also identify:

- Streets
- Access ways: Doorways, stairs
- Stairs
- Electrical switchboard
- Boiler room
- Gas valves

See Toolkit 5C **for an example site map.**

Toolkit 5C - Site Map



Date last reviewed ____/____/____

Date to be next reviewed ____/____/____

Toolkit 5D - Assisting Person/s With Disabilities During An Emergency

Assistance Register For Persons With Disabilities

Date	Likely location of persons requiring assistance	Person requiring assistance	Person assigned to assist

Register Of Staff Members Assigned To Assist Person With Disability Visiting The School

Staff Member	Date appointed	Person/s assigned to assist

Date last reviewed ____/____/____

Date to be next reviewed ____/____/____

Toolkit 5E - First Aid

LOCATION OF FIRST AID KITS

Further information is contained in the Ministry of Education ***"Health and Safety Code of Practice".***

Kit 1	**Location:**
Kit 2	**Location:**
Kit 3	**Location:**
Kit 4	**Location:**

TRAINED FIRST AIDERS

Name	Position	Room / Location

FIRST AID SUPPLIES [MINIMUM REQUIRED FOR 75 PERSONS]

Number	Item
4	Triangular bandages
9	Roller bandages [incl crepe bandages 50mm and 75 mm sizes]
10	Sterile dressings [75x75mm packets]
2	Adhesive wound dressing strip [100mm packets]
1	Waterproof adhesive plaster [50mm reel]
5	Sterile non-adhesive pads [100 x 100mm packets]
4	Sterile eye pads
1	Container for pouring water over eye [plastic squeeze bottle]
1	Receptacle for soiled dressings [bucket with foot operated lid]
1	250 ml antiseptic liquid approved by Medical Officer of Health
1	Safety pins [card]
1	Scissors – surgical or equivalent stainless steel [pair]
1	Splinter forceps, fine point – stainless steel
1	Injury register and pen or pencil
1	First Aid Booklet [issued by Departments of Labour and Health or Red Cross / Order of St John
1	Card listing local emergency numbers
8	Disposable gloves – large size or multi fitting [pairs]

Toolkit 5 - Emergency Management Checklist

	Does your school have	*Yes*	*No*
1.	A list of emergency wardens?	❑	❑
2.	An up-to-date printed list of all staff and student names?	❑	❑
3.	A training schedule for staff, students and wardens?	❑	❑
4.	A record of emergency drills and their testing frequency?	❑	❑
5.	A process to ensure all fire alarms are working, fire extinguishers are current, and all fire exits are kept free of obstructions?	❑	❑
6.	A list of emergency contacts held in the office?	❑	❑
7.	A site map held in the office (and possibly at the local police station)?	❑	❑
8.	A plan for assisting persons with disabilities?	❑	❑
9.	A first aid room if more than 100 staff and students?	❑	❑
10.	At least one trained first aid person if more than 50 staff and students?	❑	❑
11.	A first aid cabinet with the appropriate level of supplies?	❑	❑
12.	Prominent emergency signs in all areas?	❑	❑
13.	Detailed responses to potential types of emergency situations?	❑	❑
14.	Evidence that emergency responses have been communicated to all staff?	❑	❑

Where necessary link any major initiatives back into your Health and Safety Plan. Refer to *Action Guide 3,* Toolkit 6A.

Signed _____

Dated ____/____/____

Toolkit 5F - Emergency Information For Visitors

(Name of School)

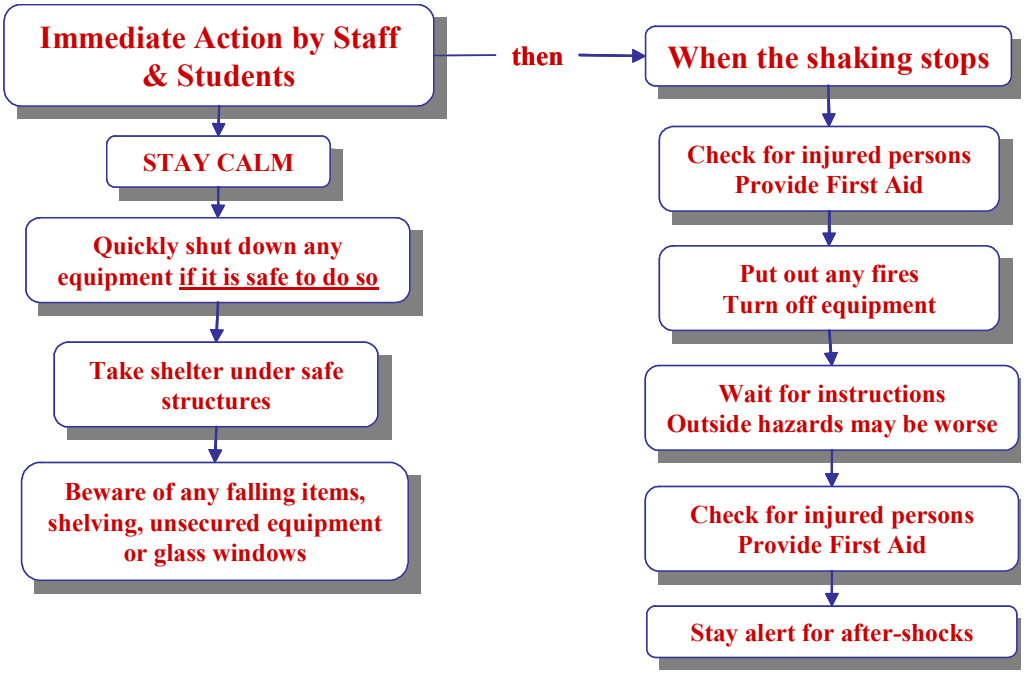
In the Event of:

- **FIRE**
- **EARTHQUAKE**
- **BOMB / ARSON THREAT**
- **MEDICAL EMERGENCY**
- **VIOLENCE / PERSONAL THREAT**

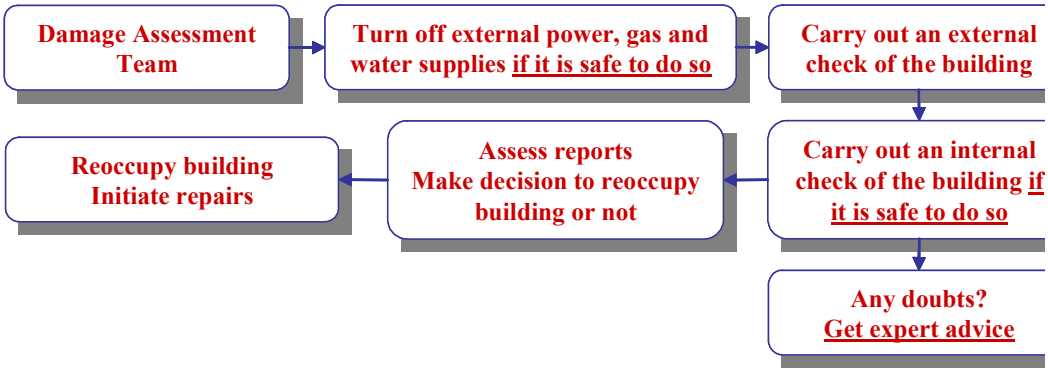
Please follow the instructions of our Receptionist/Floor Warden Or the person you are visiting

If you wish to view more detailed instructions please refer to the Emergency Response Guide held at Reception

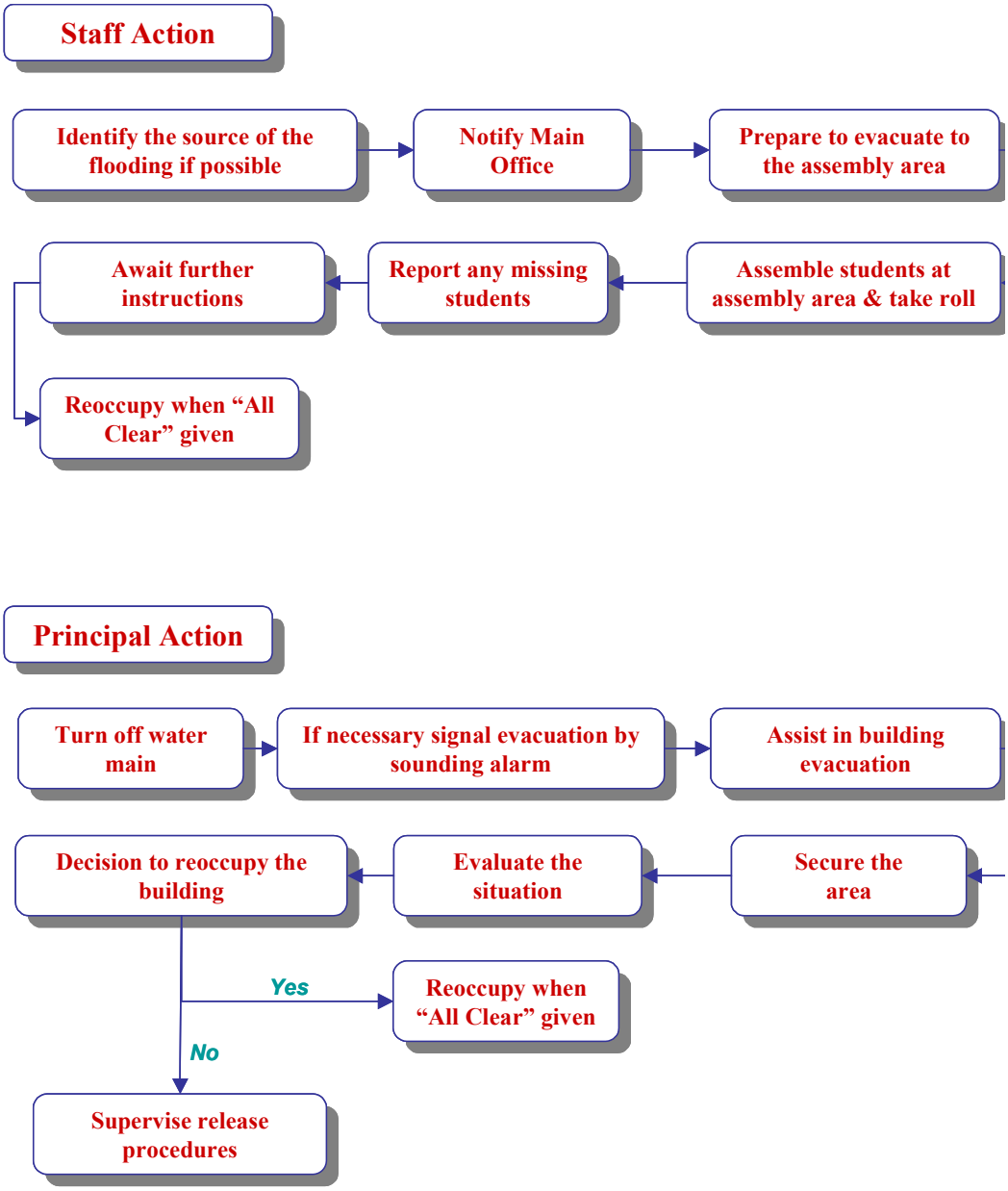
Toolkit 5J - Earthquake Emergency Response



Post Event



Toolkit 5K - Flood In Building Emergency Response

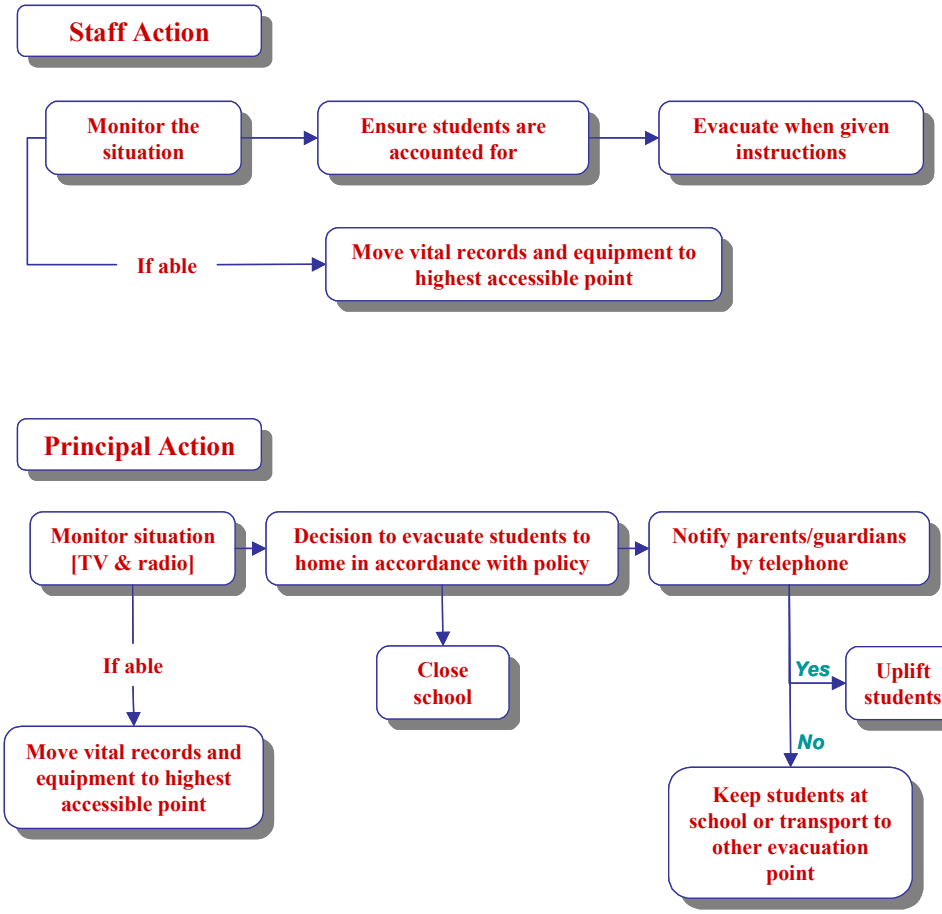


Toolkit 5L - Flooding Emergency Response

Many areas in New Zealand are subject to flooding. Flooding may be caused by heavy rain, overflowing creeks and rivers and high tides or tsunamis in coastal and low-lying areas.

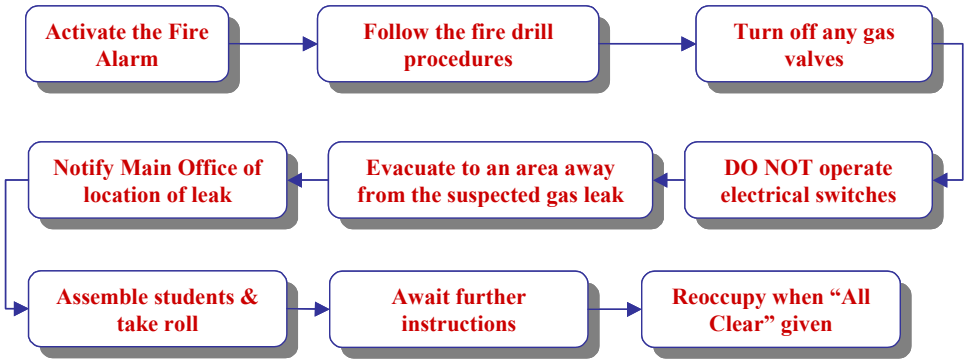
Flooding may happen very quickly in some areas.

Schools in flood prone areas must be alert to the possibility of a flooding emergency that will require staff and students to take immediate action.

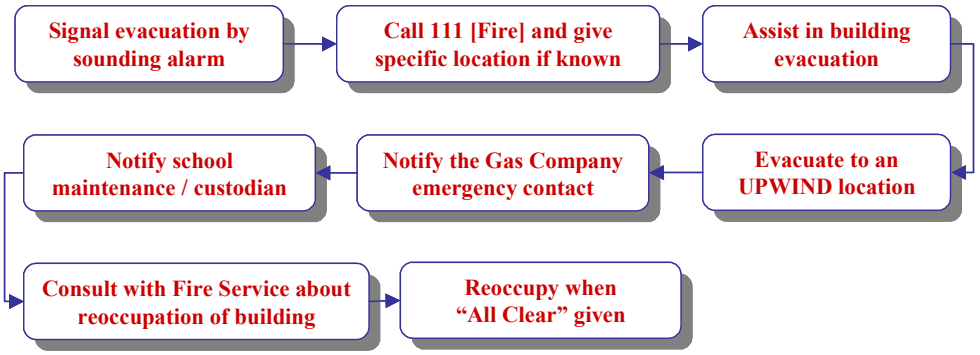


Toolkit 5M - Gas Leak Emergency Response

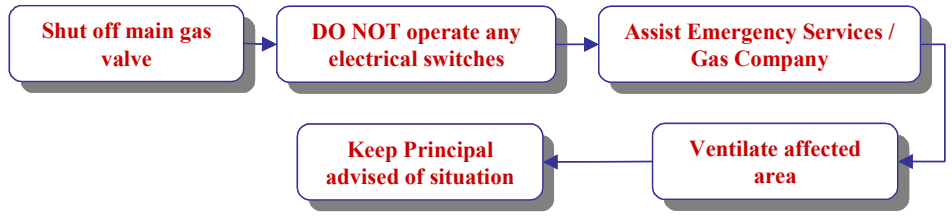
Staff Action



Principal Action



School Caretaker



Toolkit 5N - Volcanic Eruption And Ashfall Emergency Response

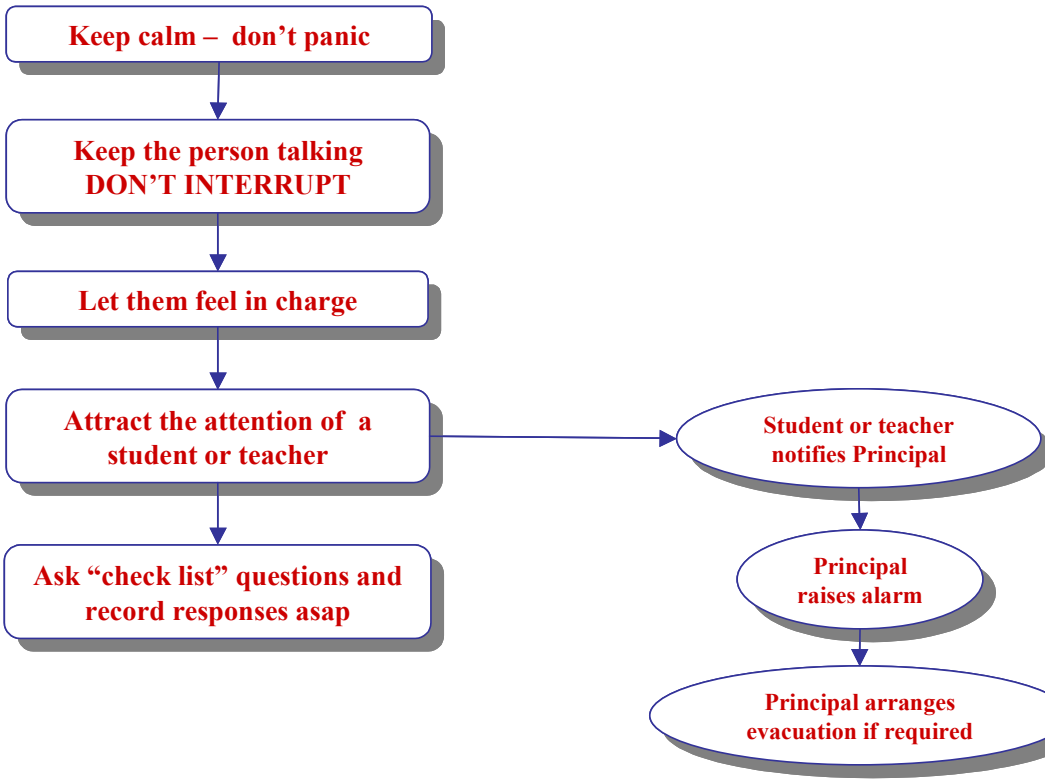
New Zealand has several active volcanic zones, all of them in the North Island.

Civil Defence will warn of impending life-threatening eruptions.

Be prepared to respond rapidly.



Toolkit 5O - Bomb/Arson Threat Emergency Response



Toolkit 5P - Bomb Threat Questions

WHERE DID YOU PUT THE BOMB?
WHAT DOES THE BOMB LOOK LIKE?
WHAT WILL MAKE THE BOMB EXPLODE?
WHEN IS THE BOMB GOING TO EXPLODE?
WHAT IS YOUR NAME?
WHERE ARE YOU?
EXACT WORDING OF THREAT?

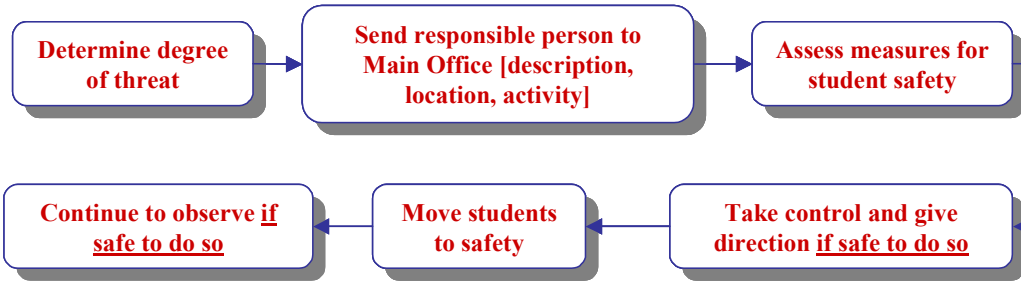
REPORT CALL IMMEDIATELY TO 111

OTHER, E.G. ANY DISTINGUISHING BACKGROUND NOISES?
OTHER – SEX OF CALLER/ESTIMATED AGE
CALL TAKEN (DATE/DURATION OF CALL/TIME/NUMBER CALLED)
RECIPIENT (NAME/TELEPHONE)

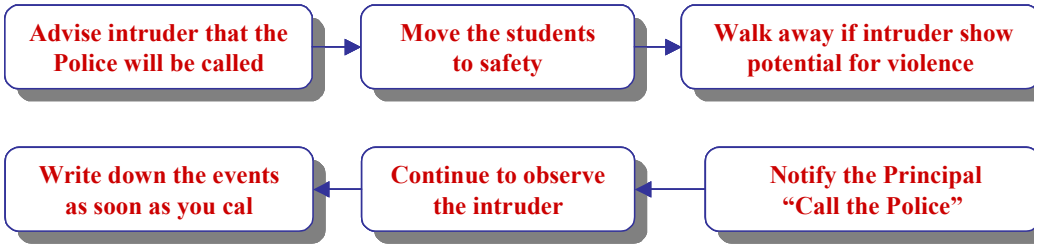
REMEMBER – KEEP CALM AND DON'T HANG UP

Toolkit 5T - Intruder Outside Building Emergency Response

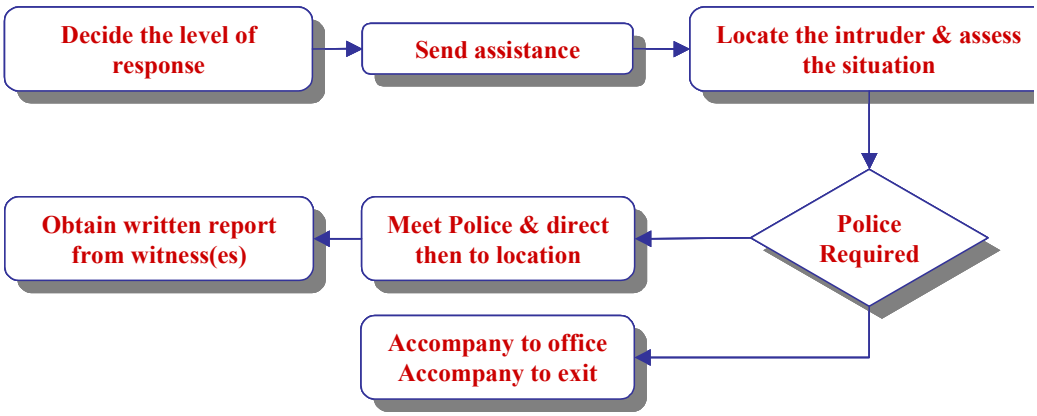
Staff Action



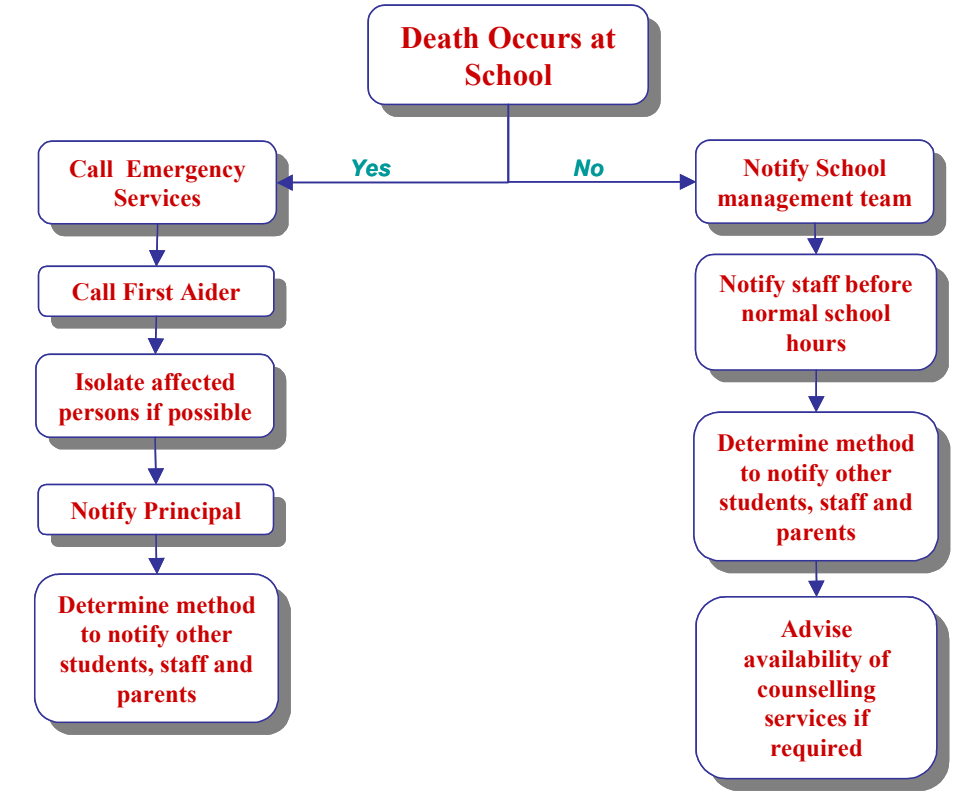
If Intruder Refuses to Leave

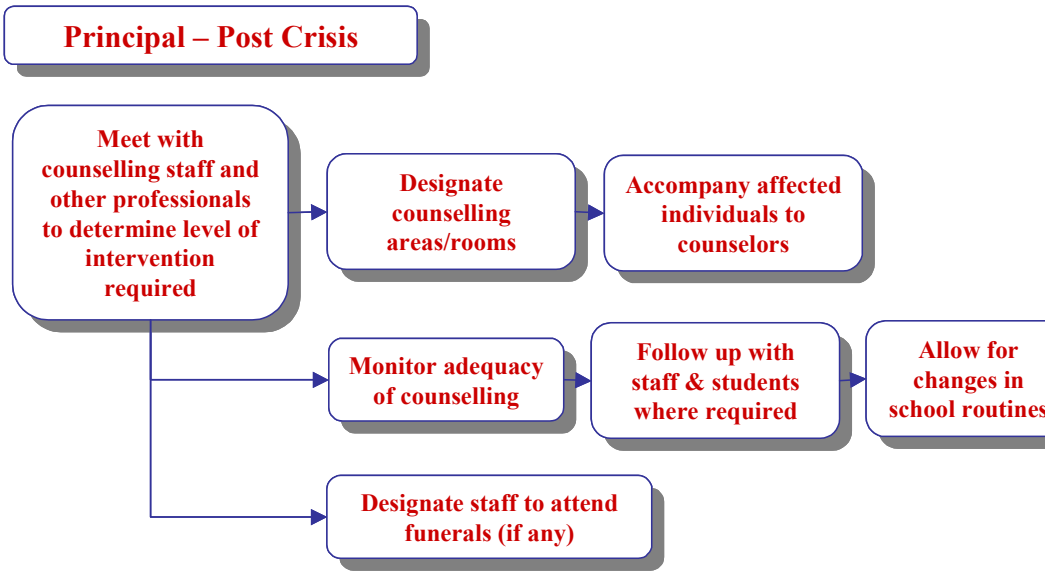


Principal Action

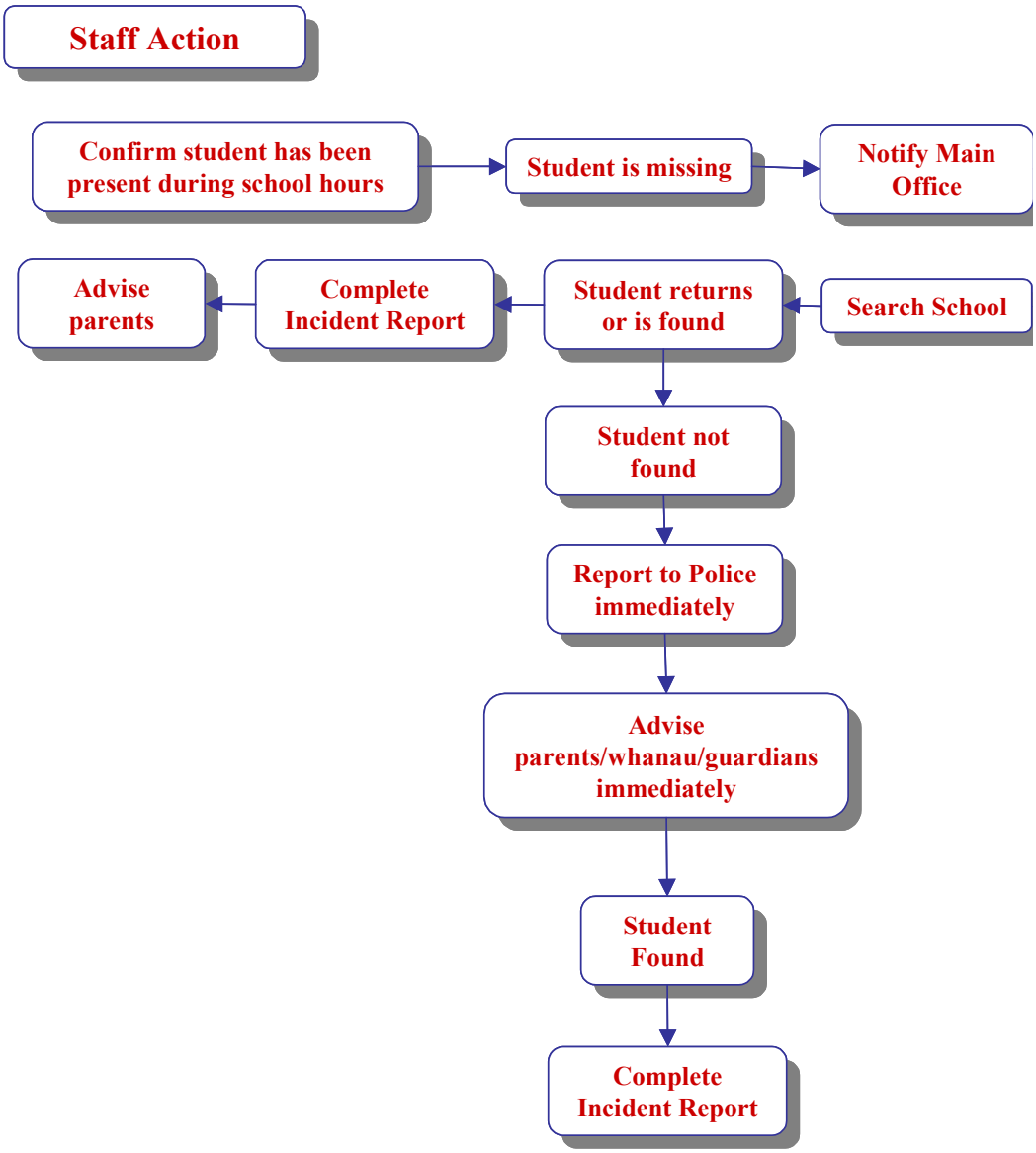


Toolkit 5V - Death Emergency Response

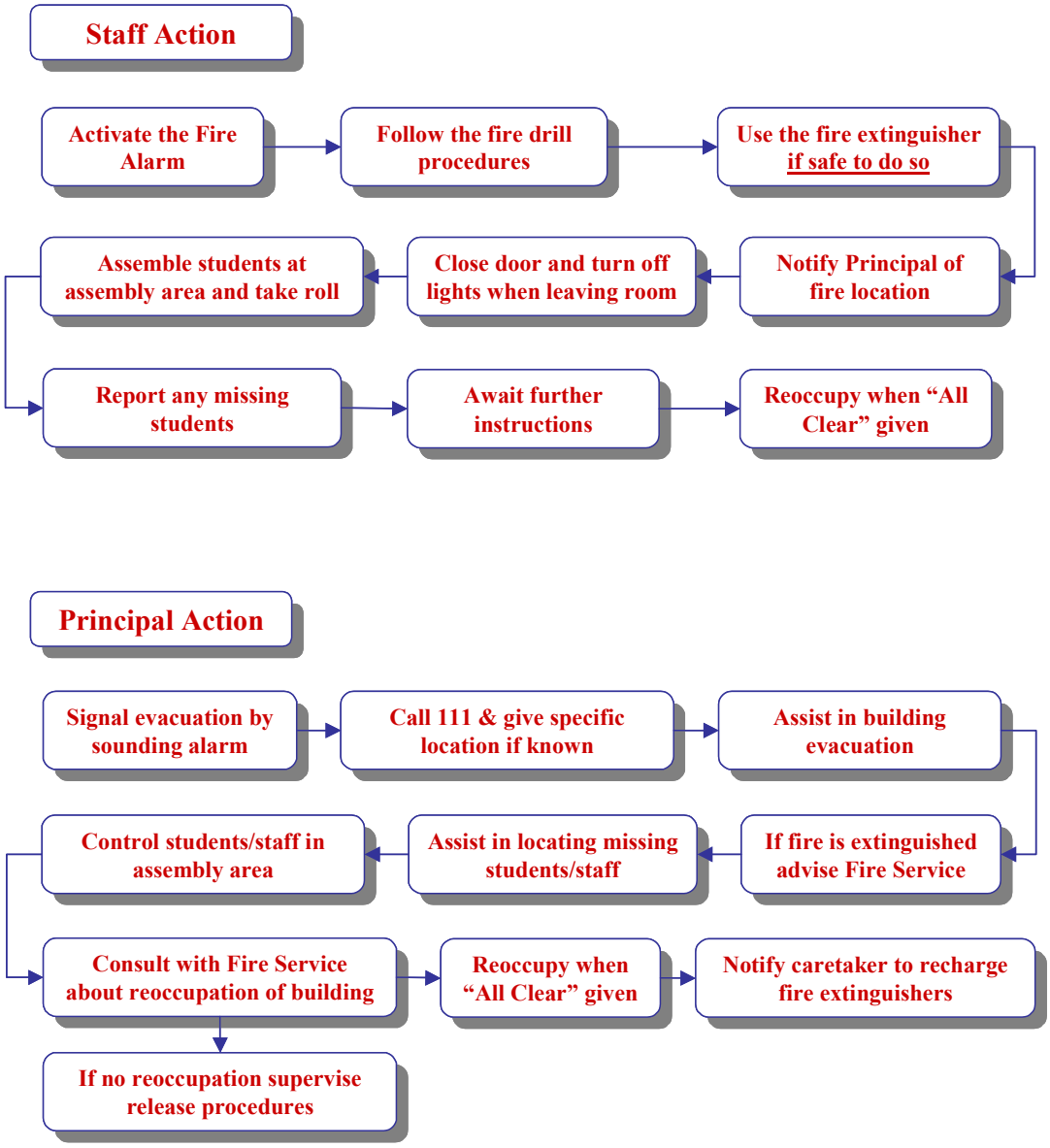




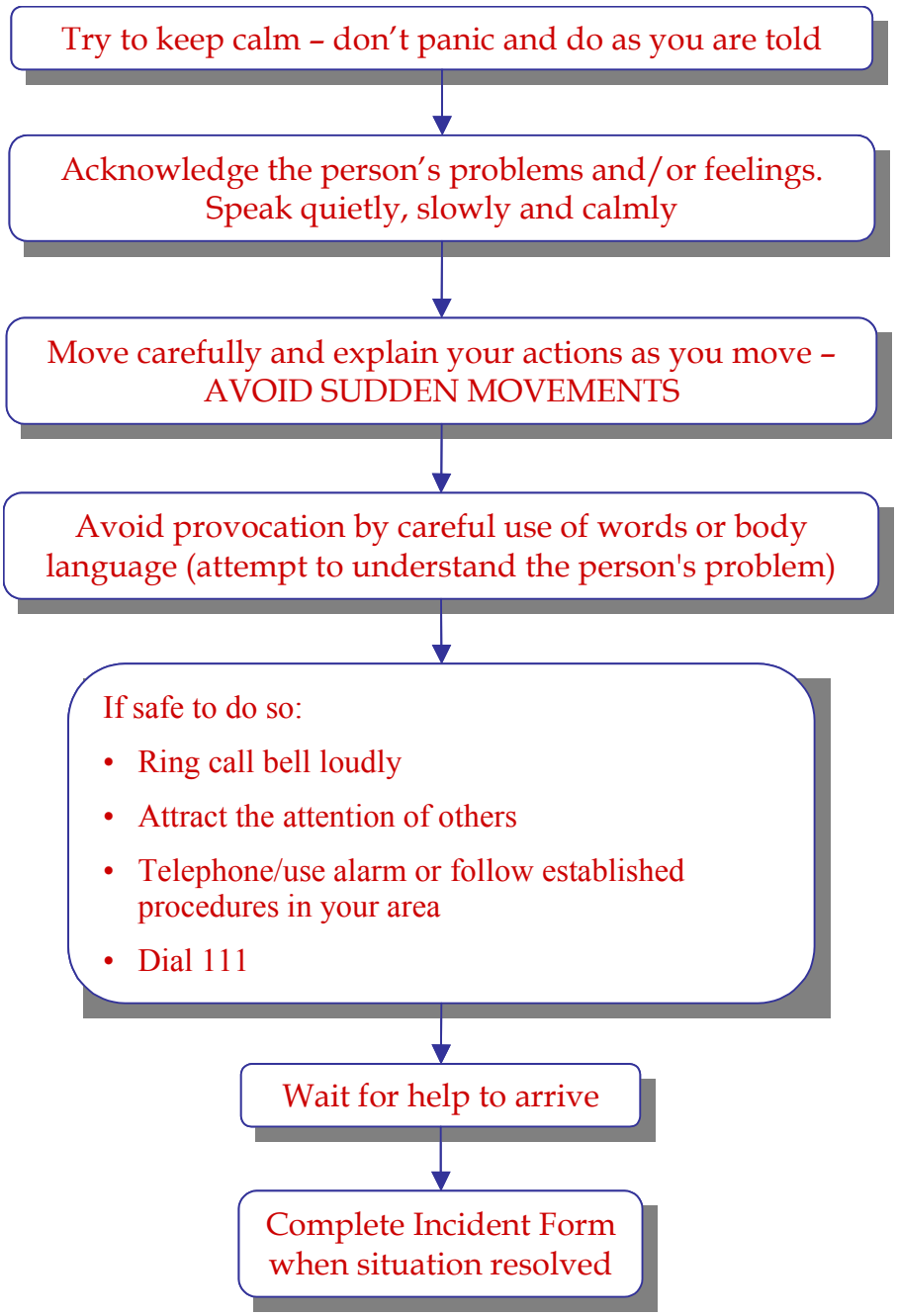
Toolkit 5W - Missing Child Emergency Response



Toolkit 5I - Fire Emergency Response



Toolkit 5Q - Violence/Personal Threat Emergency Response



Toolkit 5R - Armed Intruders Incident Emergency Response

