



TE AROHA COLLEGE BOARD OF TRUSTEES EMERGENCY RESPONSE POLICY

Purpose

This Emergency Response Policy outlines how Te Aroha College prepares for, responds to, and recovers from emergencies. It aligns with the Civil Defence Emergency Management Act 2002, the Health and Safety at Work Act 2015 and the Ministry of Education guidelines.

Scope

This policy applies to all students, staff, visitors, contractors and any persons on school premises or involved in school -related activities offsite, including Education Outside the Classroom (EOTC).

Key Emergency Types Covered

- Fire
- Earthquake
- Tsunami
- Flooding
- Pandemic
- Chemical spill/hazardous substance incident
- Lockdown or active threat
- Power outage or infrastructure failure
- Transport-related incidences (including school buses)

Responsibilities

- **Board of Trustees**
 - Maintains overall responsibility for emergency planning and compliance with health and safety legislation.
- **Principal**
 - Leads emergency planning and coordinators with the Incident Management Team.
 - Liaises with the emergency services and the Ministry of Education.
- **Health & Safety Committee**
 - Maintains and updates the Emergency Management Plan (EMP).
 - Organises regular drills and staff training.
 - Ensures emergency kits and supplies are up to date.
- **Staff**
 - Know their emergency roles and participate in drills
 - Supervise and support students during emergencies.
- **Students**
 - Participate in drills.
 - Follow instructions calmly and promptly during emergencies.

Emergency Management Plan (EMP)

The College maintains a written EMP that includes:

- Emergency procedures for each major risk.
- Lockdown, shelter-in-place and evacuation procedures.
- Hazard identification and mitigation plans.
- Maps showing assembly points, exits and emergency equipment.
- Roles and responsibilities of staff in different emergencies.
- Medical response protocols and first aid locations.
- Communication plan for staff, whanau and emergency services.

The EMP is reviewed annually and tested through drills at least once per term.

Communication Plan

- A dedicated emergency SMS/email platform is used to communicate with parents/whanau.
- Staff communication via internal radio/PA systems and mobile alerts.
- Regular updates to the Ministry of Education during major incidents.
- Media statements are handled by the Principal or delegated spokesperson.

Hazardous Substances Protocol (If applicable)

- A Safety Data Sheet (SDS) is available for each substance.
- Staff are trained in emergency procedures for spills or exposure.
- Spill kits and PPE are maintained and accessible.
- An inventory is kept and available to Fire and Emergency NZ

Practice and Testing

- Evacuation drills are held once per term.
- Lockdown and shelter-in-place conducted bi-annually.
- First aid training for staff is maintained regularly.
- Annual review and testing of emergency kits and communications systems.

Inclusion and Accessibility

Plans account for:

- Students with disabilities.
- English Language Learners (ELLs).
- Cultural considerations for Maori and Pacific students and whanau.

Reunification Procedure

- Designated reunification areas will be activated.
- ID Checks may be required.
- A register will track student pickup status.

Review and Debriefing

- After every event or drill, a debrief is held.
- Lessons learned inform EMP updates.
- Feedback is collected where appropriate.

Supporting Documents and Legislation

- Civil Defence Emergency Management Act 2002
- National CDEM Plan Order 2015
- Health and Safety at work Act 2015
- Ministry of Education's Emergency Planning Guide (2025)
- WorkSafe Emergency Response Guidance.

Effective Date: 23 September 2025

Review Date: September 2026

Approved: Board of Trustees