

KAIKORAI VALLEY COLLEGE



EVACUATION OF STUDENTS PROCEDURE

RATIONALE

There may be a time when it is necessary to evacuate students from the school. This could be because of events such as flooding, fire, armed intruders. This procedure is to ensure that any evacuation is carried out with the utmost safety and efficiency, in order to protect our students.

NB: the school cannot be “closed”. Legally the Kaikorai Valley College Board of Trustees has a duty of care and it is not permitted that students are just told to go home.

The following guidelines are to be followed in the event of an evacuation.

GUIDELINES

1. In the event of a major weather event requiring an evacuation, a decision will be made as quickly as possible by the senior management team and Executive officer. They may call on other members of staff who are critical to the process.
2. Where a decision is made to get students home, a bell will be rung three times. This is the signal to ALL staff to bring students across to the hall. NO students are permitted to leave the school grounds; they must be escorted over to the hall. We will try to avoid breaks (meaning interval and lunch) but this is not always possible.
3. Block monitors/wardens will be responsible for ensuring that each building has been cleared.
4. Property and grounds staff will report to the Executive Officer for instructions.
5. The students will be told exactly what is happening to avoid miscommunication or panic.
6. Updated rolls, including absentees will be given to staff so that as students leave, accurate records can be kept.
7. Bus companies will be contacted to determine transport arrangements so that this can be communicated to students and caregivers. Road conditions will also be determined so that this can be added to communication through social media.
8. A message will be communicated to parents and carers through: the school's website, bulk texting and emails, and the school's Facebook page. Students will also be permitted to use their own cell phones from the hall to contact parents. Additional phones will be made available for those who do not have cell phones. At least two lines will be kept free at all times for emergency communications. The bulk text and email will also refer caregivers to the social media site. (*in progress*)
9. From the hall, some staff may well be asked to station themselves at various exit points around the school while their buddy teachers monitor their whanau students.
10. Where buildings and property might be at risk, some manpower may be called upon to minimise the risk if this can be done safely.
11. Any areas where there is a danger will be roped off as quickly as possible and staff may be stationed nearby.
12. As parents come to the school they will be directed to the hall foyer where staff will find their children for them to take home. We wish to avoid parents going into the hall and causing concern through stories about road conditions.
13. As numbers reduce consideration will be given to those staff who live in areas where getting home may be difficult and they will be released as soon as feasible. No staff are to leave the premises without the knowledge of the office.
14. Our first responsibility is to the students and providing adequate supervision.

Date of Confirmation by the Board of Trustees	25 May 2016
Reviewed	24 February 2020