

2.2 DISASTER MANAGEMENT

Approved by: Board of Trustees
Contact: Deputy Principals
Group: Leadership Team

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Reviewed by: Leadership Team

Policy Statement

This policy provides a fully operative Disaster Management Plan

Civil defence preparedness for schools generally falls into two categories:

- Ensuring the safety of students and staff at school during a civil defence emergency
- Helping the wider local community during a civil defence emergency, as part of a response coordinated by the local territorial authority.

The local Civil Defence and Emergency Management Group will provide advice if Nelson College is designated as a civil defence centre.

Policy Rationale

The policy is in place to ensure the safety of pupils and staff during an emergency or disaster event.

Implementation:

Deputy Principal

- Will ensure that students and parents receive all relevant information
- Will conduct practice evacuations in conjunction with Fire evacuation drills

Procedures:

- Evacuation procedures to be posted in all rooms.
- Evacuation drills to be practised
- A disaster management plan to be developed (see attached).
- Liaison to be established with neighbouring institutions.

Related Policies

- Crisis Policy
- Health & Safety Policy

Appendices

- A** Disaster Management Plan
- B** Earthquake Management Plan
- C** Emergency Response flowcharts

DISASTER MANAGEMENT PLAN

Here at the College we have four possible types of disaster:

Fire, Landslide, Earthquake & Pandemic

It is most likely that the one to cause the main concern is earthquake. For this reason the main plan should address that problem and the others be related to it.

EMERGENCY PROCEDURES

1. **Fire**

The arrangements as advised and practised:

Evacuation, building clearance, roll check

If any assistance is needed by the Fire Service then it will be the following teams:

- Casualty
- Documentation
- Crowd Control

2. **Landslide**

After a period of prolonged rain it is possible that a part of the hillside above the College could give way. There is a good chance that there will be plenty of warning and the threat will be to property rather than to life - to Boarding rather than the College. If any exercise needs to be mounted then the basic earthquake drills should come into force.

3. **Earthquake**

In the event of an earthquake the Earthquake Management plan automatically takes effect.

When an earthquake strikes, all people need to get under their desks or the like and stay there for three minutes (listen for a bell to ring) before leaving. The departure needs to be by the nearest safe exit and carried out with caution as the surroundings may be unstable. If in doubt about stability, stay put until assistance arrives.

Staff who have been assigned duties must complete roll checks before moving to their work station. Initially ALL activity will be controlled from the main field. Tasks will be allocated by the Emergency Controller (Deputy Principal) once the initial site report is in.

In the event of the earthquake occurring outside of class time, or between periods, then all persons must report to the Main field and homeroom rolls taken.

Appendix B

EARTHQUAKE MANAGEMENT PLAN

In the event of a full scale disaster all activity and personnel come under the direct control of the Emergency Controller (EC).

- at the onset of an earthquake all persons are to 'drop and cover'
- evacuation is signalled by the ringing of the outside bells and all people are to move to the main field
- full roll check - students, staff-teaching & non teaching, hostel staff, grounds, Dining Room
- number, position and state of persons known to be still in the buildings are to be reported to the EC.
- ERT moves to undertake possible rescue.
 - surface
 - easy to reach
 - full search
- once the initial site and roll reports have been received by the EC, people will be directed to move to their designated task.
- at disaster + 30 min there will be a conference of all team leaders with the EC on the main field.

SPECIAL POINTS:

- **No** person is to enter the buildings
- all reporting is to be done on a regular basis via the system not directly to the EC unless he asks for direct reporting
- task sheets will be in the entrance Foyer. The EC will have a duplicate set.
- home situation checks are to be made as per agreement once the move to designated tasks occurs
- people must stick to their own task and not interfere with others
- a full school time table will be with the task sheets

ROLL REPORTING

School Roll and teaching staff	DP
Support staff	Deputy Headmaster
Dining Room	Catering Manager
Hostels	Housemasters

DESIGNATED AREAS:

Roll Check	Front Field
Information/Documentation	Front Field
Controls (including student sign out)	Front of School
Latrines	South side Top Field
Water point	New Gym (water tank 30,000 litres)
Triage	Sun dial lawn
Treatment	San area
Morgue	New Gym - with Hospital
Feeding	Canteen slide
ERT/Rescuers Welfare	Guidance Counsellors
Counselling	Tent marquee set up (Front Field)

NELSON COLLEGE EMERGENCY RESPONSE PLAN

This plan defines the responsibilities for action in an emergency for Nelson College

Earthquake

Initial Action

Each teacher will take responsibility for the pupils in their classroom.

Pupils will carry out the duck and cover drill or follow instructions of the teacher.

Non-teaching staff will take responsibility for their own safety.

Pupils and staff who are outside will move away from buildings and will go to the evacuation assembly area as soon as possible (front field).

Post Impact Action

The Resource Manager will turn off electricity and gas and check the safety of any furnace or boiler which cannot be turned off.

Each teacher will check the safety of pupils in their classroom and ensure that all pupils are accounted for. Toilet blocks will be checked by the designated wardens

Each teacher will ensure the elimination of any incipient hazards (eg fire from heaters etc) in and immediately adjacent to their classroom.

Unless there is an obvious hazard in remaining, teachers will keep pupils in the classroom. This is the safest place in the event of after shocks. (Keep clear of large windows).

If evacuation is essential, the same procedure as for fire evacuation will be used.

Non-teaching staff will check for incipient hazards in administration and service areas.

Recovery Action

The Headmaster/Deputy Headmaster will establish a control centre on the front field and will take charge of all activities. (see attached earthquake flowchart)

The Headmaster/Deputy Headmaster will utilise the school communication system or non-teaching staff to check with each class teacher what their situation is.

The Headmaster will decide whether any full-scale evacuation is necessary.

If pupils require first aid treatment this will occur in the San or if unsafe the grassed area in front of the Dining Room.

The Headmaster will determine whether it is necessary to contact the emergency services for assistance.

The Headmaster will make a decision regarding a return to normal school activities or not.

If parents/guardians of pupils call and collect them, the roll will be marked accordingly.

No pupil will be released other than to a parent/guardian or other approved adult.
Teachers will remain at the school until their departure is approved by the Headmaster.

Fire

A separate fire plan will be prepared in accordance with Fire Service guidelines.

To avoid confusion, the evacuation procedure and assembly centre for fire purposes will also be used if other events require evacuation.

The fire assembly point must therefore be clear of power lines, buildings or high walls, which may post a hazard in other emergencies.

Other Emergencies

In the imminence of occurrence of any other emergency event, the Headmaster will establish a control centre in the administration area and will co-ordinate appropriate response actions from there.

The Headmaster will determine whether it is necessary to contact the emergency services for assistance.

If the school is to be closed, the Headmaster will ensure that parents/guardians are informed of the need to collect pupils.

As parents/guardians of pupils call and collect them, the roll will be marked accordingly and no pupils will be released other than to a parent/guardian or other approved adult.

If it becomes essential to move pupils from the school site, teachers and students will be moved to Hampden Street Primary School.

Warnings

If a warning of an emergency is received at the school, the Headmaster will authenticate the warning message before any action is taken.

Following authentication, the Headmaster will institute appropriate action, given the nature of the warning.

Earthquake Drill

Pupils will be taught the drop and cover drill. As pupils may not initially recognise an earthquake, the short, sharp prompt word "DROP" will be used as a trigger to appropriate action. This prompt word will also be used in practice drills.

The response to a felt earthquake and/or the trigger word when indoors is:

- ☞ Drop to the floor on hands and knees.
- ☞ Move away from windows if possible.
- ☞ Take cover under a desk or table and hold onto its legs.
- ☞ If no desk or table is near, crouch over and clasp hands firmly behind the head, protecting the face with bent arms.
- ☞ Stay under the table or in the cover position until told by the teacher to move.

The response to a felt earthquake and/or trigger word when outdoors is:

- ☞ Move away from buildings to an open area (preferably the fire assembly area).
- ☞ If shaking is very strong, move on hands and feet to avoid being thrown off balance.
- ☞ Once at the safe area, sit down but keep alert for dangers.
- ☞ Remain in this safe area until told to move by a teacher.

Fire Drill

Practicing the fire drill, specified in the fire plan, will ensure that, if evacuation is required for another event, the procedure is familiar and will be carried out effectively.

If evacuation is required for another event, the normal fire evacuation signal should be used to re-enforce that the normal fire evacuation procedure is to be followed.