

EMERGENCY POLICY

Revised: April 2010



PURPOSE

To ensure the safety of pupils and staff in an emergency and to provide, through the Board of Trustees, a community leadership role in emergency response.

OBJECTIVES

1. The Board will provide a safe school environment which minimises the risk to pupils and staff in the event of an emergency.
2. An annual safety audit of the school premises, including the emergency equipment, will be carried out.
3. An emergency response plan is in place and will be reviewed annually. A copy of this will be lodged with Dunedin Civil Defense. All staff will be familiar with this plan.
4. Earthquake drills and fire evacuation drills will take place regularly.
5. Members of the Board of Trustees will be aware of their responsibility, in an emergency, to open and operate the school buildings as the designated local civil defence post. An instruction chart is located on the wall in the school office.

EFFECTIVENESS REVIEW

- 1 This policy will be reviewed by the board in accordance with its triennial programme of self-review.
- 2 The board will make its review report available to parents and staff.

Board Chairperson

Date