



POLICY 5.2

EMERGENCY AND CRISIS MANAGEMENT

Rationale:

The Civil Defence Emergency Management Act 2002 requires the Tokomaru School Board of Trustees to: Prepare plans to continue functioning during and after national or civil defence emergencies, and undertake Civil Defence functions and responsibilities, which essentially means being able to rescue endangered persons, provide first aid to casualties, and relieve the distress of students, staff and others within the school.

PURPOSE:

To identify risks or emergencies.

To ensure a clear and effective emergency management plan (and associated procedures) is developed, implemented and maintained.

GUIDELINES:

Plan for dealing with the above

The management plan shall:

1. Meet guidelines for Ministry of Education 1992 (Education Amendment Act 2019)
2. Seek advice from the Traumatic Incidents Team of Ministry of Education (0800 TI Team (0800 848 326)
3. Ensure all staff are fully aware of the Schools Crisis Management Strategies
4. School Crisis Management Team to consist of
 - The Principal (or DP)
 - The Office Manager
 - The Chairperson (or Deputy)
 - Other staff and Board of Trustees as required
5. Other Professionals
 - Police
 - Tokomaru Fire Brigade
 - Civil Defence
6. Follow Emergency Management Plan 5.2.1
7. The Principal has authority to decide if the school is safe
8. Staff are aware of all procedures

REVIEWED: September 2019

APPROVED: October 2019

NEXT REVIEW DATE: September 2022

APPROVED BY _____ **DATE** ____/____/____

Chairperson, BOT