

TOKOMARU SCHOOL

EMERGENCY MANAGEMENT PLAN

5.2.1



Tokomaru School Board of Trustees

Formulated June 2002

Updated August/September 2019



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DOCUMENT PURPOSE

This document contains:

- The Emergency and Crisis Management Policy,
- The Emergency Management Plan,
- The Fire Evacuation Scheme,
- The School Bus Emergency Evacuation Procedure, and
- The Civil Defence Radio Communications Notice.



TOKOMARU SCHOOL: EMERGENCY & CRISIS MANAGEMENT POLICY 5.2

RATIONAL:

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.

To identify risks or emergencies.

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

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 Incident Team of Ministry of Education (Wanganui - 06 3496300)
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

FORMULATED: May 2013
APPROVED: October 2019
NEXT REVIEW DATE: October 2022

APPROVED BY: _____ **DATE:** ____/____/____ Chairperson, BOT

TOKOMARU SCHOOL EMERGENCY MANAGEMENT PLAN

1. INTRODUCTION

Tokomaru School Board of Trustees and the school management recognise the need for an Emergency Management Plan to provide for pre and post disaster action, in the event of any disaster by using an "all hazards" methodology.

The types of disasters that may affect our School are:

- Fire,
- Earthquake,
- Flood,
- Strong Winds/Storm,
- Hazardous materials,
- Pandemic, and
- Dangerous Persons (Lockdown)

A large amount of material is available to assist with the understanding of, and preparation for, emergency situations. When reviewing this plan, early contact with Civil Defence and the Fire Service (see Section 4, page 8 for contact details) is recommended to ensure you have the latest material. In preparing this plan reference was made to:

- Emergency Procedures - Guidelines for Schools, Ministry of Education 1992
- Tokomaru School Emergency Procedures, 1996
- Emergency Procedures: Guidelines for Early Childhood Services, Civil Defence
- Influenza Pandemic Planning - Planning Guide for Education Agencies and Providers – Dec 2005 found at www.minedu.govt.nz

2. OBJECTIVES

2.1 To ensure Tokomaru School students are provided with a supervised and "safe" environment in the event of a major disaster until they can be reunited with their parent or caregivers.

2.2 To ensure parents and caregivers are informed on a regular basis as to what happens to their child/children in the event of any emergency.

2.3 To ensure that in any emergency, the priorities are:

- the rescue of endangered persons in the school buildings,
- first aid to casualties occurring at school, and
- the relief of distress (Civil Defence Act 1983).

2.4 To develop a (Civil Defence) Emergency Team made up of the Principal (Coordinator) and all staff who will be responsible for coordinating all procedures in the event of an emergency.

3. GENERAL GUIDELINES

3.1 PRIOR TO A DISASTER

- Students will be instructed in evacuation procedures as per the Fire Evacuation Notice (page 20) displayed in classrooms, Administration area and Library. The staff will be responsible for the establishment of these routines.
- Students travelling regularly on the school bus will be informed of the school bus emergency evacuation procedure (page 21) twice yearly. Where the school bus is used for class trips, the procedures would be demonstrated at the start of the trip.
- Emergency gear; including a battery-powered radio, torches, candles and plastic bags (for emergency sanitation); will be held by the school in the Medical Room or Paraplegic Bathroom. See Fire Evacuation Scheme, Section K (page 18) for location of other emergency equipment and services.
- The school must ensure that there is sufficient cleaning chemicals onsite to allow the whole school to be sanitised in the event of a pandemic.
- Staff will be encouraged to learn and maintain proficiency in First Aid procedures (by way of funding First Aid training to all interested staff).
- The Civil Defence CB radio is located in the Main Office. See attached Civil Defence Radio Communications Notice (page 22) for the radio operating procedure.
- Emergency plan contact phone numbers will be available on the school website/Facebook, so whoever is at school can ring around and find a BOT member or staff member (if no staff member manages to get to school).
- Use classroom telephones (we have five lines) so as many parents/caregivers as possible can be contacted directly if the school has to be closed for any reason.
- The following registers will be held and maintained in the school office (in a form that is readily available in an emergency):
 - All students enrolled,
 - All students currently at school,
 - All staff (including emergency contact details),
 - Staff and students who are disabled or who may need special care,
 - Staff and students who have specific medical or dietary conditions,
 - Register of medication held by school (for specific persons including use by dates),
 - Contact list of parents or caregivers and also emergency custodians (authorised to collect students), and
 - People forbidden to collect students.
- Brief parents/caregivers of new students on arrival of the Emergency procedures.
- Remind all parents/caregivers annually of the Emergency procedures.

3.2 DURING A DISASTER

- Students and staff will follow procedures as outlined in Section 5 (pages 8-11).

3.3 POST DISASTER RESCUE AND RELIEF

- If possible, BOT members along with school management and/or other members of the community, particularly those linked to the Civil Defence and other emergency services will assist in supervising, communicating with parents/caregivers, minimising trauma and reuniting students with their families.
- If separation time should be extended to overnight, the needs of the students will be catered for, ensuring that:
 - Food is accessed from the local shop in the form of canned food and plastic bottles of fluid. Water is available from the bore beside the swimming pool.
 - Plastic bags are placed over the toilets to maintain sanitary conditions.
 - In the event of no lighting, torches, candles and matches will be in emergency kits and/or science equipment. Extra batteries will be obtained from the local shop if required.
- In the event of the disaster extending beyond school capabilities, Civil Defence will be actively involved if possible. (Tokomaru School is a Civil Defence Welfare post, so the Principal is responsible for the welfare of students until formally released by the Civil Defence Controller.) Other staff would be released as soon as possible to see to their own family's needs (provided of course it is safe to travel).
- Medical help will be sought from the Fire Brigade and any Medical Service Providers who may be available.
- For all hazards (impending or local) eg. flood, gas, explosion, the Principal (usually in consultation with outside agencies - Police, Fire Service, local council) may evacuate the site.
- Procedures for sending students home are detailed in Section 6 (pages 11-12).
- During a civil defence emergency, the telephone will be restricted to essential use.

3.4 CIVIL DEFENCE COORDINATOR

- The Principal will be the Tokomaru School Civil Defence Coordinator (and the Fire Evacuation Scheme Supervisor).

3.5 EMERGENCY MANAGEMENT TEAM

The Principal, Office Manager and all teachers and staff present (eg; Dental Therapist) make up the Emergency Management team. Where practicable/necessary a Board member will also be part of the team. The responsibilities of team members are outlined in Section 7 (pages 12-14).

4. EMERGENCY CONTACT NUMBERS

POLICE, FIRE, AMBULANCE. 111

(If require urgent medical assistance ask for FIRE to get a quicker response)

Civil Defence, Horizons Regional Council	9522 800
Local Fire Service Controller (Brendan Ryan)	3298 115
Principal (Sonia Mudgway)	3544 432 or 021 2661622
BOT Chairperson (Matthew Henry)	021 533 351
BOT Vice Chairperson (Dave Lawton)	329 8084 or 0274 371 437
Caretaker (Anton Williams)	022 302 2381
Hospital (Palmerston North)	3569 169
National Poisons Centre 0800 POISON	(0800 764 766)

5. EVACUATION PROCEDURES

This section contains:

- a general procedure for the movement of students during an emergency, and
- specific procedures for
 - **Fire,**
 - **Earthquake,**
 - **Flood,**
 - **Strong Wind or Storms,**
 - **Hazardous Materials,**
 - **Pandemic, and**
 - **Dangerous Persons (Lockdown)**

5.1 MOVEMENT OF STUDENTS DURING EMERGENCIES

Where movement of students is required, the following should be adhered to:

- All students are to walk briskly, preferably in pairs. There must be no running or talking.
- Classes or students away from their home classrooms will use the evacuation procedure for the area/room in which they are. Teachers are to familiarise themselves with procedures for the Library, all classroom spaces and other areas likely to be in use.
- When classes reach the assembly point the students must be checked against the roll to ensure that every child is accounted for. Missing students (who are known to be at school) should be reported to the Principal or Deputy. At the assembly point the classes are to be formed in lines in front of their classroom number and are to wait for further instructions.
- Training in these drills should occur regularly, ideally once a term. It is imperative that each class practices until they are proficient and able to carry out the drill even when the teacher is not in the room.
- First aid: The school Office Manager will ensure the first aid equipment is maintained and on the signal to evacuate, will take it to the assembly point.

Notes: Where circumstances prevent the safe use of a normal exit the class to leave by an alternative route. Move to the assembly point by the safest and most practicable route. All teachers' first responsibility is to the students and no attempt to put out a fire is to be made until ALL STUDENTS ARE EVACUATED. All children should be fully aware of at least two (2) exits from their classroom, library and the Tokomaru Hall. All students will remain at school following an emergency evacuation until collected by a person authorised to do so.

5.2 FIRE

Signal: Continuous ringing of school bell (electric or hand).

- Follow established evacuation procedure (See Fire Evacuation Scheme, Sections I & J, pages 18-19). Staff should reassure students before evaluating the buildings through EXIT doors. Students do not take bags with them. (Teachers take a class list with them where possible. Ideally an up-to-date class list is attached to the classroom copy of this booklet near the Exit.).
- Classes must walk over to the evacuation assembly point as defined in the evacuation plan.
- Designated staff members are to check to ensure that all areas have been evacuated and shut the doors behind them.
- The fire evacuation point is just within the school boundary on SH57 opposite the Tokomaru Hall. Each class has a numbered spot on the fence to line up at.

5.3 EARTHQUAKE

Signal: Earthquake (or for practices the call, "DROP")

Wherever you are, Drop, Cover and Hold. Use the following guidelines:

- DROP down on your hands and knees. This protects you from falling but lets you move if you need to, protects your vital organs and makes you a smaller target for falling and flying objects.
- COVER your head and neck (or your entire body if possible) under a sturdy table or desk (if it is within a few steps of you); hold on to the desk/table legs. Chairs should be turned so that the seat faces away from the table to give better protection from falling debris. (Staff may use an open doorway instead.)

- If desks and tables are not available or are too far away, you should DROP, TUCK and COVER head with hands, and turn your backs to windows.
- HOLD on to your shelter (or your position to protect your head and neck) until the shaking stops. If the shaking shifts your shelter around, move with it.
- While you're there, have a look around and see if there are any hazards that could move or fall in an earthquake.
- If there is no shelter nearby, or you are outside, DROP down on your hands and knees and COVER your head and neck with your arms and hands, and HOLD your position.
- Once the shaking stops stay inside unless there is danger and a REAL need to evacuate – this decision will need to be made by each teacher. If having to evacuate link hands and move to the main playing field at the back of the school.
- If outside during an earthquake, stay away from buildings, trees, and overhead power lines.
- *For practices, teachers are to use the words “DROP” to indicate an earthquake and “ALL CLEAR” to signify that the event is over and normality returns.*

5.4 FLOOD

Signal: Radio or Civil Defence advice.

- Students remain at school.
- Advice sought concerning the safe movement of students beyond the school.
- Any decision to send students home will be made by the Principal or Deputy.

Notes: Flooding of the school is most unlikely, but the bus route and several other routes to students' homes are prone to flooding. It is highly likely that prior warning would be given of severe flooding so the principal may decide to send students home early.

5.5 STRONG WIND OR STORM

Signal: Observation; status determined by Principal or Deputy.

- Students and Staff will remain indoors. Close windows and doors but leave a window partially open on sheltered side of building to reduce risk of losing the roof. Students to keep clear of windows.
- Normal movement between buildings will be restricted to essential movement. Access in this case will be on the lee side of buildings.
- Students will not be dismissed except on the authority of the Principal or Deputy.
- Until status is reviewed, dismissal will be by guardian collection only.

Notes: Teachers should secure all doors and windows (leaving one window open on leeward side). Close curtains if fitted, and instruct students to move quietly to the safest, strongest area of the classroom. If they are in the playground when a windstorm strikes, students are to go to their home classrooms. Teachers should ensure that students are aware of the possibility of flying debris, trees and the danger of loose objects in extreme winds.

5.6 HAZARDOUS MATERIALS

Signal; Observation, status determined by the Principal or Deputy

- All general movement around school stopped.
- Adult with immediate responsibility oversees movement from any localised hazard.
- First aid sought if required.
- Medical intervention authorised by Principal.
- In the case of chemical or gas drift students remain inside, doors and windows immediately closed. If necessary, students to be instructed to place a cloth (towel, jersey, t-shirt etc) over face to breathe through.
- If necessary, evacuation from site as for fire, although the assembly point may be changed depending on the hazard.

Note: Hazardous materials may include dust and gases from volcanic activity.

5.7 PANDEMIC

Signal; Observation, status determined by the Principal or Deputy (but pre-warned by Ministry of Health):

- All general movement around school stopped.
- Adult with immediate responsibility isolates affected person and sends them home (with remote authorisation from Principal or Deputy).
- All persons who have been in close proximity to sick person should be kept isolated from others and sent home.
- Medical intervention authorised by Principal.
- Thoroughly clean areas where sick person has been.
- MOH notified (leading probably rapidly to closure of school)

Notes: *The above is a rough outline; full details are given in "Influenza Pandemic Planning Guide for Early Childhood Education Services, Schools and Tertiary Organisations – December 2011"¹ (or the latest updated version) at www.minedu.govt.nz.*

5.8 DANGEROUS PERSONS (LOCKDOWN)

Signal: Observation; status determined by Principal or Deputy, or by the NZ Police; three bells will ring if students are outside (ie; 'rain bell'), class phones and/or staff cellphones will be used to notify teachers :

- Students will remain in classrooms under the supervision of the person with immediate responsibility.
- If firearms are involved, students should be kept low, quiet and out of sight.
- Normal movement about the school will cease.
- The Principal (or Deputy) will arrange Police intervention as appropriate.
- Normal activities will resume following an "all clear" advice.

¹ Copy in Principal's office.

6. CARING FOR AND SENDING STUDENTS HOME

- Any decision to send students home will be made by the Principal or Deputy.
- Students will be taken from the evacuation assembly area to the most appropriate school building for inside care.
- Students will be assembled, the situation reviewed and will be held until they can be collected or arrangements made for their welfare.
- Accurate records will be kept (in the school office) of the students' names and of the person who collects them from school care.
- Students whose families or nominees do not or cannot collect them will be kept under supervision.
- In the case of a civil defence emergency, each child will be provided with an identification tag showing name, address and age.
- If time permits, staff should ensure that students are adequately clothed for the circumstances. Lost property and school sports gear can be used if necessary.

7. EMERGENCY TEAM RESPONSIBILITIES

7.1 SCHOOL PRINCIPAL RESPONSIBILITIES

Before;

- Maintain staff awareness.
- Holds drills termly, and conduct or arrange training as/when needed.
- Oversee identification of hazards (in conjunction with Staff & Caretaker).
- Ensure that tools are maintained and know of equipment likely to help in emergency situations.
- Establish and publicise procedures to ensure families are aware of school emergency plans.
- Be aware of local Civil Defence plans and procedures.
- Be aware of pandemic code status.
- Know who can do what in the case of an emergency.
- Appoint a Deputy and ensure that staff members are aware of who is to assume responsibility when the Principal is absent.
- Regularly discuss possibilities and contingencies, particularly for out of the ordinary school events, meetings and the like.
- Ensure that the driver of the school bus regularly instruct students on bus emergency procedures (at least twice per year – February/August).
- Ensure there is regular liaison with local Civil Defence and Fire Service.
- Pre-arrange procedure and funding arrangements with Ministry of Education for inspection for any structural damage by a qualified professional person.
- Ensure the emergency plan is reviewed, as necessary, after each emergency drill.

- Ensure that the BOT receives a report on each drill carried out .
- Ensure all students understand to approach the Tokomaru Store if they arrive at school and find no teachers.
- Ensure bus drivers check there is a teacher at school before leaving students (This also applies when dropping off the students at “Technology”).
- Ensure relieving teachers, dental therapist and other temporary workers understand the key points of the Emergency Plan.

During;

- Ensure personal safety in the circumstances.

After;

- Account for staff and students.
- Implement and control emergency operations.
- Control internal and external communications including contact with Civil Defence, Emergency Services, and Ministry of Health (in the case of a pandemic).
- Decide on the need for evacuation and other critical issues.
- Keep a record of decisions and actions.
- Designate a spokesperson to deal with the media and inquiries.
- Contact Civil Defence if possible regarding the overall situation and how long students may be kept at the school.
- Responsible for turning off electricity, water and *heating*, as well as gathering up rescue and other equipment from within the school (ropes, ladders, tools etc.).
- Set up emergency sanitation.

7.2 TEACHER AND TEACHER AIDE RESPONSIBILITIES**Before;**

- Check on entering a room that emergency exits are free of obstruction.
- Maintain current class lists (and have a copy near the Evacuation Poster)
- Know the school emergency evacuation procedure and the contents of this plan.
- In the case of injury, consider and have a team and/or personal plan to use as back up in the case of injury to yourself or other contingency.
- Provide and arrange instruction to students on earthquakes, earthquake preparedness and the emergency situations outlined in this document.

During;

- Act calmly, reassure students and ensure personal safety by following procedures.

After;

- If an evacuation is ordered or follows, take students out of building and move to safe or assembly area. Remember the class register.
- Know the procedures for getting First Aid and helping others.
- Report missing students, care for others.
- Calm frightened students.

7.3 SCHOOL OFFICE MANAGER RESPONSIBILITIES**Before;**

- Ensure that first aid kits are maintained and up to date.
- With Principal, ensure that First aid training is attended to.
- Take first aid kit, fire warden jacket, mobile phone, school roll and phone-in list to assembly area in cases of emergency evacuation.
- Ensure Civil Defence CB radio is working and maintain regular contact (weekly) with other Civil Defence posts.
- Ensure all registers (see Section 3.1) are up to date, and that medication held is not out of date.

During;

- Ensure personal safety by following procedures.

After;

- Report immediately to the Principal in the safe assembly area.
- Assist with first aid if required.
- Assist management team in dealing with the emergency.

7.4 BOARD OF TRUSTEES RESPONSIBILITIES

Ensuring that there are effective planning and safety procedures that ensure that all school occupants are familiar with emergency drills and property is protected.

FIRE SERVICE EVACUATION SCHEME

Name of Building: Tokomaru School

Street Address: Tokomaru Road, Tokomaru

A. APPOINTMENT AND TRAINING OF WARDENS

(1) The Building Warden and Floor Wardens appointed to supervise evacuations are;

Building Warden: Principal, Sonia Mudgway

Managing escape routes.

Locating and operating fire equipment.

Evacuation procedure.

Senior Deputy Building Warden: Melanie Scott, DP

Deputy Building Wardens: All Teachers and Support Staff

(2) Training;

All wardens at staff meetings.

Ongoing drills and follow-up where necessary.

B. IDENTIFICATION OF BUILDING WARDENS

Building Wardens are identified as teachers – known to all.

C. DISPLAY OF NOTICES

Notices will be displayed in all classrooms explaining the procedures and the routes to follow in an evacuation.

D. TRIAL EVACUATION

To be conducted in educational buildings every term, except any term in which an emergency evacuation has already taken place, or where it is not practicable to do so.

E. ASSEMBLY POINT

The evacuation assembly point is just within the school boundary on SH57 (Makerua Road) opposite the Tokomaru Hall.

F. MEANS OF ESCAPE TO BE MONITORED

Checks of the means of escape will be undertaken at regular intervals to ensure that they are kept clear of obstacles at all times; and that exit doors are not locked, barred or blocked so as to prevent occupants from leaving the building when the building is occupied.

G. EVACUATION OF DISABLED PERSONS

An assistance register will be updated as required, and located in the Main Office.

H. WARDENS DUTIES

DEPUTY BUILDING WARDENS (TEACHERS)

On hearing warning signal:

- Evacuate students and other occupants from your class areas (including toilets and stock rooms) via the nearest safe exit.
- Note location of persons remaining in premises (if unable to immediately evacuate, eg. disabled persons).
- Assemble your class and check the roll. Advise Building Warden (Principal) of status.

BUILDING WARDEN (PRINCIPAL)

On hearing warning signal:

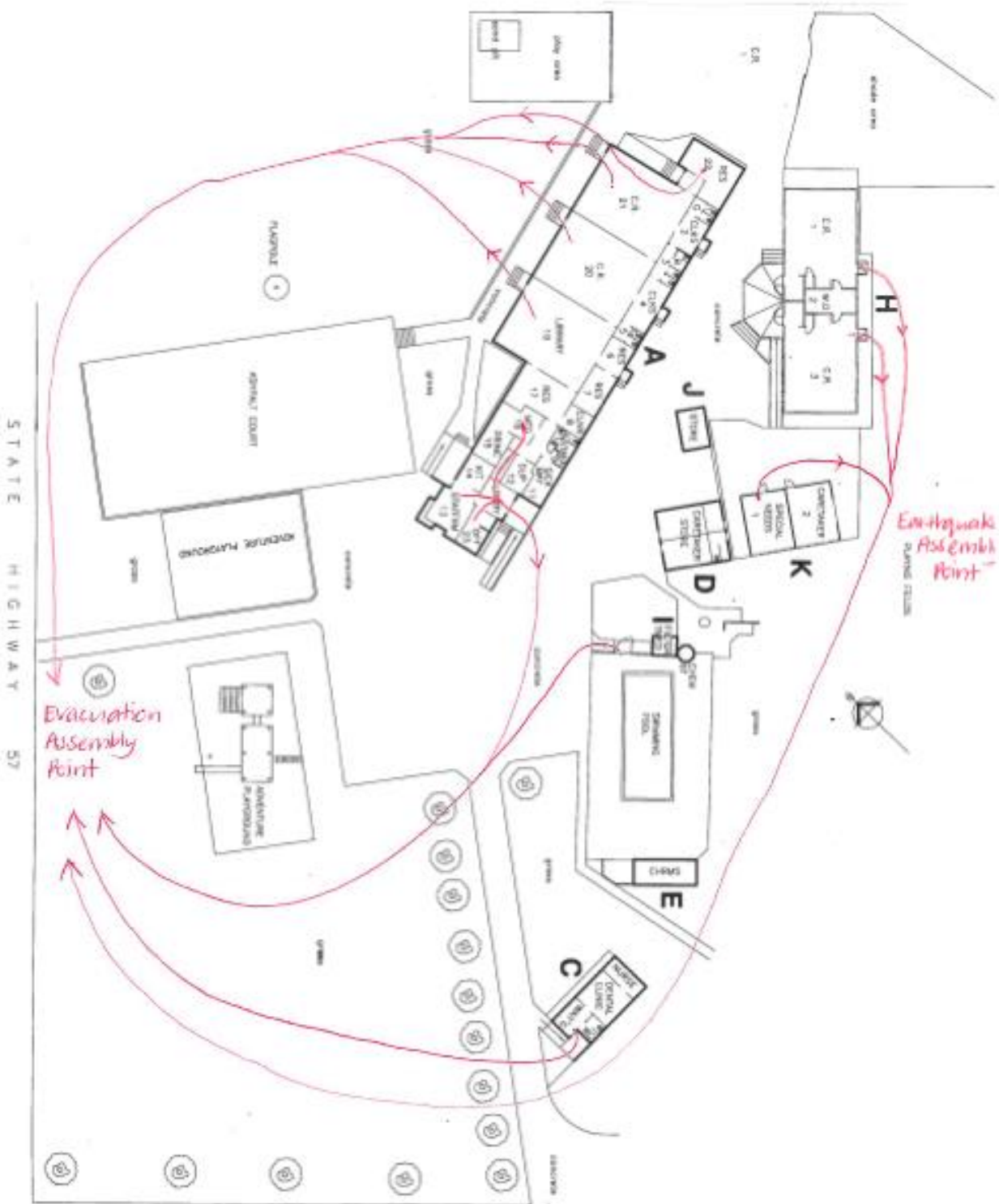
- Ensure Fire Service has been called. Dial 111.
- Receive status reports from Teacher Wardens.
- Advise Fire Brigade on arrival of the situation.

I. EVACUATION PROCEDURE

In the case of an Emergency Evacuation or a practice drill the following procedures will operate.

- Continuous ringing of the electric or hand bell. This is to cease only when emergency services arrive or in the case of a practice drill when the Building Warden (Principal or delegate) gives the ALL CLEAR.
- Classes and individuals shall proceed to the Assembly Point (just within the school boundary opposite the Tokomaru Hall on SH57). Where a class is not in their room (including being in the Tokomaru Hall), the teacher should take them by the safest route to the assembly area. In this case, the teacher is not required to re-enter buildings to get the roll or check toilets and cloak bay areas.
- Designated teachers to check library, toilets, cloak bays, resource room and open sheds. (Each area will have two teachers assigned to check, to ensure each area does get checked). The Office Manager will check the Admin area.
- Classes to assemble in lines.
- Teachers to check if students are all present (using a current class list).
- If students are missing the Building Warden must be notified immediately.
- The Building Warden is to check with the teachers that all students and staff are accounted for.
- Students and staff may return to their classes or offices when the Building Warden has given the ALL CLEAR (in the case of a real emergency when instructed to by the Emergency Services Officer).
- Procedures are to be evaluated following each evacuation, by teaching staff.
- A record of when evacuation drills (or the real thing) take place is to be kept with the Master Copy of the Emergency Plan.
- A report on each drill and the post drill procedure evaluation must be presented to the BOT, as part of the next Principal's Report.

J. EVACUATION ROUTE PLAN (FIGURE 1)²



K. EMERGENCY EQUIPMENT AND SERVICES LOCATIONS

School Fire Alarm Bells: are located in all areas

School Fire Alarm Switch is located in the Administration Block hallway.

School Bell: may be activated from Administration Block – Main Office, Staff Room or Room 2.

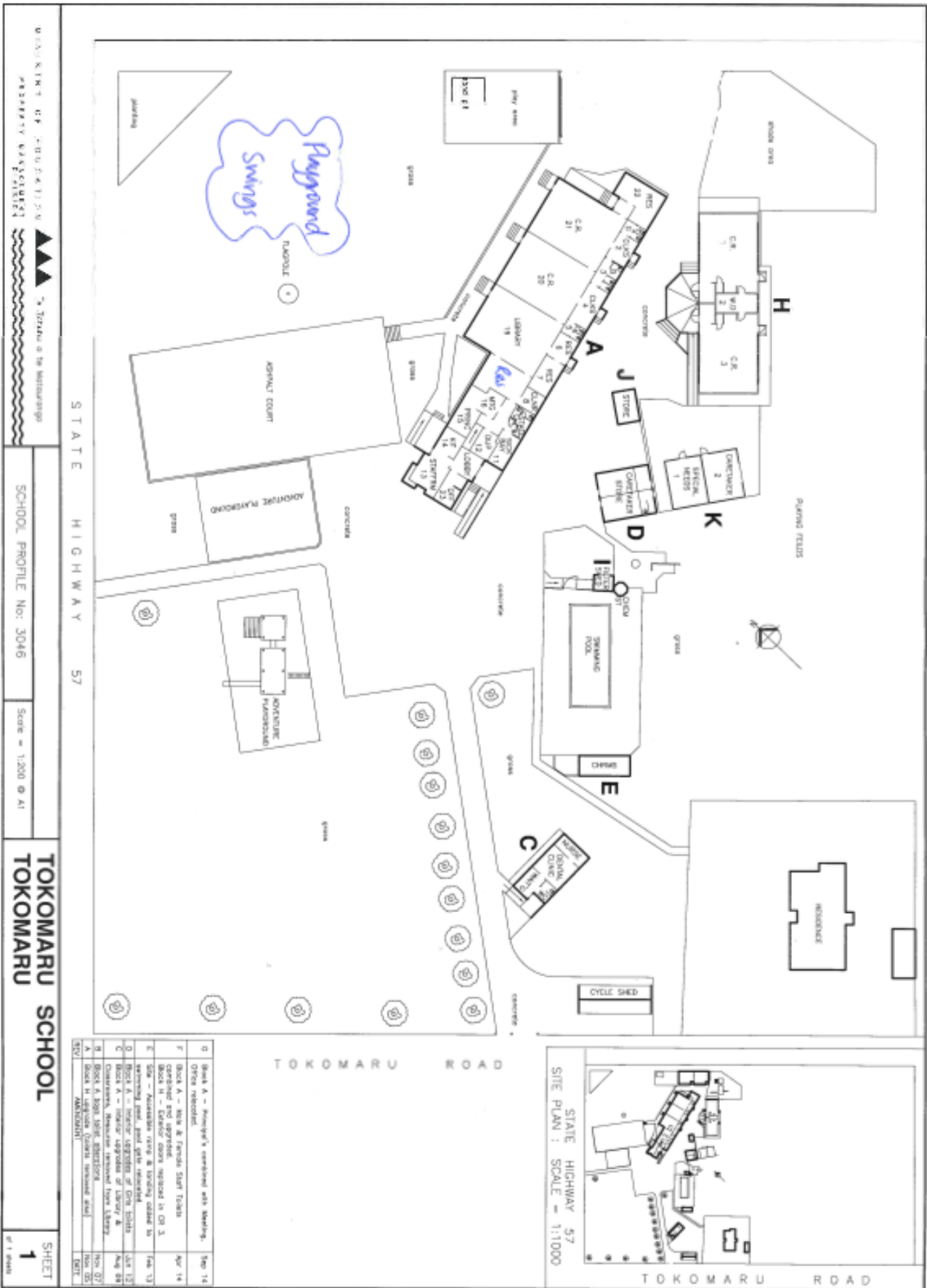
Fire Extinguishers: are located in the Library, the Workroom, Rooms 1 and 2. And Rooms 3 and 4 and the Music Room.

Electricity Mains: are located in the Administration Block/Sick bay. There are sub-mains in the relocatable blocks (Rooms 3-4) and Dental Clinic.

First Aid Kit: is held in the Administration Block – Medical Room.

Telephone: 06-3298 780

Phones are located in the Main office and Principal's office. There are phones in all classrooms. The pin number for an outside line (classroom phones only) is 1234. There are 5 outside telephone lines.



UNIVERSITY OF AUCKLAND
 PROPERTY MANAGEMENT
 Tokomaru School

SCHOOL PROFILE No: 3046
 Scale = 1:200 @ A1

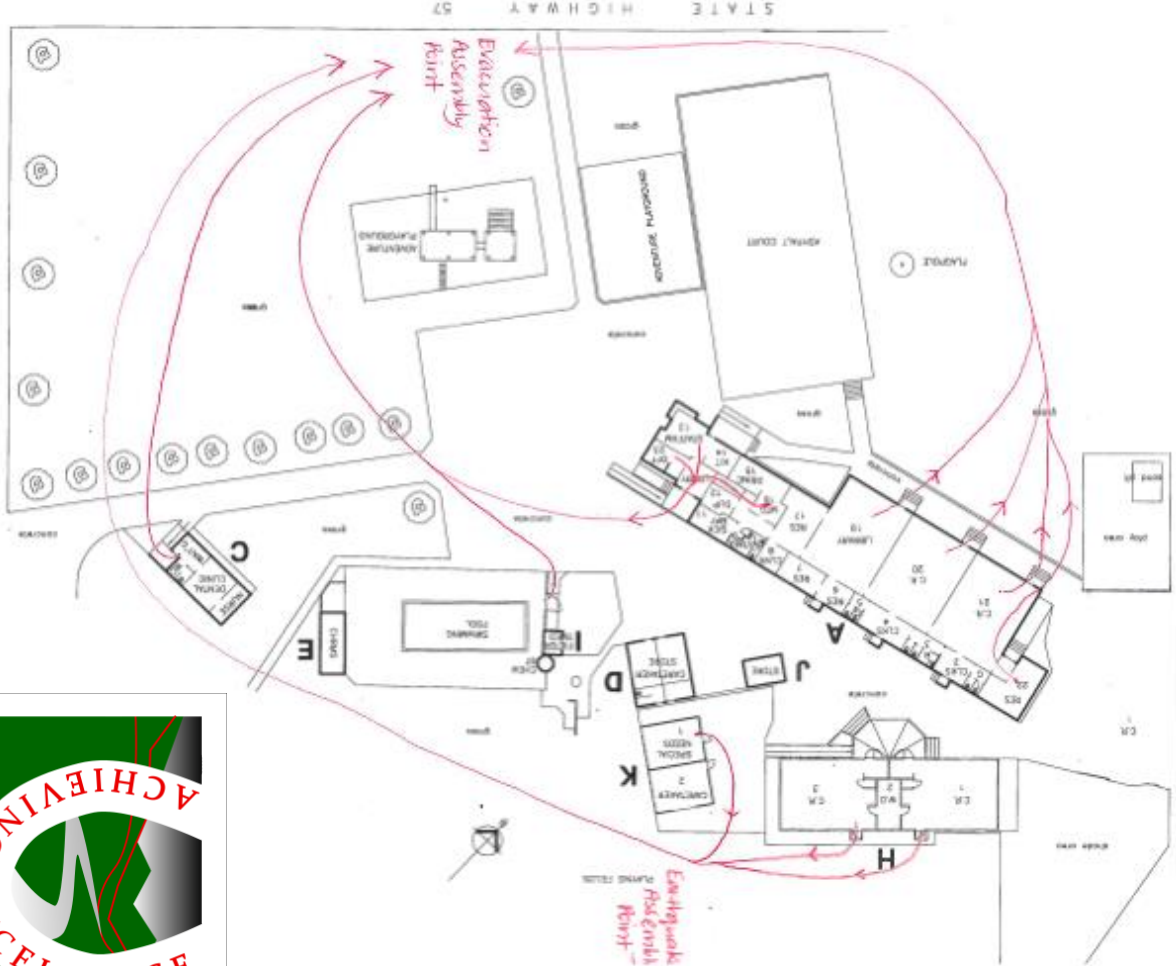
TOKOMARU SCHOOL
 TOKOMARU

SHEET
 1
 of 1 sheets

L. FIRE EVACUATION NOTICE

FIRE EMERGENCY

- 1. **IF YOU DISCOVER A FIRE:**
IMMEDIATELY SOUND THE ALARM:
CALL THE FIRE SERVICE: DIAL 111
 - 2. LEAVE THE PREMISES IMMEDIATELY BY THE NEAREST SAFE EXIT.
 - 3. **ON HEARING AN ALARM:**
 - 4. LEAVE THE PREMISES IMMEDIATELY BY THE NEAREST SAFE EXIT.
 - 5. REPORT TO ASSEMBLY POINT BY SH 57 (MAKERUA ROAD).
 - 6. TEACHERS – CHECK ATTENDANCE REGISTERS. REPORT TO BUILDING WARDEN (Principal).
- ONLY IF SAFE TO DO SO, SHOULD ATTEMPTS BE MADE TO EXTINGUISH THE FIRE.



SCHOOL BUS EMERGENCY EVACUATION PROCEDURE

OBJECTIVE

To ensure pupils who travel on the school bus are familiar with the emergency exits, and the emergency evacuation procedures for the school bus.

PROCEDURE

At the start of each term, or before any school excursion (using the school bus), the school bus driver shall inform the bus occupants of:

- the emergency exits and the situation under which they may be used, and
- that the most senior pupil(s) on the bus has the responsibility to get help if the bus driver is incapacitated.

Twice a year the regular users of the school bus will practice the use of the emergency evacuation procedures under controlled practice conditions.

When new pupils start on the bus, the school bus driver will inform the new pupil(s) of the emergency exits on their first day.

Note: When using other buses, it is the responsibility of the driver to alert the passengers where the emergency exits are and the situation under which they may be used. But teachers travelling on a bus should ensure it does happen.

CIVIL DEFENCE RADIO COMMUNICATIONS NOTICE

Radio Sets are located at:

Tokomaru School	Opiki School
Shannon School	Shannon Council Office
Foxton Beach School	Park Street School – Foxton
Coley Street School – Foxton	Poroutawhao School
Hydrabad Motor Camp – Waitarere	Levin North School
Koputaroa School	Taitoko School – Levin
Ohau School	Muhunoa East School
Manakau School	Civil Defence Headquarters – Levin

To operate the set:

1. Turn on power (3 pin plug at wall)
2. Turn power supply on (red light comes on)
3. Turn volume control button on
4. Press “Up” button until the number **3** appears
5. Listen – if no-one talking, press handpiece to talk and release when finished

Please feel free to use the radio at anytime instead of the telephone. It will work if the radio is on at the location you are calling.