

Disaster Management Plan

Immediately following any disaster and evacuation procedure during the school day, the principal, or acting principal, must:

1. Establish a control centre.
2. Appoint a senior staff member (normally the DP) to take charge of all activities.
3. Check the school roll, including all staff and any visitors.
4. Staff the sick bay to handle any injuries.
5. Assess the disaster and decide whether school evacuation is required.

If students are moved to a place of safety offsite (our local Community Emergency Hub, formally known as a Civil Defence Centre is the Linden Social Centre – 10 Linden Avenue Linden), management will make sure notices are taped in a relevant place advising student location to parents or caregivers who turn up. The community will be kept informed as to current status of the school via email, text or Facebook if possible.

6. Make sure that students are only released to parents or caregivers, and mark each release on the register
7. Approve any staff member's departure from the school or from the Community Emergency Hub (This will be at the discretion of the Principal or a senior management team member in consultation with all teaching staff).
8. Begin planning to support any people unable to leave the school/Community Emergency Hub at the end of the day.

After the disaster:

If anyone at the school has been seriously injured or killed as a result of the disaster, the principal must employ the crisis management plan.

If a decision was made to close the school, the principal, in conjunction with relevant board members, must assess the circumstances and decide when the school will reopen, and advise the Ministry of Education.

Before the school is reoccupied, the principal must check the condition of the buildings. If there is any structural damage, the principal must arrange for a qualified person to inspect them before reoccupation.