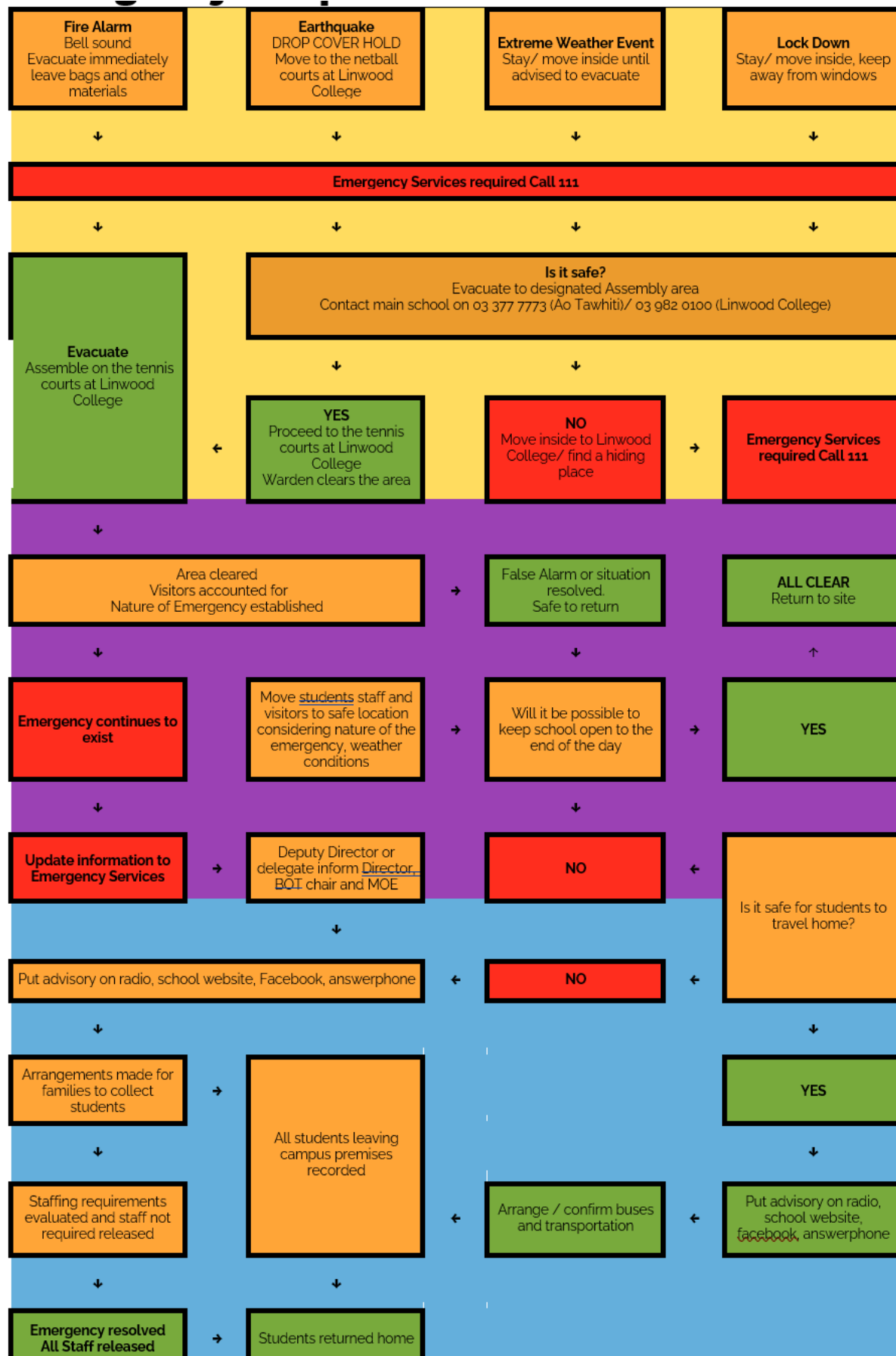


Climate Action Campus Emergency and Evacuation Plan

Cowlshaw St, Avonside

Emergency Response: Evacuation Plan



Climate Action Campus Emergency and Evacuation Plan

Cowlishaw St, Avonside

Fire and evacuation procedures

Fire and evacuation procedures

On sounding of fire alarm

- Evacuate the site immediately using the nearest evacuation route
- Site warden do the last check
- Report to your designated Evacuation Area at the old Linwood College. **This is the tennis courts on the Climate Action Campus site. The entrance is off Cowlishaw Street.**
- Remain until the “ALL CLEAR” is given by either the Fire Service or Chief Warden

If you see or suspect a fire

1. Raise the alarm immediately by shouting and alerting the red zone, or the Climate Action Campus
2. Activate fire alarm
3. Call Fire Service, 1 -111 (Landline) or 111 (Cellphone) from a safe place
4. **Speak clearly, stay calm**
5. Evacuate the site immediately using Cowlishaw St

Earthquake procedures

During an earthquake

Remove anyone from immediate danger only if it safe to do so.

If inside

1. Stay inside
2. Do not use stairs or lifts
3. DROP, COVER, HOLD. Take shelter in doorways or under desks
4. Stay clear of large areas with glass atriums or glass roofs

Keep away from windows or objects that could fall on you

If outside

1. Stay outside
2. Take shelter clear of buildings, trees, power lines and other potential hazards

When the earthquake stops

1. Check for signs of fire, hazardous material spill or major structural damage
2. Account for all staff, students and visitors if possible
3. Do not evacuate unless area is immediately threatened, or you are instructed to do so by a Warden

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4. If Evacuation is ordered, proceed to your designated Evacuation area first
5. Once all persons are accounted for at the Evacuation Area, the Warden can begin a controlled evacuation.

Expect aftershocks

Medical Centre

The nearest medical centre is Woodham Medical Centre – located at 23 Woodham Road.

Tsunami procedures

1. If a long, or strong earthquake is felt then once the shaking stops, all students will be evacuated further inland to Woodham Park. Students will walk in school groups to the Park.
2. The Deputy Director or delegate will bring the emergency pack.

Flooding procedures

1. Flooding can happen quickly and have serious impacts. Flooding may be caused by heavy rain, overflowing creeks and rivers and high tides or tsunamis in coastal and low-lying areas.
2. If there is a flood, or official advice of a flood then students will be evacuated further inland to Woodham Park. Students will walk in school groups to the Park.
3. Flood dangers do not end when the water begins to recede. Wait for official advice before returning to the site. Students and staff will avoid contaminated water.

Phase Two: Stabilise and Respond

- It is essential that all persons on site report to the designated Evacuation Area
- Move into school groups
- After assembling in school groups, students are to be seated in their school groups for roll check and information gathering.
- All visitors and staff are to be checked off against the sign in/sign out books by the Warden

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- After roll has been taken, all students need to remain seated in their school groups
- Teachers will contact their schools
- Distressed persons and those requiring First Aid attention are to be identified by the staff and escorted to the designated First Aid area for support
- Learning Advisors are to take calls from parents and support students calling parents
- Details of all staff, students signed out as off-site to be reconciled by Chief Warden

Phase Three: Resolve

Site Warden updates all present on external situation, whether site will remain open, and whether students are safe to travel home

Student Release

- All students, regardless of travel mode, must sign out with their teacher before leaving the campus. Student release will be dependent on different schools' protocols
- If the 'All Clear' is given by the Site Warden or Emergency Services, buildings may be re-entered

Emergency Response Roles

Site Warden: Deputy Director of Ao Tawhiti Unlimited Discovery or their delegate

- The Site Warden has overall responsibility for the emergency event. They are responsible for:
 - The decision to evacuate the whole site (in conjunction with the Director/s or delegate)
 - The coordination of response and resolution of the emergency event
 - Receiving notification from teachers that all areas are clear
 - Making the decision to declare the 'All Clear' or initiating Phase 2 and Phase 3 emergency responses if required
 - Selecting and tasking suitable staff to fill the required roles of responsibility
 - Releasing staff
 - Communication with all other staff

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- The Site Warden is required to:
 - Wear the warden's vest and collect the Warden's kit (back pack) that contains a first aid kit
 - Direct students to the evacuation area, following the designated external routes and leaving bags, food and possessions behind
 - Delegate other staff to assist in clearing the site and have them report back to you once this is completed
 - Be responsible for student welfare, communications and the accurate recording of student rolls
 - Manage first aid needs with own group of student and emergency provisions such as poncho, water etc.

The following Emergency Response roles will be put into practice ONLY when the Site Warden escalates the incident or evacuation.

Communications and Information Warden

Responsible for establishing the extent and degree that areas outside of the campus are affected by the event. This information would include, but not be limited to;

- The site, including the land on Cowlishaw St
- Buses services, status of roads
- Civil defence status and broadcasts
- Magnitude of event
- Areas of damage and extent of damage

Communications and Information Warden will also be tasked with contacting the Board of Trustees Chairperson and the Ao Tawhiti main site.

Sign-out Warden

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Teachers from attending schools are responsible for the release of students once it has been deemed safe by Site Warden for students to leave with caregivers/arranged persons, or buses.

Details to be recorded of all persons leaving are to include:

- Name
- Contact phone number (preferably cell)
- Who they are leaving with and their contact phone number
- Time of departure
- Mode of travel

Emergency Services and Property liaison

Responsible for liaison with Emergency services, Host institutes, Emergency teams and personnel.

Staff Response Roles (guide only)

Emergency Role	Leadership Role / Responsibility
Site Warden	Deputy Director or delegate
Wardens	Teachers from attending schools
Communication and Information Warden	Deputy Director or delegate
Emergency Services and Property Liaison	Deputy Director or delegate
First Aid	Trained first aiders

In the event of an intruder onsite

In the event of an intruder onsite, the Deputy Director, or a senior leader will assess the nature of the trespasser; non-threatening or aggressive

If appropriate, the Deputy Director, or senior leader will advise them who they are, and ask them why the visitor is there. Whenever possible, the DD will ensure that they have a colleague with them.

If the reason for the visit appears legitimate, then the visitor should be signed into the visitor register and inducted onto the site

If the reason isn't legitimate, the DD will explain that they have to leave the premises. They will verbally trespass this visitor if they don't leave the premises.

If possible the DD will ask another staff member to move students away from the visitor.

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If the trespasser doesn't leave, or appears aggressive than the DD will explain that staff will call the police.

If the trespasser still doesn't leave then the DD will ask a colleague to call the police.

If it is safe the DD will stay with the trespasser until the police arrive.

If the trespasser gives any indication of violence then staff should walk away (if possible, keep the trespasser under observation from a safe distance until police arrive).

In the event of a Shelter in Place or Lockdown directive

A Shelter in Place / Lockdown directive will come from the Police, or from the Ao Tawhiti office. When a Shelter in Place / Lockdown directive is received than the site warden will advise all teaching staff to gather their students and evacuate to a classroom at the Climate Action Campus.

1. Communication will be mainly through email and text via cell phone. Cell phones should be switched to silent mode.
2. No one will be allowed to enter the classroom.
3. The site warden will take a head count and obtain the name of each individual in the room. When practical they will email the list of students and staff to office@aotawhiti.school.nz
4. Teachers from other schools will be advised to follow their Shelter in Place communication plan for liaising with their schools.
5. Ao Tawhiti will communicate the Shelter In Place directive to whānau and advise that they will be kept informed and told when it will be safe to pick up their children.
6. Should the fire alarm sound then no one will evacuate the building unless:
 - a. They have first hand knowledge that there is a fire in the building, or
 - b. They have been advised by Police or the Director to evacuate the building.
8. Remain in the classroom until all clear and notified by Police, the staff from the Climate Action Campus or emergency services.