



Timaru Christian School Procedures

HS7 - Disaster and Crisis 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 staff member to take charge of all activities.
- 3) Check the school roll, including all staff and any visitors, using the daily roll and visitor book.
- 4) Staff the sick bay, or an alternative designated area, 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, make sure notices are taped in a relevant place advising student location to authorities, parents or caregivers who turn up.

- 6) Make sure that students are only released to parents or caregivers (or medical authorities, if appropriate), and mark each release on the register.
- 7) Approve any staff member's departure from the school.
- 8) Begin planning to support any people unable to leave the school 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 arrange for a qualified person to inspect them before reoccupation.

Crisis Management

In the event of sudden death or serious injury to a child or staff member, the school's immediate response should be to dial 111 and involve the appropriate emergency services.

Informing the parents or next of kin is the responsibility of the NZ Police, who will often involve staff or Victim Support if appropriate. It is possible, however, that the news could reach family members through informal channels, and Crisis Management Planning will be prepared for this.

In the event of a **sudden death offsite** involving a child or staff member

- Staff will be called together and informed.

Date of last review: Term 3, 2016

Date of next review: Term 3, 2019

Signed _____



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- Counselling and support will be sourced from local churches and made available to staff members.
- A school assembly will be called and students will be informed. They will have counselling available to them and can be released from class for this.
- Within the classes, teachers will allow time for discussion, reflection, prayer and celebration of that person's life.
- If the death occurred during a school event, a notifiable event form will be submitted and any investigation by Worksafe NZ will be carried out with full support from the school.
<http://forms.worksafe.govt.nz/notifiable-event-notification>

In the event of a **sudden death onsite** involving a child, staff member or visitor to the school

- Staff will be instructed to go into 'lockdown', remaining in class with their students.
- The police will be called and they will be responsible for the next course of action.
- Counselling and support will be sourced from local churches and made available to staff members.
- A school assembly will be called and students will be informed. They will have counselling available to them and can be released from class for this.
- Within the classes, teachers will allow time for discussion, reflection, prayer and celebration of that person's life.
- A notifiable event form will be submitted and any investigation by Worksafe NZ will be carried out with full support from the school.
<http://forms.worksafe.govt.nz/notifiable-event-notification>

In the event of a **serious injury onsite**

- An ambulance will be called immediately.
- One senior staff member will be made responsible for attending to the victim and remaining with them until their family arrives.
- Other students will be removed from the area and taken to class where they will remain until the person has been taken to hospital.
- Witnesses will be sought and their statements taken.
- A notifiable event form will be submitted and any investigation by Worksafe NZ will be carried out with full support from the school.
<http://forms.worksafe.govt.nz/notifiable-event-notification>
- Counselling will be offered to staff and students who require it and opportunity will be given to students to discuss and pray about the injury in class.



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The school will involve the Ministry of Education Trauma Team from the early stages to provide trained support.

Ministry of Education TI Team

Freephone 0800 848 326