

Managing a Civil Defence Notification

Introduction

Schools must, by law, comply and support Civil Defence instructions. If our school does not comply, follow or support Civil Defence instructions we will be personally and organisationally liable for the safety of staff and students.

Civil Defence sends instructions by cell phone notifications to everyone at the same time and our school cannot expect to get prior notice. We must be prepared to respond and act, making quick and effective decisions.

The guidelines for that decision-making process is set out as follows:

When a Civil Defence notification is received

- 1) Schools MUST respond and support whanau to keep children and staff safe.**
- 2) We have been told that due to 'climate changes' we can expect more extreme weather events.**
- 3) The Principal must be immediately informed and make the Civil Defence notification the priority. They will consider the event and advice from Civil Defence then...**
 - a) Gather the leadership team together and include all Team leaders
 - b) Inform the RTLB Cluster Manager and ask them to confirm their decisions and resulting actions
 - c) Decide on the course of action for school staff and students
 - d) Prepare the messages for whanau/ staff/ students
 - e) Develop a plan to support whanau to pick up students
- 4) Ensure communication to staff is made before communicating with whanau**
 - a) Decide on the message/s
 - b) Print the messages off and decide how they will be shared with all staff
 - c) Decide what, when, how and who will communicate the messages to students
 - d) Provide a timeline for actions -
 - i) time to tell all staff what is needed and what they have to say and do
 - (1) what to say to staff about what and when to tell students
 - ii) what, when and who will tell whanau
 - iii) what staff should respond to whanau inquiries and how this is to be done
 - iv) when the gates should be opened
 - e) The Admin team will organise notes and timelines to be printed for all staff
 - f) Admin will ensure class lists are available at all classroom doors in case the internet goes down
 - i) Provide lists for teachers in classes where staff are away with indication of restricted access etc

5) Once notified all staff will then...

- a) **put on high vis vests and wet weather gear (if required), go to allocated stations**
- b) **get class lists ready**
- c) **organise student leaders to the correct stations**
- d) **put up signs and get class ready**
 - i) Signs for - providing direction to information areas (Office, Near Room 1, Old Admin)
 - ii) Signs for classes about how to sign children out
 - iii) Shut class doors/windows and keep all students inside and occupied
 - iv) Have a desk with Class leader and reliable support, with class list, outside door for whanau to sign out children before they enter the classroom
- e) **send students for security boxes, go to their stations**
 - i) Teacher to Hold security boxes and personal items until whanau arrive - students only to receive phones once caregivers have come to collect

6) Whanau will be told at the agreed time

- a) Whanau will be told through EDUCA/ Facebook/ School Links
 - i) The message will be as follows:
- b) What has happened (the notification) - e.g.
"We have received a notice from Civil Defence warning that there is a severe weather warning and Aucklanders should go home and stay home"
- c) What they can/should do - e.g.,
"Please email our school/ your classroom teacher and tell us who is picking up your child and when they will do that."
- d) How to pick up their children - e.g.
"To pick up your child please come to the school office and you will be escorted to your child's classroom to sign them out and take them home."
Parking - Great south road and Motatau Road entrance

7) All classes will return to their original classroom

- a) All teachers on release will return to their class with their students
- b) Staff will be allocated to supervise any class where the teacher is away through a safe pick up (check restrictions etc)
- c) Technology staff will support with Parking etc

8) Staff will be allocated to help with parking - in the school and at Great South Road

9) Administration staff and school Leaders will take up position at school entrances

- a) At the office - Marie, Alisha, Barbara, Lee-Anne plus 5 student leaders
- b) Near R1 - Gareth, Hamish, Nawinta, Tina plus 5 student leaders
- c) At Old Admin - Donna, Tracy, Diane and Kelly plus 5 student leaders
- d) Study Centre - Suraj

- e) Parking inside School - Sanjeev, Kumar
- f) Great South Road - Linda, Vanita
- g) Helping in classes - Bonnie, Huda plus available TA's

10) The Caretaker will open all the gates at the designated time

11) Whanau picking up children from classes

- a) When whanau arrive they will be met at the doors by staff who will ask the name and room of their child
- b) A student leader will take them to the class if they do not know where it is
- c) If they do know where it is they can go unattended
- d) If they do not know the class the leader will look it up on EDGE

12) When whanau get to the class and BEFORE they go into the class...

- a) they will write their name on the class list and sign that they are taking the child home
- b) The teacher will check that this is the person who the whanau have said will pick up the child (emails) and that the child does not have restricted access warning, once they get into the class
- c) The teacher will then give students their security box items
- d) Make sure the students pack up all their belongings before they leave

13) If they are picking up more than 2 students they will go to the next class

14) Whanau will leave directly from the class they do not need to sign out.

15) Once a whole class is gone the teacher will pack up and lock up the class and go to the office for instructions

- a) Take the class list used to sign out students

16) Once the event completed - all students not picked up take to Office (3pm) with class lists.

Staff go home and leaders and selected Admin staff will manage the students left.

17) Caretaker locks up