



## TE AWAMUTU COLLEGE



# POLICY STATEMENT ON CIVIL DEFENCE/ EMERGENCY

### Rationale

At any point in time there may arise an emergency that requires immediate action. These may be natural such as earthquake, flooding, etc or man-made such as armed offenders, bomb threat, chemical spillage, fire, injury, missing person, power failure and vehicle accident. The College needs to have in place, where there is a direct impact on the students or staff of the College, procedures to deal with these types of events. Procedures need to be such as to avoid any panic and to minimise any effects.

### Purposes

1. To ensure that the personnel of Te Awamutu College have a safe and well managed work environment.
2. To ensure that risk management procedures are in place and that the staff and students are aware of such procedures.
3. To sit alongside the Critical Incident/Crisis Management policy and the Critical Incident Response Plan and/or Emergency Management Plan.

### Guidelines

1. The College will display in all rooms the procedures for the evacuation or lockdown of each room/building (copies are included in the Staff Handbook each year). There will be, as designated by management, practices of such evacuation or lockdown procedures. (Procedures are reviewed annually.)
2. The College will work in close liaison with appropriate Emergency Services.
3. Regular checks of the alarm and other warning systems will be made in accordance with specific schedules.
4. The designated Deputy Principal will automatically assume the role of Warden in such emergencies.
5. The Principal is responsible for any press release and outside communication.

CHAIRPERSON \_\_\_\_\_

DATE 2/7/24

PRINCIPAL \_\_\_\_\_  
1 July 2024

DATE 2/7/24