



Ruawai College

Next review: Term 2 2028

Emergency Management

At Ruawai College, the board ensures that the school is a physically and emotionally safe place where risks to health and safety (both physical and mental) are eliminated or minimised (Health and Safety at Work Act 2015; Education and Training Act 2020). This requires having policies and procedures to manage and respond to a range of emergencies. The board as the **PCBU (person conducting a business or undertaking)** has a duty to prepare, maintain, and implement an **emergency plan** (Health and Safety at Work (General Risk and Workplace Management) Regulations 2016). Our emergency planning, preparation, and response supports us to keep our school community safe and return to normal school operations as soon as possible after an emergency.

In the event of a civil defence emergency, the school works cooperatively with local authorities. The school may be requisitioned to be used as a relief centre.

Roles and responsibilities

The board is required to develop and maintain an effective school emergency management plan. The board delegates to the principal the responsibility for keeping the school emergency plan up to date.

The principal assures the board every term that the school has an up-to-date emergency plan, including pandemic planning, emergency/evacuation procedures, lockdowns, notification, duty of care for students, and testing procedures. See **Review Schedule and Board Assurances**.

We identify an **emergency management team** to manage and coordinate our response to emergencies. Our team includes the principal, designated board member(s) and senior leadership, and any other designated staff. Members of the emergency management team are trained and offered support as needed. We meet as needed to identify key roles and responsibilities and plan our response. This includes allocating other designated staff responsibilities to carry out during an emergency and planning for sufficient cover if any of the emergency management team are unavailable during an emergency. We have a designated spokesperson for any media contact – see **Media and Publicity**.

Emergency management plan

Our school emergency management plan outlines how we prepare for and respond to emergencies. We share our emergency management plan and procedures, as appropriate, with staff, students, and other members of the school community (e.g. training, health and safety induction, drills). We activate the plan when an emergency event occurs. We have specific procedures to manage different emergencies but we recognise that every emergency is unique and that evacuation and emergency procedures may require modification depending on the circumstances. We expect all members of our school community to follow instructions from staff during an emergency.

Our planning is informed by:

- Ministry of Education guidelines (see **Resources**)
- other **relevant school policies and procedures**

- school-specific ► **environmental factors and contingencies**

Our plan includes:

- the roles and responsibilities of our emergency management team and any other staff
- contact and communication information for emergency services
- our emergency procedures, that outline how we will prepare for and manage emergencies (including drills, communication, and reunification)
- how key resources and information will be managed and accessed during an emergency (e.g. keys, site plans, first aid and emergency supplies, contact information for parents/caregivers)
- processes for managing and reporting injuries and illness (e.g. medical treatment sites, equipment, and storage)
- support, wellbeing, and cultural considerations, including ► **additional or high health needs**
- how we will review our emergency plan and procedures.

We keep an **up-to-date printed copy** of our emergency plan and procedures. We keep the printed hard copy in the school office. Twice a year, the office administrator checks that the printed procedures are available and up to date.

Emergency contact and communication

As part of our emergency management planning we develop a communication plan which outlines:

- who is responsible for communications
- who we will need to contact prior to, during, and after an emergency
- how we will communicate with our school community (e.g. communication channels and what information will be shared).

The principal is in charge of overseeing emergency communications, but may delegate this to other board or staff members.

Our communication plan also intends to:

- outline our expectations of staff, parents/caregivers, and students in an emergency, including:
 - any instructions issued by the school that parents/caregivers must follow (e.g. not coming to the school to see or collect their children during a lockdown)
 - any school protocols about the use of mobile phones and other devices in an emergency
- explain how parents/caregivers can be reunited with their children in the event of emergency closure
- remind parents/caregivers to let the school know who is authorised to collect their student in the event of emergency closure.

We keep up to date printed list of emergency contacts for staff and students and the contact details of emergency, essential, and other external contacts (e.g. local police station, medical centre, insurer, Ministry of Education). The office administrator is responsible for maintaining up-to-date contact lists, and parents/caregivers are reminded twice a year to update their contact information. Contact lists are kept in printed form in the office and are available on the student management system.

Emergency supplies

As part of our emergency management planning, we ensure we have appropriate emergency supplies that are readily accessible in an emergency. This may include medical/hygiene

supplies, food and water, and other communication equipment. We regularly review the contents of our emergency supplies and replace items as needed.

The school has emergency supplies (different from our day-to-day first aid supplies) that are kept in the school office. Our emergency supplies are calculated based on the number of staff, students, and visitors that may be on site.

Office staff ensure the supplies are checked and maintained, and are responsible for bringing supplies to any evacuation drill or event.

We also have adequate first aid supplies, and are prepared to administer first aid and manage injuries and illness – see [First Aid Training and Supplies](#) and [Managing Injuries and Illness](#).

Recording and reviewing emergencies

We have processes in place to support our school community and check property is safe before resuming school operations after an emergency. See [After an Emergency](#).

We record the actions we take during an emergency event and debrief and evaluate our response. We update our emergency management plan and procedures to strengthen and improve our processes, as needed. We also debrief and evaluate our response after every drill.

We review our emergency policies and procedures every three years – see [Review Schedule and Board Assurances](#).

The principal assures the board that the school has an up-to-date emergency plan, including pandemic planning, emergency/evacuation procedures, lockdowns, notification, duty of care for students, and testing procedures. See [Review Schedule and Board Assurances](#).

Legislation

- Education and Training Act 2020
- Health and Safety at Work Act 2015
- Health and Safety at Work (General Risk and Workplace Management) Regulations 2016
- Civil Defence Emergency Management Act 2002

Resources

- Ministry of Education | Te Tāhuhu o te Mātauranga:
 - [Prepare for an emergency or traumatic incident](#) 
 - [Respond at school to an emergency or traumatic incident](#) 
- Get Ready:
 - [Get your school ready for an emergency](#)  (information about school responsibilities and teaching emergency preparedness)
 - [Advice for disabled people](#) 
 - [Stay informed](#) 
- [National Emergency Management Agency | Te Rākau Whakamarumarū](#) 

Release history: Term 4 2025, Term 2 2022

IN THIS SECTION

Evacuation

Fire**Gas Leak or Chemical Spill****Trespasser or Attacker on School Grounds****Suspicious or Dangerous Items****Bomb Threat****Lockdown and Shelter in Place****Earthquake****Tsunami****Extreme Weather****Volcanic Activity and Ashfall****Emergency Closure****Pandemic****Missing Student Procedure****Managing Traumatic Incidents****After an Emergency**

Last review	Term 2 2025
Topic type	Core