

Civil Defence and Emergencies (23/02/09)

A policy of the Western Springs College Board of Trustees

Purpose:

To ensure that the school is well prepared to respond effectively in the event of an emergency.

Policy:

1. The school is to have in place effective procedures to apply in the event of emergency incidents.
2. The senior managers are to ensure that evacuation fire drills are carried out on a regular random basis.
3. In the event of a civil emergency the school is to follow civil defence procedures as detailed in the Yellow Pages of the Auckland telephone directory.
4. Media and wider community contact is occur as prescribed in the Crisis Management and Communicable Diseases policies.
5. Annual checks and upgrades (as necessary) is to be carried out as part of the property management and health and safety audit process.
6. A plan of the location of essential services will be kept centrally, and updated as part of property management planning at the school.

Ratified by Board: _____ signed for BOT

23/02/09 date

23/02/12 reviewed date