



The Summit Academy

Emergency Management Plan

2018

In emergencies, prepared and connected communities do best. We want our organisation to have the capability and capacity to be both responsive and effective in and after an emergency. We want to increase our own preparedness and resilience and assist our community. We can do this by developing a robust and co-ordinated approach that compliments the plans of corresponding agencies. Claire Knight and Ruby Nunan-Baird are our Emergency Plan Coordinator.

Prepared by Rebecca Elias, Director, Summit Point School.

INTRODUCTION

Mission statement: *Our role is to develop your child's unique ability and potential through an extraordinary multi-sensory education experience.*

This is the Emergency Plan for Summit Point School. We are a school offering specialised education for students with language-based learning disabilities using a cumulative, creative and holistic approach.

We provide multi-sensory intervention and skilled assistance for children and young adults with dyslexia. Our School is based in Takapuna, Auckland. We also have an office and clinic in Freeman's Bay, Auckland.

An emergency is an event or circumstance that causes or threatens death, injury, disruption to the community or damage to property / the environment on such a scale that the effect cannot be dealt with by the emergency services, local authorities and other organisations, as part of their normal day-to-day activities.

A declared emergency, or **State of Emergency** is one requiring a significant and coordinated national response, as notified through media by the Ministry of Civil Defence. The Minister and Director of Civil Defence have special powers in a State of Emergency, as does the local **Controller** or Police, and others acting under their authorisation.

Our aim with this plan is to protect ourselves, staff and students in the wake of a disaster, such as an earthquake. **Our operational role is to support and facilitate volunteering when it is needed and we believe that this should not exclude disasters.** This Emergency Plan is based on the idea that it is good practice to identify hazards and make simple plans on how we could respond effectively.

The plan covers all **four phases of emergency management – reduction (reducing risk), readiness, response, and recovery.** This means preparing, learning and adapting the plan enabling us to be capable of self-organisation and reorganisation after an emergency event. This will help ensure that what is needed for a satisfactory recovery is restored as quickly as possible.

Our administration office is **located at Fred Thomas Drive**, Takapuna, Auckland.

The building has a ramp access for those with physical disabilities, with four entry and exit points, two of which are double doors.

Physical address: Fred Thomas Drive, Takapuna, Auckland

Telephone: Office: (09) 555 1406

Mobile: 021 473 904

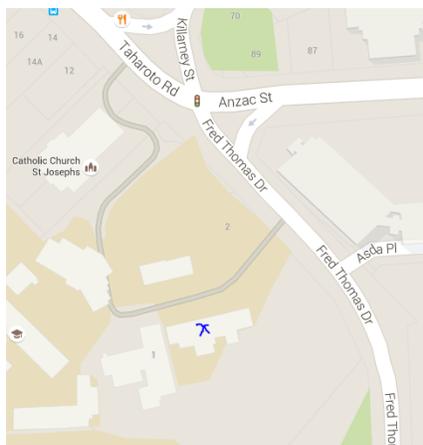
Contact: Rebecca Elias, Director

Email: r.elias@summitpoint.school.nz

Website: www.summitpoint.school.nz

WHO NEEDS TO KNOW ABOUT THIS PLAN?

- Emergency Management Plan Coordinator for Summit Point School – Rebecca Elias
- CEO of the Summit Point School.
- Staff and volunteers regularly working at the Summit Point School.
- City Council Community Development Manager
- Nominated organisation/branch/centre (out of our region) to act as our communication hub



DEFINITIONS

What is a declared state of emergency? The government and local city councils have power (under CDEM Act, 2002) to declare a state of emergency where the event is of such severity as to be beyond the resources and capacity of local emergency services/Civil Defence groups.

What is a lead agency? Every incident is managed by a lead agency, which differs with each type of emergency. For example, the NZ Fire Service is typically the lead agency for a structural collapse. This agency has overall control over the incident. In a large-scale disaster when there is a declared state of emergency, the lead agency is the Ministry of Civil Defence and Emergency Management. In such a case, local coordination of emergency management, including the work done by the New Zealand Police, is the responsibility of local government.

AIM OF THIS PLAN

To increase our preparedness, and that of our local community we need to take a co-ordinated approach that compliments the plans of our neighbouring school community (St Josephs, Rosmini College).

It is intended that where practical, our plan will integrate with our neighbours' plans – so that we can contribute constructively and collaboratively during unfolding hazard events and in recovery.

OBJECTIVES

Identify likely hazard risks and the relevant response actions

- ▶ Identify vulnerable people / groups we are involved with – e.g. people with impaired mobility, small children – they will be assisted according to our building's Emergency Procedures
- ▶ Identify resources in the community available to assist during an emergency – e.g. Wardens in each classroom (What are their names? Where are they located?)
- ▶ Provide contact details for our staff and key volunteers, our community partners, nearby agencies, Takapuna's Emergency Response Team Leader, Core Community Resources, Emergency Services and Local Authorities.
- ▶ Keep electronic versions of the Plan and contact details in Google Drive and on a flash drive in Summit Point School's grab bag.

TERMS OF REFERENCE

Ruby Nunan-Baird, Office Administrator is the coordinator of this Plan.

All staff and volunteers who work in the Summit Point School will have read the Plan and will know where to find a copy of it.

The Coordinator (Ruby) keeps the Plan updated, and keeps new staff and volunteers working in the Summit Point School office informed about the presence of and importance of knowing the Plan.

In Ruby's place, Claire updates and coordinates the Plan.

Summit Point School aims to:

- ▶ Oversee the completion and updating of the Emergency Plan
- ▶ Ensure that the plan is regularly reviewed and updated
- ▶ Report to our Local Council Community Development team, detailing when the plan has been activated, highlighting learning and any significant changes
- ▶ Partner where possible with neighbouring schools in the response to an emergency
- ▶ Act as a contact point for lead agencies in emergencies if requested (e.g. Local Council)
- ▶ Ensure that the appropriate authorities and individuals are notified about our situation through the use the nominated communication hub
- ▶ Facilitate the communication of important messages about neighbourhood support/emergency planning/response and development to our volunteering community and relevant interest groups
- ▶ Coordinate with a national body through regular communication and sharing emergency plans
- ▶ Activate resources as appropriate.

ROLE OF Summit Point School

Tasks can be delegated to team members as appropriate, with all team members contributing to the planning, response and development processes. Collaborate with neighbouring schools and join training activities where practical.

Our people: <http://www.volunteerwellington.org.nz/>

- ▶ Have good local knowledge
- ▶ Are willing to activate the support of the community, to help vulnerable people and provide appropriate assurance during an emergency (keeping in mind that in any large-scale emergency, our people's first responsibility is to themselves and their families)
- ▶ Ensure that **confidentiality** is maintained where appropriate
- ▶ Maintain an action-log in the event of an emergency (see the back of this Plan)
- ▶ Keep a 'grab bag' ready at our workplace (in the Principal's office) containing this plan, printed and electronic, and appropriate clothing/equipment that may be needed
- ▶ Have sufficient knowledge of the plan to act as **Emergency Plan Co-ordinator** if needed
- ▶ Support the Coordinator (Ruby Nunan-Baird) in carrying out her role
- ▶ Look after themselves and their family/neighbours first, in that order

PLAN MAINTENANCE

Summit Point School team should meet to discuss the team's preparedness/resilience and the wider community on a regular basis, updating the plan to reflect these discussions annually, or as appropriate. We should also ensure that contact numbers/other details are correct by updating team-members and telephone/contact trees as changes occur. **The updated lists/telephone trees are one measure of a successful Plan.**

RISK ASSESSMENTS

When assessing the risks in our community, the likelihood and the impact of the event should be considered. Many risks will be planned for at national/regional/local levels.

Summit Point School Emergency Plan will self-activate for an emergency event, as staff deem appropriate, taking account that your first responsibility is to yourself and your family. The coordinator should in the first instance communicate information on damage/risks/needs via email or text to both staff and to a nominated Volunteer Centre outside the North Shore. Use the log in the back of this Plan to record events/actions.

NOTE: In the event of an emergency Call 111 in the first instance and follow the advice given.

FINANCE

Cash can be scarce following disasters like earthquakes. Keep some cash in Summit Point School grab bag if practical. **Elect a finance person or team** to be responsible for ensuring that Summit Point School finances are dealt with in an appropriate and timely manner in the event of a disaster. Ensure there is money available for necessary expenses that may result from a disaster, as well as expenses from normal day-to-day business functions.

Role & Responsibilities

- ▶ Ensure there is sufficient cash on-hand or accessible to deal with small-scale expenses caused by the disaster. These can include paying for food for team members etc.
- ▶ Review the cash-on-hand amount and the process used to manage it annually or as technology improves
- ▶ Ensure there is sufficient credit accessible to deal with immediate expenses caused by the disaster
- ▶ Consider the potential for fraudulent use of data left in your office in the event of emergency evacuation – be prepared to cancel EFTPOS cards or credit cards etc. Keep bank numbers in the cloud and have your bank contact/financial controller’s contact details readily to hand

Contact Information for Finance/Administration in emergency

Name	Role/Title	Work Phone Number	Home Phone Number	Mobile Phone Number
Rebecca Elias	<i>Director</i>	09 320 4557	Click here to enter text.	021473904

RISK/HAZARD IDENTIFICATION TABLE

Risk / Hazard	Possible Actions
Volcanic Eruption / Earthquake / Tsunami	<p>Listen to Radio NZ National 756AM 101.4 FM for advice.</p> <p>If during an earthquake you have difficulty standing (indicating a strong earthquake) and you are beside the sea, you should quickly move to high ground.</p> <p>Tsunami signals</p> <p>The following signals will be used during an actual tsunami threat:</p> <p>1. Alert signal (dash – dash – dot – dot) sounded for 15 minutes This signal notifies residents that a tsunami threat has been received by Civil Defence. Residents should respond by:</p> <ul style="list-style-type: none"> • evacuating beaches • listening to the radio and TV for information • preparing to evacuate their homes and businesses if required. <p>2. Evacuate signal (dot-dot-dot) sounded in continuous burst for 15 minutes The signal is used when a specific threat to the coastline has been confirmed. Residents should respond by:</p> <ul style="list-style-type: none"> • evacuating immediately to the nearest high ground • avoiding using personal transport (e.g. cars) unless absolutely essential, as this may cause congestion. <p>3. All clear signal (a continuous tone for five minutes) The signal is used to notify that the threat of a tsunami has passed. Residents should respond by:</p> <ul style="list-style-type: none"> • returning to their home or business, if not affected • following the directions of the emergency services in affected areas. <p>Activate text/phone/email tree – as needed. Note that mobile calls are problematic in earthquake and texts can be slow to get through. Have a plug in landline phone in the emergency kit.</p> <p>Check that you, your family, and your neighbours are safe in any big event (in that order).</p> <p>Meet at a Civil Defence Centre/agreed place on high ground with your grab bag, first-aid kit, water bottle and any safety gear you have (e.g. masks, goggles, strong boots/shoes).</p>
Evacuation	Seek safe haven within Church/Civil Defence Centre/ other

	available buildings, when requested.
Sustained Water Failure	<p>Know the locations of alternatives to mains water supply.</p> <p>Distribution of water from school/community water tank is coordinated from community Civil Defence centre. There may be a need for volunteers.</p> <p>For prior treatment of tank water, or tap water that may be unsafe, keep stabilised H₂O₂ (e.g. Pour 'n Go)/water purification tablets in the emergency kit.</p> <p>If you are able to access electricity boil any potentially unsafe water from the mains water supply for at least 3 minutes. Roof water is likely to contain pathogens so it is recommended that you boil this for 1-3 minutes also.</p> <p>Water from the North Shore's reservoirs may be shut off by the seismic valve system or other failure. Restoring service can take time, hence the community tanks located around the city.</p>
Road blocked	<p>Listen to Radio NZ National 756 AM 101.4 FM or any other stations for warnings. NZTA controls SH1. Its contractors and the police are the first responders.</p> <p>Call 111 as the first way to get support.</p> <p>If it is a local road, a call to the local council's 24/7 number is recommended so a contractor from there can attend.</p>
Flash Flood	<p>Police/Fire will normally be the lead responders. Local Council/other agency to action physical aspects such as sand bags, tree clearing.</p>
Hazardous Waste	<p>Will require safe-haven within School buildings/other buildings as appropriate. In a declared emergency, the Civil Defence Centre will advise where this place is.</p>
Plane crash	<p>As with hazardous waste. Volunteers may be needed to provide comfort/welfare.</p>
Gas leak	<p>If you can still smell gas a few minutes after turning off an appliance:</p> <p>Do:</p> <ul style="list-style-type: none"> • Turn off the gas supply at the cylinder (if LPG) or gas meter (if natural gas, see below). • Open doors and windows to ventilate the area. • Go to a phone safely away from the leak and call

	<p>Customer Service (0800 80 9000 Contact Energy) to report the gas leak.</p> <p>Do NOT:</p> <ul style="list-style-type: none">• Switch <i>on</i> or <i>off</i> any lights or electrical appliances in the room, as this could ignite the gas and cause an explosion.• Use a telephone (including mobile phones) near any suspected gas leak. <p>Do NOT Light matches, lighters or cigarettes in the area.</p> <p>What if I smell gas in the street?</p> <p>Call your local gas network operator listed below (under 'Gas' in the emergency services section of your phone book)</p> <p>Network Operators: Vector 0800 764 764</p>
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Volcanic Eruption / Earthquake / Tsunami

Know your hazards and risks

Most injuries in an earthquake are caused by falling objects or debris, like furniture, wall hangings, glass, and building materials, rather than collapsing buildings. Most buildings will remain standing during a large earthquake, allowing people to exit safely.

Drop, Cover and Hold

If you are indoors, move no more than a few steps, then *Drop, Cover and Hold*. Stay indoors until the shaking stops and it is safe to exit.

If you are outdoors, move away from buildings, trees, and power lines, then *Drop, Cover and Hold* until the shaking stops.

Safe places are:

- ▶ Under a strong table or desk
- ▶ In a clear space outdoors.

Unsafe places are:

- ▶ Near windows or free standing furniture
- ▶ Next to the exterior walls of a building, due to falling debris.

After an earthquake

- ▶ Check yourself for injuries and help others if you can
- ▶ Watch out for fallen power lines or broken gas lines and stay out of damaged areas
- ▶ Be mindful that aftershocks can cause further damage.

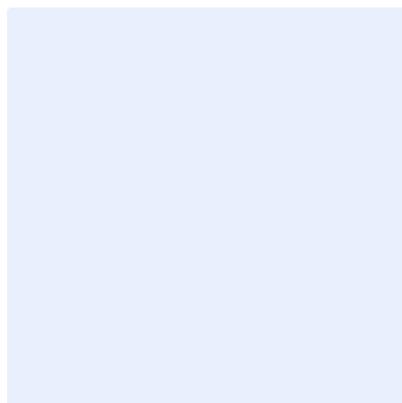
International experts agree that you will reduce your chance of injury if you:



COMMUNICATIONS

Keep records of decisions and who made them. You can use the Emergency Log Sheet at the end of this Plan.

Accurate and timely information is essential in an emergency. Methods available will differ depending upon the type of incident, so plan for alternatives e.g. Telephone tree, notice boards, door knocking neighbours, use of [Neighbourhood Support](#) and other networks.



Receiving emergency text alerts on your mobile

To register, text **5455** with the level of priority message you want to receive as seen below:

- text **high** to get high severity emergency SMS alerts only
- text **medium** to get medium and high severity SMS emergency alerts
- text **all** to get all emergency SMS alerts
- text **stop** to unsubscribe and stop receiving emergency SMS alerts.

When registering your mobile phone you will receive a message confirming your registration. For more information email [Civil Defence](#).

Websites:

[Civil Defence CDEM](http://www.aucklandcivildefence.org.nz/) <http://www.aucklandcivildefence.org.nz/>

Local Press The New Zealand Herald; The North Shore Times

Civil Defence Centre and noticeboards (in a declared emergency Radio NZ National 756 AM 101.4 FM <http://www.radionz.co.nz/news>)

IN THE EVENT OF ANY EMERGENCY

Listen to your radio

Radio New Zealand National is the Civil Defence lifeline utility radio broadcaster for all regions of New Zealand 756 AM 101.4 FM for advice. In regional emergencies, local radio including Newstalk ZB, More FM and Radio Live may carry civil defence advice, as will some TV channels. The radio will also provide updates on the emergency and any public health issues/warnings.

Water

Make sure you have emergency water stored – at least 3 litres a day each person for three days. Experience suggests you'll need 3 – 10 litres more each day for hygiene and cooking, and that storing emergency supplies in two different locations is a good idea. Keep this plan, your emergency survival kit and up-to-date household emergency plan within easy reach. Consider having a kit for the car too.

Related documents

- ▶ <http://www.gw.govt.nz/in-an-emergency/>
- ▶ [Household emergency planning factsheet](#)
- ▶ [Sample household plan](#)

Some of this communications and resources information was retrieved from:

<http://www.radionz.co.nz/specialfeatures/emergency>

CONTACTS

Contacts list Service / Name	Telephone Numbers	Email/Other details
Keyholders: <ul style="list-style-type: none"> • Rebecca Elias • Claire Knight • Leonie Bloor 	<ul style="list-style-type: none"> • 021 473 904 • 021 292 6130 • 0211234 622 	<ul style="list-style-type: none"> • r.elias@summitpoint.school.nz • c.knight@summitpoint.school.nz • l.bloor@summitpoint.school.nz
Communication hub – Volunteer centre outside region		
North Shore City Council	09 301 0101	devonporttakapunalocalboard@aucklandcouncil.govt.nz 1 The Strand, Takapuna Open Monday - Friday from 8.30am - 5.00pm. Closed Saturday, Sunday and public holidays.
CDEM	For Civil Defence information please call 0800 22 22 00 or contact the Auckland Council on 09 301 0101	info@aucklandcouncil.govt.nz
Local Welfare Operations Manager	Auckland Council on 09 301 0101	info@aucklandcouncil.govt.nz
Emergency Response Team in your area	Auckland Council on 09 301 0101	info@aucklandcouncil.govt.nz
Regional Council	Auckland Council on 09 301 0101	info@aucklandcouncil.govt.nz
Flood line	This may be through your regional or city council or both, put their details here or contact the police on 111	info@aucklandcouncil.govt.nz

Electricity hazard (assess and communicate situation/hazards to utility if needed)	<p>For downed lines: contact 0508 VECTOR (0508 832 867) or contact the police on 111</p>	<p>Treat all lines as alive until advised safe by the lines company</p> <p>Never touch a downed line - it may still be alive</p> <p>Keep everyone well clear - at least 10 metres away</p> <p>Do not try to move tree limbs or other objects that are on or near the line.</p>
Gas (shut off appliances - shut off supply if smell or other sign of gas)	<p>If you smell gas in the street: Call your local gas network operator as listed below (and under 'Gas' in the emergency services section of your phone book). Network Operators: Vector 0800 764 764 Gas turned off at the meter must be reconnected by an authorised gasfitter.</p>	
Police	111	Control
Water (where is the shutoff valve?)	N/A	
Fire and rescue	111	Control
Citizens Advice Bureau	09 486 3139	takapuna@cab.org.nz
Red Cross	New Zealand Red Cross 33 Lambie Drive Manukau, Auckland, 2104 09 262 0942	aucklandsouth@redcross.org.nz

	0800 REDCROSS	
Building owner	Catholic Diocese of Auckland Pompallier Diocesan Centre, 30 New Street, Ponsonby, Auckland 1144	Phone: 09 360 3088
Building Manager	Michele Elsmore Property Manager	021 1709668

RESOURCES

[Ministry of Civil Defence & Emergency Management](#) – responsible for national civil defence emergency management planning and the national crisis management centre.

[Get Thru](http://www.getthru.govt.nz/)– <http://www.getthru.govt.nz/>

Resources for preparing and responding to natural hazards – Learn how you and your family can get ready and get through.

Resources on the Get Thru website include:

- ▶ [Emergency Check List](#) – a list of emergency survival items.
- ▶ [Evacuation](#) – what else to remember if you have to evacuate.
- ▶ [Who to Contact](#) – a list of local and regional councils who will provide civil defence information for your area.

[Geonet](http://www.geonet.org.nz/)<http://www.geonet.org.nz/> geonet.org.nz – Find out about recent earthquakes in New Zealand

[Metservice](http://www.metservice.org.nz/) www.metservice.org.nz – The latest on New Zealand weather. Sign up to email-alerts for heavy rain/severe weather.

[Earthquake Commission](http://www.eqc.govt.nz/) www.eqc.govt.nz EQC NZ provides natural disaster insurance to insured residential property owners.

The [It's Easy Household Emergency Plan](#) has been updated recently, so think about updating yours. A new Neighbourhood Plan is available, with a section for all your neighbours' details and a place to record hazards near you. Contact WREMO or the local council for these plans.

TRAINING

We have identified areas of training for our people, Civil Defence training.

People who have completed courses.

▶ Joshua Pinho

▶ Rebecca Elias

▶ Ruby Nunan-Baird

▶ Leonie Bloor

CHECKLIST – TICK AS APPROPRIATE

We have:

- Identified our risks and the relevant response actions
- Identified resources in the community/partners available to assist during an emergency
- Listed emergency contact details for our staff and key volunteers
- Electronic versions of the Plan and contact details in [Google Drive](#) or similar, and on a flash drive in Summit Academy Day School's grab bag.
- A grab bag, which contains a first aid kit, mini-blanket, water bottles, flashlight, portable radio, fresh batteries and spares, USB stick with records, small notebook/pencil, a hard copy of this plan, non-perishable snacks that have not expired, multi-tool/pocket knife, flushable baby wipes, universal car/solar/USB charger for phone, plug-in landline telephone, earplugs, dust masks, pocket rain poncho/jacket

- Name of nominated communications hubs as our nominated communications hub, for texting/ emailing our situation and other details, in the event of an emergency.
- 3 litres of drinking water for 3 days stored per person likely to be in our office – plus extra water for sanitation (double it).
- Purification tablets/hydrogen peroxide (H₂O₂) treatment in case we cannot boil water for 1 to 3 minutes.
- Working smoke alarms
- Knowledge of the whereabouts of our nearest 2 Civil Defence centres:
 - Takapuna Primary School, 23 Auburn Street, Takapuna •
 - Hauraki Primary School, 82 Jutland Road, Hauraki •
 - Church of Jesus Christ of Latter-day Saints, 9 Taharoto Road
- Knowledge about where fuse box is/how to turn off our power
- The know how to turn off the water/who to contact to turn it off

NOTES AND ADDITIONAL CONTACTS

Updates, comments, questions about this plan? Please contact r.elias@thesummitacademy.co.nz

Acknowledgements