



# **HUTT INTERMEDIATE SCHOOL EMERGENCY PLAN 2025**

**600 students and 54 staff**

7 Kauri Street  
Woburn  
Lower Hutt

Office phone: 04 939 8800  
Office Fax: 04 939 8811  
Main office email: [secretary@his.school.nz](mailto:secretary@his.school.nz)  
Website: <https://www.his.school.nz>

This emergency plan focuses on emergencies where school staff will need to take immediate, self-directed actions such as fire, earthquake and lockdown. During or prior to the onset of other types of emergency, officials such as Police, Civil Defence, the Ministry of Education, or the Met Service will provide official advice and guidance.

## **Emergency Planning for schools**

Emergencies can happen at any time. Our school is prepared, has a plan in place to respond to emergencies to these to minimise the effect to students and staff.

This plan was developed in collaboration with the Wellington Region Emergency Management Office.

### **Family Reunification Plan**

To be able to release students to parents and caregivers during or after an emergency event, it is important to have a reunification plan in place.

#### **When there is an emergency we will attempt to notify parents by:**

We notify parents by putting alerts on our website, and by sending out a mass txt via school links.

#### **When parents arrive to pick up their children:**

To ensure any evacuation (official or unofficial) is smooth and efficient the following procedures are in place:

- The office has an up to date staff phone list and 3 up to date full school rolls.
- SLT will make the decision to enact the reunification process.
- All staff will be informed immediately and messages will be sent out to parents via a school links txt.
- Students will remain in their own class with their teacher.
- The parents/ designated adult will go to the outside classroom door to collect students from their classroom (H4, H6, H8 and M5 will be collected from corridor entry).
- The classroom teacher will record who has picked up each student and at what time.
- This list will be given to the office once all students in a class have been collected.
- School staff who are not classroom teachers will be assigned roles to help guide and manage the process.
- If it is not safe to be in the building, these procedures will operate from the assembly point on the Tapuae

## **Fire Procedures**

This procedure outlines what to do in the event of a fire. You should follow the same procedures when practicing a fire drill.

### **If you discover a fire**

- Activate the fire alarm
- Evacuate people from the area
- Call 111
- Extinguish the fire only if safe to do so

### **If the fire alarm sounds**

- Teachers should collect their class roll and take their students to the designated assembly point(s)
- Walk calmly and quickly and avoid panic
- Ensure students/ visitors with disabilities are assisted by a responsible person
- Ensure any visitors are included in the evacuation
- Check bathrooms and common rooms en route to the designated assembly point
- Ensure all students remain at the assembly point until clearance to leave is given
- Move staff and students to your offsite location if unable to stay on school grounds
- Decide if a controlled family reunification is required

### **Our on-site assembly point(s) is**

All classes and visitors to the school assemble between the garage and the field on the Tapuae Courts at the assigned locations (marked in spray paint).

### **Our off-site evacuation point(s) is**

Our off site evacuation point is the Lower Hutt Tennis Club located at 67 Totara Cres, Woburn, Lower Hutt 5011. We will access the Tennis Club from Wilford Street (between house numbers 28 and 30).

## **Earthquake Procedures**

This procedure outlines what to do in the event of an earthquake. You should follow the same procedures when practicing an earthquake drill.

### **When the ground begins to shake**

- Everyone, including students, teachers and staff must immediately DROP, COVER, and HOLD.

- Your own safety comes first. You cannot help anyone else if you are injured.

### **When the ground stops shaking**

- Ensure your personal safety first
- Check those around you and offer help if necessary
- If anyone requires medical assistance, call 111 and administer first aid
- Teachers should collect their class roll and take their students to the designated assembly point(s), move to your designated offsite evacuation point if it is not safe to stay at the school. Your school is not in a tsunami zone, you do not need to evacuate to higher ground
- Check buildings for signs of damage
- Get staff and pupils away from dangerous areas
- Listen to the radio for information
- Attempt to inform parents of your situation and your actions
- Decide if a controlled family reunification is required

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## **Lockdown Procedures**

This provides a basic guide to manage the response to a dangerous person entering the school, or if Police contact you and request the school go into lockdown. We practice more detailed procedures annually with Harrison Tew.

The aftermath of an intruder incident will require careful management as even in the 'best case' scenario of no one being injured or killed, there will be traumatised staff and students, concerned parents, confusion, disruption and media interest.

### **If shots are heard or an intruder is seen on the premises**

- Call 111, identify yourself and your school, your address and provide all details the operator requests.
- If safe, move to safe positions to wait for the Police to arrive
- Alert staff that the school is going into lock down (intermittent ringing of the school bell).
- Move everyone out of hallways and into rooms.
- Follow Armed intruder procedure detailed below

**Should the event occur while students are outside in playing fields:**

- instruct students to move to the nearest secure room, or to a safe assembly area (which may include an off-site area close to the school).
- When police arrive, follow their instructions

**Our system for alerting staff that the school is going into lock down is:**

**ARMED INTRUDER -**

- Drop to the floor and lie flat, face down in the middle of the room.
- Keep still and quiet -
- Await guidance from Teacher

**PROCEDURE:**

1. ALL STAFF MUST REMAIN AT THE SCHOOL TO ENSURE ALL STUDENTS ARE CALM AND SAFE

2. ALL TEACHERS ARE TO TURN THEIR CELL PHONES ON SILENT

3. A Lock-down will be signalled by the intermittent (on- off-on-off-on-off) ringing of the school bell, probably by the Office Manager or Principal.

4. All students and teaching staff are to then remain in their current class.

All doors and windows are to be closed and locked immediately, the lights turned off and the students are to lie face down in the middle of the room. A class in the library should remain, a class in the hall should stay in the hall. The office should be advised (by telephone if possible) of the class's location.

5. Support Staff working with students away from their home room should stay in their room with the student if it is safe to do so.

6. Any parents on sight should remain in the classroom they are in, or if outside, return to their child's Home Room.

7. The Emergency response team will contact all teachers via cell phone or school links to verify their status.

8. Communication will be by way of cell phones and for this reason phones should not be used unless absolutely necessary.

9. Under no circumstances should a door be opened unless the visitor can be clearly identified and their purpose for wanting entry clearly understood.

10. If it becomes necessary to evacuate the school the procedure for this will be explained in detail at the time. This could involve all classes moving to the hall or it could involve students being collected from their classrooms.

11. STUDENTS SHOULD NOT BE RELEASED TO ANY ADULT other than their custodial parent or another adult who has been clearly identified and/or authorised by the custodial parent.

12. In preparation for such a release all parents/caregivers/ or persons designated by the custodial parent must go to their child's classroom via the external door (except for H4, H6, H8, & M5 who will use the corridors) and sign their child out.

13. If there is an area of the school where an incident may have occurred and it needs to be kept clear staff will be advised.

14. The ALL CLEAR will be signalled by a member of the emergency response team coming to the class. All classes would then gather on the Tapuae courts to ensure all members of the school are safe. Following a roll students return to their normal activity. If during the lunch hour the students would move outside.

### **Following the incident**

The Ministry of Education Trauma Incident Team will provide support. Phone 0800 84 83 26  
Consider whether to temporarily close, or continue operating. (The Trauma Incident Teams will provide guidance on suitable responses) Continue to monitor the wellbeing of students and staff  
For detailed resources on traumatic incidents, visit:  
<http://www.minedu.govt.nz/EmergenciesTraumaticIncidents>

### **Advice for other hazards**

This planning document focuses on emergencies where your staff will need to take immediate, self-directed actions. During or prior to the onset of other types of emergency officials such as Police, Civil Defence, the Ministry of Education, or the Met Service will provide official advice.

Below are some general guidelines for some of these types of emergencies In all situations, call 111 if it is an emergency

## **Storm, flooding and snow**

If stormy weather is forecast, consider how this may affect your school.

Consider not opening and advising students to stay at home.

If strong winds are forecast, ensure all objects that could become airborne and cause damage are secured away from the wind, consider taping windows to reduce the risk of them breaking.

If heavy rain is forecast that could cause flooding, move records and equipment out of harm's way.

## **Pandemic**

In the event a health crisis, official guidance will be provided by the Ministry of Health, the Ministry of Education, and Civil Defence Emergency Management.

Dealing with Deceased (during a disaster)

- Technically any deceased person needs to be treated as a crime scene

If there are deceased persons after an earthquake or other significant emergency and you are not able to immediately contact the Police

- Cover the body with a blanket, tarp or similar

- Only move the body(s) if there are impeding access to rescue other people, or it is causing distress to others
- If you must move the body take some photos first to pass onto Police later

## **Gas leak**

If you can smell, see or hear, or otherwise suspect a gas leak, turn off the main valve and call 111.

- Do not operate the fire alarm as sparks could ignite,
- Consider evacuating the area or the school.
- Do not re-enter building or outside area until cleared by authorised personnel.

## **Suspicious package or substance**

When dealing with suspicious packages the utmost caution must be exercised and no attempts must be made to touch, move or examine the package.

- Immediately Call 111 and follow the operator's instructions.

## **Serious injury or death**

- Immediately call 111.

## **Chemical spill**

- Immediately call 111 and consider evacuation or lockdown.

## **Our School could act as a spontaneous community hub**

A Community Emergency Hub is a known gathering point for the community during and after a significant emergency. They are a hub for the coordination of any community emergency response. It is opened and managed entirely by the public, possibly with the assistance of the staff from the property where the Community Emergency Hub is located.

Our school is not identified as a Community Emergency Hub, however Schools and community centres are community hubs where people may naturally gather during and after an emergency.

To facilitate opportunities for the community to gather and coordinate their response, all schools should be prepared to act as unofficial Community Emergency Hubs.

After people have checked on their household and neighbours, they should go to a Community Emergency Hub:

- If they need assistance
- If they can provide assistance by sharing resources and skills

- To gather and share information on what has happened in their neighbourhood  
To help coordinate their community's response locally and pass on information to your council's Emergency Operations Centre Powered by TCPDF ([www.tcpdf.org](http://www.tcpdf.org))

## HUTT INTERMEDIATE SCHOOL LAYOUT

