

EMERGENCY SITUATION MANAGEMENT POLICY

Taratahi Agricultural Training Centre QMS Component			
Category:	STUDENT SYSTEMS	Policy Number:	QMS 14
Title:	Emergency Management Policy	Situation	Date Approved: 20 March 2003
Prepared by:	Quality Manager	Date of Last Revision:	29 Mar 2010
Authorised by:	Taratahi Board	Next Review Date:	Oct 2011

1. PURPOSE

As part of appropriate Risk Management Taratahi has developed this policy to outline procedures in case of emergency situations.

2. ORGANISATIONAL SCOPE

This is an organisation wide policy.

3. DEFINITIONS

Emergency situations include, fires, earthquakes, major weather events, infectious diseases, death, and course cancellations

4. RESPONSIBILITIES

The Health and Safety Officer is responsible for ensuring the Emergency Situation Management Policy is followed.

5. THE PROCEDURE

5.1. Fire

5.1.1. The Health and Safety Officer will appoint a Taratahi staff member to act as an Emergency Officer.

The duties of the Emergency Officer are:

- i) to ensure students and staff are aware of:
 - the nearest fire fighting equipment
 - building exits
 - the name of their Emergency Warden
 - the location of the Muster Area.
- ii) to ensure there are notices displayed in each room and office stating:
 - what should be done when discovering fire
 - what number should be dialed
 - the Muster Area once the building is vacated.
- iii) to hold a practice fire drill at least twice a year. Fire Drill times should vary and involve both staff and students.

5.1.2. The fire alarms are only to be activated when:

- i) fire or smoke is first detected and the fire is established, or
- ii) on the instructions of the Health and Safety Officer or Emergency Officer.

5.1.3. When a fire alarm sounds, all Taratahi staff members, Taratahi students and members of the public are to:

- leave the building they are occupying quickly and quietly by the nearest fire exit
- alert other people as they leave the building
- assemble at the designated Muster Area
- remain at the Muster Area until the until the Emergency Officer has given further instructions.

5.1.4. No one is to re-enter a building until the all clear is given.

5.1.5. The signal for the 'All clear' is a verbal confirmation from the Emergency Officer, Emergency Warden or Health and Safety Officer.

5.1.6. In the situation when an all clear can not be given the Health and Safety Officer and/or the Emergency Officer will coordinate an evacuation of the property

5.2. Earthquake

5.2.1. In the event of an earthquake, people inside buildings should take cover under a table, in a doorway or other secure position until the earthquake finishes.

5.2.2. Once the earthquake has finished, people should:

- depart from the building quickly by the nearest exit
- assemble at the designated Muster Area
- remain in the Muster Area until the Emergency Officer has given further instructions

5.2.3. In the situation where an all clear can not be given the Health and Safety Officer and/or the Emergency Officer will coordinate an evacuation of the property

5.3. Adverse Weather

5.3.1. If an adverse weather event severely restricts the ability of Taratahi to operate, the CEO has the authority to close Taratahi, until conditions improve.

5.3.2. The Health and Safety Officer will notify staff and students of closure by word of mouth, telephone, text, email or via the local radio station.

5.3.3. The Health and Safety Officer and/or the Emergency Officer will coordinate an evacuation of the property

5.4. Serious Communicable Disease

5.4.1. If a student shows signs/ symptoms of a Serious Communicable Disease they will be isolated. This may mean that they are sent home.

5.4.2. If a student shows signs/ symptoms of a Serious Communicable Disease they must visit a Medical practitioner.

- 5.4.3. All students and their caregivers will be kept informed.
- 5.4.4. During an outbreak of a Serious Communicable Disease the Health and Safety Officer will monitor student health relating to the Serious Communicable Disease.

5.5. Pandemic

- 5.5.1. In the event of a Pandemic the Health and Safety officer is to refer to the official Ministry planning guide for Tertiary Providers at:
<http://www.moh.govt.nz/moh.nsf/indexmh/pandemicinfluenza-guidelines>
- 5.5.2. Ministry of Health guidelines will be followed with the Health and Safety Officer liaising with the local District Health Board (DHB) or Public Health Service to obtain advice during the course of the pandemic.
- 5.5.3. The Health and Safety officer will liaise between health officials and the CEO.
- 5.5.4. The Health and Safety officer will monitor and follow instructions received from the Ministry of Health.

5.6. Loss of life

- 5.6.1. If there is a loss of a Taratahi student or staff members' life, the first step is to inform the next of kin. This is the responsibility of the CEO.
- 5.6.2. After the next of kin have been informed, Taratahi staff members will be informed. Victim Support and local Ministers of religion can be present to provide support.
- 5.6.3. After Taratahi staff members have been informed, the students will be informed. Victim Support and local Ministers of religion can be present to provide support.
- 5.6.4. After Taratahi students have been informed, the following will be informed:
 - Taratahi Board Members
 - Required Regulatory Authorities
- 5.6.5. As soon as practicable all parents/caregivers of all Taratahi students will be contacted by telephone to inform them of the situation. This will be followed up by a letter written by the CEO.
- 5.6.6. All enquiries from the media relating to a loss of life will be handled by the CEO (or a senior member of staff who has been designated by the CEO)
- 5.6.7. At the discretion of the CEO, Taratahi may suspend its activities to enable Taratahi staff members, and Taratahi students to attend the funeral/remembrance service.
- 5.6.8. In consultation with the next of kin, a suitable memorial may be established. This may take the form of a scholarship, bursary, trophy, memorial tree planting, or other suitable memorial.

5.7. Unavailability of competent staff for a course of study

- 5.7.1. If a suitable staff member is not available for a scheduled programme the programme may be:
- modified to suit an available competent tutor
 - postponed until a qualified tutor is available
 - cancelled.
- 5.7.2. The Course Coordinator is responsible for notifying any students affected by an appropriate tutor not being available.
- 5.7.3. If this situation arises when a course has already commenced the Course Coordinator will:
- endeavor to identify appropriate replacement staff or
 - contract another provider or
 - re-schedule time-tabled classes to allow more time to identify replacement or relief tutors or
 - provide self-paced learning material