The Catlins Area School

Disaster Management

The Catlins Area School recognises that ▸**natural hazards** can happen any time and without warning and we may need to implement disaster and evacuation procedures during the school day. This may involve civil defence emergency management (CDEM) and the National Emergency Management Agency (NEMA).

In the event of a civil defence emergency, the school works cooperatively with **local authorities**. Individuals and families must **stay informed** during an emergency, which can include listening to the radio, receiving emergency mobile alerts, checking online sources, and keeping in touch with neighbours.

Our **emergency kits and supplies** are used as needed in the event of a natural hazard.

Immediately after a disaster

Immediately after any disaster and evacuation procedure during the school day, the principal, or acting principal, oversees the actions below.

1. Establish a control centre, including identifying the staff who will manage the emergency procedures (e.g. an emergency management group, incident management, or delegated staff).
   - Check if safe areas have been identified and are being used.
   - Appoint staff to monitor assigned safe areas and manage any injuries.
   - Inform the presiding member of the situation.
   - Appoint a spokesperson for any media contact - see **Media and Publicity**.
2. Check the **attendance record**, including all students, staff, and any visitors, to ensure everyone has been accounted for. Follow up any missing people immediately. See **Missing Student Procedure**.
3. Assess the situation and decide if evacuation to an offsite location is required (e.g. flash floods, tsunami, or volcanic eruption).
   - If students are moved to a place of safety off site, notices are clearly displayed in relevant places to advise the location of students.
4. Determine whether school closure is necessary – see **Emergency Closure**.
5. Notify parents/caregivers as appropriate. See **Communication During an Emergency, Disaster, or Crisis**.
6. Begin planning to support any people unable to leave the school at the end of the day.

> If anyone at the school has been seriously injured or killed as a result of the disaster, the principal employs our crisis management processes. See **Crisis Management**.

After the disaster

If a decision is made to close the school, the principal, in conjunction with relevant board members, assesses the circumstances and decides when the school will reopen, and advises the Ministry of Education.

Before the school is reoccupied, a school representative **visually checks** the buildings and grounds for signs of damage. If there are any concerns about buildings after this check, we contact a property professional.

We also consider the welfare needs of our school community in the aftermath of a disaster. This includes recognising that students and staff may be experiencing emotional distress, and may require culturally-sensitive support systems to recover.

There are a number of important steps and actions we take following any disaster. See **After an Emergency, Disaster, or Crisis**.

Requisitioning of the school

During a state of emergency, The Catlins Area School may be requisitioned to be used as a relief centre by police or civil defence. The board, principal, or another person in control of the school grounds, buildings, and equipment must receive a written statement specifying which property is being requisitioned and must provide assistance for the effective and safe use of the property.

Related topics

- **Planning and Preparing for Emergencies, Disasters, and Crises**
- **Emergency Kits and Supplies**
- **Emergency Closure**
- **First Aid Training and Supplies**
- **Managing Injuries and Illness**
- **Crisis Management**

Legislation

- Civil Defence Emergency Management Act 2002

Resources

- New Zealand Red Cross | Rīpeka Whero Aotearoa: **Caring for yourself and others before, during and after a crisis** 🔗 (includes printable advice on managing distress)
- **National Emergency Management Agency | Te Rākau Whakamarumaru** 🔗
- **Get Ready** 🔗
- Get Ready: **Get your school ready for an emergency** 🔗
- Ministry of Education | Te Tāhuhu o te Mātauranga: **Civil defence emergency relief at schools** 🔗

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