

## Policy: Civil Defence Emergency

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### Policy Statement

Manurewa High School recognises its responsibility to ensure the safety of its students and staff in the case of a Civil Defence emergency. In the event of an emergency the safety of the staff and students of the school is paramount.

### Procedural Guidelines

- The school will have in place a set of procedures specific to each hazard. The staff will follow the steps to ensure the safety of all concerned.
- The school will follow the Civil Defence Plan contained in the document.
- The school will liaise with the Manukau City Council Civil Defence headquarters and other emergency services.
- The School will act as a back-up facility in an emergency. The Manurewa Recreation Centre is the main facility for the Manurewa area.
- Location of Civil Defence Emergency Response documentation held at Main office, Principal's office and Business Manager's office.
- The school's SIRP Plan may be actioned at the Principal's discretion.

Review schedule: November 2019

<b>ADOPTED BY BOARD OF TRUSTEES</b>			
Date	27 June 2001	Chairperson	M J Bailey

<b>REVIEWED</b>	Date	17 September 2003	Chairperson	M J Bailey
<b>AMENDED</b>	Date	29 June 2005	Chairperson	S Smith
<b>REVIEWED</b>	Date	30 October 2008	Chairperson	S Smith
<b>AMENDED</b>	Date	26 September 2011	Chairperson	S Smith
<b>REVIEWED</b>	Date	30 May 2016	Chairperson	S Smith
<b>REVIEWED/AMENDED</b>	Date	.....	Chairperson	.....
<b>REVIEWED/AMENDED</b>	Date	.....	Chairperson	.....