

## InfoKit 1 - Emergency Management Plan Checklist

<i>Does your school have</i>	<i>Yes</i>	<i>No</i>
1. A list of emergency wardens?	<input type="checkbox"/>	<input type="checkbox"/>
2. An up-to-date printed list of all staff and student names?	<input type="checkbox"/>	<input type="checkbox"/>
3. A training schedule for staff, students and wardens?	<input type="checkbox"/>	<input type="checkbox"/>
4. A record of emergency drills and their testing frequency?	<input type="checkbox"/>	<input type="checkbox"/>
5. A process to ensure all fire alert system is working, fire extinguishers are current, and all fire exits are kept free of obstructions?	<input type="checkbox"/>	<input type="checkbox"/>
6. A list of emergency contacts held in the office?	<input type="checkbox"/>	<input type="checkbox"/>
7. A site map held in the office	<input type="checkbox"/>	<input type="checkbox"/>
8. A plan for assisting persons with disabilities?	<input type="checkbox"/>	<input type="checkbox"/>
9. A first aid room if more than 100 staff and students?	<input type="checkbox"/>	<input type="checkbox"/>
10. At least one trained first aid person (or preferred number as per school roll numbers)	<input type="checkbox"/>	<input type="checkbox"/>
11. A first aid cabinet with the appropriate level of supplies?	<input type="checkbox"/>	<input type="checkbox"/>
12. Detailed responses to potential types of emergency situations?	<input type="checkbox"/>	<input type="checkbox"/>
13. Evidence that emergency responses have been communicated to all staff?( identifying check points)	<input type="checkbox"/>	<input type="checkbox"/>

Signed \_\_\_\_\_

Dated      \_\_\_ / \_\_\_ / \_\_\_

### **InfoKit 1a – Emergency Contacts**

<b>Principal</b>	Name	Contact Details
<b>Chairperson (School committee)</b>	Name	Contact Details
<b>Emergency Warden</b>	Name	Contact Details
<b>School Caretaker</b>	Name	Contact Details
<b>First Aid trained/experienced personnel</b>	Name	Contact Details
<b>Ambulance</b>	Ring 998	Contact Details
<b>Police</b>	Ring 999	Contact Details
<b>Fire</b>	Ring 996	Contact Details
<b>Electrician</b>	Name	Contact Details
<b>Plumber</b>	Name	Contact Details
<b>Te Aponga Uira</b>	Name	25 257 / 20 054
<b>Counselling and Support Services</b>	Name	Contact Details
<b>Emergency Management Cook Islands</b>	Charles Carlson William Tuivaga	29 601
<b>Meteorological Services</b>	Arona Ngari	20 603 / 25 920

Date last reviewed:

Date to be next reviewed:

## **InfoKit 1b - Developing A Site Map**

**The school's Emergency Plan must include site map/s for all parts of the school.**

**The site map/s must identify:**

- School buildings
- Muster points (e.g. for each classroom block).
- Location of:
  - Fire extinguishers/hose reels
  - Fire exits
  - First aid supplies
  - A phone, and emergency contact numbers
  - (list must include fire wardens' numbers)

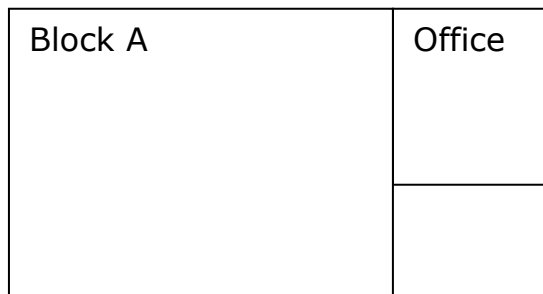
As appropriate, site map/s may also identify:

- Streets
- Access ways: Doorways, stairs
- Stairs
- Electrical switchboard

**InfoKit 1c – Site map (escape routes)**

Assembly Area for  
Block A

Assembly  
Area for  
Office



Block B

Assembly Area for Block B

Your own customized site maps would be more detailed according to your needs . Including:

1. Door exists
2. Streets
3. Fire extinguishers
4. Stairs
5. Electrical appliances
6. etc

Date last reviewed:-----  
Date to be next reviewed:-----

**InfoKit 1d - First Aid**

**LOCATION OF FIRST AID KITS**

<b>Kit 1</b>	<b>Location:</b>
<b>Kit 2</b>	<b>Location:</b>
<b>Kit 3</b>	<b>Location:</b>
<b>Kit 4</b>	<b>Location:</b>

**TRAINED FIRST AIDERS**

All staff has been trained with first aid training at the certificate level.

The school also has a qualified nurse who works as office assistant. Training has been delivered by the Red Cross Society which is revised every two years or earlier if necessary. Eventually, each staff will have the capacity to train others in the school or community.

### **FIRST AID SUPPLIES**

There are 3 first aid emergency plans in the school. These kits will only be used for an emergency, as deemed by staff and principal.

Other buildings which also have kits are the agriculture building, the pre-school center and 2 mobile kits for moving outside school premises.

<b>Number</b>	<b>Item</b>
4	Triangular bandages
9	Roller bandages [incl crepe bandages 50mm and 75 mm sizes]
10	Sterile dressings [75x75mm packets]
2	Adhesive wound dressing strip [100mm packets]
1	Waterproof adhesive plaster [50mm reel]
5	Sterile non-adhesive pads [100 x 100mm packets]
4	Sterile eye pads
1	Container for pouring water over eye [plastic squeeze bottle]
1	Receptacle for soiled dressings [bucket with foot operated lid]
1	250 ml antiseptic liquid approved by Medical Officer of Health
1	Safety pins [card]
1	Scissors – surgical or equivalent stainless steel [pair]
1	Splinter forceps, fine point – stainless steel
1	Injury register and pen or pencil
1	First Aid Booklet
1	Card listing local emergency numbers
8	Disposable gloves – large size or multi fitting [pairs]

## **Info Kit 1e - Emergency Information for Visitors**

(Name of School)

In the event of:

FIRE

MEDICAL EMERGENCY

SERIOUS INJURY

VIOLENCE / PERSONAL THREAT

CYCLONES

STORM

SEA SURGE

Please follow instructions of our floor supervisors  
or the person you are visiting

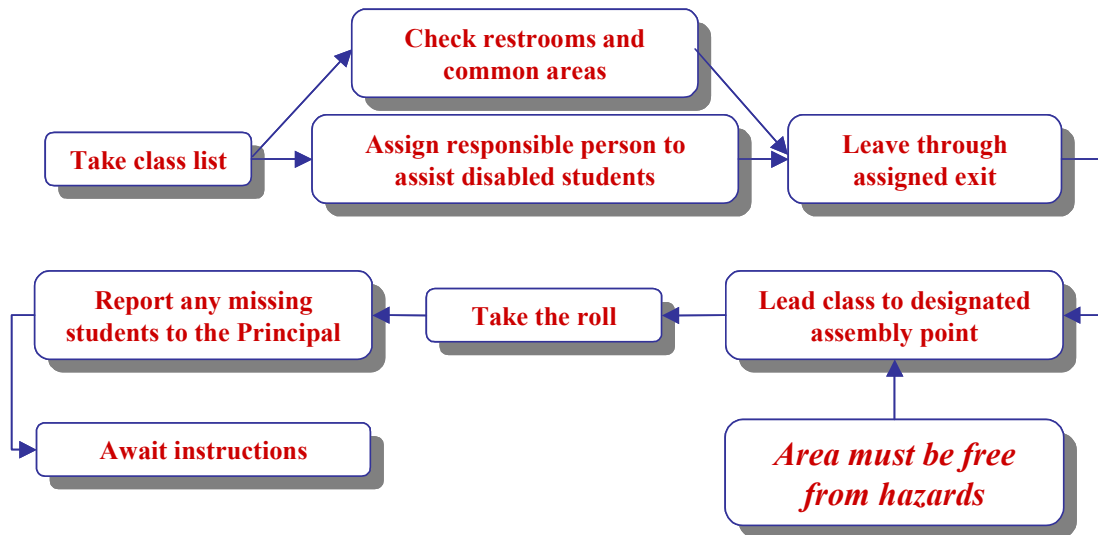
If you wish to view more detailed instructions  
please refer to the School's emergency  
procedures.

Date last reviewed:-----

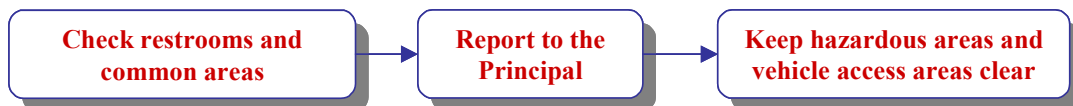
Date to be next reviewed:-----

## InfoKit 1f - Evacuation/Emergency Response

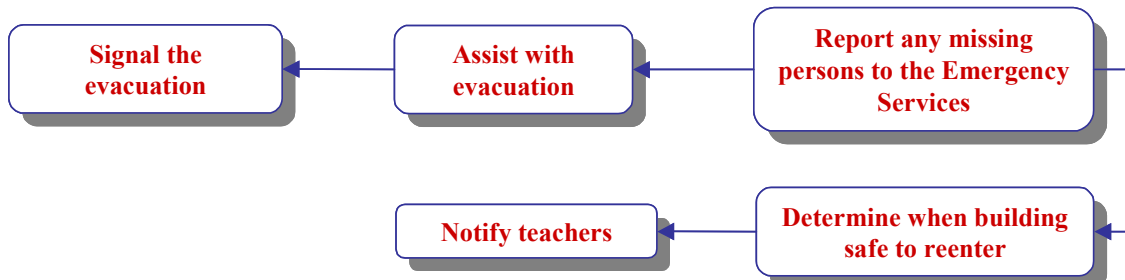
### Staff Assigned to a Class



### Staff Not Assigned to a Class

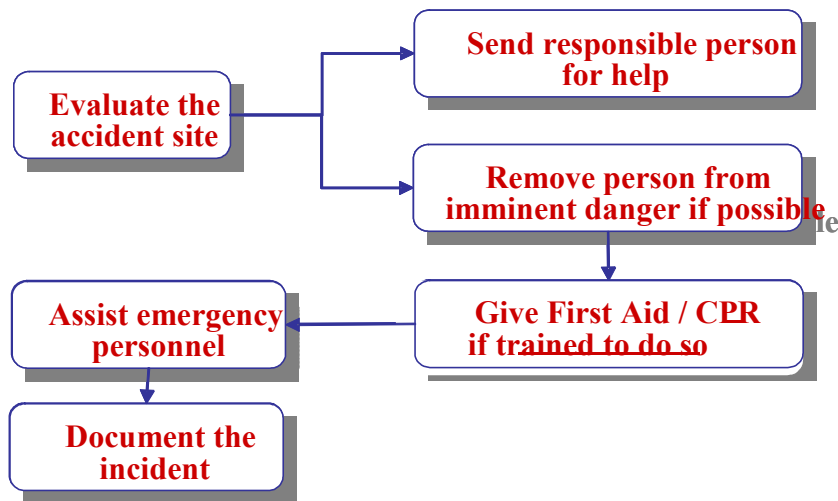


### Principal

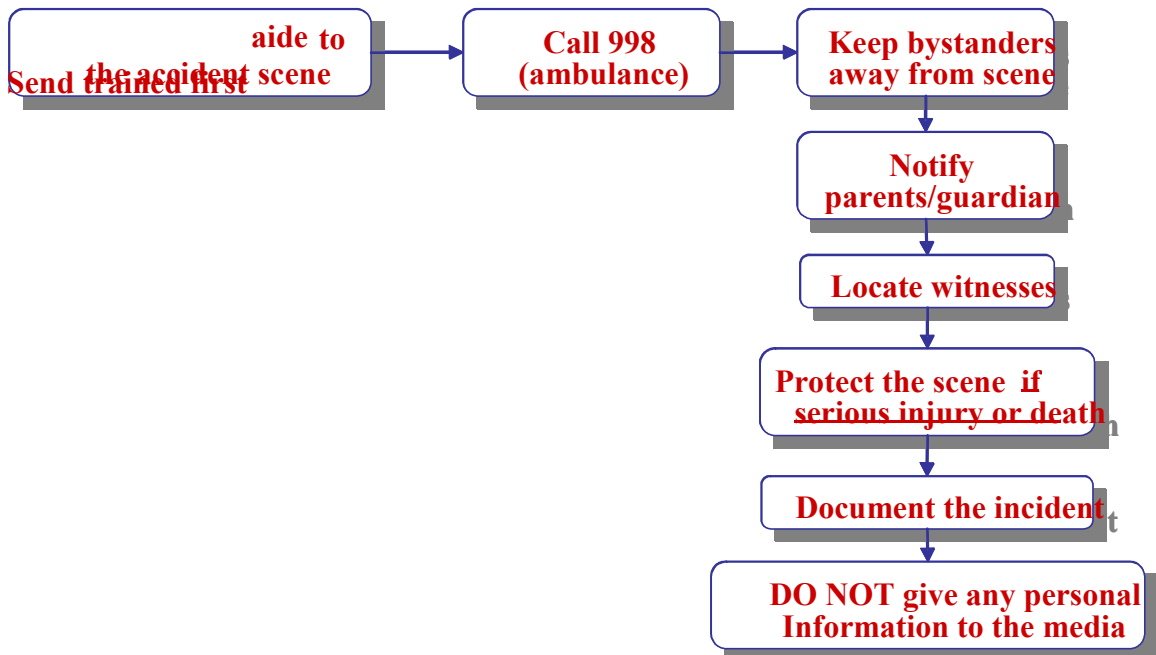


## Medical Emergency Response

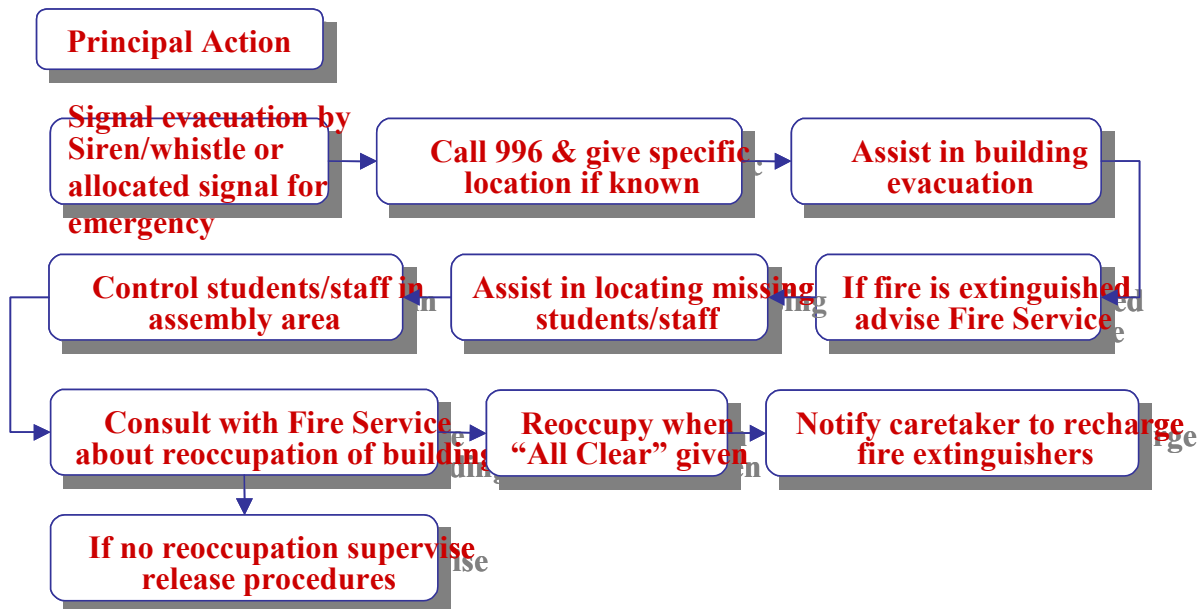
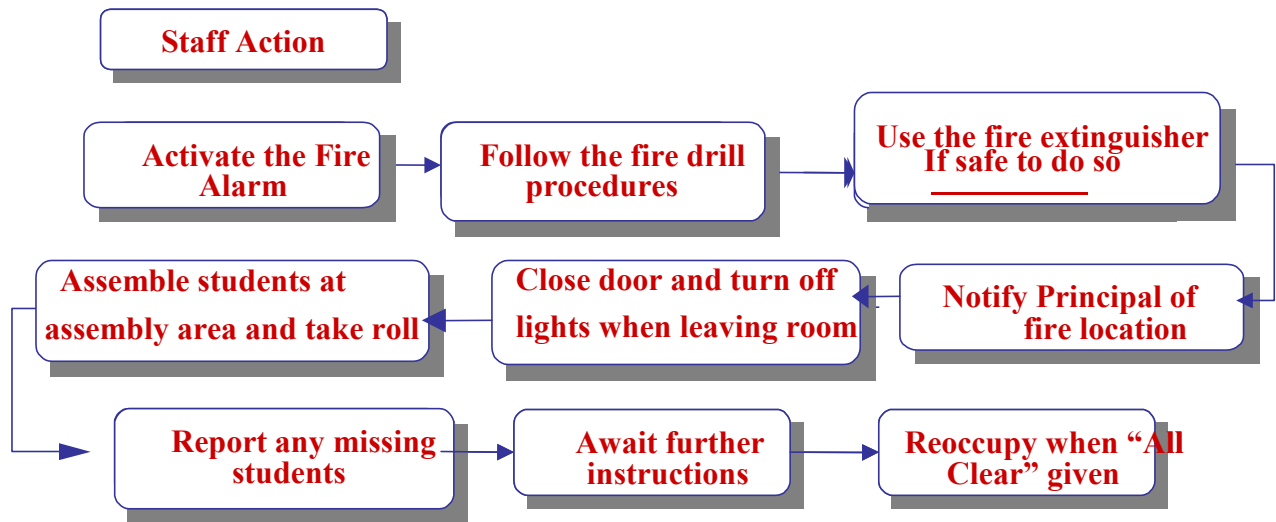
### School Action



### Principal Action



## **InfoKit 1h - Fire Emergency Response**

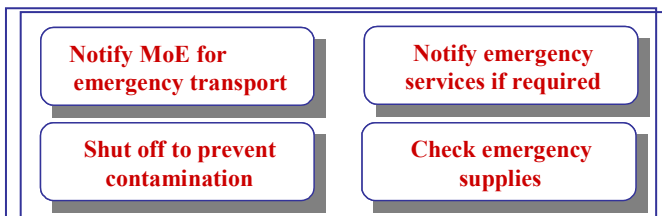
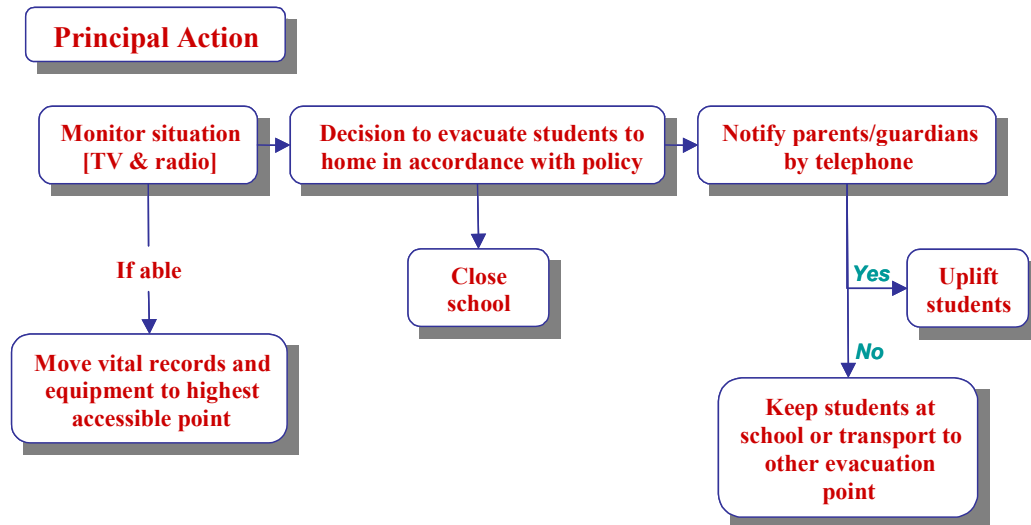
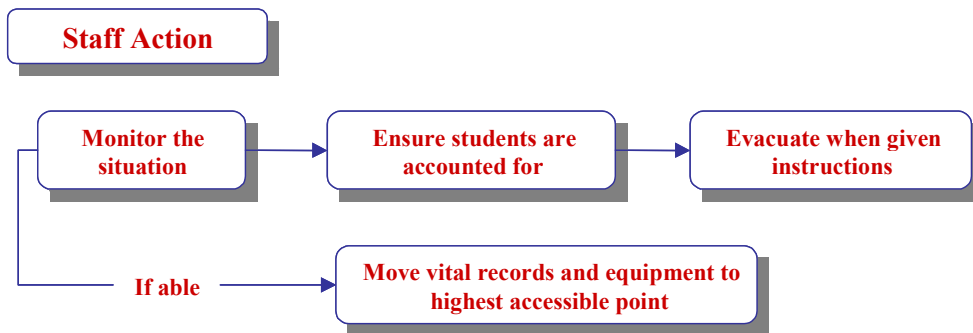


## InfoKit 1i - Flooding Emergency Response

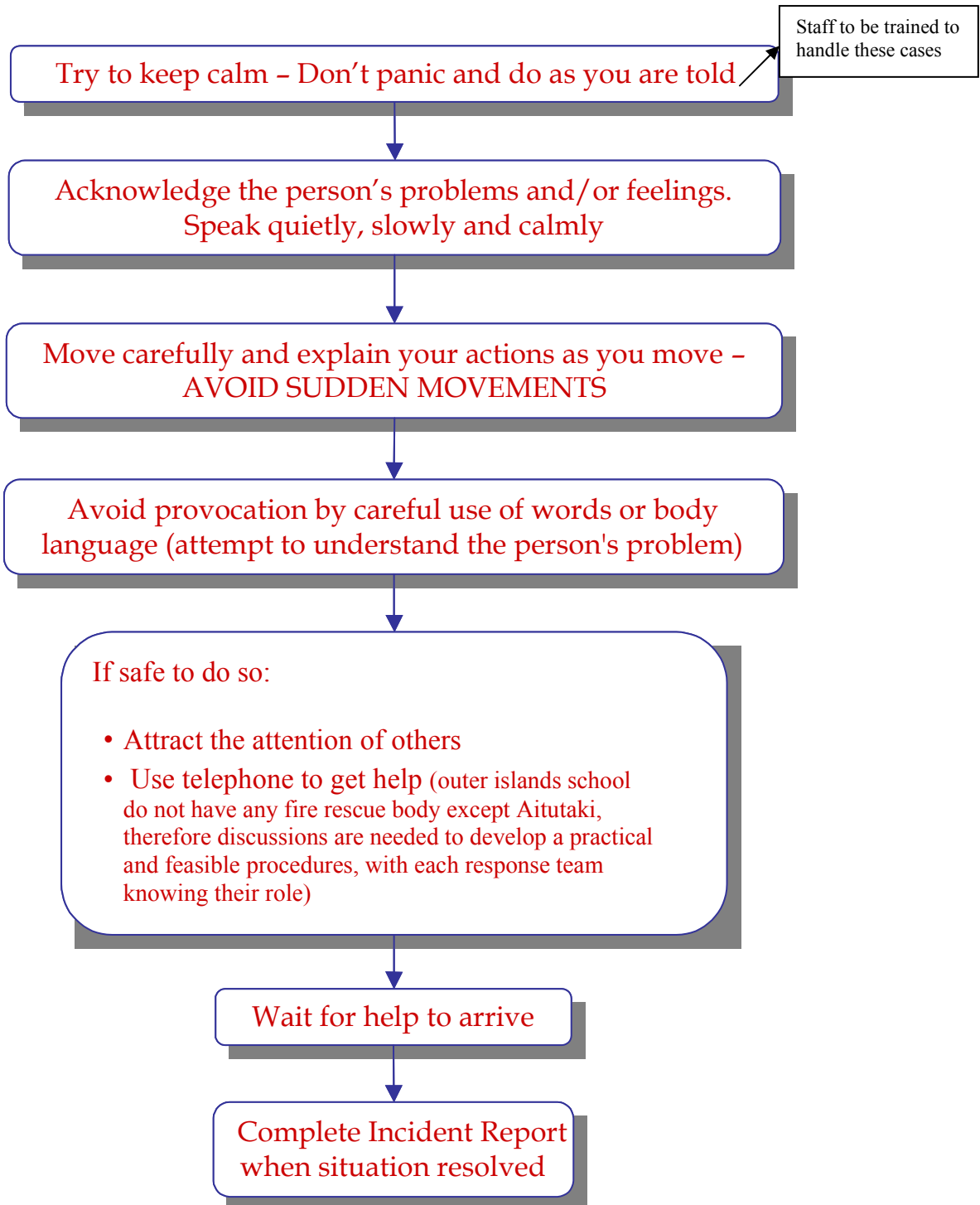
Depending on schools location – flooding may be a hazard. Flooding may be caused by heavy rain, overflowing creeks and rivers and high tides or tsunamis in coastal and low-lying areas.

Flooding may happen very quickly in some areas.

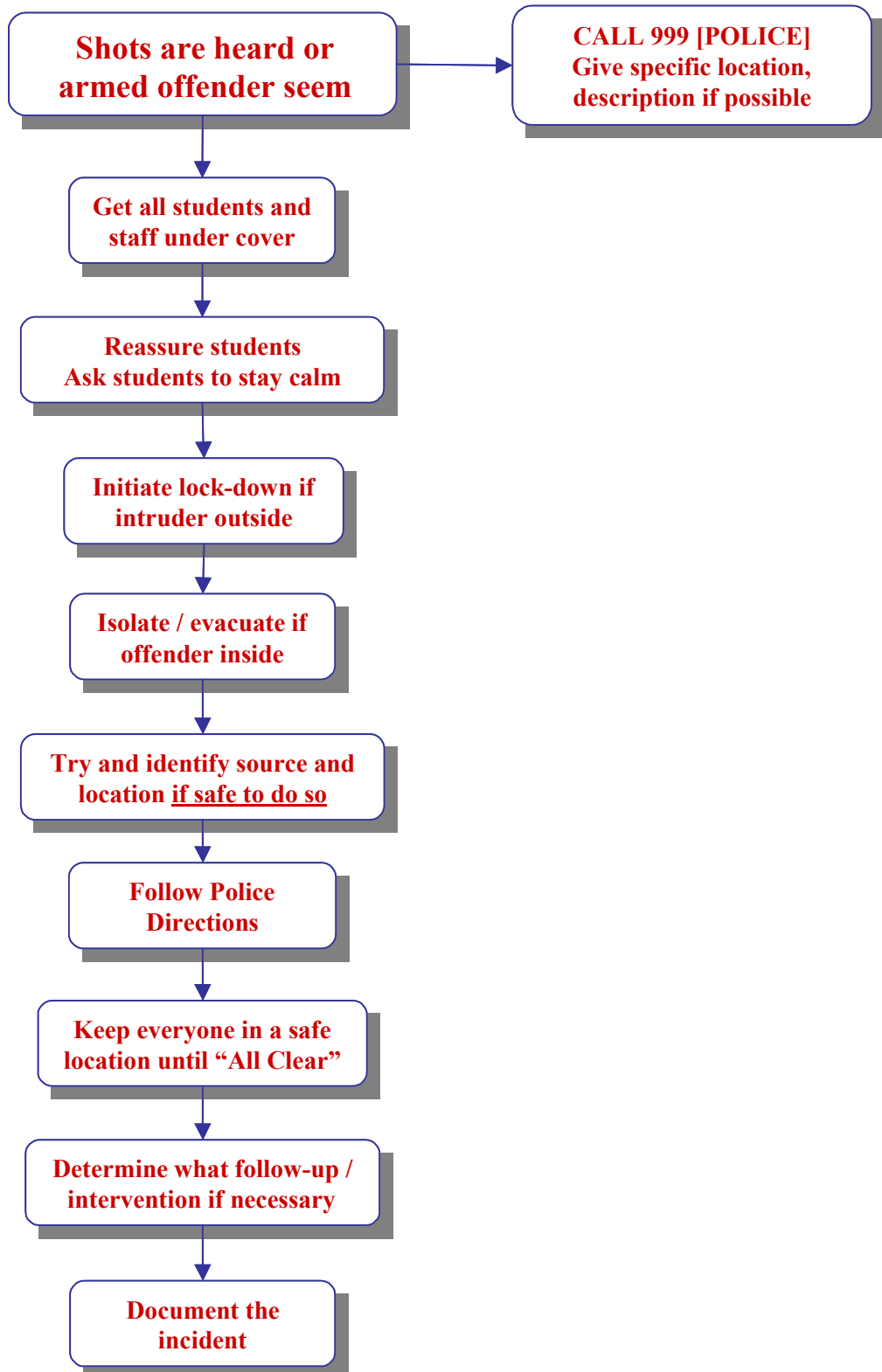
Schools in flood prone areas must be alert to the possibility of a flooding emergency that will require staff and students to take immediate action.



## InfoKit 1J - Violence/Personal Threat Emergency Response



## InfoKit 1k - Armed Intruders Incident Emergency Response



## InfoKit 11 - Physical Assault Emergency Response

