



CIVIL DEFENCE POLICY

School Vision: Developing the Character of God - Academic Excellence

Rationale

Effective planning will ensure that the safety of students, staff and other occupants is maintained during an emergency and that damage to property is minimised.

Purpose

- To establish clear channels of communication with all parties involved, including parents where possible.
- To delegate responsibilities for various tasks.
- To reduce potential hazards and their impact in an emergency.
- To restore normal operations once the civil emergency is over.

Guidelines

- Identify and where appropriate, make contact with each of the parties likely to be involved in a civil emergency.
- Add to list of set tasks as required to be carried out and match these with the appropriate personnel.
- Identify potential hazards and the appropriate precaution required to reduce their impact.
- Provide adequate emergency equipment, supplies and expertise.
- Ensure appropriate practice drills for different types of emergencies are carried out regularly.
- Develop a plan of action to restore normality as soon as practicable.
- Preparedness for a civil emergency will maximise the care and protection of life and property.

FORMULATED BY: Rotorua Seventh-Day Adventist School Board of Trustees

APPROVED: Board Chair, Maraea Van Gent _____

BOT REVIEWED: 24 August 2016
November 2012