



Apii Te Uki Ou

Emergency Preparedness Policy

CIAG # 5



Akakoro'anga (Purpose)

Apii Te Uki Ou will ensure measures for emergency preparedness are in place. At a minimum, the school will provide:

- Emergency procedures and appropriate training.
- A Risk Management Plan for off-site events.
- Safety audits of the school emergency equipment.

Te au Kaveinga (Guidelines)

- The first priority in an emergency is the protection of life and the prevention of injury.
- All school members, including relieving and voluntary staff are aware of emergency procedures.
- All fire extinguishers and hoses will be checked by certified auditors 6 monthly.
- Apii Te Uki Ou will review the Emergency Plan as part of the policy review cycle, or sooner if necessary.
- Parents will be informed of emergency procedures via newsletters.
- Emergency procedures will be clearly displayed in every room.
- Staff and children will be trained to respond appropriately to emergency situations.
- Drills will be carried out each term to maintain emergency procedures & preparedness.
- The staff will receive training in basic first aid, as part of ongoing professional development.
- In the case of an emergency at school, the School's Emergency Procedures will be followed.
- When offsite staff and students will follow the emergency procedures of the organization responsible. If the responsibility falls to the School, the staff member will make every attempt to follow the Risk Management Plan. A cell phone and first aid kit will be taken on field trips.
- In an emergency, parents will be notified of events as soon as possible.
- Staff must be aware and plan for risks involved in school trips.

Date of Last Review:	November 2025	November 2025
Signed:		
	Gina Bamber Chairperson Board of Governors	Liz Cribb Acting Principal Apii Te Uki Ou