

GUIDANCE FOR CLOSING THE SCHOOL IN AN EMERGENCY



The purpose of this document is to support the BOT and Principal on any decision to close the school for normal instruction. We will always look at ways to keep the school open to support our students being at school, **but the first priority is the health and safety of all involved.**

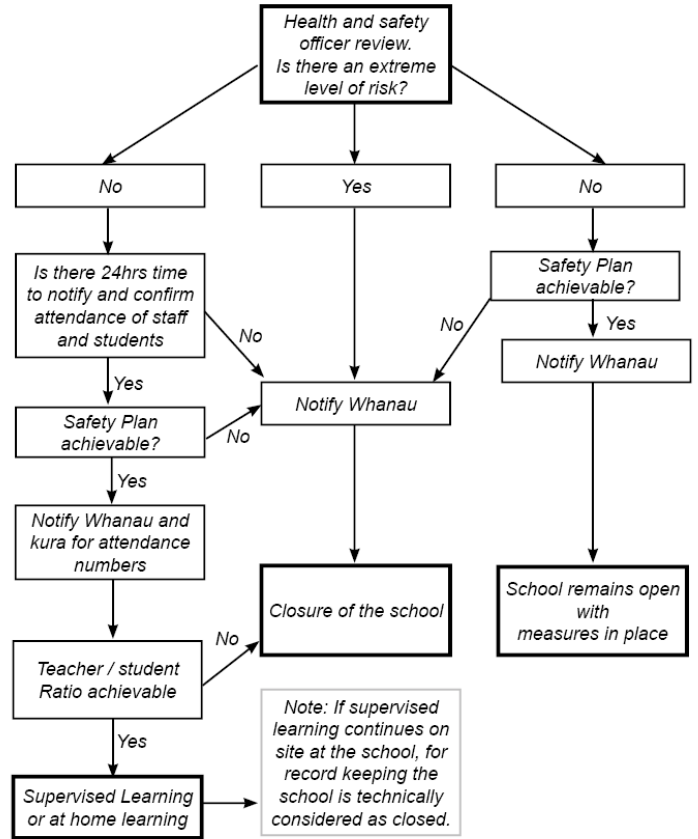
Scenarios below will be overridden if there is a directive by the following:

- Ministry of Education, Ministry of Health
- A relevant Ministry if their scope impacted the school being able to be opened.
- Fire, Police or Civil Defence

Assessed Risk Level Table

More info [here](#), and Managing Risk [here](#)

Assessed Risk Level	Risk Level	Actions
Low	If incident occurs, little likelihood of injury	Undertake with existing mitigations
Medium	If incident occurs, some chance of injury requiring first aid	Additional rules or considerations may be needed
High	If incident occurs likely that the injury would require medical treatment	Controls will need to be in place before undertaken
Extreme	If incident were to occur, it would be likely that death or permanent injury would result	Consider alternatives to the activity or additional significant safety measures required.



SCENARIOS THAT WILL CAUSE CLOSURE

- Damage to the structure of the building.
- Access to the buildings is dangerous.
- No potable water for more than 2 hours.
- Loss of power for more than 2 hours.
- There has been a significant event such as an arson or an event in which the Police and or Ministry of Education need to give clearance before we can open.
- Surrounding environments make access dangerous or there is pending danger.
- Ability to safely supervise the students on site is impacted. Eg. strike action
- A traumatic event at school in which the wellbeing of the children has been compromised e.g a significant injury, death or a car crash.
- A health related event such as Covid or an outbreak of a disease or illness that would require isolation.
- Consider any future or anticipated actions such as weather warnings.

STEPS: If there is an event at school that could require closure to be an option the following needs to be considered.

- The Principal and Presiding Members (PMs) have been given the delegation to make this decision. In the event of the PMs not being available another BOT member can be contacted. Likewise if the Principal is off site this delegation would go to the DP's. Then team leaders. If none of the senior management team is on site the PMs will make the call based on information provided by those staff on site.
- Staff unavailability; meaning we do not have suitable staff on site and supervision may be impacted. This may lead to partial closure and some students would be engaged via distance learning. The Ratio is at least 2 teaching staff on site for a ratio of 1:27 to be maintained (max) plus an additional staff member as back up.

In the event of a school closure whanau will be contacted via;

- Text message and Email
- Messages via Facebook page, Skool Loop
- Phone call if no response from other sources

Quick links;

- [Civil Defence](#)
- [Ministry of Health](#)
- [Puni School Website](#)