

Whakaaro:

We will at all times strive to maintain a safe environment which will minimise the chances of injury or stress to, or death of students in the event of an emergency in compliance with Sections 6 and 9 of the New Zealand Guide to the National CDEM Plan.

Kaupapa:

We will adopt the 4 Rs to resilience:

- **Reduction** – Identifying long term risks to human life and property. Taking steps to eliminate these risks where practicable and where not, reducing the likelihood and the magnitude of their impact.
- **Readiness** – Developing operational systems and capabilities before an emergency happens.
- **Response** – Actions taken immediately before, during and after an emergency, to save life and property, as well as help communities to recover.
- **Recovery** – Activities beginning after initial impact has been stabilised and extending until the community's capacity for self-help has been restored.

Tikanga:

Activity	Process	Responsibility
Scope	This policy applies to all kaimahi, contractors, domestic and international students, whanau in or on any of the facilities, grounds, or vehicles belonging to Ringa Atawhai Matauranga. This policy also applies to all kaimahi carrying out their duties and other Ringa Atawhai Mātauranga business off site, e.g. kaimahi and kaiako working in the community.	Directors CEO Kaimahi
Fire	Fire drills are practised at least twice a year with responsibility for organising the drill being delegated to the designated Safety Officer. The designated assembly area is known by all kaimahi, (the grassed area by the carpark) directors and whanau. Fire evacuation procedures, routes and assembly points are clearly marked on a map and displayed on the wall by entrance doors.	Safety Officer
Earthquake	Earthquake responses are practised once a year. Earthquake evacuation, routes and assembly points will be determined after the event. All Ringa Atawhai personnel will be made aware of 3 possible alternatives dependent on where the damage is (if any). Practice drop, cover, and hold-on in each safe place. Drop under a sturdy desk or table and hold on to one leg of the table or desk. Protect your eyes by keeping your head down. • Wait in your safe place until the shaking stops, then check to see if you are hurt. You will be better able to help others if you take care of yourself first and then check the people around you. Move carefully and watch out for things that have fallen or broken, creating hazards. Be ready for aftershocks. • Be on the lookout for fires. Fire is the most common earthquake-related hazard, due to broken gas lines, damaged electrical lines or appliances, and previously contained fires or sparks being released. • If you must leave a building after the shaking stops, use the stairs, not the elevator, and look for falling debris. Earthquakes can cause fire alarms and fire sprinklers to go off. You will not be able to rule out whether there is a real threat of fire, and the elevators may have been compromised. Always use the stairs.	Safety Officer

	If you're outside in an earthquake, stay outside. Move away from buildings, trees, streetlights and overhead lines. Crouch down and cover your head. Many injuries occur within ten feet of the entrance to buildings. Bricks, roofing and other materials can fall from buildings, injuring persons nearby. Trees, streetlights and overhead lines may also fall, causing damage or injury.	
Tsunami	If the local tsunami siren is activated move immediately to higher ground. Help colleagues and kiritaki to vacate the building and move to the designated safe place. (Morningside Road hill, 25 Kauika Rd, Raumanga Heights or toward Hospital Hill. Remain there until an all-clear notice is issued.	
People with disabilities	If an emergency strikes, everyone must take appropriate and deliberate action. Consider the following suggestions when assisting individuals with disabilities in an emergency: Individuals Who Are Blind or Have Low Vision - Communicate Nature of Emergency: Describe the nature of the emergency and the location if relevant and provide simple instructions for exiting the building. - Offer Assistance: Offer your arm to assist with guiding the individual. - Verbally Communicate: Provide details about where you are going and any obstacles the person may encounter along the route. - Communicate and Orient: Once at a safe location, orient the individual to their location and inquire if further assistance is needed before leaving them. Individuals Who Are Deaf Hard of Hearing - Alert Individual: Turn the lights on/off or wave your arms or touch the person on the elbow or shoulder to gain their attention. - Communication: Face the person, speak clearly and/or indicate directions with gestures. Alternatively, and with time permitting, write a note with evacuation instructions. - Assist as Needed: The individual may need to be escorted outside the building if information cannot be clearly communicated. - Individuals With Mobility Limitations – (non-wheelchair user) - Ask if Assistance is Needed: Inquire if they can evacuate using the stairs themselves or with minor assistance. - Ensure Clear Path of Travel: If debris is present, it may be necessary to clear a path to the exit route. - No Imminent Danger: If there is no imminent danger, they may choose to remain in the building or wish to be directed to an Area of Refuge or stairwell until emergency personnel arrive. - Imminent Danger: If danger is imminent, use a sturdy chair (or one with wheels) to move the person or help carry them to safety using a carry technique or, if available, an evacuation chair. Mobility Aid and Device(s): - Ensure any mobility aids or devices are reunited with the person as soon as possible. - Notify Emergency Personnel: Ensure you notify emergency personnel immediately of any individuals remaining in the building and their location. Individuals With Mobility Limitations – (wheelchair user) - Discuss Manner and Preferences: Non-ambulatory persons' needs and preferences vary widely and require you to ask how they would like to be assisted. - Evacuation Chair(s): Know if an evacuation chair is available in the building, its location, and how to operate. - Wheelchair-User on the Ground Floor: If the individual who uses a wheelchair is on the ground floor, they may choose to evacuate themselves with minimal assistance.	

	• Ensure Clear Path of Travel: If debris is present, it may be necessary to clear a path to the exit route. • No Imminent Danger: If there is no imminent danger, they may choose to remain in the building or wish to be directed to an Area of Refuge or stairwell until emergency personnel arrive. • Imminent Danger: If danger is imminent and the individual does not wish to be removed from their wheelchair, direct them to the nearest Area of Refuge or stairwell and notify emergency personnel immediately. Carrying Wheelchair Users: • Most wheelchairs are too heavy to carry downstairs manually, so if the person wishes to be carried down the stair(s) (without their wheelchair), consult with them on the best carry options, e.g., two-person cradle carry, office chair evacuation, or, if available, use an evacuation chair. • Mobility Aid(s) and Device(s): Ensure any mobility aids or devices are reunited with the person as soon as possible. • Notify Emergency Personnel: Ensure you notify emergency personnel immediately of any individuals remaining in the building and their location. Individuals with Psychological Disabilities • Observe Behaviour and Assist as Needed: Note that alarms, smoke, and/or crowds may be overwhelming and offer assistance. Speak calmly and avoid touching the individual without permission. • Provide Reassurance: Ask how best to help and offer to stay with the person if needed once evacuated.	
Off-site	When working offsite with host organisations or partners ensure to familiarise yourselves with their emergency response procedures and act accordingly.	
Reverse Evacuation	Reverse evacuation responses are known to all RAM personnel and directors. Whanau will return to the venue only when given all clear by civil defence or the Police.	
Emergency Preparedness Audit.	Do we have: Food and water – enough for three days or more ☐ Bottled drinking water (at least three litres per person per day) ☐ Water for washing and cooking ☐ Non-perishable food (canned or dried) ☐ A primus or gas barbecue to cook on Other emergency items ☐ Waterproof torches spare batteries ☐ AM/FM radio ☐ Spare batteries (check all batteries every three months) ☐ First aid kit and essential medicines ☐ Toilet paper and large rubbish bags for an emergency toilet ☐ Face and dust masks ☐ Blankets or sleeping bags ☐ Wind and rain proof clothing ☐ Strong shoes for outdoors ☐ Sun hats and sunscreen Supplies for babies and small children ☐ Food, formula and drink ☐ Change of clothing and nappies ☐ Toys or activities ☐ Wipes	

	Other supplies ☐ Hearing and sight aids, batteries ☐ Mobility aids ☐ Asthma and respiratory aids ☐ Special food needs Documents • Identifications of personnel • Drivers' licences and passports • Insurance policies • Ringa Atawhai photos Washing items • Towels, soap, toothbrushes and sanitary items • Spare Clothing	
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Policy ratified by Board:

C. Smith
(Signed for Board)

Date confirmed: 26/05/2025

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