# Operational Policy: Readiness for Emergencies (NAG 5)

## Blind & Low Vision Education Network NZ

## Statement of Intent:

The Board of Trustees of the Blind & Low Vision Education Network NZ (BLENNZ) is required to provide a safe physical and emotional environment for ākonga (NAG 5). Within this context BLENNZ will have an effective general emergency plan to manage all types of emergencies likely to affect its operation, and to comply with legislative requirements. Emergency Plans will assess possible threats and determine responses to those threats to ensure the safety of ākonga, staff and visitors and that damage to property is minimised e.g. Homai Campus Emergency Evacuation Scheme, BLENNZ Pandemic Plan, BLENNZ External Emergencies Plan (Volcanic Eruption, Earthquake, Intruders etc).

## Policy Requirements:

1. Emergency Plans will be maintained that include:

* identifying the types of emergencies likely to affect BLENNZ’s operation (including situations for employees working alone)
* BLENNZ’s response to these risks including contingency plans
* an outline of warning systems to meet possible emergencies
* communicating and training staff in emergency procedures

The plans and procedures will be known and understood by all staff. Visitors will be informed of emergency response procedures as required.

Copies of Emergency Plans will be held by the Principal, Senior Staff and the Chairperson of the Board of Trustees.

2. Emergency Plans will be reviewed annually by the Health & Safety Committee.

3. Staff and visitors will have access to emergency plans and procedures. These will be made available electronically, in print or braille. A bound copy of the emergency plans and procedures will be available in the lounge room at Café BLENNZ. Notices regarding fireemergency procedures will be prominently displayed around all BLENNZ sites. Assembly points will be clearly signposted.

4. Communicating and training employees in emergency procedures:

* Fire evacuation emergency drills will be held once a term at BLENNZ sites.
* Drills for other external emergencies will be timetabled and carried out throughout the year.
* A written record will be held of all drills.
* After each drill or actual emergency event, there will be consultation with staff and H&S representatives so that procedures may be reviewed and continuously improved.

* Results of these review meetings will be recorded to demonstrate that procedures have been examined and updated if necessary.

5. Fire Safety Training

* Opportunities will be provided for staff to receive fire safety training.
* Inspections of fire safety equipment will be carried out by certified contractors as per legal compliance requirements.

6. First Aid Training

* Opportunities will be provided to staff for training in First Aid as per the BLENNZ First Aid Policy (OP5-04).

7. The Health & Safety Committee will report six monthly to the Board of Trustees on BLENNZ’s compliance with this policy.

## Supporting Documents:

BLENNZ Health and Safety Manual

BLENNZ Emergency Plan Manual

[Government legislation website - Civil Defence Emergency Management Act 2002](http://www.legislation.govt.nz/act/public/2002/0033/latest/DLM149789.html)

[Ministry of Education website - dealing with traumatic incidents and emergencies - ECE Services](http://www.education.govt.nz/early-childhood/running-an-ece-service/emergencies-and-traumatic-incidents/)

[Ministry of Education: Emergencies and Traumatic Incidents](file:///\\bl-fs01\HomeDrives\blamphee\2022\2022%20Policy%20Review\www.education.govt.nz\school\health-safety-and-wellbeing\emergencies-and-traumatic-incidents\)

[Civil Defence Website](https://www.civildefence.govt.nz/)

BLENNZ First Aid Training Guidelines

Approved: 

Date: 10 May 2022

Next Review: 2025