

Civil Defence

5.4

Rationale

1. The paramount responsibility in a Civil Defence Emergency is the safety of students and staff, through a detailed emergency plan. The Principal (or his designate) will liaise closely with Civil Defence authorities and make available any resources required. A decision to close the College will be taken by the Principal after consultation with Civil Defence (and Board of Trustees Chair and MOE if possible).
2. Students will be released only when deemed safe, otherwise they will be supervised by the Principal and teaching staff. Contingencies will be in place to maintain key school records.
3. A return to normal working will be made at the earliest time taking account of the safety of students and staff.
4. Follow the Emergency Response Procedures set out in the Health and Safety Manual.

Requirements

Responsibilities

Principal	Contact: Civil Defence Head Quarters, Chairperson of Board, Ministry of Education District Office, Police, Marsh Ltd - insurers Make decision as to whether or not to send students home, release staff re-enter buildings following a safety check by suitably qualified person.
Deputies	Rolls (everyone must be accounted for) Anyone unaccounted for - Pupils/Staff/Visitors – advise Emergency Team Record those going home on buses Contact Bus contractors and put on stand-by, then advise when required
Business Manager	Prioritise and direct emergency team Ensure Civil Defence Emergency Kit is brought out and direct jobs to be done as listed.

Adopted by Board of Trustees: 13 May 2019