



Emergency Plan – Information for Parents

	Response Actions
During the earthquake	<p>Inside:</p> <ul style="list-style-type: none"> • Students and staff will drop, take cover under a strong structure (table/desk) and hold onto the legs until the shaking stops • If no desk or table, drop, cover and hold next to an interior wall • Do not move more than a few steps (no more than three metres) • Keep away from shelves containing heavy objects and other large items of furniture • Keep away from windows • Stay indoors until the shaking stops and be guided by teachers <p>Outdoors:</p> <ul style="list-style-type: none"> • Drop, cover and hold • Students are to stay in the school grounds • Keep away from buildings and power lines
When the shaking stops/Evacuation in event of Fire	<p>If evacuation is signaled our evacuation point is on the bottom field of the school grounds. If anyone requires assistance they will be attended to by qualified staff onsite and 111 will be dialed for emergency services (or activated by alarms).</p>
At Assembly Point	<ul style="list-style-type: none"> • Students are to form a line in their Whanau group in alphabetical order • Roll to be collected by Whanau teacher from administration staff member. If Whanau teacher is unavailable other staff will take rolls and complete • Missing students/staff members to be reported to administration staff member and handed to the Emergency Warden • Phone calls will be discouraged in line with Civil Defense recommendations
After students and staff have been accounted for	<ul style="list-style-type: none"> • An app message will be sent advising parents of the status of the school and whether their children need to be collected. Students will only be released to parent/caregivers who are listed on KAMAR (our student management system) • Staff to record students that have been collected and by who • Students not collected will remain in the care of the school in conjunction with Civil Defense until such time they can be collected (boarders)
Ongoing operations following the emergency	<ul style="list-style-type: none"> • Building will be checked and if considered safe, students will return to school and continue with classes • The continuing operation of the school will be determined by the nature of the emergency and the availability of resources such as buildings, employees and other resources
Lockdown Procedures	<p>The lockdown of the school will be activated at a time when students need to be contained and protected inside school buildings. During a lockdown, all normal school operations stop and all personnel remain in their secure location until the all clear is given.</p>

	<p>Reasons for a lockdown:</p> <ul style="list-style-type: none">• An unarmed intruder inside the building• A person on the school grounds who is posing a risk• A chemical spill where students and staff are at risk of toxic inhalation if they go outside• An incident in the area being managed by the Police
Lockdown Communication	<p>During a lockdown, students will turn off their mobiles and other devices. Please do not try and contact your children.</p> <p>The school app will be used to advise parents the school is in lockdown. There will be regular updates using this tool. It is important to remember that parents are not to attempt to arrive at the school to remove their children. This poses a risk to themselves and to the police management of the situation.</p> <p>When the all clear is given, and if this is before the end of the school day, students will remain at school. If the lockdown occurs beyond school hours, students will be released as after clearance as possible. Boarders will remain in the care of boarding house staff as normal.</p>