



# Emergency Procedures – Information for Parents

	Response Actions
During the earthquake	<p>Inside:</p> <ul style="list-style-type: none"> <li>• Students and staff will drop, take cover under a strong structure (table/desk) and hold onto the legs until the shaking stops.</li> <li>• If there is no desk or table, drop, cover and hold next to an interior wall.</li> <li>• Do not move more than a few steps (no more than three metres).</li> <li>• Keep away from shelves containing heavy objects and other large items of furniture.</li> <li>• Keep away from windows.</li> <li>• Stay indoors until the shaking stops and be guided by teachers.</li> </ul> <p>Outdoors:</p> <ul style="list-style-type: none"> <li>• Drop, cover and hold.</li> <li>• Students are to stay in the school grounds.</li> <li>• Keep away from buildings and power lines.</li> </ul>
When the shaking stops/Evacuation in event of Fire	If an evacuation is signalled our evacuation point is on the bottom field of the school grounds.
At Assembly Point	<ul style="list-style-type: none"> <li>• Students are to form a line in their Whanau group in year group order</li> <li>• Roll to be collected by Whanau teacher from administration staff member. If Whanau teacher is unavailable other staff will take rolls and complete</li> <li>• Missing students/staff members to be reported to administration staff member and handed to the Emergency Warden</li> <li>• Phone calls will be discouraged in line with Civil Defence recommendations. <b>Students will not be able to use their phones. Please do not try and contact them.</b></li> </ul>
Ongoing operations following the emergency	<ul style="list-style-type: none"> <li>• Buildings will be checked and if considered safe, students will return to school and continue with classes.</li> <li>• 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.</li> </ul>
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 all clear is given.</p> <p>Reasons for a lockdown:</p> <ul style="list-style-type: none"> <li>• An unarmed intruder inside the building</li> <li>• A person on the school grounds who is posing a risk</li> <li>• A chemical spill where students and staff are at risk of toxic inhalation if they go outside</li> </ul>

	<ul style="list-style-type: none"> <li>• An incident in the area being managed by the Police</li> </ul>
<p>Lockdown Communication</p>	<p><b>During a lockdown, students will not use their phones</b> (these will need to be turned off) and other devices. The school app will be used to advise parents the school is in lockdown. There will be regular updates using this tool. <b>Please do not try and contact your children.</b> 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>Release of students to parents/caregivers' procedures</p>	<p>When all clear is given or it is safe to remain at school (fire/earthquake), and if this is before the end of the school day, students will remain at school. If a lockdown continues beyond school hours, students will be released as soon after clearance as soon as possible.</p> <p>An app message will be sent advising parents of the status of the school and whether their children need to be collected.</p> <p>After school hours the following areas are where to collect your daughter from (Day Girl parents and Part-time Boarders who are not boarding of the night of the emergency). You must sign for your daughter. Emergency contacts may collect students, if they are on our system.</p> <p><b>Please do not drive into the school grounds</b> to collect your daughter. If you have more than one daughter at the school, please collect your youngest first.</p> <p>Year 7/8 – Rooms 11 and 12 Year 9/10/11 – Hall Year 12/13 (when onsite) – Chapel/Chapel Lawn</p> <p>Part-time Boarders (in on the night of emergency) and Full Time Boarders – Dining Room Boarders can remain at school if the situation is safe. However, if boarding parents wish to collect their daughter, please do so this via the usual signing-out procedures in the Boarding House.</p> <p>If it is not safe for students to wait inside buildings, all students will be on the bottom field in front of the Log Cabin/Gym (our evacuation point).</p>