



WAIKANAЕ PRIMARY SCHOOL

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Waikanae School Emergency Management Procedures Guidance for Parents and Caregivers

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| Key risks for our school | Emergencies can vary widely, from a fire, an earthquake, a vicious dog on school grounds, a chemical spill, a Police incident in the community, a pandemic, etc, etc. | |
| Incident Management Team | The Principal, Deputy and Assistant Principals, along with the Senior Management Team are responsible for incident management and each have a role to play. Administrative staff and teachers also have specific roles. Roles may include communications, emergency services liaison, first aid, logistics, staff and student wellbeing (including those with diverse needs), traffic management/transport, etc. | |
| Preparing and practising our plan | <p>Members of the Incident Team undertake training with Wellington Regional Emergency Management (Civil Defence) to keep up to date and learn from events.</p> <p>Staff meetings and induction processes ensure that everyone is informed.</p> <p>Several members of our staff hold current First Aid Certificates.</p> <p>Students are engaged through class discussion and participation in drills. Whilst we do not want to frighten children, we do want them to be prepared by having regular drills so that they follow procedures without too much concern.</p> <p>Information is shared with our parents and caregivers on our school website and other communication systems within school and feedback is welcome following any drill.</p> <p>Regular drills, at different times of the day, help to re-familiarise staff with procedures effectively with minimum fuss, and allows relief and new staff, and visitors to school, to be more aware of our emergency management systems.</p> <p><u>Examples of our drills would be as follows:</u></p> | |
| | Example of situation | Action taken |
| | Fire | Alarm raised, evacuation to school field for roll |
| | Earthquake | Drop, cover, hold then evacuation to school field for roll |
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| | Evacuation of school | Walk down with class to Waikanae Memorial Hall, (our local Community Emergency Hub), parents informed and children reunited with whanau |
| | Lockdown "Shelter in place" or "Unseen, unheard" | Alarm raised. Everyone moves inside and awaits further instructions from the Principal and/or Police. |
| | Please be reassured that your children's safety is of paramount importance to us and our first priority. | |
| Emergency Kit | Emergency Kits are kept stocked and are accessible in a number of places around school. Kits include plans, contact details, first aid, whistle, torch, etc. | |
| Reviewing the plan | <p>The Incident Team meets termly after each drill to review the activities and systems we have in place to support our emergency planning and response, and to ensure that we are as prepared as we can be should an emergency arise.</p> <p>Parents are informed of our plans via our Newsletters/Website.</p> <p>The Board and Emergency Services are advised of any plans or issues should they arise.</p> | |
| Communication in an emergency | <p>In the event of a real emergency, we will communicate with the contacts you have provided us with asap and on a regular basis. We will use a variety of ways to communicate to ensure we reach everyone, particularly if there is a network overload. These methods could be:</p> <ul style="list-style-type: none"> • Emails • Telephone calls and text messages • Seesaw, Facebook, Hero • Information on our school website • Local media for general notices • Official messages will be issued as often as we can. Whilst social media can be a good source of information, please base any decisions on facts received from the school directly or the Police. • Children will not be allowed access to Chromebooks, Ipads, mobile phones etc in a real emergency. | |
| Authorised persons to uplift your child | <p>We will only release children to people already approved by the parent/caregiver for that person.</p> <ul style="list-style-type: none"> • Ensure your contact details are always up to date at the school. Contact the office to make any amendments. • Download the Hero app and ensure your notifications are correct for receiving information. | |
| Evacuations | <p>We usually evacuate school buildings to the school field. In the event that this is not possible, the school turf or area at the front of the school on Seddon Street will be used. A map of the school is on our website and displayed in the window of our school office. If we have to evacuate the school, we will go to Waikanae Memorial Hall, our local Emergency Community Hub.</p> | |
| Shelter in place and lockdown | <ul style="list-style-type: none"> • In the event of a real emergency lockdown, please do not break our lockdown procedures and put your own and your child's safety at risk by coming into school. Please wait for further instructions from the school or Police, even if it is | |

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| <p>including children staying at school for any length of time outside of normal school hours</p> | <p>the end of the day. Doors will be locked and posters displayed stating that we are in lockdown.</p> <ul style="list-style-type: none"> • We will continue to provide the very best care we can to keep your child as safe as possible. • If needed and when it is safe to do so, we will ask you to come and collect your child. <p>We are prepared to keep children at school for a significant period of time should parents and caregivers be unable to get to school to collect their children. Here's how:</p> <ul style="list-style-type: none"> • Drinking water is available in all classes. Please try to ensure your child has a water bottle at school at all times. • Emergency bottles of water bottles are available. • Canned food is available.* • We ask that we have a small supply of medication at school for students who need specific items. Please ensure that if your child uses an inhaler, they have it with them at school every day. <p><u>Food for extended stays at school</u></p> <p>We regularly ask parents to donate food to the school as entry to our School discos. Please note that this food needs to be something that we can quickly and easily feed up to 550 children with. Good examples would be tins of beans and spaghetti that could be heated up on the BBQ, and tinned fruit. Stock is replenished regularly and unused items donated to local food banks.</p> <p><u>*Special dietary requirements</u></p> <p>If your child has special dietary requirements, eg nut allergies, please ensure that the school knows. It would be useful to have some sort of non-perishable snack at school for your child if they have severe allergies, because whilst we will endeavour to cater for everybody, the reality in an emergency is that our choice will be limited.</p> |
| <p>Family Reunification process</p> | <p>Collecting your children from school in an emergency</p> <p>Drills to reunite children with their parents/caregivers/agreed contacts will be practiced every year. This controlled release is to ensure our systems run smoothly in the event of a real emergency where we need to send children home after an event. Full details and notice will be given.</p> <p>Please be aware that:</p> <ul style="list-style-type: none"> • All children must be signed out by a named contact. • Any queries will be referred to a central point, eg the office. • Children will be congregated on the field or turf or other designated safe area. |
| <p>School Trips and emergencies</p> | <p>Full policies and procedures are available on our school website and Education Outside the Classroom risk assessments are completed for each trip.</p> |
| <p>Pandemics</p> | <p>Please see our Pandemic Plan in full under Parent Info on our website under Covid-19. Also in that section will be the current up to date information regarding Covid-19. Please check Hero and our Website Parent Notices tab frequently for messages during a pandemic.</p> |
| <p>Supporting children after an emergency event</p> | <p>Following an emergency event we will provide your child with age-appropriate information. We will monitor all children to identify if there are any wellbeing concerns and address these.</p> <p>If you have any concerns about your child please speak with us. We have support mechanisms we can access to provide you and your child with the help you need.</p> |

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| <p><u>What is your family plan? How prepared are you?</u></p> | <p>Whilst we can try to prepare for many scenarios at school, we also rely on you and your whānau discussing and having a plan for your family at home. For example,</p> <ul style="list-style-type: none"> • Who are your emergency contacts, particularly if you work in Wellington and can't get to school quickly? • What should your children do if they are walking/biking home and there is an emergency? (We would recommend returning to school if they are still close by). • Where is your nearest Emergency Community Hub? <p>Useful information can be obtained from Getready.govt.nz and Wellington Regional Emergency Management including how to get prepared, tsunami zones, etc.</p> |
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*This document is Waikanae School's attempt to keep you informed, without raising alarm. **If you would like any further information about our emergency management planning, please contact the Principal.***