


# Emergency Management Information for Parents and Caregivers

## Dissemination:

Waimataitai school will share these documents with parents at the start of each year. Emergency management documents will be available on the school website

<h2 style="text-align: center;">Waimataitai School</h2> <h3 style="text-align: center;">Emergency Management information for parents and caregivers 03/05/2021</h3>		
<b>Key risks for our school / early learning service</b>	In addition to planning for events such as fires, earthquakes and pandemics, because of our location we also specifically plan for weather emergencies, people emergencies, animal emergencies.	
<b>Incident Management Team</b>	Leadership team Jess Howard, Nikki Vincent, Lara Sargent, vanessa Galbraith, Kim Sugrue	
<b>Preparing for and practising our plan</b>	<p>activities and systems we have in place to support our emergency management planning and response include:</p> <ul style="list-style-type: none"> <li>• Board Meeting standing agenda items- Health and Safety, property</li> <li>• Leadership team meetings</li> <li>• staff meetings</li> <li>• staff induction processes</li> <li>• Emergency preparation discussion with students and fire, earthquake drills</li> <li>• first aid training</li> <li>• Reports to the Board about the frequency, timing and success of drill practices.</li> </ul>	
<b>Emergency kit</b>	<p>Each block in the school will keep certain essential items for students to use in an emergency.</p> <p>There will be plastic cup sets, tissues, and basic first aid kit.</p> <p>Classes will only retreat to blocks that have running water and toilet facilities in a “call inside” situation</p> <p>If teachers are able to, they will direct students who require medication to the main block at the beginning of the Call Inside event.</p>	
<b>Reviewing the plan</b>	<p>We review our plan annually at the start of the year - engaging with:</p> <ul style="list-style-type: none"> <li>• parent representative group</li> <li>• Board members</li> <li>• local emergency services.</li> </ul> <p>Our Incident Management Team will undertake a regular review (eg, after each practice)</p>	
<b>Communication in an emergency</b>	<p>Communication with parents and caregivers in an emergency will be via:</p> <ul style="list-style-type: none"> <li>• e-text</li> <li>• HERO SMS</li> <li>• email</li> <li>• Facebook (teachers will be instructed with appropriate messages to include in class face book pages)</li> <li>• If internet, mobile and phone lines are down, we will contact More FM 93.1 radio station who will broadcast messages for us</li> </ul>	

<b>Authorised persons to uplift your child</b>	<p>We will only release children to people already approved by the parent/caregiver for that purpose.</p> <p>Parents and caregivers can amend the list of people approved to uplift their child in an emergency through the school office administration And we will prompt whanau to do this each year.</p>
<b>Evacuations</b>	<p>Students and staff are to meet on the big field in a fire or earthquake emergency. Refer to the plan for other appropriate meeting venues. include a copy of your site map with this plan, including alternate evacuation sites.</p>
<b>Shelter in place and lockdown</b>	<p>Describe your shelter in place and lockdown processes and expectations for parents and caregivers. For example:</p> <ul style="list-style-type: none"> <li>• <i>If we need to bring everyone inside, with the exception of emergency services, we won't be letting anyone into the school once we have shut our doors</i></li> <li>• <i>Please wait for information and instruction from us and do not come to the school until asked to do so, even if it is the end of the day. Arriving when we are still managing an emergency could put you, your child, and our staff at risk.</i></li> <li>• <i>We will continue to provide the very best care we can to keep your child as safe as possible.</i></li> <li>• <i>If needed and when it is safe to do so, we will ask you to come and collect your child</i></li> <li>• <i>For some shelter in place events, there won't be any need for your child to be picked up as school will continue as normal after the event has ended</i></li> </ul>
<b>Reunification process</b>	<p>When the emergency is over staff and students will be alerted by the authority that notified us. This may be the incident management team, Police, Civil defence. At that time students can be released to whanau or return to classes as normal if it is during the school day.</p>
<b>Supporting children after an emergency event</b>	<p>Supporting children following an emergency event</p> <ul style="list-style-type: none"> <li>• We will provide your child with age-appropriate information about the event</li> <li>• We will monitor all children to identify if there are any wellbeing concerns</li> <li>• 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.</li> </ul>

If you would like any further information about our emergency management planning, please contact Jonathan Young - Principal – 036845566 - Waimataitai school.

