



NEED TO KNOW:

Emergency Procedure - Release of Students

After the recent earthquake we have been asked for information about what happens for our students in the event of an evacuation.

Below is the school procedure that will be followed if we are advised by Civil Defence that an evacuation is necessary. If you have any questions about these arrangements please come and see us.

- 1.1 In the event of an emergency requiring the release of the students, the Principal will announce the state of emergency to the school body through staff or assembly.
- 1.2 **Collection of students by parents**
 - 1.2.1 If students are held on the school premises parents, or authorised caregivers, should report to the main office or to a clearly designated reception area (in case the school office is out of use). Students will be brought to the area and office staff will keep a record of students so collected.
 - 1.2.2 If students have been evacuated to a 'safe area' on the advice of Civil Defence authorities, parents or authorised caregivers will need to report to the 'administration desk'. Students will be brought to them and staff will record the names of students so removed.
 - 1.2.3 Once a year, through a newsletter or by email, parents will be informed of the procedure for the collection of their students in such a situation and advised that in a civil defence emergency, details from the school will be supplied through the local radio stations or by email. The school website and Facebook page will also provide information about emergency procedures
- 1.3 **Bus Students**
 - 1.3.1 The Deputy Principal will liaise with Civil Defence authorities to ensure it is safe for students to travel out of town by bus. Once approval is given, the Deputy Principal will liaise with the bus companies to arrange the bussing of students.
- 1.4 **Students walking, biking or with own vehicle transport**
 - 1.4.1 Students will only be released on the advice of Civil Defence authorities to ensure they are not placed in danger in making their way home.
- 1.5 **Retention of students beyond normal school hours**
 - 1.5.1 If students are unable to return to their homes, they will be kept in the school.
 - 1.5.2 The Principal (or their alternative) will:
 - 1.5.3.1 maintain liaison with Civil Defence authorities;
 - 1.5.3.2 provide a situation report to the local radio station.
 - 1.5.3.3 Ensure, where possible, that direct contact is made with the parents of these students.
 - 1.5.3.4 Ensure that senior staff will remain with these students for the duration of the emergency.
- 1.6 This procedure will be reviewed alongside the policy **NAG 5 – Safe Environment** by the Principal or a senior staff member(s) delegated to undertake the review.