



WHAKATANE INTERMEDIATE SCHOOL

POST EVACUATION PLAN – 2016

RE-OCCUPATION OF BUILDINGS

After an evacuation, the following procedures will be enacted:

1. Students and staff must not re-enter any buildings or structure until thoroughly checked by appropriate personnel and the Principal and DP's are satisfied they are safe for reoccupation.
2. Staff will administer first aid and, if necessary, perform light rescues.
3. A health and safety check will be made for hazards:
 - Obvious cracks in walls
 - Dislodged bookcases or fittings which could fall in any earthquake aftershocks
 - Leaks in gas or water pipes
 - Breaks and/or blockages in sewerage drains and fittings
 - Breaks in electric wires
 - Spillage or insecure storage of hazardous goods
 - Any fires which have not been extinguished
4. Inspection by an engineer or architect if there appears to be any structural damage. Checks are to be made by a professional person to determine if the buildings are safe for immediate re-occupation.
5. Staff will hold all students in the designated Assembly Area until further instructions are given by the Principal or DP.
6. The control of students in an emergency situation will need to be carefully monitored and it will be the responsibility of all teachers and support staff to maintain a sense of calm and reassurance.

IF BUILDINGS CAN NOT BE RE-OCCUPIED

1. All students must remain in the assembly area.
2. A radio message, via 1XX will be arranged to ask, if possible, for caregivers to collect students. This may also be possible through Civil Defence.

SENDING STUDENTS HOME

1. Students will not be released until it is safe to travel.
2. Students may be released to a caregiver which will be noted on a master list with DP / Class Teacher.

BUSES

1. Students may be released into the care of drivers as buses become available, the routes are safe and if caregivers are known to be at home.
2. Names to be recorded on the master list by DP.

REMAINING STUDENTS

1. Remaining students to be escorted by adults / teachers to the Civil Defence Welfare Post at Trident High School.
2. Record student names on school master list.
3. Contact with the Local Controller of Civil Defence and the Ministry of Education will be established as soon as possible.

STAFF PLAN

1. All staff will have their own family plan in the event of a civil emergency
2. Teachers first responsibility is the safety of the students in their class
3. At such time when the "all-clear" is given, some teachers may need to go to their families, especially those with young children. Other staff will cover these classes until students can be picked up by their parents / caregivers, or other designated adult.

2016 PLAN

The following staff may need to go to their own children, and so will be covered by other staff.

THOSE ABLE TO STAY

Tania Raynes to cover Room 2
Rosey Kara to cover Room 10
Sacha Temple
Sue Harris to cover Room 6
Sam Chapman
George Faga to cover Room 9
Amanda Boswell
Jane Hudson
Harry Harbott
Jose Missen
Kate Hodson
Jim Guffy to cover Room 22
Graham Henton to cover Room 14
Robyn McConnachie to cover Room 21
Carmen Holder to cover Room 16
Neal Strydom to cover Room 19
Julie Smith
Cheryl Delahunty
Raewyn Kinnaird
Doug McLean
Anne Volmuller
Kevin Carberry

THOSE WHO MAY NEED TO GO

Eru Mita
Nicola Marsh

Jordan Barnett

Tai Miskell

Rebecca Paterson
Tracy Rhodes (involved in Fire Service)
Will Doney
Stacey Burns
Warren Mitchley

Simon Kolo'ofa'i
Raewyn Iremonger
Shannon Crook

Other support staff will be able to choose to leave when "all – clear " is given. All personnel will be checked off a master list when they leave the school.

