



Whakatane Intermediate School

EMERGENCY MANAGEMENT INFORMATION FOR WHANAU

The following information provides parents/whanau with an understanding on how the School will manage an emergency situation or event. Please keep this information accessible for future reference. It will also be on the School Website.

ALL COMMUNICATION WILL OCCUR AS FOLLOWS:

1. Parents/Whanau will receive a brief text indicating situation **and** immediate instructions.
2. Parents/Whanau can access the school's Website/Facebook posts for more detailed information of situation **and** clarification of ongoing instructions.
3. School will continue to post updates as situation progresses via the Website & Facebook pages, and possibly email.

Please Note: Due to the age of our students **and/or** the situation involved, it will be unlikely that students will have access to their phones and bags. All communication will be through the school or Classroom teacher for safe management of young students. Any medications held at the school office will be available where the school has assembled.

ONSITE SITUATION (Fire, Earthquake, Eruption etc):

- All students & staff evacuated to specific Evacuation Area on site, roll taken & wellbeing checked.
- Students to be managed onsite (inside venues if possible & required) until safety of school checked.
- Arrangements made for whanau collection of students if appropriate/required.

EVACUATION OF SCHOOL REQUIRED: *School **will evacuate & walk to safety to White Horse Drive, Mokoroa**.*

1. Classroom teachers will walk classes to emergency evacuation point.
2. Manage students at location until whanau collection or all clear received.
3. Parents/whanau to **sign out** their children from the teacher **at evacuation location & not enroute.**

LOCKDOWN OF SCHOOL REQUIRED: *School **will lockdown in classrooms with the teacher.***

1. Manage students in classroom under lockdown protocol until all clear given.
2. Arrangements made for whanau collection of students if appropriate/required.

MAJOR INCIDENT OFFSITE: *School **will operate as normal for those at school.***

1. Whanau involved will be contacted by the school.
2. Arrangements made for whanau meeting held onsite for information & support.
3. Arrangements made for possible closure of school if required.

The school asks that parents/whanau follow the above protocols to ensure the efficient & safe management of all students & staff. Every effort for whanau to collect students will be made available, when the situation allows for this to occur.