


# TE TOTARA PRIMARY SCHOOL

## Emergency Management Planning Information for Parents & Caregivers

Reviewed yearly - September



<b>Key risks for our school</b>	In addition to planning for events such as fires, earthquakes and pandemics we also specifically plan for Flooding, Gas Leak, Chemical Spill, Dealing with a Suspicious Letter or Package, Bomb Threats, Trespasser on School Grounds, Attacker on Site, Serious Injury or Death, Missing Child or Student
<b>Incident Management Team</b>	<b>Anne Fraser – Principal</b> <b>Joanne Stewart – Deputy Principal</b> <b>Jennie Brook-Watt – Assistant Principal</b>
<b>Preparing for and practising our plan</b>	Activities and systems in place to support our Emergency Management Planning and Response: <ul style="list-style-type: none"><li>● Board Meeting - standing agenda item</li><li>● Staff Meeting – Teacher Only Days in January</li><li>● Administration Meeting – Post Drill Analysis</li><li>● Staff Induction – Included in the Staff Handbook</li><li>● Engage with children and students eg through in class discussion and fire, earthquake drills</li><li>● First Aid Training for School Office Staff – Current Certificates</li><li>● Update parents and caregivers about outcomes from Fire Drills and Lockdowns through the school newsletter</li></ul>
<b>Emergency Kit</b>	We have fully stocked First Aid Kits available from the School Office Classroom teachers have a supply of plasters if required Diabetic students who require access to medication will have this available to them Emergency Asthma Kits are available in each pod All other medication is held in the School Office
<b>Reviewing the Plan</b>	Our Emergency Management Plan is reviewed and ratified by the Board once a year It is regularly updated throughout the year as required A post-drill analysis review is conducted with the Administration and Senior Leadership Team after each Fire & Lockdown drill
<b>Communication in an Emergency</b>	<p>In the event of an Emergency, we will communicate through social messaging with our parents and caregivers by the following methods:</p> <ul style="list-style-type: none"><li>● Bulk Text via our Student Management System</li><li>● School App Notification</li><li>● Seesaw</li><li>● Facebook</li><li>● School Website</li><li>● By phone if required</li></ul> <p>We urge families to ensure you keep your contact details up-to-date through our School Office. It is important that you follow any directions given, especially around rushing to school if you hear of an emergency. This can cause congestion, confusion and stress.</p> <p>Please note that in a real incident that NZ Police will take control of access to and from the school, while we look after our children. <b>Please stay away until advised it is safe to come and pick up your child(ren).</b></p> <p>We encourage families to play a strong educational role in encouraging their own children to respond appropriately in an emergency. It is a good idea for parents and caregivers to develop their own family and whānau plans for when there is an emergency during school hours.</p>

<p><b>Authorised Persons to uplift your child</b></p>	<p>We will only release children to people approved by the parent/caregiver and whose names are provided on the Enrolment Form. This can include Emergency Contacts provided.</p> <p>We encourage families to check the details the School Office holds on file via the Parent Portal. Login details are provided to families twice a year. Please call the School Office for any amendments.</p> <p>Messages are regularly placed in the school newsletter asking families to contact the School Office if they have changed any of their contact details/family circumstances.</p>
<p><b>Our Evacuation Areas</b></p>	<p><b>Fire Evacuation Point/Plan</b> Walk to the Galaxy Court Area and assemble under your class number.</p> <p><b>Earthquake Evacuation Plan/Point:</b> Move no more than a few steps to a safe place and “drop, cover and hold” until the shaking stops. Keep away from windows and hide your face from glass. If you can, take cover under a desk or a table. Wait for the teacher. Walk to the Galaxy Court Area assembly point when it is safe to do so and assemble under your class number.</p> <p><b>Tsunami Evacuation Plan/Point:</b> N/A <b>Volcano Evacuation Plan/Point:</b> N/A <b>Gas/Chemical Evacuation Plan/Point:</b> Walk to the Galaxy Court Area assembly point</p> 
<p><b>Shelter in Place and Lockdown</b></p>	<p>In the event of a Lockdown students, staff and visitors onsite at the time are required to go to the nearest classroom or safe area that has a telephone. Our staff will follow our Lockdown Procedures which are displayed in each classroom and surrounding areas. Our <a href="#">Lockdown Policy</a> can be found on our School Website <i>(or click the blue link)</i>.</p> <ul style="list-style-type: none"> <li>● If we need to bring everyone inside for safety, with the exception of emergency services, we <b>will not</b> be letting anyone into the school once we have shut our doors/gates.</li> <li>● Please wait for information and instruction from us and <b>do not</b> 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 situation could put you, your child/ren and our staff at risk.</li> <li>● We will continue to provide the very best care we can to keep your child as safe as possible.</li> <li>● If needed and when it is safe to do so, we will ask you to come and collect your child from their classroom in a <u>calm and patient manner</u>.</li> <li>● 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.</li> </ul>
<p><b>Reunification Process</b></p>	<p>Once we have received notification from the MOE or NZ Police the Lockdown has concluded, we will communicate with our families via text or a notification from our School App. Students can then be collected from their classroom in a <u>calm and patient manner</u> by persons authorised on their Enrolment Form (including Emergency Contacts). The classroom teacher will keep a record of who has collected your child.</p> <p>We will communicate with families via text or our School App should any circumstances change.</p>
<p><b>Supporting children after an Emergency Event</b></p>	<p>We will support your child following an emergency event. For example:</p> <ul style="list-style-type: none"> <li>● We will provide your child with age-appropriate information about the event through the Principal (or designated person).</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(ren) 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 our Principal via email: [principal@tetotara.school.nz](mailto:principal@tetotara.school.nz)