



Emergency Management Information

Earthquake and weather related situations procedures

Updated 31st January, 2017

EMERGENCY PROCEDURES

Our teachers continue to reinforce our fire and earthquake emergency safety procedures with their class. If there is a fire or major shake we will assemble on the reserve to ensure everyone is safe and accounted for. We will remain on the reserve while the situation is assessed.

When the children are accounted for we will send you a text through our School links account which sends a message to all parent cellphone numbers we have on our system. We will also send a message via Twitter (to receive our school texts text **follow kaiapoinorth to 8987**). This is a free service which is available on almost all mobile services. This message will also appear on our Twitter page on-line twitter.com (search on Twitter.com for kaiapoinorth). If you have a Twitter account you could also "follow" us on-line where the same messages appear.

If you come to collect your children after an emergency such as a major shake we ask you to approach your children in a calm manner. Your children may also be collected by anyone you have listed as an emergency contact including parents of other children at KNS. When you collect your children we advise that you do not enter any classrooms to collect children's bags. We also ask that once you have your children with you that you make your way home promptly so teachers can be clear about which children are yet to be collected by an adult.

If there is an emergency or major shake **and the weather is very cold and/or wet** we will still assemble on the reserve until we know everyone is safe and accounted for. Following this confirmation we will inspect our safest buildings (as confirmed by structural engineers). If they are deemed safe by staff the children will proceed to the following rooms to wait to be collected (note changes):

Raupo - Room 5 and 6

Akeake - Room 7 and 8

Hinau - Room 13, 14 and 15

Totorā - Rm 18 and 19

If your child is not collected by 3pm staff members will stay with your children until approximately 5pm while continuing to try to contact you and your emergency contacts. If we are unable to contact anyone after this time your child will be taken home by a staff member that they are comfortable with and a note will be placed on the front door of the office. That staff member will continue to try to contact you using the numbers provided on your contacts list to let you know where they are.

Following a major shake we will most likely need to close the school in order for the safety of our buildings to be assessed. If we need to close the school for this or any other reason throughout the year we will send you a text message via School links and via Twitter text. We will also post a message on our school website which is www.kaiapoinorth.school.nz Information will also be posted on www.minedu.govt.nz about our school and all schools in Canterbury following an emergency closure.

It is a good idea to check with the office regularly about your contact details and emergency contacts. Please take the opportunity to talk to our office staff about this either in person or on the phone. Be assured that our staff will do everything possible to ensure the safety of your children during emergency situations.

If we need to close the school due to any other circumstance including snow events:

School links text to parent cell numbers, Twitter text, and KNS website message

www.kaiapoinorth.school.nz We will also put this information on the following radio stations: 91.2 MORE FM, 94.5 The Breeze FM, Newstalk ZB 1098AM.

Jason Miles, Principal

Please retain this sheet somewhere safe for you to refer to when needed.