



## **Emergency Management Information**

### **Earthquake and other emergency situation procedures**

Updated 29th January, 2018

Our teachers continue to reinforce our fire and earthquake emergency safety procedures with their class. If there is a fire or major earthquake 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 to all parent cell phone numbers that we have on our system from the enrolment forms. We will also send an alert via our school APP (please download it free from your App store). Apologies if you get more than one message - better to be sure!

**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 following an earthquake 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 5-7 in Kopapa                      Akeake - Room 8-10 in Kopapa**  
**Hinau - Room 13, 14 and 15 in Korari            Totara - Rm 18 - 22 in Tiwai**

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 the School App. We will also post a message our school website which is [www.kaiapoinorth.school.nz](http://www.kaiapoinorth.school.nz) Information will also be posted on [www.minedu.govt.nz](http://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, Alert on School App, and KNS website message [www.kaiapoinorth.school.nz](http://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.

**Please download our school App if you haven't already and tick all the class numbers and activities that you would like to receive alerts from.**