

NELSON PARK SCHOOL

EARTHQUAKE

All occupants should (if inside)

- Remain in the building until shaking stops, moving under tables and holding the table legs, with backs to windows.
- This should be practiced on a regular basis

Staff should:

- Direct children to **DROP-COVER-HOLD**

As soon as the shaking has stopped the Principal will inform teachers whether to remain in the buildings, evacuate to the assembly area or evacuate the school.

TSUNAMI

Two scenarios are :

- A. sufficient and timely warning
- B) prolonged and strong earthquake event.

For Scenario A, authorities will guide us to safely disperse children in our care to their families or in the event being out of school hours will advise the closure of school. (see General Guidelines section

For Scenario B, the whole school will evacuate to the Napier Hill via Faraday St. Senior Management Team will make a decision as to whether we stay or move to higher ground. If the decision to move is made we move quickly via the selected route.

LOCKDOWN

In the event that a Lockdown is called, staff are to follow the instructions of the Principal or Senior Management team who will be advised of the situation by the appropriate authorities (e.g. Police or environmental agencies), following guidelines and procedures as set out in the Lockdown policy.

GENERAL GUIDELINES

In any emergency situation children will only be released into the care of a known (to the child) parent or caregiver or to medical/emergency personnel.

Codes of Advisory- A colour coded system of advisory is to be used to alert staff of the severity of potential hazards (with the exception of evacuation events)

- Green – all clear/situation normal
- Orange Alert – alerting staff of a potential hazard and teachers should be prepared for further news
- Red Alert – everyone move inside for full lockdown. Await further instructions

Once an emergency other than fire or earthquake emerges, the Senior Management Team will meet and decide on the best possible course of action based on the best possible information available at the time. The Chairperson of the Board of Trustees will be contacted at the earliest possible time.

- Parents will be notified of this annually via newsletter and in the "Parent Information Booklet."
- Buddy classes will be used to provide support to younger children if children need to be kept at school for a long period of time. The first priority of staff is the supervision of the children in their care.
- Where possible staff need to make alternative arrangements for collecting their own children from other institutions, but support will be given so that they are able to communicate with their families to ensure they are safe.
- The Principal will identify which members of staff may need to be released to care for dependent family members.
- A staff member will remain at school until the last child has been collected, children will be moved to the hall if they need to remain at the school outside of school hours.
- If the emergency occurs at lunch or playtime, children will move to the park via the usual route, duty teachers will help move all children to the park where they will gather in their class lines.
- A supply of food that does not require heating will be kept in a designated place in the hall. This supply will be donated by families every two years. Food that is due for use will be handed on to the local food-bank, if not needed by the school.
- Water should be available in cylinders and cisterns. Pur Tabs will be used to ensure this water is safe for drinking.
- Blankets are available in Sick Bay, and gym mats in the hall for sleeping on if necessary.
- First Aid Kits, spare batteries, candles, matches, a transistor radio and torch are available in the Sick Bay cupboard.
- All classes will be supplied with an emergency kit.
- Contact will be made with the Civil Defence Post at Napier Intermediate or Napier Central School.
- Staff need to ensure that when engaged in EOTC or other off-site events, they comply with emergency procedures relevant to that venue.