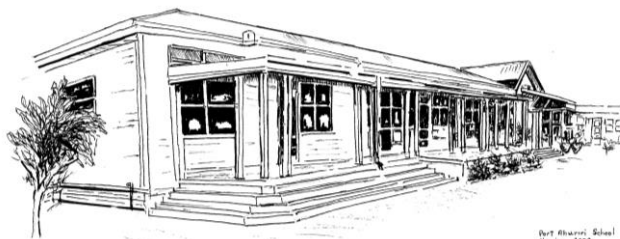


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## Emergency/Crisis Management Plan

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## **LEGAL REQUIREMENTS - Civil Defence Act 1983 (43, 44, 45 )**

### **Section 43**

Every school shall maintain plans for the continuation to the fullest possible extent of its essential functions during and following a state of national emergency or civil defence emergency.

### **Section 44**

Every school required by this Act or any regulations made under this Act or any operative national civil defence plan to undertake any civil defence measures or to perform any functions or duties shall take all necessary steps to undertake those measures or to perform those functions and duties.

### **Section 45**

Every school shall make adequate provision in premises under its control and occupied by it (whether or not the premises are owned by it) for the purpose of performing its functions and duties or exercising its powers for the rescue of endangered persons in the premises, first aid to casualties occurring there, and the relief of distress during a state of national emergency or of civil defence emergency, and shall provide the necessary training, equipment, facilities and accommodation to perform those functions.

### **Pandemic Planning**

The Ministry of Health and The Ministry of Education expect all schools to have a plan about how to cope with illness such as Bird Flu. Port Ahuriri School has adopted the procedures contained in Influenza Pandemic: Planning Guide for Schools – August 2006

## **IDENTIFYING THE RISKS**

Risks can be grouped into 4 areas:

### **External:**

War etc.

### **Geological:**

Earthquake

Volcanic Activity

### **Meteorological:**

Cyclone

Tsunami

Flood

High Winds

### **Man Made:**

Chemical spill in the Napier Port area

Rupture petrol tanks in Battery Road

Hazardous materials in storage and /or transport (Chlorine, Ammonia, Radioactive materials, petrol, natural gas, LPG)

Motor accident

Fire

Armed Offenders Alert/Dangerous persons

Pandemic

Traumatic Incidents

Bomb Threat

## **RISK AREAS LIKELY TO EFFECT PORT AHURIRI SCHOOL**

Earthquake

Tsunami

Traffic Accident

Fire

Cyclone – Strong winds or severe storm

Locked Down situations including armed offenders alerts

Spillage of chemicals at Napier Port or neighbouring industries.

Spillage or traffic accident involving hazardous materials or electrical wiring

Flood

Pandemic

Volcanic Activity

Traumatic Incidents

## **Emergency Evacuation Policy**

### **RATIONALE**

In emergency situations such as fire, earthquake or other defined emergency, all staff must be thoroughly familiar with agreed procedures. The first priority is the protection of life and the prevention of injury.

### **PURPOSE**

To ensure the safety of all children and staff in the case of an emergency.  
To ensure that all children are delivered safely back into the care of their caregivers.

### **PROCEDURES**

When buildings are to be evacuated there will be **CONTINUOUS RINGING OF ANY BELL**, (hand or electric).

#### **In the Case of Fire:**

On such a signal all are to assemble on the field by Rm9. Children sit in class groups. Classes using the hall or library to also assemble on the field. Classes using the field remain on the field.

#### **In the case of Earthquake:**

In an earthquake pupils are to "drop, cover and hold" under desks, hold onto the legs of the desk or table they are under until the shock is over. (Pupils must understand that this gives protection from falling glass, ceiling panels, shelf contents.)  
Teacher does as children do (Each classroom will have a laminated list of current students near the door. A printed list of students absent from the school will be held in the office each morning / afternoon)

#### **In the case of Tsunami:**

In the event of a major earthquake where you are knocked to the ground or it lasts longer than 1 minute, posing a risk of Tsunami the children, visitors and staff will be evacuated to higher ground, up Goldsmith Road, Goldsmith Steps and to Denholm Road. We have approx. 12 minutes to evacuate before the threat of tsunami becomes real.

Emergency evacuation will be practiced once per term. Teachers will highlight action needed in various emergency situations.

### **GUIDELINES**

Children must be quiet so they may hear instructions

Children must walk to the assembly area

Children must remain in the assembly area until dismissed by the Principal or Deputy Principal.

Teachers must remain with their class until children are dismissed.

Teachers must leave the room last. A roll check will be carried out at assembly point and Principal informed of missing children, staff or other school visitors.

The senior teacher in each area will check all toilet areas and report to the assembly area.

The Caretaker will turn off electricity and gas mains if accessible.

### **OUTCOME:**

Teachers and children will act calmly in emergency practices. Knowledge of emergency procedures will assist all involved in any emergency.

Guidelines as per MOE 1992 Booklet - Emergency Procedures - Guidelines for Schools

## **DISASTER, RESCUE AND RELIEF – EMERGENCY MANAGEMENT POLICY**

### **RATIONALE:**

The Board of Trustees and staff at Port Ahuriri School recognise the need for a plan to provide pre and post disaster action in the event of a natural or man made disaster.

### **PURPOSES:**

To ensure that the Port Ahuriri School children are provided with a supervised and “safe” environment in the event of a major disaster until children can be reunited with caregivers.

### **GUIDELINES:**

#### **Pre Disaster:**

The children are instructed and practice evacuation routines as per the emergency evacuation policy.

An emergency kit is held in the office storeroom. It contains torches, candles, matches, tape, water purification tablets and batteries for school portable radio. Can opener, large plastic bags and sharp knives are held in the Food Technology Kits. Water tanks are accessible on outside of selected school buildings. The school first aid kits are also kept in readiness and maintained.

Training is undertaken by staff.

#### **During:**

Children and staff follow the procedures outlined in the evacuation / pandemic planning procedure

#### **Post:**

Board of Trustee members and staff, along with community support will endeavour to supervise and care for children, communicate with caregivers and reunite children with families. Children are checked off the roll as released. The name of the person the child is released to is recorded.

In the event of adequate lighting being unavailable, torches, candles and matches are found in the emergency kits.

A set of 10 survival blankets are kept in the emergency kit.

School staff will follow directions issued by official agencies.

### **OUTCOME:**

Port Ahuriri School Board of Trustees and staff recognise the welfare of the children is to be catered for in the case of a disaster and will assist Official Emergency personnel to keep trauma to a minimum.

## **RESPONSIBILITIES IN AN EMERGENCY**

### **ROLE OF PRINCIPAL**

- Take primary responsibility and assume leadership in a disaster and take school cell phone with you.
- Regularly review the schools Civil Defence and Pandemic Plans.
- Use text alerts to keep parents informed.
- Be familiar with regulations from the Ministry of Education and Ministry of Health, especially with regard to school evacuation / closure and Pandemic Emergency Steps.
- Be familiar with Civil Defence procedures.
- Make the safety and well-being of children and staff of Port Ahuriri School the paramount consideration
- To decide if and when it is appropriate to evacuate the whole school to higher ground in Denholm Road
- Ensure all parents/caregivers are informed about emergency evacuation and evacuation procedures of Port Ahuriri School.
- Ensure all staff and children are conversant with emergency and evacuation procedures in this plan and ensure regular practices take place.
- To make recommendations to Board of Trustees with regard to policy matters, purchase of materials etc.
- To check, in conjunction with the caretaker, all toilets and the hall in an emergency.
- To know other responsibilities staff have and decide upon an order of dismissal.
  - Suggested order:
  - those having community responsibilities (emergency service personnel)
  - those with young children of their own
  - those who have a distance to travel or may have difficulty getting to their place of residence
- Know where to turn off water supply, electricity, gas and know what dangerous chemicals are on the school site.
- Serve as a liaison officer with the local Civil Defence staff, emergency services and media.

### **ROLE OF DEPUTY PRINCIPAL**

- Take over role of Principal in the event of the Principal being absent or incapacitated.
- Ensure safety of pupils from own class – same responsibility of other teachers for his/her own class.

### **ROLE OF SCHOOL SECRETARY**

- If Principal is absent assume responsibility for Deputy Principal's class if need arises.
- To ensure that at all times the first aid supplies are adequate.
- To maintain an emergency kit – radio, torches, batteries, matches and candles.
- Keep emergency kit regularly maintained (usually annually in Term 4).
- Keep list of children in the school up to date with up to date phone numbers and contact numbers – note any special health problems and supply of medication.

- Answer the telephone and answer any enquiries.
- In an evacuation, check administration block for children and locate any visitors to the school.
- To take responsibility for a 111 call.
- To bring
  - card file, absentee list, blue confidential folder and card file from the office
  - sign, to erect if school is evacuated and closed due to pandemic
  - answer phone message to be put on answer phone if school is evacuated

#### **ROLE OF TEACHERS**

- Ensure the personal safety of all children.
- Know evacuation procedures thoroughly and in case of school closure *ensure* no child is permitted to go home alone. Record name of adult they leave with.
- Be aware of any potential dangers in your classroom and school.
- After checking your room be aware of the classrooms next door so you can take control if teacher there is injured.
- Have sufficient knowledge of First Aid to be able to attend to injuries.
- When evacuating the classroom make sure **all doors are closed**.
- Ensure you have an up-to-date “evacuation class list.”

#### **ROLE OF PARENTS**

- Know the procedure in the case of an emergency at Port Ahuriri School
- Collect children from within the school grounds as children will not be dismissed until personal contact with the teacher, or assigned caregiver, is made.
- Make sure you have told the class teacher and had your child checked off before you take them home.
- Have an emergency contact in case you are unable to reach the school.
- If your child is unable to be collected the school has plans to feed children for up to 18 hours.
- Try not to use the school phone – listen to your radio.
- Sign up to receive Text Alerts from Port Ahuriri School
- Sign up for text alerts.

#### **ROLE OF CHILDREN**

- Know the drill for each emergency procedure.
- Do exactly what you are instructed to do.
- Do not leave the school grounds unless your parent or a designated contact collects you.

### **ROLE OF ANCILLARY STAFF**

- Escort children in your care back to their class teachers.
- Report to Principal to see if you can be of any assistance anywhere.

### **ROLE OF CARETAKER**

- Check all toilet areas.
- Turn off electricity / gas/ water(if earthquake)
- Report to Principal to see if you can be of any assistance elsewhere.



## SPECIAL EMERGENCY PROCEDURES

### Section 43.

During a Civil Defence Emergency, to ensure the physical health and well being of the children, the Napier Civil Defence Authorities/City Council will not allow the school to open until all services are re-established.

After a Civil Defence Emergency, to ensure the school opens as soon as possible, the Principal/Board of Trustees will conduct a hazard risk assessment and vulnerability check of the schools systems looking for:

- a) obvious cracks in any walls
- b) Dislodged bookcases or fittings which could fall in any earthquake after shock
- c) leaks in water and gas pipes
- d) breaks or blockages in sewage drains and fittings
- e) breaks in electrical wiring
- f) any fire which have not been completely extinguished, and
- g) implement a remedial program to overcome major items identified in the above checks

### Section 44.

The school responsibilities during a civil defence emergency are to look after children whose parents/caregivers aren't able to pick them up (Our nearest Civil Defence Centre is at Napier Central School.)

## EARTHQUAKE

In Buildings: - Drop, Cover and Hold - climb under tables, hold table legs, stay away from windows. Remain inside until instructed to evacuate. Staff should always reassure children and then evacuate in an orderly manner.

In Playground: - drop to ground, assess your position – trees, electric wires etc. – and if necessary crawl to a safer situation in the turtle position

**N.B.** Teachers will need to be aware that dangers occur from falling roofing, flying glass, toppling walls, burst hot water pipes, broken gas pipes etc. All care needs to be exercised. Children may not be able to evacuate in the manner that they have practised and will definitely be traumatised.

**In the event of a major earthquake with the risk of tsunami the school will evacuate to higher ground via Goldsmith Road, Goldsmith Steps to Denholm Road. Any children unclaimed would be taken on by staff to Napier Central School where they will still remain the responsibility of Port Ahuriri School staff, until released to parents, family or CYFS.**

**FIRE** Staff should activate the nearest fire alarm. Children must be reassured and evacuated in an orderly manner. After evacuation all reasonable efforts should be made to secure property and limit damage by containment of the fire.

Fire extinguishers are situated in each block.

## FLOODING

If the surrounding district is affected by flooding there may be a call from Civil Defence to send children home because of the threat of flooding in our area.

If this occurs the children would be retained in the school until dismissed directly into their parents/caregivers custody.

If any child is unable to reach their home or their contact the school will retain responsibility for a minimum of 18 hours.

**TSUNAMI** Immediate evacuation up Goldsmith Steps

## **SEVERE STORMS, CYCLONE, STRONG WINDS, VOLCANIC ACTIVITY**

Stay indoors unless otherwise instructed. Listen to local radio.

### **Teachers should:**

- check children's presence (roll call)
- secure all doors and windows
- close curtains wherever possible
- instruct children to move quickly and quietly to the safest, strongest area in the classroom
- if the roof starts to lift, open the windows on the sheltered side of the classroom
- in the event of volcanic activity the Caretaker to close the vents on the outside watertank.

**If possible:** place pieces of tape in an X formation on large windows. Secure outside objects that are in the immediate vicinity of the classroom (rubbish bins, seats) and are likely to threaten the personal safety of the children and/or their teacher.

**In playground:** Children need to move quickly and safely to their classrooms.

N.B: Danger exists from flying objects and falling trees. Children will have to assess their own safety and remain where they are or move to a safer situation.

**If school closes:** Children are dismissed directly into their parents/caregivers custody

**Staff will follow the directions as given for the area from Civil Defence personnel.**

## **LOCK DOWN PROCEDURES**

A lock-down of the school will be implemented anytime students need to be contained and protected inside school buildings.

- In the event of a critical incident requiring 'Lockdown', the person witnessing the incident must try to notify the school office so that the alarm can be raised and/or the office staff member receiving the incident call will notify the Principal or Deputy Principal.
- The person-in-charge at the time of the incident will determine the need for a 'Lockdown' and sound the appropriate alarm.
- An Emergency Lockdown will be announced by loud speaker and/or text message and/or phone call to staff.
- The announcement will state the following:
  - This is a LOCK DOWN
  - This is not a fire drill
  - Everyone is to stay in the room, remain seated and to keep calm and quiet.
- An alternative signal is the sounding of the School electric bell with intermittent 5 second (on/off) bursts for a continuous one minute period.
- The person in charge or delegated person shall immediately contact the Police if necessary and provide as much information as possible.
- Teaching staff are to stay in, or move to, their classrooms immediately.
- Support staff are to move promptly to the playground areas and direct students to their classrooms, if it is safe to do so.
- The person in charge should stay in, or move to, the office area to facilitate the communication process.
- As soon as possible lock the classroom and other doors. Close and lock windows. Close curtains. Turn off lights and computer monitors. Staff and students should stay away from windows and doors, and remain low to the ground. Everyone is to remain quiet. Staff should not allow students to use the classroom phone if there is one available. It must be kept free for communication with the office.
- No one is to answer the door under any circumstances.
- Staff should take a head count and obtain the name of each individual in the room. When practical, email the list of all students, staff and anyone else in the room to the office. The list should include names of any missing students.
- Students and staff should stay where they are until official notification is provided by the person in charge or an identified police officer that the lockdown is over.
- Where the lockdown lasts an extended period of time or extends beyond normal school hours, the person in charge should notify parents via the school Twitter feed, local media and with the assistance of local police.
- In conjunction with local police, the person in charge should arrange for parents to pick students up from school at a designated safe area.

## CHEMICAL SPILLAGE

- Areas of risk:
1. Swimming Pool
  2. Road accident
  3. Napier Port Spillage

On the emergency signal children are to stay indoors, place a cloth (jersey, t-shirt etc.) over their face. Children should only leave the room if requested by teacher or Principal.

## BOMB THREAT

### Receiving a Call

- In the event of a bomb threat it is best for the person who receives it to take as much information as possible including; the time, details of what has been said, any caller ID number and note any other information they can hear.

### Response Process

- The person should then notify senior school management immediately and call 111
- Police staff will be able to provide advice including whether the school needs to evacuate, go into lockdown, or take other action.

### Evacuation Procedures

- Activate alarm
- Announce over speaker it is an evacuation (DO NOT suggest a bomb threat)
- Meet on field as per normal
- All staff/children removed off-site as quickly as possible to Ahuriri Park and wait on further instructions from the police.

## TRAFFIC ACCIDENT

It is not envisaged that traffic accidents would create a situation which would be dangerous to pupils at Port Ahuriri School, but should that situation arise then the procedures for **Chemical Spillage** would apply.

However a, fatal or injury accident happening outside the school would be a traumatic event for children to witness, and steps would need to be taken to ensure that children are protected as much as possible. In this event children are directed to move away and if appropriate to leave the school grounds via an alternative route.

## TRAUMATIC INCIDENT

### TI Phone Number - 0272703379

Ministry of Education Trauma Incident Team staff will be first point of contact for support and guidance.

Traumatic Incidents are defined as events that:

- Involve the destruction of property
- Include injury or loss of life
- Affect communities
- Are shared by many children and families.

Examples include:

- The sudden death, or serious injury of a child, young person, staff member or family, whanau member
- Witnessing sudden injury or death of a young person, staff member, or family, whanau member
- Threats to the safety of children, young people or staff
- A lost or missing child or staff member
- Floods, fires, earthquakes and other community crises or natural disasters.

### Managing Emergencies and Traumatic Incidents

#### Gather the Facts:

- listen to what has happened, record the caller's name and phone number, record the names of others involved
- verify the facts of the event, ascertain the reactions of those involved and record any actions taken
- check that the appropriate emergency services have been contacted
- inform the caller of any actions staff will take (such as informing the head teacher/principal, informing your local Ministry of Education, Special Education traumatic incident coordinator)
- give the caller a staff member's name and phone number in case they need to call back
- contact the principal and/or the local traumatic incident coordinator.

#### Immediate Actions for the Principal:

- inform the board chair to determine the need to assemble the ECE service/school traumatic incident response team

- contact the traumatic incident service for support
- provide the traumatic incident coordinator with a meeting time and place, where necessary
- inform any other ECE services/schools that may be affected
- establish a communication line with emergency services
- locate the master key, school floor plan, student lists and contacts, where relevant
- determine what, if any, information can be released.

#### Inform your Community:

- determine how and when to release information to staff, ie, during a staff meeting
- determine how and when to notify all staff about the staff meeting time and remind staff of the traumatic incident response team role, ie to help the school resume functioning
- decide how and when information can be released, ie in class groups (smaller), among staff
- develop sign in and out procedures for staff and visitors
- write statements for teachers to read to students
- determine communication and liaison with families/whānau
- write statements for the wider community.

#### Respond to People Who Are Injured:

- establish communication/liaison links with medical staff
- participate in and manage medical triage with other trained first aiders and medical staff
- ensure immediate medical intervention in life threatening situations
- ensure patients are prioritized for treatment in line with the severity of their medical condition
- keep accurate records of injured staff and students, doctors and hospitals involved
- communicate medical conditions and notify next of kin, release information in consultation with traumatic incident response team and police
- consult and inform staff
- minimise student exposure to the injury scene with the use of screens/removal etc
- manage parent arrivals and student release through agreed systems
- clean site (in culturally appropriate ways).

#### Prepare for the Media:

- designate a media spokesperson (usually the board chair or principal) and confirm that no one else talks
- ensure sufficient staff and phones are available to handle incoming media and public calls
- log all calls, where possible
- transfer calls to the identified media spokesperson
- ensure all administration staff and teachers are briefed on all aspects of information flow
- develop a media response in liaison with management/the board (keeping in mind confidentiality, family/whānau wishes, information available to be released and the need to check with police and emergency services)
- determine how and what information can be released to the community (eg, using recorded phone messages and staff statements)
- liaise with others to check whether the content of all messages is culturally appropriate
- maintain a media contact list
- control times and places of media arrival and remind media of the effect of media coverage on children and young people – especially where an incident involves suicide
- draft letters to be sent home, include facts, summaries, information about likely reactions and support networks.

#### Respond to the Media:

- inform media of the media spokesperson who will be the only spokesperson for the school

#### Support Staff, Students, Parents and the Community:

- prepare written material for the school community to support their understanding of the event and communication with children and young people
- allow students to express thoughts and feelings regarding an incident
- clarify misinformation
- encourage teachers to normalise students' feelings and provide factual answers to questions
- encourage helping relationships, characterised by empathy, warmth and genuineness in the classroom
- be aware of cultural differences that exist in expressions of grief
- maintain confidentiality
- identify high-risk children and young people and monitor classroom and school attendance closely
- support referrals for immediate outside support, where needed

- provide contact numbers for parents to ring after hours
- document actions taken
- provide teachers, families/whānau and the community with information on supporting children and young people and where and how to seek additional support.

Evaluate your Plan, Procedures and Practice:

- meet to evaluate your plan, procedures and practice, look at ways to improve the plan and procedures
- identify and follow up outstanding tasks and identify and address any concerns
- identify any ongoing support needs of staff and students
- discuss the need for letters of appreciation and/or any remembrance activities.

## **PANDEMIC**

Port Ahuriri School will follow the Ministry of Education Influenza / Pandemic's Planning Guide for Schools August 2006 and Guidelines for Education Providers and Considerations for International Students, if applicable

Pandemics may last 8 weeks. There may be more than one wave of infection. 50% of staff could be affected. It takes two weeks leave on average.

The Ministry of Health has four "alert codes"

- (i) White - information / advisory
- (ii) Yellow - standby
- (iii) Red - activation
- (iv) Stand down

Implement alert codes as required by Ministry of Health

Before any pandemic we need to:

- Have a plan (refer Pt 1)
- Appoint a pandemic manager and deputy
- Have a single contact point for school to liaise with the DHB (President of the HBPPA)
- Update all student and staff contact details , next of kin etc (parents via newsletter; staff via the office)
- Have a flu kit – tissues, medical and hard hygiene products
- Contact the Health Nurse(Ph 8341815) to give advice and training to staff on flu prevention and treating staff and students who are ill at school
- Teachers need to reinforce with children good hygiene practices – cough / sneeze procedures

The Education Act, 1989 allows for Board of Trustees to exclude staff and students who are ill. The school is expected to work in with the local District Health Boards re closures.

Symptoms need to be decided upon. Schools can send children home / exclude children during a pandemic. Port Ahuriri School will base their decisions on symptoms as outlined on P46 of Planning Guide.

Take steps to clarify the schools role in the local response plans (local agencies, school cluster representatives.) Issues to discuss:

- Alternative duties for school staff
- Alternative uses of school facilities (CBAC's)
- Schools roles in local planning and decision making
- How to maintain services as near as normal as possible during a pandemic emergency

If the school is closed the Ministry of Education states that staff can still work remotely. Schools should consider alternative methods of curriculum delivery.

## **EMERGENCY SCHOOL KIT**

1 Radio

Batteries

4 Pkts candles

1 Pkt matches

2 large torches and batteries

Survival Blankets

Can opener

Cups

Non perishable food - muesli bars

BBQ - gas



## **EMERGENCY CONTACTS**

FIRE, POLICE, AMBULANCE      DIAL 111

### **Non emergency calls:**

Police                      Dalton House  
                                 Dalton Street  
                                 PO Box 245  
                                 NAPIER                      Phone 8310700

Hospital Hawkes Bay Hospital  
                                 Omaha Road  
                                 HASTINGS                      Phone 878 8109

Hawkes Bay St John Ambulance Service  
                                 62 Tait Drive  
                                 NAPIER                      Phone 8441950

Napier Health Centre  
                                 Wellesley Road  
                                 NAPIER                      Phone 8788109

Radioworks  
                                 105 Dickens St      Phone 8338400

Princess Alexandra Retirement Village for the Elderly has commercial kitchens and is a residential site. We would in emergency seek their support if appropriate.

### **NAPIER CITY COUNCIL**

Civil Defence  
Dangerous Goods  
Environmental Health  
Building Inspectors  
Dog Control

Phone: (06) 835 7579  
Fax: (06) 835 7574

After Hours:                      Phone 835 7579

### **NEAREST CIVIL DEFENCE CENTRE LOCATION**

The nearest Civil Defence Centre, in case of an emergency is located at Napier Central School, Napier Terrace.



## LETTER TO PARENTS RE CIVIL DEFENCE AND OTHER EMERGENCIES

Port Ahuriri School  
Lever Street  
Napier

Phone: (06) 835 7988  
Fax: (06) 835 9197  
E-mail: [principal@portahuriri.school.nz](mailto:principal@portahuriri.school.nz)



Dear Parents/Caregivers

Port Ahuriri School has a detailed plan to handle emergency situations which may arise at school.

The purpose of this letter is to inform parents/caregivers of our procedures for evacuation or retention of children in times of emergency. **Please read this newsletter carefully.**

Our plan covers the risks of:

Earthquake, Fire, Cyclones, Floods, Tsunami, Storms and Strong Winds, Armed Offenders and Dangerous Persons Alert, Chemical Spillage at school or at the Port of Napier, Pandemics and major traffic accidents in the vicinity of the school.

If the school is to be evacuated children will only be released into the custody of their parents/caregivers or parents agents. Please ensure the school has an alternative contact!

Please note these points carefully:

- You must check with the class teacher before you take a child from the school especially if you are acting as the parent's agent.
- Only ring the school if absolutely necessary. (Ph 8357988 )
- Please make sure the school has your **current** home and work number and the home and work phone numbers of a contact (especially if you live out of the Ahuriri area)
- If children are being retained at school they will be under staff supervision until collected or we are given notification by Civil Defence to evacuate to Napier Central.
- In the event of a major earthquake with risk of tsunami the whole school will be evacuated to higher ground via Goldsmith Road, Goldsmith Steps and up to Denholm Road and if necessary continue on to Napier Central School. Any children not claimed by parents/family will then remain at Napier Central School under supervision.

Below is a paragraph from our Civil Defence Plan which may be useful to read as to parental responsibility should we have to activate this Plan.

### ROLE OF PARENTS

- Know the procedure in the case of an emergency at Port Ahuriri School
- Collect children from within the school grounds as children will not be dismissed until personal contact with the teacher, or assigned caregiver, is made.
- Make sure you have told the class teacher and had your child checked off before you take them home.
- Have an emergency contact in case you are unable to reach the school.
- If your child is unable to be collected the school has plans to feed children for up to 18 hours.
- Try not to use the school phone – listen to your radio.
- Sign up to receive Text Alerts from Port Ahuriri School

Glenn France  
PRINCIPAL

DRAFT / ADOPTED / REVIEWED			
Date		Reviewed by	Signature
07/08/12	Reviewed		
24/06/13	Reviewed		
12/08/13	Reviewed		
19/02/2015	Updated	Glenn France	
21/03/2016	Updated	Glenn France	