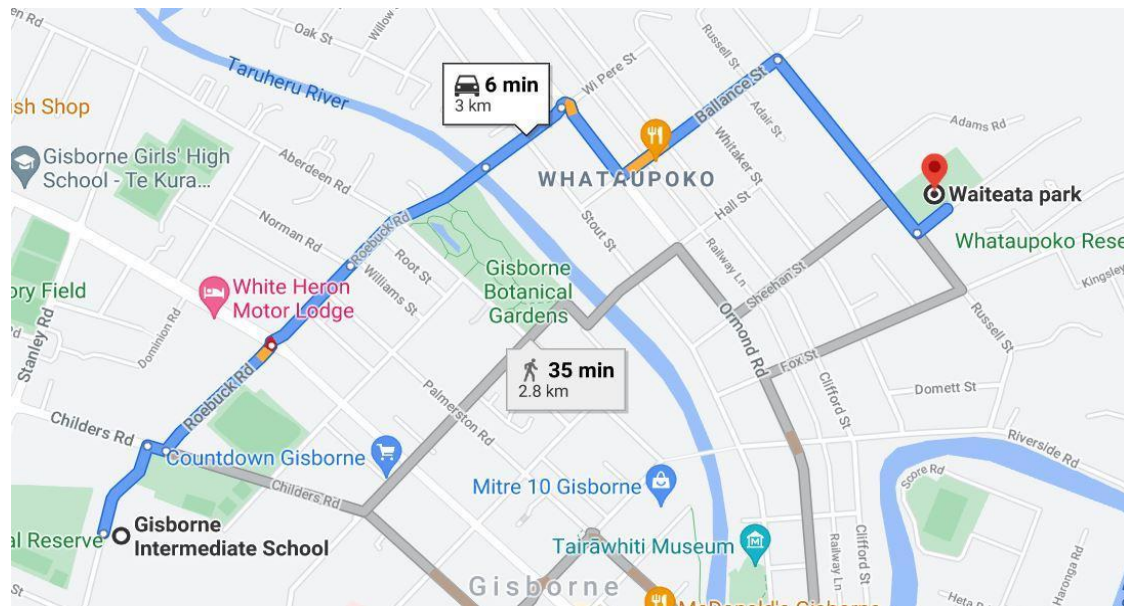


## Emergency Management information for parents and caregivers'

<b>Key risks</b>	<p>In addition to planning for events such as fires, earthquakes and pandemics, because of our location, we also specifically plan for tsunamis, flooding or emergency lockdown.</p>
<b>Incident Management Team</b>	<p><b>Incident Controller:</b> Michelle Patterson  <b>Planning Tasks:</b> Glen Udall  <b>Operations/Area Warden:</b> Glenda Sambrook  <b>Communications:</b> Susan Yuile/ Lynise Craill  <b>Logistics:</b> Dale Robertson/Chris Underdown  <b>First Aid:</b> Debbie Ross/Susan Yuile</p>
<b>Preparing for and practising our plan</b>	<p>We use the following strategies to ensure we are prepared for any possible emergency events.</p> <ul style="list-style-type: none"> <li>● Board Meeting standing agenda items</li> <li>● Staff meetings</li> <li>● Staff induction processes</li> <li>● Liaison with the Gisborne District Council Emergency Response/Civil Defence/Emergency Services team</li> <li>● Regular classroom discussion, information, and practice on what to do if an emergency occurs</li> <li>● School staff engage in regular first aid training</li> <li>● Regular Drills and Evacuation Practices. Drills notified to the Board of Trustees and required Government Agencies when they occur.</li> <li>● Training which may be undertaken on the Civil Defence Emergency website.</li> </ul>
<b>Emergency kit</b>	<p>An emergency equipment kit will be brought to the evacuation as per the Ministry of Education Guidelines.</p> <p>In the event of a lockdown students who need to access medication/first aid can do so under the direction of the Incident Controller and designated first aider.</p> <p>In an emergency where the main school building is evacuated a temporary shelter (small tent) or in the case of a fire, the ex-dental clinic near the evacuation place, will be available.</p>
<b>Reviewing the plan</b>	<p>This plan is regularly updated and reviewed at least each year and/or as required by the Ministry of Education or Emergency Services Agencies and the Board of Trustees of Gisborne Intermediate School.</p>
<b>Communication in an emergency</b>	<p>Parents will be communicated with through;</p> <ul style="list-style-type: none"> <li>● School links app which texts parents whose contact details are up to date</li> <li>● Facebook - Through the school wide face book page and Facebook pages of Learning Hubs</li> <li>● National Emergency Warning system</li> </ul>
<b>Authorised persons to uplift your child</b>	<p>We will only release children to people already approved by the parent/caregiver for that purpose. Please make sure you regularly update any approved carers and contact details.</p>
<b>Evacuations</b>	<p>If it is safe to remain at school the main evacuation place is the field behind the school. There is access to this through Disraeli Street.</p> <p>If we are required to evacuate the premises our designated Civil Defence evacuation place is Waiteata Park. (see map provided)</p> <p>Parents will be informed through our communication channels.</p> <p>If we are required to move the school to Waiteata Park as part of our evacuation procedure <b>WE DO NOT WANT PARENTS TRYING TO GET TO SCHOOL.</b></p> <p>This will cause a level of congestion that will create <b>MAJOR</b> issues and time to evacuate will be precious.</p>



**Shelter in place and lockdown**

- If we need to shelter altogether inside, and it is safe, our emergency space will be in classrooms, if this is not possible it will be in the hall at the front of the school.
- If we need to bring everyone inside, with the exception of emergency services, we won't be letting anyone into the school/service once we have shut our doors
- Please wait for information and instruction from us and do not come to the school/service until asked to do so, even if it is the end of the day. Arriving when we are still managing an emergency could put you, your child, and our staff at risk.
- We will continue to provide the very best care we can to keep your child as safe as possible.
- If needed and when it is safe to do so, we will ask you to come and collect your child (See Reunification process below)
- For some shelter in place events, there will not be any need for your child to be picked up as school/early learning will continue as normal after the event has ended

**Reunification process**

Reunification for parents and children after an event and if required.  
 This will be communicated through our communication channels.  
 If it is safe to return to the building but students need to be collected this will be through the office using the usual procedure or with the child's classroom teacher.  
 If we are in the school evacuation point, parents can collect their children by signing the child out with the child's teacher or nominated administration staff member.  
 Children will be seated in class and team groups.  
 Only those adults listed as an authorised caregiver on our student's management system will be able to collect their children.  
 The same process will apply if we are evacuated off site. We will be advised by the Civil Defence Organisation and Police on Protocol if this is not appropriate.

**Supporting children after an emergency event**

- After an emergency event
- We will provide your child with age-appropriate information about the event
  - We will monitor all children to identify if there are any wellbeing concerns
  - We will, where appropriate, use agencies such as the Ministry of Education Trauma Team to support us.
  - If you have any concerns about your child, please speak with us. We have support mechanisms we can access to provide you and your child with the help you need.

If you would like any further information about our emergency management planning – please contact Michelle Patterson at Gisborne Intermediate School