



19 October 2016

# Annual Emergency Evacuation

## Friday 28 October 2016

This is the fourth year that Bellevue School is undertaking our annual whole school Emergency Evacuation. The reason the school does this each year is so that:-

1. in the event of a real emergency, everyone is aware of the procedure that will be followed,
2. the school reviews and improves our systems/procedures for an emergency to improve the chances of safety for our students and staff during an emergency.

This year the school is using the scenario of a 'significant earthquake' which requires all staff and children to follow our earthquake procedures, and then all children to be collected by their parents or Contact Emergency/Emergency Release Adults ie: the people you have nominated as adults to release your child to in an emergency evacuation.

Earlier this year the school provided you with a copy of your nominated Emergency Contacts/ Emergency Release Adults for you to update. Also as each new student begins school parents/caregivers fill this in. These details are held in our Emergency Release Register so that we have a list of the people you are happy to collect your child should the need ever arise.

### **For you to do:**

#### **1. Before the Annual Emergency Evacuation**

- Please make sure that you know who is listed as your Emergency Contact people as these are the only adults that your child is released to (including their parents) in any emergency – ie: both the annual practice and any real emergency situation.
- If you need or would like to check who you have listed to collect your child on this register, please contact the school office before 3:00pm on Friday 21 October (ie: Friday this week). This is the last date for checking and changing your Emergency Contact/Emergency Release Adults ie: the Friday before the Annual Emergency Evacuation.
- **Please note** that there will be no changes made to the Emergency Release Register after this date, **and only** the adults listed on the register are able to collect your child on that day. Therefore your child will remain at school with staff until you or your approved Emergency Release adult arrives.

#### **2. On the day of the emergency or Annual Emergency Evacuation**

- A text/email message is sent out during the day ie: following the 'earthquake'. Please do not arrive at school before receiving this text. When you do receive it please contact any other parents who you know may not have received this notification so that they are aware of the 'emergency' too.

- Come to school to collect your child/ren and any others that you are the Emergency Release Adult for.
  - ☺ NO CHILDREN WILL BE ALLOWED TO WALK HOME or LEAVE THE SCHOOL GROUNDS WITHOUT AN EMERGENCY RELEASE ADULT (and only after this adult has signed them out)
  - ☺ KAPAI KIDS WILL NOT BE OPERATING (as they would not operate if a real emergency took place during the school day). Should the emergency occur during 'after school time', Kapa Kids follow their own emergency release procedures.
- Please walk into the school grounds using the pedestrian access. No cars are admitted to the car park area as this is kept clear for any emergency vehicles.
- Line up at the designated Pick-up Point (this will be sign posted on the day as it may vary according to the emergency). Please line up at the table with the letter of the family name of the child/ren you are collecting eg:- 'S' for Marama Smith
- Tell the person at the Pick-up Point the full names of all the children you are collecting – you are required to sign for all the children you pick up and the time is recorded (this is so any other adults arriving for the same children later on can be notified when/who picked up their children). You will not need to line up in several lines if you are collecting other students as well as your own children. Just tell the person on the sign out desk all the children you are collecting.
- Please wait patiently for your child/ren to be brought to you. A runner collects the children for you. **YOU WILL NOT BE ABLE TO COLLECT YOUR CHILDREN FROM THE SCHOOL BUILDINGS.**
- Children are only released to their parents or the Emergency Adult Release people you have nominated, and are listed in the Emergency Release Register.
- No-one will answer phone calls or respond to texts during the Annual Emergency Evacuation, and no last minute changes can be made to the Emergency Adult Release People/Register during the week prior to the evacuation (deadline for changes 3:00pm this Friday, 21 October).
- If your child has not been collected by your nominated Emergency Release Adult, they will be waiting at school with staff until you get here... please be mindful that in a real emergency the staff also have children/families that they are keen to connect with, however they will be at school until children are collected.

We look forward to your assistance with this Annual Emergency Evacuation practice as it has proven to be an immense help should an emergency occur as was the case in Christchurch during the earthquakes.

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***Bellevue School Staff and Board of Trustees 2016***

