



Wednesday 17 October 2018

## Annual Emergency Evacuation

Friday 19 October 2018



**A reminder** – this Friday is our annual Bellevue School emergency evacuation and the evacuation scenario is a 'significant earthquake'.

Whilst we understand that a whole school evacuation can be disruptive to your week, it is very important for the school to hold this every year 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.
3. Parents/caregivers and whanau regularly view and update their Emergency Release Adults.

In a real situation you would experience the earthquake and know that the school Emergency Evacuation procedures would be put in place. However on Friday the school will use the text service to let you know when the earthquake 'has occurred'. **Please do not come to school before** receiving this text. We wish everyone to have a practice that is as near to the real situation as possible.

### For you to do:

#### On the day of the emergency or Annual Emergency Evacuation

- When the text/email message is sent (ie: tells you the 'earthquake' has occurred) please notify any other parents who you know may not have received this notification so they are aware of 'the emergency' too.
- Come to school to collect your child/ren and any others that you have been nominated as the Emergency Release Adult.
  - ☺ 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 OPERATION (as they would not operate if a real emergency took place during the school day). Should the emergency occur during 'after school time', Kapai 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 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 any table.
- Tell the person at the Pick-up Point
  - The full names (ie: first name and family name) of all the children you are collecting
  - Your name. You will be required to sign for all the children you pick up. 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).

- 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.**

**Please Note:**

- If your child has not been collected by your nominated Emergency Release Adult, they will be here waiting with staff until you get here. **NO CHILDREN WILL BE ALLOWED TO WALK HOME or LEAVE THE SCHOOL WITHOUT AN EMERGENCY RELEASE ADULT SIGNING FOR THEM.**
- No phone calls or texts are answered during the Emergency Evacuation or last minute changes to the Emergency Register either.
- Look at [www.getthru.govt.nz](http://www.getthru.govt.nz) or [www.eqc.govt.nz](http://www.eqc.govt.nz) or for further information about how you and your family may get prepared and for the location of the nearest Civil Defence Centres.
- The school will review Friday's evacuation to improve the school's emergency procedures and also to ask that you let us know how the evacuation worked for your family/whānau.

We look forward to your assistance with this Annual Emergency Evacuation practice so that should a real emergency occur we all know what to do to reunite families, and everyone is accounted for. Please use the slip below to share your ideas about the evacuation with us after the event on Friday.

Many thanks

Bellevue Staff and Board of Trustees



## Annual Emergency Evacuation

### Feedback Form 2018

As always, we appreciate your feedback about how the evacuation went for your family. We appreciate your patience/understanding whilst taking part in this annual exercise to check that we are all prepared should we need to evacuate the whole school.

😊 These things appeared to go well:

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😊 These things may help improve the emergency procedure in future:

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Please return this slip to the school office by 3:00pm Friday 2 November.  
Thank you for your comments.