



What to do in an emergency evacuation

In the event of a major emergency we may need to evacuate the school or move children off site for their safety. We need parents and whanau to know what to do in these situations. We have a very detailed emergency procedure that staff will follow in the case of an emergency – if you would like a copy of this, please ask in the office.

The main things to know are that if we have to evacuate the school for a fire we will take the staff and children to Barber Grove River Bank. If we have to leave the school because of a tsunami warning, we will walk to Waterloo School. In the event of one of these emergencies, we would put this information on the school Facebook page and we would text out to families in our database (if possible) and leave a notice on the entrances to the office. Parents (or nominated persons that have been listed as emergency contacts) would be asked to come and collect the children from these locations. Children would be released by the classroom teacher once the adult had approached them and the children had been signed out.

It is very important to make sure that in the event of an emergency your child is signed out by the classroom teacher / staff member otherwise we may assume that they are missing. We also require all parents, whanau and visitors to follow the directions of the staff and manage the situation in a calm and reasonable way. Anyone on the Randwick School site or designated evacuation site is expected to follow the procedures put in place by the school.

It is really important that we have up to date contact details for every child and that you have listed the names of adults that can pick up your child/ren at the office as we are unable to release children without this consent. You may list up to 10 people who can pick your child/ren up in an emergency. It is important that a number of these people live or work locally as in an emergency transport in and out of the Hutt Valley will be very restricted and people that live or work in Wellington City may not be able to get to the Hutt Valley. Only people aged 14 or older are able to collect children and they must have your permission to collect your child/ren.

If you have any questions about these procedures, please call in to school and have a chat.

Regards,

Andrew Wooster