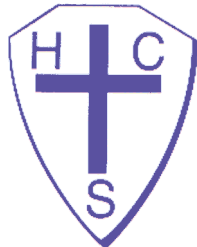


Emergency Management Information for parents and caregivers

HOLY CROSS SCHOOL - MIRAMAR Emergency Management information for parents and caregivers –REVIEWED FEB 2025		
Key risks for our school / early learning service	In addition to planning for events such as fires, earthquakes and pandemics, because of our location we also specifically plan for tsunami and flooding.	
Incident Management Team	Tala Moemai, Lyn Hough, Paresh Patel, Virginia Blewman	
Preparing for and practising our plan	<p>The Principal keeps the Board Members informed of planned drills and evacuations throughout the year.</p> <p>Staff discuss emergency procedures and drills at staff meetings.</p> <p>New staff are advised of emergency procedures at their induction.</p> <p>All students are advised of procedures through in - class discussion and fire, earthquake and tsunami drills and lockdown practice.</p> <p>All staff are given the opportunity and encouraged to complete their first aid training.</p> <p>Parents and caregivers are informed of upcoming drills when they are required to pick their children up from an evacuation point.</p>	
Emergency kit	We have emergency supply containers in all resource rooms and classrooms, these contain all first aid supplies plus some dried food, and asthma inhalers. Each classroom also has a civil defence emergency backpack which is taken in the event of an evacuation. Emergency management planning booklets are also included in the containers and can also be found in the staff room, resource rooms and hall kitchen. We have water containers in the storage room and close to our evacuation point in Otaki Street.	
Reviewing the plan	Plans are reviewed yearly and after each drill a PMI is circulated for staff to recommend any changes needed.	
Communication in an emergency	<p>In the event of an emergency we will communicate with parents and caregivers to advise them of the situation and where and how they can collect their child(ren). These include:</p> <ul style="list-style-type: none"> • Text message • Email • Social media • SchoolApp message • If internet, mobile and phone lines are down, listen to the local radio station Radio New Zealand National AM 567 FM 101.3 	
Fire	<ul style="list-style-type: none"> • Evacuate the classroom or workspace; children assemble on the courts near the school hall. Students walk sensibly and quietly. • On the courts, students sit with their class and listen quietly as the teacher checks the roll (this will be brought from the office). 	

	<ul style="list-style-type: none"> • If we need to close the school parents/caregivers will be contacted by the means of communication already stated and advised where to collect your child from.
Earthquake	<ul style="list-style-type: none"> • In the event of an earthquake, children get under desks/tables and hold onto the legs of the tables. They remain under the tables until told to come out. If there is not enough room under tables or you are outside, children should get into the turtle position and protect their heads/necks. • If the shaking is long and hard an evacuation will take place.
Tsunami	<ul style="list-style-type: none"> • In the event of a large earthquake and possible tsunami, students will be told to evacuate the school and move to higher ground. When we have accounted for the children in our class, we move quickly up the zigzag in Athens St, beside the school, and assemble at the top of the Athens/Otaki Street intersection.
Evacuations	<ul style="list-style-type: none"> • In the event of a school evacuation, the students and teachers will move quickly up the Athens Street zigzag and base themselves at the top of Athen/Otaki Street. If we cannot access this zigzag the student and teachers will quickly walk to the zigzag at the end of Miramar Avenue which leads to Otaki Street from there we will continue walking up to the intersection of Otaki and Athens Street and base ourselves at the very top of Athens Street.
Shelter in place and lockdown	<p>In the event of a lockdown</p> <ul style="list-style-type: none"> • If we need to bring everyone inside, with the exception of emergency services, we won't be letting anyone in to the school once we have shut our doors. • Please wait for information and instruction from us and do not come to the school 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.
Reunification process	<p>When parents/caregivers arrive at evacuation point, report to classroom teacher/or marshal, your child is marked off the roll and allowed to leave.</p>
Supporting children after an emergency event	<p>After a major event</p> <ul style="list-style-type: none"> • 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 • 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 Tala Moemai - Principal

Click on link to website:

<https://www.hcm.school.nz/emergency-procedures.html>