



Wadestown School Emergency Management

Updated Jan 2025

Kia ora Parents and Caregivers,

To ensure the safety of your child in an emergency event, please read this document carefully.

Collection of children in the event of an emergency

If required to close, the school is obliged to ensure that all pupils are picked up by their parents or caregivers (or those authorised by them). Pupils may not leave the school without an authorised adult, and the school must monitor and record when and by whom every child is collected. The attached form is to provide the school with your authority for them to release your child to people other than you.

Although infrequent, unforeseen events can force the closure of the school during normal operating hours. At 3pm on 12 December 2023 a large hail storm hit the area and caused flooding to the area.

In most instances, closure of the school is likely to be for such similarly non life-threatening reasons as this. In this type of situation, if you are working or elsewhere, it may be quicker and easier for someone other than you to collect your child. In a major event, you may simply not be able to get to them. When completing the attached form, please think about people known to and trusted by you and your child who live in or near Wadestown and talk to these people about whether they would be happy to take interim responsibility for your child if you cannot.

Our emergency contact and evacuation plan

In the event that the school is required to close, the following procedures will be followed:

1. If necessary, pupils will be evacuated from unsafe buildings and taken to designated safe areas. They will be accompanied by their teacher, who will carry a civil defence bag containing some immediate emergency supplies, the class roll, and the emergency contact details provided by parents for every child in their care.
2. Unless it is a major event such as an earthquake, when it would be expected that parents would know to arrange directly for the collection of their children, parents will be contacted by email and text. We will use the parents email addresses and mobile phone numbers that have been given and are recorded on ETAP.
3. The school will continue to attempt to contact the parents and/or emergency contacts of any remaining children. Uncollected children will be cared for by the school until such time as a parent or authorised person can reach them, or the civil authorities are able to assume responsibility for them.

We appreciate that you may already have provided the school with much of the information requested here, but this form differs from previously completed forms in two essential respects:

1. It will be kept in your child's classroom, in the care of their teacher, to provide the information supplied and authorised by you that we need to ensure the safe collection of your child in an emergency event.

2. The authorised persons on it are likely to be different from the emergency contacts given elsewhere, as they **MUST** (if possible) be local. They will not be contacted to pick up your child, but may collect them without the school needing to contact you. The emergency contacts given elsewhere (e.g. on the emergency supply container lid, or when your child enrolled) may be contacted if no authorised person has come to collect your child and the school is unable to reach you.

Emergency Lunch Box Information

In the event of a major civil defence emergency, every New Zealand family, workplace, and school is expected to be self-sufficient for at least 3 days. Recent events have shown that even where major natural disasters are not expected, they can still occur. Wellington has a known major earthquake, and possible tsunami risk. As a community, we must be prepared for this with plans and supplies. We continually work to strengthen our preparedness at Wadestown School, and have an excellent Emergency Management System for our staff and students already in place.

Parents of students at Wadestown School are asked to provide a 2-litre ice-cream container of emergency food for each of their children. This ensures that there is sufficient provision for every child; suited to their needs and food preferences. Please ensure the form below is completed and sellotaped to the ice cream container lid.

The school office keeps some spare ice-cream containers on hand, so please make contact with them if this would assist you in this process.

While we expect that in most situations children will be able to be collected from school within two hours of an emergency event, provision should be made for a worst-case scenario in which your child may not be collected from school for a day or two. With tinned food and individually-packaged snack bars, an ice-cream container can hold sufficient food to keep them nourished and comforted during this time. It will hold, for example, a 300g tin of baked beans or spaghetti (this size has a tab-pull opening), along with 8-12 muesli bars, and 2-4 100g tins of food. Plastic-wrapped boiled sweets (e.g. barley sugars) can fill all the small gaps.

In situations of high-stress some nourishment can make all the difference to children's resilience. What you provide for your child can greatly add to their ability to cope until you are able to reach them.

Suggestions for your container:

- tins of spaghetti or baked beans - add in a spoon or fork if you wish.
- tins of rice pudding (also comes in chocolate)
- tins of flavoured tuna, chicken, or other meat
- Beef jerky
- Muesli bars (no nuts)
- Chocolate
- Dried fruit
- Cheese cracker snack packs
- Individually wrapped cake/biscuit snacks (Wheelies, Muffin Bakes etc)
- Liquid breakfast drinks e.g. 'Up and Go'
- Hard, wrapped sweets e.g. Barley sugars, lollipops

Please ensure that the lunchboxes have a good balance of food.

NOTE:

- Check best-before dates – the expiry should be the end of the current year
- Check tins have pull-tab opening
- The school has a **nut free policy**, so please avoid items containing nuts (traces ok)
- Check that your child likes and will eat what you provide
- Consider the food-values of what you put in. Protein will keep them feeling full for longer – beans, fish, chicken, and other tinned meats are good options, as are bars, particularly oat ones, containing yoghurt or chocolate
- Sweets and sweet things provide both energy and comfort
- Consider wrappings – the tighter food is wrapped, the more you will fit in. A packet of chips will take up as much room as a couple of muesli bars or small tins, for far less food value
- Please remember to supply a spoon or fork.
- Medication e.g. asthma inhalers
- For ease of stacking and storage, please use a 2-litre ice-cream container **only**.

What you provide in the ice-cream container constitutes a minimum provision for your child in an emergency. We strongly suggest you also consider using a pocket in your child's school bag to hold the following:

- A pocket emergency blanket (these can be purchased from on-line emergency provision sites such as survive-it, or tramping supply outlets like Kathmandu)
- A change of underpants in a plastic bag
- Baby wipes
- Hand sanitizer

Your container will be returned to your child at the end of the year, on their final day of school.

Thank you in advance for your assistance,

Ngā mihi nui
The Staff of Wadestown School

CHILD'S NAME

SIBLINGS AT SCHOOL

ADDRESS

PARENT'S / CAREGIVER
NAMES

TELEPHONE NUMBERS

LOCAL CONTACT
NAMES

TELEPHONE NUMBERS

MEDICAL CONDITIONS