



## Emergency Procedure

In the event of an emergency due to earthquake etc. and if we are able, we will communicate by the following methods – please do not phone the office:

- Radio Wanaka – 92.2FM
- Our school website – home page
- Bulk email
- The Wanaka App

Now is a good time to consider your arrangements in the event of an emergency. Please ensure that the office has recorded the details of at least two people living locally, in whom you trust, to collect your child if the school closes in the event of an earthquake or other disaster.

Once it is safe to do so, children can be collected and signed out from their classrooms (or other safe area) where they will remain under the supervision of a teacher. If you are personally unable to collect your child then other arrangements should be made for collection. **Buses will not run.**

If someone, who is recorded as an emergency contact, collects a child the pickup person should go to the classroom, provide identification (if not known to the teacher) and sign the child out.

Teachers will hold a hard copy file with emergency contact details if we are unable to access computer data or have phone access.

Please visit - <http://www.qldc.govt.nz/services/emergency-management> - to familiarise yourself with our local Civil Defence Centres and other information regarding preparing for a civil emergency.