



March 25<sup>th</sup> 2018

## Emergency Evacuation Drill

Dear parents and caregivers

Although we have been forced to evacuate the school on three occasions in the past 8 years, due to snow, storm and water shortage, we have yet to practise a full school emergency evacuation and reunification of children with their parents and caregivers.

In light of the Christchurch events an emergency evacuation is vital for identifying any flaws or shortfalls in our procedures.

**We would like to give notice that we intend to have an emergency evacuation practice on Wednesday April 10<sup>th</sup>.**

We have many new whanau and families and we need to ensure that everyone knows and understands what the procedures are for a full school evacuation.

A full school emergency practice means **you will receive a text notification** that the school has had an emergency and **you, or a designated caregiver, need to sign your child out of the school as soon as possible.**

It is always good to have updated contact lists for your child so that if you are unavailable you know someone else is able to sign for your child and take them home.

**Every child is signed out of the school in an emergency practice, even if it is after the usual school finish time of 3 pm. Even after 3pm your child will not be released. They must be signed out collected from school.**

**Our students will gather on the lower netball courts.**

As you sign for your child, they will be brought from their class group and reunited with you or the designated caregiver. **The signing out area will be outside the netball courts** where there will be four people with school rolls ready to help you.

We ask for your patience as we follow the procedures to practice the reunification of families in an ordered and systematic way. This ensures that everyone will be safe and accounted for.

Our own experience, and that of other schools in Newlands, is that **traffic congestion can be an issue. The driveway is for emergency vehicles only so please don't drive down it. We suggest using Kingsbridge Place and Pinkerton Grove as well as those near Bracken Road to pick up your child.**

Now is the time to consider who you have selected as the **designated caregiver** on the enrolment form in the event that you are unable to collect your child. Please don't send a family friend on the day that is not listed as a caregiver. If you need to make a change to the designated caregiver send an email to our office before the emergency evacuation day.

Please also make sure that the office has the most **up-to-date contact numbers** for your family as the emergency evacuation relies on a text message to the number you have identified. If this contact number needs updating please do it now. This cannot be done on the day.  
[office@newlandsint.school.nz](mailto:office@newlandsint.school.nz)

Thank you for your support with this very important procedure.  
I will send reminders as the day approaches.

Kind regards

Angela Lowe  
Principal