

National Park School

Emergency Management Information
For Parents and Caregivers
February 2022



Key risks for our school	In addition to planning for events such as fires, earthquakes and shelter in place/lockdowns, because of our location we also specifically plan for volcanic eruptions and gas leaks.
Incident Management Team	Principal and Teachers. Meetings will be held annually in term 1. Trainings/Review Meetings happen throughout the year (1 per term).
Preparing for and practising our plan	We have activities and systems in place to support our emergency management planning and response: <ul style="list-style-type: none">• Reporting to the Board.• Staff meetings.• Staff induction processes.• Training undertaken by Incident Management Team.• Close links with local Emergency Services and Civil Defence.• Working with WorkSafe.• Reading up to date legislation and best practice guidelines.• Engaging with children through in class discussion, practices and drills.• First aid training.• We will update parents and caregivers about outcomes from drills through our Seesaw class communications.
Emergency kit	Our emergency kit and equipment includes radios, face masks, gloves, torches, candles/matches, blankets, water/food and toileting equipment – this is prepared for evacuations and shelter in place/lockdown. Children who need access to medication (for example inhalers and epipens) should ensure these are at school every day. Please consider arranging a spare to be at school should it be needed in an emergency such as an evacuation or shelter in place/lockdown.
Reviewing the plan	Our plan will be reviewed (at least annually) by engaging with Board Members and the local Emergency Services. Our Incident Management Team will undertake regular reviews annually, after termly trainings and after each drill is undertaken.
Communication in an emergency	In an emergency we will communicate with parents and caregivers: <ul style="list-style-type: none">• Firstly by a whole school Seesaw announcement.• Then by phone/text messages by 2 designated staff members who have the responsibility for communication in an emergency.• If internet, mobile and phone lines are down, our local radio stations, where we can broadcast messages, are Peak FM 92.7, 96.8, 99.9 and Ski FM 105.4

Authorised persons to uplift your child We will only release children to people already approved by the parent/caregiver for that purpose. Please ensure your emergency contacts are up to date with the school office. If your situation changes during the year, please inform us.

Evacuations For fire and earthquake our evacuation sites are:

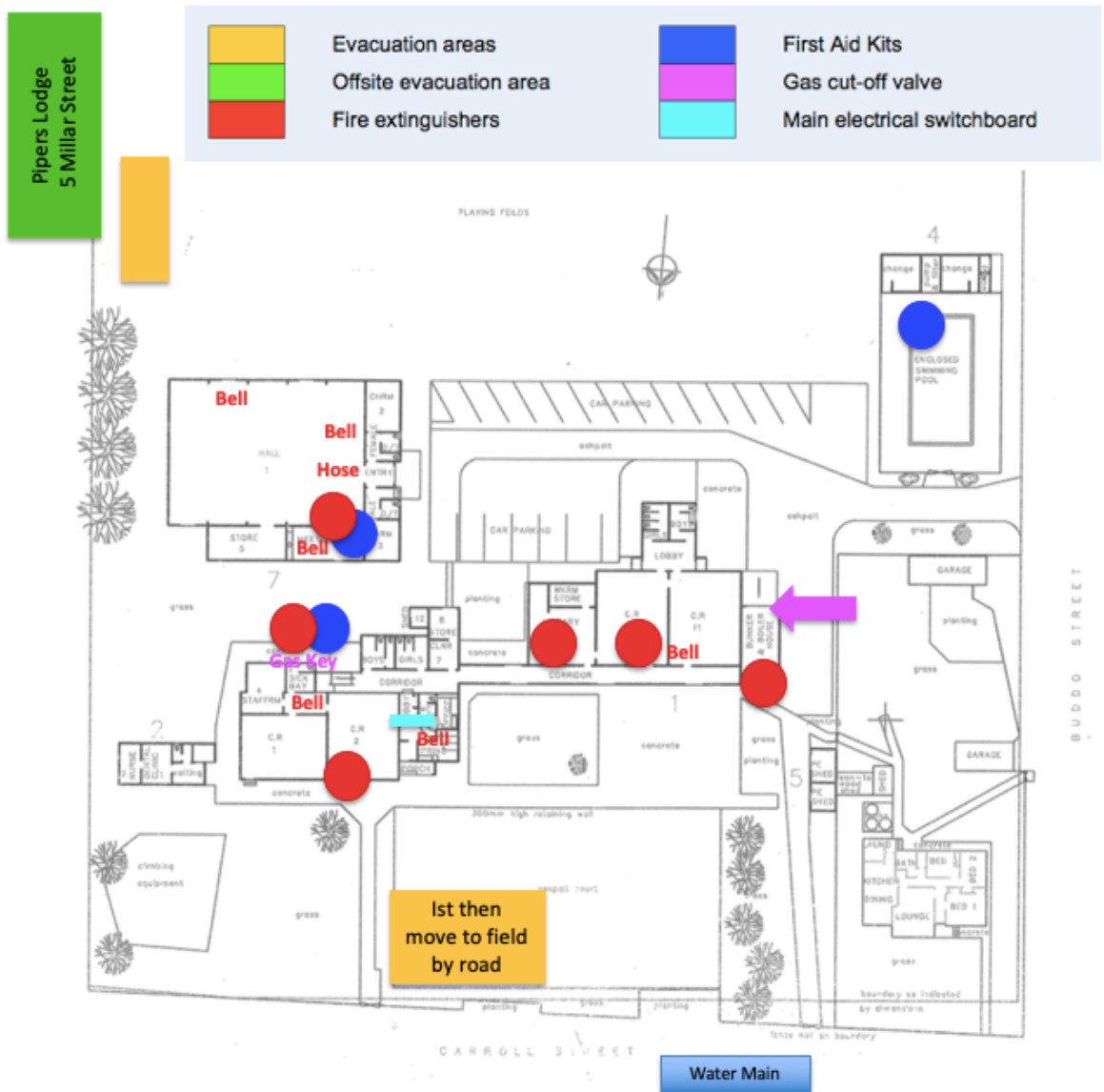
- Assemble on the courts at the front of school (Carroll Street). Then move around to the fence bordering Piper’s Lodge on the field by the road.
- If children are outside they go to the nearest/safest point first.

For gas our evacuation sites are:

- Assemble at the Roy Turner Memorial Playground.
- Then move quickly to the Park & Ride, 1 Ward Street (via Buddo Street and Findlay Street).

For volcanic eruption our evacuation sites are:

- The main school building if safe.
- Any alternative shelter, if needed, would be at Piper’s Lodge (5 Millar Street).



<p>Shelter in place and lockdown</p>	<p>These are used when there is a situation where everyone must be inside e.g. a swarm of wasps, toxic smoke, or an armed offender incident in the community. The nature of the situation determines which is used.</p> <ul style="list-style-type: none"> • Shelter in place – when the threat is not directed at the school, or if the police have directed, normal activities continue, but inside. • Lockdown – when an attacker is on the school site, or if the police have directed. <p>If we need to bring everyone inside, with the exception of emergency services, we wouldn't let anyone into the school once we have shut our doors.</p> <p>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.</p> <p>We will continue to provide the very best care we can to keep your child as safe as possible.</p> <ul style="list-style-type: none"> • If needed and when it is safe to do so, we will ask you to come and collect your child. • For some shelter in place events, there may not be any need for your child to be picked up, as school will continue as normal after the event has ended.
<p>Reunification process</p>	<p>In the event of an emergency firstly a Seesaw whole school announcement is made. Then by phone/text messages by 2 designated staff members who have the responsibility for communication in an emergency. We would ask you not to contact your child's class teacher directly as their role may be different and this can block up our internal emergency communications.</p> <p>Clear guidance is given to families where to pick children up and how to access the school site. As different scenarios require different plans, please wait until you have pick up information before coming to school – this is to keep families safe. If children have been evacuated off the school site, specific pick up information will be shared about where to go.</p> <p>We only release children to approved people. Please ensure your family information for who is approved to uplift your child is up to date with the school office.</p> <p>We monitor and record when children are picked up, by them being signed out from their class teacher or the delegated staff member in charge of them, we also record what time they left and who picked them up.</p> <p>Children with cellphones/devices at school advise their teacher if they are to make contact with their parents or caregivers (we will remind them of this when running drills).</p>
<p>Supporting children after an emergency event</p>	<p>Following an emergency event we will support children by:</p> <ul style="list-style-type: none"> • Providing your child with age-appropriate information about the event. • Monitoring all children to identify if there are any wellbeing concerns. <p>After an event, 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.</p>

If you would like any further information about our emergency management planning, please contact our Principal.