



Wellington High School

PRINCIPAL: Nigel Hanton *BTchLng, Dip Ed Man, AdvDipTch*

Kia ora whanau

In Wellington we live with the possibility of a big earthquake at any time. Having a good emergency plan for your family is really important.

Here is some information for you about what will happen at school if we have a major earthquake during the school day.

Our school emergency plan in the event of a major earthquake is to drop, cover and hold during the shaking. Once the shaking stops your student's teacher will assess students for injuries and administer first aid if necessary. While this is happening a safety team will check the buildings and evacuation routes and once we are sure they are safe, an evacuation alarm will sound. Everyone in the school will assemble in a safe space and rolls will be taken to ensure that everyone is safe and accounted for. If the decision is made to close the school, we will keep our Year 9 and 10 students with us until a known adult can come and collect them. We will only release our Year 11s, 12s and 13s if it is safe to do so. We will be talking with all our older students about how to make their way home safely. Please have this conversation with them at home too. Older students will be welcome to remain under our supervision at school. In the event of an early closure of this kind there will be an information centre for caregivers and a process for picking up juniors somewhere at school. We will do our best to post up to date information on our website for families. If you are unable to come and get your Year 9 or 10 student we will do our best to keep them safe until you or someone else they know can come and get them.

We currently do not have food stored on site to feed people in an emergency situation as we anticipate being able to buy food from nearby shops. However, if your student has special dietary requirements, it would be a good idea to send some *non-perishable* food to school for collection by your student's roopu teacher. We will store this in an appropriate place and donate it to a foodbank at the end of the year. If your student will require any medication or has other special needs we aren't aware of it please talk to their roopu teacher as soon as possible.

Please feel free to email me if you have any questions about this. There are some great resources on our website under *Whanau>Useful Links* if you need help with making an emergency plan for your family.

We believe we have a good plan for ensuring your student will be safe in the event of a major earthquake. This plan needs to be flexible and so some of the information here will be subject to adaptation depending on circumstance.

Yours sincerely

Anya Satyanand
Deputy Principal
Wellington High School