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**In the event of an Earthquake the following procedures are to be followed**

**Minor Earthquakes, Tremors and slight jolts**

* When an earthquake begins the children are to “Drop,Cover and Hold**”**
* Once the earthquake has finished and there is no damage the childrenwill follow the directions from their teachers and resume their activities once everyone is settled.
* The Principal will visit all classes to ensure all is well and the BOT and parents will be contacted through e-text by a member of the admin team for a status update.
* **Children in transit around the school when an earthquake hits**

If children are moving between classes, to Extension, Wave TV, the library, Kapa Haka, the admin area or anywhere else and have not made it to that area when the earthquake occurs they are to Drop Cover and Hold wherever they are and then they are return to their own classes immediately following the earthquake.

**Major Earthquakes - the school will be evacuated immediately due to the risk of Tsunami.**

* Once the earthquake has finished and “Drop, Cover and Hold” is over the Principal will ring the school bell continuously for 1 minute. If the power is out a hand bell and loud haler siren will be used. Teachers will take their evacuation bag,assemble children at the nearest exit and carryout a roll call. If children are in the library, at Extension, Kapa Haka or Wave TV,the librarian or teacher in charge of Extension, Kapa Haka and or Wave TV will take care of them.
* **Children in transit around the school when an earthquake hits**

If children are moving between classes, to Extension, Wave TV, the library, Kapa Haka, the admin area or anywhere else and have not made it to that area when the earthquake occurs they are to Drop Cover and Hold wherever they are and then they are return to their own classes immediately following the earthquake.

* If children are in the playground at interval times they are to assemble at the netball court behind room 12 at their allotted space. Staff will take their evacuation bag and move to the netball court to take the roll.
* Once staff havechecked all children are present classes are to be evacuated through either the driveway gates or the school gates. The children and staff will walk briskly along Paremata Cres to Paremata Drive. A member of the school’s management team will be there to help children across the road into Paremata Drive. **The children are not to take their bags.**
* Office staff will evacuate immediately with the school contact folder, first aid kits, water and food and take their cars to Paremata Drive. The Deputy Principal will walk immediately to Paremata Cres and help with traffic control and road crossing. The Principal will wait behind to ensure everyone has evacuated the school then support the classes to the safe zone half way up Paremata Drive.
* If there are any injuries the Principal, Caretaker and allocated staff will use their vehicles to move the injured to the Paremata Drive evacuation area where first aid can be administered.
* The children and staff will walk up Paremata Drive to the long wooden ramp to the field assembly zone. Classes will assemble on top of the basin andstaff will carry out another roll call. The BOT and parents will be contacted if possible through e-text by a member of the admin team for an update.
* Once all classes have arrived and been accounted for we will only return to school once the tsunami all clear has been given.

**3pm Dismissal following any level of Earthquake**

* Children not going to after school care will be looked after by classroom teachers until they are collected by their parents or given permission by their parents on the day to walk home, catch the train or busif operating or go with a relative or family friend. At 3.30pm any uncollected children will go to After School Care.
* Children at After School care will remain there until their parents collect them. Senior management will take over the care of any uncollected children at 6pm and will supervise the children until parents can collect or arrange for the collection of their children.
* Dinner will be provided to the children as necessary.

**N.B. If we cannot return to school we will stay at the Paremata Drive basin. Parents will be contacted to collect their children from this point.**

**Earthquakes and School Outings**

Any classes on school outings when an earthquake occurs will follow the emergency plan of the facility they are attending. Teachers and adults on the outing will ensure all children are kept safe until they return to school or parents have collected their children from the facility if transport back to school is too difficult or not operating. The school will contact parents as soon as practicable to give a status update.

**In the event of an Earthquake and subsequent Tsunami the following procedures are to be followed by all After School Care Staff.**

**Minor Earthquakes, Tremors and slight jolts**

* When an earthquake begins the children are to “Drop,Cover and Hold**”**
* Once the earthquake has finished and there is no damage the children will follow the directions from the ASC staff.
* The children will assemble for a roll call and resume their activities once everyone is settled.
* The Principal and or Deputy Principal will be contacted by a member of the ASC staff.
* Children will remain at ASC until their parents have arrived to collect them
* Senior management will take over the supervision of the children after 6pm
* Dinner will be provided if necessary.
* **Children in the playground when an earthquake hits**

If children are playing outside when the earthquake occurs they are to Drop Cover and Hold wherever they are and then they are return to the ASC room immediately following the earthquake.

**Major Earthquakes - ASC will be evacuated immediately due to the risk of Tsunami.**

* Once the earthquake has finished and “Drop, Cover and Hold” is over the ASC supervisor will take the school contact folder, the evacuation bag, assemble children at the nearest exit and carry out a roll call.
* The Principal and or Deputy Principal will be contacted by a member of the ASC staff.
* Once ASC staffhave checked all children are present they are to be evacuated through either the driveway gates or the school gates. The children and staff will walk briskly along Paremata Cres to Paremata Drive. The children are not to take their bags.
* If there are any injuries allocated ASC staff, school staffand caretaker will use their vehicles to move the injured to Paremata Drive where first aid can be administered.

* The children and staff will walk up Paremata Drive to the long wooden ramp to the field assembly zone. Classes will assemble on top of the basin and staff will carry out another roll call.
* Once all children have been accounted for we will only return to school once the tsunami all clear has been given.
* The BOT and parents will be contacted if possible through e-text by a member of the senior management or admin team to confirm where the school children and staff are located.
* Children will remain at ASC until their parents collect them. Senior management will take over the care of any uncollected children at 6pm and will supervise the children until parents can collect or arrange for the collection of their children.
* Dinner will be provided to the children as necessary.

**N.B. If we cannot return to school we will stay at the Paremata Drive basin. Parents will be contacted to collect their children from this point.**

**Information regarding earthquakes and tsunami risk from the Porirua City Council.**

There are 3 levels of tsunami alert that affect New Zealand;

Distant: off the coast of the Americas (11-14 hours of warning time)

Regional: from the area around Samoa, Vanuatu (1-3hrs warning time)

Local: off of the west coast or from Cook Strait (10 minutes of warning time)

For a Distant event tsunami, there will be warning enough that you will be able to send children home or simply close the schools and not open.

For a Regional event tsunami, there should be enough warning time for the school to evacuate via road routes to a pre- set meeting point.

The biggest risk and the one event that you must be aware of is the local event tsunami, there will be no official warnings

The warning will be the actual earthquake,

It will be strong enough to damage property and make standing difficult (drop, cover, hold) it could be up to 1 minute long.

It could be a long slow build earthquake, property damage occurs and standing is difficult (drop, cover, hold) it could be several minutes long.

You may have between 10 and 30 minutes to evacuate (dependent on where the earth movement has occurred. There will be no formal warning.

For this event you must have an evacuation plan that will take the school to high ground in the shortest possible time (at least 15 metres above sea level and preferably beyond 35 metres above sea level).