

# Emergency Management Information for Families 2019



**Ellerslie School**  
EST 1877  
"To be the best we can be."

## Emergency Contact Plan – Parents and Caregivers

In the event of an emergency at school, we have detailed Emergency Management Plan in place to best ensure the safety of students and staff. This plan had been prepared by Harrison Tew (Emergency Planning Specialists) in consultation with the School.

Emergency plans include several scenarios such as Fire, Earthquake and Lockdown to name a few.

### Principles of Emergency Management

The School adheres to the emergency principles adopted by the emergency services and Auckland Civil Defence

- Reduction
- Readiness
- Responses
- Recovery

### Types of Emergency at School

1. Lockdown - where the school site 'locks down' ensuring all those onsite are safely inside the school buildings.
2. Evacuation - where all those on the school site move to a safe outside location - the main field.

### If an Emergency occurs at school:

- Parents and caregivers will be contacted by the School to advise them of the situation and how and when they can collect their child(ren) from school if required. Contact will be made through several channels of communication.
  - Email via Etap
  - School facebook page
  - School App
  - Text
- We ask that you stay away from school until this information has been communicated with you to best allow our staff and emergency services to safely carry out our Emergency Management Plan.
- If the School is in Lockdown parents or caregivers who come onsite will not be responded to.
- The School will give parents and caregivers regular updates of the emergency situation.
- After an emergency students can only be released to parents and caregivers by the staff.