



Kapiti Primary School

To provide the foundation for a lifetime of learning

24 November 2016

Dear Parents and Caregivers

EMERGENCY PREPAREDNESS AT SCHOOL AND HOME – We need to work together and support each other.

With the spate of recent earthquakes we have been looking into our emergency preparedness at school. Some points that I want to pass on to you:

1. In the case of a major earthquake or other major emergency, we will keep children at school. Please make arrangements to collect them from here ASAP, after the event.
2. Kapiti Primary School is not in the tsunami zone; however some of our children live in this zone.
3. In the case of an earthquake which does not cause structural or physical damage we will allow children to leave school in the normal way they would at 3pm. However we will listen for train problems or tsunami warnings and keep the children here who may be affected by this, until they are collected.
4. In the case of an emergency, if you cannot find your child in their class – come to the office, we will know where they are.
5. We will evacuate out onto the field. This was discussed with a Senior Advisor from the Wellington Region Emergency Management Office just after the Christchurch earthquakes and we were advised that while it may suffer some liquefaction it is the safest place to have the children as the area is big enough we can go to the safest point.
6. **All families must put in place an emergency plan for children. This involves:**
 - a. ***Someone to collect them from school in case you cannot get here. You need to try to have someone within walking distance of the school and at least 2 others who can collect them and take them home until you get there. We are not able to release children to a person you have not listed as nominated.***
 - b. ***Our school office needs the names and contact numbers of your nominated people. It is your responsibility to ensure this is in place.***
7. Staff will stay at school to look after children until they are collected but we would appreciate it if you would remember they have families too and will want to get home and be with them, so please do your best to organise a plan for your children.
8. The school will have some food, water and blankets, but not enough for an extended period of time, hence the need for you or another nominated person to collect your child ASAP after an event.

Thank you for taking the time to read this notice. Please now take the time to talk as a family. Please let Carol know if you need to update your contact details and your nominated emergency contacts by either emailing her on admin@kapiti.school.nz, phoning her on 2985605 or sending her a note to the office with your child.

Kind regards

MARTIN HETT
Principal

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