

Buller High School

Emergency Management Information for Parents/Caregivers



Key risks for our school	Fires, earthquakes, pandemics, intruders, and because of our location, we also specifically plan for tsunami and flooding.
Senior Leadership Team	Emergencies are managed by our Senior Leadership Team. This consists of: Principal, Deputy Principal, Assistant Principal, and the Business Manager. This team meets weekly, and immediately following an emergency, a debriefing will be held.
Preparing for, and practising our plan	Preparation and practising are an integral part of: <ul style="list-style-type: none"> • Standing Agenda at Board Meetings, Senior Leadership Team Meetings, Department Meetings and Worksafe Meetings. • Staff induction processes. • Training undertaken by Senior Leadership Team. • Class discussions, fire, earthquake, and lockdown drills held throughout the school year, at least once per term. • First Aid training. • Parents/caregivers will be updated following drills through our Newsletter, Facebook page and Website.
Emergency supplies	<ul style="list-style-type: none"> • Civil Defence kit held in A Block, reviewed annually. • First Aid kits kept in key locations throughout the School.
Reviewing the plan	Yearly review of Emergency Management and Crisis Plan undertaken by: <ul style="list-style-type: none"> • Board members. • Senior Leadership Team. • Worksafe Committee. • Following each drill, feedback is sought from all staff and students. • Emergency Services - Fire Department holds site plan of the School, identifying areas of interest, i.e. dangerous goods.
Communication in an emergency	Parents/caregivers will be kept informed during an emergency where possible by: <ul style="list-style-type: none"> • School-link messages – text, email. • Facebook. • Coast FM, especially if internet, mobile and phone lines are down. • Buller District Council’s Civil Defence Emergency Operations Centre (only if Civil Defence Emergency).
Authorised persons to uplift students	We will only release students to people already approved by the parent/caregiver for that purpose. Parents/caregivers can change/amend these details by either coming into the School, or by changing them using the Parent Portal on EDGE. Please contact the School if you are unfamiliar with this process. Parents/caregivers will be reminded every quarter, through the newsletter, to ensure contact details are up to date.
Evacuations	Our evacuation sites are: <ul style="list-style-type: none"> • School field – fire/earthquake. • School Hall/Gym – flooding. • School rooftop, or if time permits, Pulse Energy Recreation Centre – tsunami. • Westport North School Hall – Civil Defence Emergency.
Lockdown	If we need to bring everyone inside, with exception of emergency services, we will be adhering to the following rules: <ul style="list-style-type: none"> • We <u>will not</u> be letting anyone into the School once we have shut our doors. • Please wait for information and instruction from us and <u>do not</u> 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/ren and our staff at risk.

	<ul style="list-style-type: none"> • We will continue to provide the very best care we can to keep your child/ren as safe as possible. • If needed, and when it is safe to do so, we will ask you to come and collect your child/ren. • For some lockdown events, there will not be any need for your child/ren to be picked up, as school will continue as normal after the event has ended.
Incident follow-up	Immediately following an event, a debriefing will take place involving all students, staff, and emergency services (if appropriate). Students will then either return to class or be released to a parent/caregiver (as per authorised persons to uplift students above).
Supporting students after an emergency event	<p>Following an event:</p> <ul style="list-style-type: none"> • We will provide students with age-appropriate information about the event. • We will monitor all students to identify if there are any wellbeing concerns. • If you have any concerns about your child/ren, please speak with us. We have support mechanisms we can access to provide you and your child/ren with the help you need.

If you would like any further information about our Emergency Management planning, please contact Andrew Basher - Principal, Corrina Batt - Business Manager or Chris Reid - Administrator.