



March 2018

## Civil Defence

Dear parents and caregivers

As recent events have shown, living in Wellington, indeed New Zealand, makes us all conscious of the need to be prepared for an emergency.

In an emergency students may have to be cared for at school until a nominated caregiver can pick them up.

As part of our Civil Defence Action Plan we have containers of water, muesli bars, blankets, torches, lamps, gas barbecues and tents that can be used in the event of a disaster or an emergency.

Earlier this week an Emergency Information sheet was sent home asking for details of people who can collect your child in an emergency.

This information is collated to form our Emergency Register. A copy of this register is retained by the class teacher and a copy held at the office.

It is important to return this information to school as soon as possible.

If and when your emergency contact information changes, please let the school know immediately so our records can be kept up to date.

In an emergency every effort will be made to contact the designated caregiver in a calm, clear and timely manner. This will be in the form of a school-wide text, and/or an email and an alert will be placed on our website. While many students do have phones at school we feel a clear message from the school leadership should be our initial response and contact with families.

Throughout any emergency or disaster staff will stay with any students that remain at school.

Please return the completed Emergency Information sheet to school as soon as possible.

Thank you.

Rama Smith  
Civil Defence Officer