

# Arakura School Civil Defence Emergency Contacts List

Wainuiomata could be isolated in the case of a civil emergency such as a major earthquake or flooding. In these types of situations the school may no longer be able to operate and children will need to be collected. It is important that we have the names of people whom your children can be released to in case of emergency should you be unavailable to collect your children. Your children will only be released to parents/caregivers or other people named on this form. **These names need to be additional to primary caregivers.**

Child/Children's Names:	

In case of an emergency my child/children can be released to the following people:

<i>Contact One</i>	
Name:	
Address:	
Phone (Home):	
Phone (Work):	
Phone (Mobile):	

<i>Contact Two</i>	
Name:	
Address:	
Phone (Home):	
Phone (Work):	
Phone (Mobile):	

***Declaration:***

In the event of a civil emergency, I agree to taking on responsibility of the above children:

\_\_\_\_\_ *Contact One Signature*

\_\_\_\_\_ *Contact Two Signature*

***Declaration of Parent/Caregiver:***

I give the Arakura School Board of Trustees approval to release my children to one of the contacts above in the event of a civil emergency. I give permission for teachers to make decisions on my behalf in the case of an accident, injury or illness.

\_\_\_\_\_ *Parent/Caregiver Signature*



# ARAKURA SCHOOL

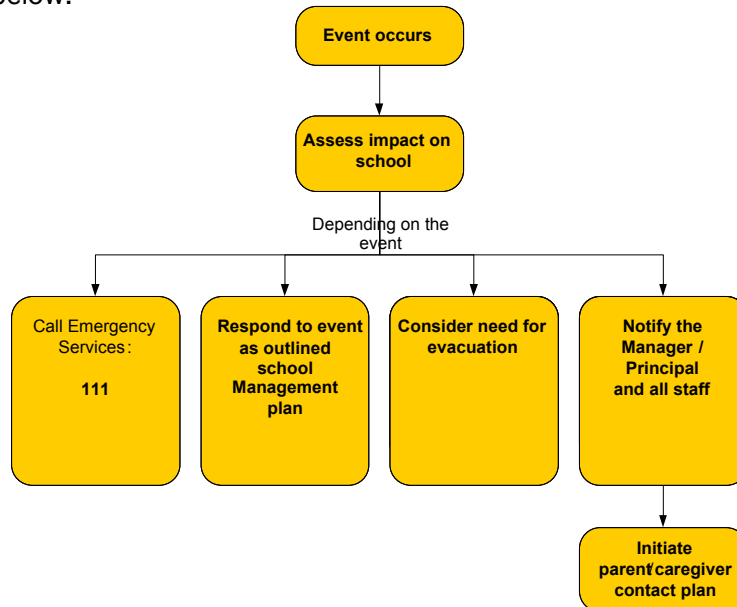
Wellington Road, Wainuiomata, Phone 564 6920, Fax 564 6823

E Mail: [office@arakura.school.nz](mailto:office@arakura.school.nz)

Principal: Mark Kibblewhite

In consultation with the Board of Trustees, the following procedures apply in an emergency:

While every event is unique, there are some basic steps to follow when responding to any emergency, which are outlined below:



When an emergency is considered major, the school will follow evacuation procedures. This will mean all children will assemble on the top asphalt. We will then move to the School Hall to implement the *Civil Defence and Post Disaster Plan*. As per the details in this plan, children will be required to be collected from school by a Parent/Caregiver **or** named emergency contact (as per the Civil Defence Contact List). Children will not be allowed to leave the school grounds unaccompanied, even after school hours. Named contacts will be required to sign a form to say they have collected their child, and no child will be allowed to go home unaccompanied or with an adult who is not named on the Civil Defence form. Parents are responsible for keeping Civil Defence information held within the school up to date – we are working off the **most recent** form provided to us. We update this information annually. Copies of the form can be collected from the school office, or downloaded off the school website should you wish to update contact information.

In a situation where the school loses power, we are no longer able to operate, and will require children to be collected. Our phone system will not operate without power, but we have a school cell phone (027 8193283) which parents can contact the office if absolutely necessary (please remember Civil Defence advice is to text, not phone in an emergency).

Arakura School is a Civil Defence centre, so in an emergency where you, or named contact people, are unable to collect your child, Teachers will be responsible for the child's initial care until Civil Defence Personnel take over (up to 72 hours). Food and water is kept on site, if your child has special dietary requirements you will need to ensure you provide food options for them. The school is always grateful for donations of non-perishable food items.

Teachers have up to date first aid certificates and can perform basic first aid where necessary. Please ensure you have indicated on the Civil Defence Contact Form that you give permission for Teachers to make decisions on your behalf in the case of accident, injury or illness.