



## WELLESLEY COLLEGE – Emergency Management Plan

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In the event of an emergency, the school will follow these basic procedures. The school has an extensive Emergency Management Plan developed by an external consultant and practised throughout the year using drills.

In the event of an emergency, where possible, normalcy for our boys should be maintained. Access to emergency agencies and advice will be sought and decisions made depending on the event. In emergency situations, we will use two main procedures; evacuation or lock down. The Emergency Evacuation Point is the school field. In the event of a tsunami warning or severe earthquake, the evacuation will be to higher ground, vicinity Pitoitōi and Ferry Roads.

Accounting for staff and students is important so please follow the sign in and out procedures at the front office when on school grounds.

### Communication

During an emergency, the school will communicate with parents using a variety of means. Parents should centralise their questions to the school office. The school communicates by using a variety of means which include; emails, the website, Social Media – such as Twitter, School APP and facebook. Information will be sent using as many mediums as possible to ensure the widest coverage and effective communication.

### Emergency Situations

**Evacuation.** Parents will be notified if the school requires evacuation. In that event, parents will be encouraged to pick up their son(s). This will be coordinated by the school where we will centralise the boys for collection, such as the school Hall.

**Lockdown.** In the event of a lockdown, all doors will be locked and those outside will not be allowed to enter. Centralisation of response will be with the Principal and Leadership team in conjunction with external agencies, dependent on the threat.

Physical Address	611A Marine Dr, Days Bay, Lower Hutt 5013
Phone	04 562 803
Email	office@wellesley.school.nz
Website	<a href="http://www.wellesley.school.nz">www.wellesley.school.nz</a>
Emergency Evacuation Point	The school tennis courts