

COLLEGE EVACUATION

Detailed below is our 2018 procedure which will be used to evacuate students if we need to close the college early for any reason (including heavy snow).

PROCEDURE FOR THE EARLY CLOSURE OF THE COLLEGE

The decision is made that it is necessary to close the college. Local radio stations, MAC Facebook, the MAC and Wanaka Live websites and the college voicemail will all be updated to let people know. In addition, whanau teachers will email parents informing them of the decision.

Orderly release of as many students as possible

An evacuation bell (3 short rings) will be rung which is the signal for staff and students to gather in their whanau rooms. Whanau teachers have the responsibility of ensuring that their students are released from college in a controlled and safe manner. To do this, they will act on responses from parents from the email previously sent and, if necessary, make phone calls to parents to obtain clear instructions regarding the release of each student. These will be recorded on a whanau release sheet so that we have a clear audit trail.

Special Points to Note:

STUDENTS WHO DRIVE Students will not be allowed to drive home until we have written confirmation from the parent that this is OK. They will then be issued with a student release slip which will need to be handed to the members of staff patrolling the car parking areas.

GYM FOYER PICK-UP POINT All students being collected from school by parents will be instructed to wait in the gym foyer until they are either collected by their parent or texted to say that the parents are waiting in the car outside. In this way, students will stay warm and dry and the risk of accidents will be reduced.

HOSTEL STUDENTS The hostel staff will be informed and all hostel students will be released from whanau to the hostel.

WHAT HAPPENS TO THOSE STUDENTS WHERE NO CONTACT WITH PARENTS HAS BEEN POSSIBLE?

When the majority of students have been released, remaining whanau make their way to the gymnasium to gather in house groups. Staff in the gym will continue to attempt to make contact with parents and will also call the Emergency Contact which is held on the student record. It would be really helpful if this contact was someone who lives within the local Wanaka area, especially for those students who bus to school from out of town and we urge parents to consider updating this contact.

PLEASE NOTE: The above procedure will be used whenever it is decided that it is prudent to close the college early. In the event of an earthquake however, we would follow our fire evacuation procedure (once it is safe to move to the college fields).

SNOW OVERNIGHT - DELAYED START TO SCHOOL

In the event of **overnight snow** a decision may be made to **delay** the start of school (or, in fact close) in conjunction with Wanaka Primary, Holy Family and Hawea Flat schools. The phone calls begin at around 6:30 am and, if a decision is made to delay the start of the school day, the first announcement will be made on Radio Wanaka (92.2) at 7:00 am.

With the help of the radio station, updates will be announced every fifteen minutes and by 7:15 am the college website, Facebook page, and the office answer phone will also have the latest information. Don't forget that if you don't have a radio you can google wanakalive.com and click on the radio icon in the top left-hand corner of the screen and the radio programme will then play via your computer.

Later in the morning, once conditions can be assessed in the light of day, a decision may be made to **close** the school for the day. Please keep listening to Radio Wanaka, the college answerphone message, or looking at the college website / Facebook page for this notification.

Depending on conditions, these are the likely options which will be announced:

- 1) Buses delayed by one hour but school starting at the normal time.
- 2) Buses delayed for one hour and school starting one hour late at 9:30 am with whanau.
- 3) All buses cancelled but school starting at 10:00 am with whanau for those able to get to school.
- 4) College closed for the day.

WHAT CAN YOU DO TO HELP?

- 1) Discuss this evacuation procedure with your child(ren) and come up with a likely plan.
- 2) Check your Emergency Contact on the parent portal and get updated to a contact in Wanaka if necessary.

In the event of snow, bad weather or another event likely to cause an early school closure

- 1) Listen to the local radio stations, check our website / Facebook or the WanakaLive website for updated information.
- 2) Check your emails regularly.
- 3) **Avoid phoning the college where possible** as the office will be extremely busy.