

Earthquake Emergency Plan – Information for Parents

	Response actions
During an earthquake	INDOORS: <ul style="list-style-type: none"> • Students and staff will drop, take cover under a desk or table and hold onto the legs until the shaking stops • If no desk or table, drop, cover & hold next to an interior wall • Try not to move more than a few steps (no more than 3 metres) • Keep away from shelves containing heavy objects and other large items of furniture • Keep away from windows • Stay indoors until the shaking stops and it's safe to go outside
	OUTDOORS: <ul style="list-style-type: none"> • Drop, cover & hold (Turtle) • Students are to stay in the school grounds until a teacher comes to get them • Keep away from buildings and power lines
When the shaking stops	If Evacuation is signalled - evacuation Assembly Point is Mazengarb Park Be aware of the possible risk of Tsunami
	If anyone requires medical assistance, call 111 and/or administer first aid
At Assembly Point	Students to sit in Form Class line, roll to be taken and recorded, missing students to be reported to Emergency Management Team
	Students will be asked to text parent/caregiver to let them know they are safe. Phone calls will be discouraged in line with Civil Defence recommendations
Follow Up	Buildings will be checked and if considered safe, students will return to college and continue with classes
	In case of Civil Defence Emergency students will only be released to care of parent/caregiver or emergency contact on KAMAR
	Staff must record any student released and the details of the person they are released to.
	Students not collected will be moved to Civil Defence evacuation centre to await caregivers
School Bus Transport	In the event of a school bus service being stranded or significantly delayed, the operator will advise the school served by the service in the first instance and work with the school to satisfactorily resolve the situation. The school community should direct any requests for information to the school
Ongoing operations following the earthquake	The continuing operation of the school will be determined by the nature of the emergency and the availability of resources such as buildings, staff, employees and other resources.