



Emergency Provisions – procedure

The school and kindergarten will hold sufficient emergency provisions for use in the event of a natural disaster or other event that may prevent students and staff from leaving the school grounds for an extended period.

The location of emergency provisions will be known by staff and the provisions will be checked once a term to ensure that they are up to date and sufficient.

Contents of provisions

Adequate food for 45 students and 6 staff for 24 hours
Blankets for 51 in case of an overnight stay
2 torches
Candles
Matches
Radios – including car radios
Toilet paper for 24 hours
Plastic bags and buckets for emergency toilets
First aid kit
Drinking water for 24 hours
Emergency contacts for all staff and students

Name: Julie Maceod Position: Head Teacher

Signed: J. Maceod Date: 8.8.2022

Next review date: 8.8.2023

This is to be reviewed at least annually

Emergency provision check list

What	Quantity	Location	Date last checked
Blankets	20	15 in Emergency Container 5 + in Kindergarten rooms	
Food	10kg rice	3kg in Emergency Container 7 kg + in Kindy supplies	
	3 kg soup mix – lentils and barley	Emergency Container	
	10 kg flour	Kindy supplies	
	5 kg oats	Office and Kindy supplies	
	100 biscuits	Emergency Container and some in Koru cloakroom in case of Lockdown	
Radios	Between 1-6	In staff cars on site	
Torches	3-6	Staff phones	
Candles and matches	many	Classrooms/ office	
Water	200 L	40 litres bottled 150 litres water tank 10 l cisterns	
Water purification tablets	Enough for 100 litres	Emergency Container	
Phone lists		In each Kindergarten room and main office	
Emergency contact details	1	In each Kindergarten room and main office	
Plastic bags	5 rubbish sacks	In provisions bin	
Buckets	3	In kindy bathroom	

- There is a gas oven in the Rata room which will allow for cooking in the event of a power a power outage.