

Contact in an Emergency

The school has prepared and practised for emergencies and maintains contact lists for students and staff.

In the event of an emergency, the school:

- contacts parents and caregivers when it can, using the available communication options – (text, Facebook, website and email) as it is not always appropriate or helpful for parents to ring or come to school in an emergency.
- appoints a spokesperson usually the Principal or the Board Chair to deal with all **media enquiries** and releases information to the school community as appropriate.

After an emergency, if necessary, Blockhouse Bay Primary School contacts the Ministry of Education regional office for help with accessing the **Traumatic Incident team**.