

# HEWETT HOUSE – NAPIER GIRLS' HIGH SCHOOL

## POLICY ON EMERGENCY PLANS IN THE EVENT OF A DISASTER

### Purpose

To endeavour to ensure the safety of all persons at all times when disaster strikes.

### Procedures

1. Please read this policy in conjunction with the Hostel Earthquake and Emergency Procedures and the Evacuation Warden Structure.
2. The Evacuation Warden Structure is outlining the responsibilities and duties for each Warden. All Wardens are given training at the beginning of each term.
3. In case of fire, earthquake or other events that require evacuation, all girls follow the Evacuation procedure mentioned in the Hostel Book and displayed at the office. Evacuation Plans are on display at the top and the bottom of the Hewett House stair case.
4. If after a disaster no return to Hewett House is possible, an emergency camp will be put up at Matthew's House and vice versa. If no return to either of these building is possible, the next assembly point / camp will be at the Napier Central School on the Napier Hill.
5. After a major strike of disaster parents are required to come to either of the emergency camps to pick up their daughter. The use of phones and cell phones might be restricted, so we ask parents to refer to the media and automatically make their way to the hostel.