



New Zealand UPP Education Trust

Earthquake Evacuation Policy

Immediate response – All members and staff will follow the recommended earthquake safety guidelines.

Move no more than a few steps to a safe place, drop, cover, and hold on.

Building evacuation – once the earthquake has stopped staff will assist all members to leave the building at the nearest fire exit.

- We will move to a safe place away from any buildings to ensure no injury from falling debris from aftershocks.
- Immediate medical assistance will be given if required
- A role call of all members and staff will be taken.

Parental/Caregiver pick up

- Every attempt will be made to contact members families/caregivers on the emergency cell phone numbers provided to UP Club. A bulk text will be sent to inform everyone our current status are whereabouts.
- If it is safe we will remain outside the venue we have evacuated until parents are able to pick up members.
- In case of a significant earthquake UP Club will follow Civil Defence guidelines and evacuate to the nearest designated meeting area depending on our locations at the time, this will be Hagley Park if in Christchurch City Centre.
- UP Club staff will remain responsible for members until families have safely collected them.