



WHOLE SCHOOL EMERGENCY EVACUATION / FAMILY REUNIFICATION DRILL

Date: Friday 10 November

Knowing that your children are being looked after during an emergency event is obviously high on your list of priorities as a parent. The aim of a reunification drill is to make sure that your kids can get back to your care (or be in the care of someone you know) if the school has to be closed unexpectedly - if there is an extreme weather event or an earthquake for example.

Tawhai School will carry out a full evacuation on Friday 10 November. There will be a mock earthquake drill and all students will be reunited with families, whanau and caregivers to practise our procedures should a real emergency occur. This is a whole school exercise to prepare our community for the reality of an emergency situation and the collection process in the event of an emergency. We are aware that this drill may be an inconvenience, particularly if you work, but it is extremely important that we are all clear on the process and ensure everything works as planned. This is an opportunity for us to iron out any wrinkles so we are well prepared. We thank you for your support with this.

COLLECTION AND RELEASE

1. During the afternoon of Friday 10 November you will receive a text message, email or Facebook alert indicating the school is shutting and all students need to be safely collected. If you are not in a position to receive these notifications, please carry out the collection of your child after 2.15pm.
2. **All children will need to be signed out on this afternoon.** No children will be released as usual at 3 pm to make their own way home. We want to make the practise as authentic as possible. This will mean that if you have after school care arrangements it will be important that someone appropriate has the ability to sign for your child and is included in your emergency contacts list.
3. The collection of your child will require a controlled administrative process. Upon arrival, you will be directed to your child's collection area. Your name will be checked against the list of authorised people on the student's emergency contacts list. The student is marked as leaving, with the name of the person collecting, time of collection, and the address the children will be going to. You will need to line-up and wait to have these details recorded and then leave the school with your child(ren).
4. **Children will only be released to people that are listed on your child's emergency contact list.** No child will be allowed to leave with any other person unless they are on the contacts list, or we have written permission to that effect, or the school has been able to contact you to gain permission. This is for the safety of your child.

5. This is a good time to let the office know if your contact details have changed, or your emergency contact people have changed. Please email the office admin@tawhai.school.nz or ring on 5636329 to make those important changes.

6. Please think about the emergency contacts you have provided and about the reality of an emergency situation. Who is able to collect your children if you can't? At least 4 emergency contacts are required for your children. Please consider this carefully; as we are only able to release children to people you have listed.

Ngā mihi nui
Karen Poole
Principal

Emergency Contacts

It is important we have the names of people whom your children can be released to in case of emergency should you be unable to collect your children. During a significant emergency, the school will implement a family reunification process. This means that we will only release children in a controlled fashion to parents/caregivers or other people named on this form. These names need to be additional to primary caregivers. Think about who could pick up your children if you are stuck in Wellington - older siblings, neighbours, child's best friend's mum or dad, aunts, uncles, grandparents, someone in walking distance from the school - anyone you trust enough to look after your child long enough for you to get home.

Child's full name: _____ Room: _____
_____ Room: _____
_____ Room: _____

In case of an emergency my child/children can be released to the following people:

	Name	Phone Numbers	Relationship to Child
1			
2			
3			
4			

Parent/Caregiver Signature: _____

Date: _____