



Family Reunification Drill & 'Be Emergency Prepared' Parent Meeting

Dear Parents/Caregivers

As part of our Emergency policies and procedures, we need to regularly review and practice emergency drills so that both the school and our community are prepared in event of emergency/disruption. More information can be found in our "[Guidance for Parents](#)" document here or on our website.

Family Reunification Drill

2.30pm Thursday 24th October

STUDENTS NEED TO BE PICKED UP, IN PERSON, AT 2.30PM BY A NOMINATED ADULT

- This is a 'controlled release' model that would be used if an emergency meant students needed to be picked up at an unexpected time of day
- Students will be grouped in classes **on the top field**, and will need to be **collected directly from their teacher**, and 'signed out' with the teacher
- They must be collected by a contact already named in our system. If you need someone who is not already in our system to collect your child, please contact the office asap
- Anyone who is not a recorded contact, will be directed to the office and permission will need to be granted before the child can be collected/released
- If the weather is wet, we will contact you on the day with an alternative pick up point, but pack a raincoat or warm coat just in case
- **BUS STUDENTS** – Buses will run as normal at 3pm, and students will stay with their teacher until this time
- **FUN ZONE STUDENTS** – Fun Zone will come to the field at 3pm to collect these students
- **STUDENTS WHO WALK/BIKE HOME** – will be released at 3pm to walk or bike home. In an actual emergency, these students would need to be collected in person, or remain at school until we had liaised with you, or were confident it was safe to release them.
- Please take care with parking and traffic congestion, there will be no road patrol, but we are requesting support from the Council for Traffic Management
- After the event, we welcome feedback on how the drill went, so that modifications can be made as required

Thank you for your cooperation and patience with us as we carry out the reunification drill. It may take us longer than normal to release your children but we are confident that our systems will work. The purpose is to be as prepared as we can be should an emergency arise and to ensure your child's safety in such an event.



Be Emergency Prepared

WREMO Emergency Session

6pm, Wednesday 23rd October

Renee from WREMO (Wellington Region Emergency Management Org.) is presenting a 40 minute family friendly session (feel free to bring your kids!) to learn about our local hazards on the Kāpiti coast, and get tips on how you, your household and whānau can stay safe and get through a disaster or disruption, which includes:

- Understanding your school's emergency plan
- Lessons picked up from parents in the Christchurch earthquake
- What could happen in Kāpiti in an emergency
- How to stay safe in an earthquake or tsunami
- Key points for your emergency plan
- Essential emergency supplies

****Win yourself a Family Grab and Go bag for 4 people, worth \$189, which will be drawn on the night from the names of those attending****

Thank you for taking the time to help us with our Emergency planning and reviews.

Michelle Fearon

Principal

Waikanae School