



GRACEFIELD SCHOOL

Bell Road

Lower Hutt

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Reunification Drill

As I explained at the end of last term, we are looking to have a reunification drill here at Gracefield, so we can be prepared in the unlikely event of a major earthquake, or some other reason that would require us to evacuate the school.

Gracefield School is situated inside the Civil Defence designated tsunami zone, so it is vital that we are prepared to evacuate if we have to. This drill is a result of the advice we have received from Civil Defence. It's also because it was the experience of many schools in Christchurch after the big quake that reunifying children with parents, can be an extremely stressful and difficult operation.

To help us make this a success, we need parents to fill out the attached form, specifying **five separate people** who you want to allow to pick up your child/ren, if we have evacuated (five is the minimum number Civil Defence are recommending). It's absolutely imperative that we have these names. They can be anyone you trust, neighbours, family, friends, the babysitter/caregiver. Their role would be to pick up your child and care for them, until you were able to get there. Obviously, you need to inform them that they are on this list and what that means for them.

Every child will receive a paper version of the form (as well as the electronic one by email with this newsletter). We want to have all of these forms back by the end of next week **Friday, 19th May**. Once we have all these in, we will book a time for the reunification drill. It will take place here at Gracefield. Parents will be informed of the day and time. The drill will run at the end of the day, from **2.30 – 3pm**. **No child will be allowed to leave the school without a specified adult.** We are hoping to do this before the end of May. More information about what will happen on the day, will come home later.

Just a reminder that our evacuation point is the hall beside St Paul's Church in Waiwhetu Road. This is the closest place outside the tsunami zone.

2017 Reunification Information Form

This form will be used by the school to determine who is allowed to collect your child in the event of an emergency requiring us to evacuate Gracefield. Please supply the details of five people you trust to collect your child if you are unable to. If you have more than one child at Gracefield, you will need to fill out a form for each child, because the forms go to the classes.

Child's Name _____

Child's Rm number ____

Person 1

Name: _____

Address: _____

Contact phone number: _____

Relationship to your child: _____

Person 2

Name: _____

Address: _____

Contact phone number: _____

Relationship to your child: _____

Person 3

Name: _____

Address: _____

Contact phone number: _____

Relationship to your child: _____

Person 4

Name: _____

Address: _____

Contact phone number: _____

Relationship to your child: _____

Person 5

Name: _____

Address: _____

Contact phone number: _____

Relationship to your child: _____

Please return this form to school no later than Friday May 19th.