

## Maungaraki School Reunification Plan



This reunification plan is to be activated in any circumstance where it is likely that families will not be able to collect children in the usual way, eg: Civil defence emergency, significant weather event causing mass road closures etc.

### Pre emergency

- At least annually send out a request for updates to emergency lists:
  - Emergency lists (used in the case of an emergency and the parent cannot be contacted)
  - Approved pick up list (list of adults who the parent is happy to collect children if the parent is unable to get to school)
- Ensure emergency class list folder currently in classrooms also include a current 'approved pick up' list
- Ensure families are aware of process of reunification plan by publishing through newsletters at least annually and keep a copy on the website.

### During emergency

- Enact crisis plan if relevant
- Decision to activate reunification plan made by senior management - usually when circumstance mean parents may not be able to return to the hill (eg: road closures following earthquake, significant weather event etc)
- Parents to be notified via email, text AND social media as soon as the need for reunification is identified. NB: We acknowledge that this may not be possible should there be a significant Civil Defence emergency affecting electricity and telecommunications.
- Once the reunification plan is activated **students will remain under the care and protection of the school** until such time as either:
  1. A parent collects them
  2. An approved contact collects them
 or... until we are notified by a parent (if possible) with new instructions  
 or... until such time as we need to move students off site for safety reasons.
- It is important to note that if the reunification plan is activated prior to 3:00pm, children **will not attend After School Care**. They will remain under the care and protection of the school, with staff from the after school care programmes supporting staff at school if they are available.
- Sign out lists will be hand delivered to each class, with verbal reminders of the need for 100% accuracy:

Child's Name	Time picked up (or indicate if absent)	Person who collected them (print name - please don't sign)	Address they are going to

- While sign out lists are being distributed, management can also determine family/travel needs of staff to help prioritise staggered leaving time for staff.
- Important to have 2 people in office if at all possible. One who remains to answer phone/queries, other to act as 'runner'.
- As student numbers reduce, management may double up classrooms to enable staggered leaving of staff (those with young families/dependents take first priority, followed by those who live greater distance)

- If children are relocated to a new classroom for supervision purposes, notes should be left on porch doors to indicate where they can be found.
- At 3:15pm (after usual pick up time), all remaining children will be brought to a central location (most likely to be the Totara Hub/staffroom area) with their supervising teacher and the sign out lists.
- Children will remain here until they are collected by an approved adult (overnight if needed). A minimum of 1:15 staff ratio will be required outside of usual school hours, with a minimum of 2 staff members remaining on site until the very last child has left.
- After all children have left, and as the last staff member leaves, sign out lists may be posted in the foyer windows. This is particularly important if we have not had access to telecommunications and there is the possibility that families do not know which approved adult their child has gone home with.

### **Post Emergency**

- Enact 'post crisis' procedures to ensure ongoing well being of children and staff
- Review process
- Replenish emergency supplies as needed

***The school will exercise common sense and prudence based on conditions and situation updates. This may result in a number of eventualities that are impossible to predict in a procedural document such as this. We will, however, always have student safety and well being as the number one priority when making any changes to this reunification plan.***