

## Reunification Plan Sacred Heart Cathedral School

This reunification plan is to be activated in circumstances where it is likely that families will not be able to collect students in the usual way e.g. Civil defence emergency or a significant weather event.

### Pre emergency :

- Annually request families to update information on school file, including adults who can collect child/children if parent/caregiver unable to do so
- Ensure all emergency class information includes a list of approved adults who can pick up
- Ensure families are aware of reunification plan by publishing it in newsletter and storing it on school app and website

### During emergency :

- Decision to activate reunification plan is made by leadership team
- Parents to be notified via email, text, school app, school newsletter as soon as the need for reunification is identified. 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 remain under the care and protection of the school until such time as
  1. A parent/ caregiver collects child/children
  2. An approved contact collects them
- If the reunification plan is activated prior to 2.40 pm children will not attend After School Care . All students will remain under the care and protection of the school with the After School Care staff supporting the school staff.
- Teachers will have pre printed sign out lists with their evacuation class list
- Leadership team will determine family/travel needs of staff to help prioritise staggered leaving time for staff
- Two staff will be in the office – one will be managing communication the other will act as a runner
- As student numbers reduce, the leadership team will double up classes to enable staggering staff to leave
- Children will remain at school until they are collected by an approved adult. The approved adult may have to show identification if they are not known to school staff
- Two staff members will remain onsite until the last child has been picked up

### Post emergency

- Review process
- Replenish emergency supplies

The school will exercise common sense 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 always have students' safety and wellbeing as a number one priority when making any changes to reunification plan.