

Ss Peter and Paul School

Emergency Contacts (in the event the School is Evacuated/Closed)

Name of child: (youngest to oldest)

Room No.

Guidelines

- Please begin the list with your own names.
- Ensure any other names nominated on this list have a good likelihood of being able to get to school to collect your child in the event of an emergency.
- The list allows for 10 names, but there is no expectation that parents complete a full list. However, we do recommend at least one other name after parents' names.
- Children will remain at school until collected by someone from the list. Families of more than one child will wait together in the classroom of the youngest child.
- Please advise the school office of any changes to this list. We recommend you keep a record of who you have authorised to collect your children.

I authorise the following people to collect my child/children if the school is evacuated or closed

	Parents to complete these sections			Teachers to complete these sections		
	Name of authorised person	Address	Mobile number	Collected by	Where they are going	Time collected
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Signed: _____ Date: _____