Katoomba North Public School

# Barton Street, Katoomba NSW 2780

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**SNOW PLAN/ EMERGENCY PROCEDURE**

**AT SCHOOL**

**Updated August, 2017**

**Before school start time:**

* Parents are to make themselves aware of weather updates especially in relation to road closures near and around the school.
* parents have been prompted not to send their child to school in the morning If snow has fallen overnight.
* The school website, facebook and Schoolstream will be updated with relevant information.
* If roads are open and any threat has passed parents can bring their child to school at 11.15am.
* Parents will not be able to leave children at school until it is confirmed teachers are on site and able to supervise.
* If staff cannot attend school due to road closures etc they are to ring the Principal.
* Staff can go their nearest school for the day or until roads are open.
* If staff are unable to travel safely to their nearest school they are permitted to use a FaCS day as leave.

**During school time: If snow occurs.**

**Evacuation Procedures - *From school grounds*:**

1. The school will be contacted by SES or Police to signal that evacuation is necessary. If we think the snow is becoming heavier the school will contact SES or the Police and be guided by their advice.
2. The school will follow the advice on whether to send children home, proceed to assembly points or evacuate to an area outside the school.
3. Staff will be notified on the plan to be followed.
4. Blue Mountains Buses 47825469 will be contacted (remember this company may be at other schools in the area to evacuate students).
5. School calls parents of bus children to ensure there will be supervision for each child when they get off bus. Children will not be put on the bus if parent or nominee cannot be contacted. Parents whose children attend KOOSH will also be contacted.
6. Parents of all children will be contacted beginning with those who live furthest away from the school.
7. All children will remain in their classrooms. Teachers will need to ensure students are signed out and time noted. After the initial rush is over, remaining children will be brought together in the Kindergarten room.
8. Staff will be evacuated if possible. The school must ensure there is adequate supervision for remaining students. Staff will need to sign out.
9. Staff will now begin to ring parents of remaining children. Parents will be asked to arrange for students to be collected by a parent or nominated person or to give parental permission for a child to walk home. Permission to walk home will of course, depend on the age and maturity of the child and the weather conditions.

The school will stay in contact with SES and Police for further advice and assistance.