

St Paul's Lutheran Primary School, Caboolture



Extreme Weather Event Policy

PURPOSE

When an extreme weather event warning has been issued by the Moreton Bay Regional Council, the Principal and staff shall act to keep Students, Parents/Carers and Staff safe. In doing so the Principal shall enact procedures to notify students, Parents/Carers and Staff of the actions taken to keep all safe.

Review Date: September 2019

Updated: 3 November 2020

Next Review Date: 2021

Signed: _____

Date: ____ / ____ / ____

PROCEDURE

1. Extreme Weather Event Procedures

- 1.1. Once the first Moreton Bay Regional Council (MBRC) critical warning is received, the Bureau of Meteorology (BOM) radar site and tracking of cell information will be monitored by Administration.
- 1.2. The MBRC Road Closure site is monitored by reception personnel. During school operation, from reception of the first warning, until the threat has passed, both websites are monitored.
- 1.3. From the first communique from MBRC, the Principal, their delegated authority or Facebook Page Administrators loads the "Facebook Extreme Event Communication" file contents on to the School's Facebook Page and App. This file contains BOM, etc. links to allow parents to make informed decisions.
- 1.4. The generic paragraph of information, mentioned above (see Appendix 1), has been created and is located on the server at:
Reception Data / Extreme Weather Events / Initial Post
- 1.5. Should an extreme weather event occur at the end of the school day, students will be kept in their classrooms and parents notified via the necessary means of communication of this decision. Students can then be picked up by their parents as soon as possible through the front office. Bus companies will also be informed of this decision and parents informed of the transport arrangements required for their student.
- 1.6. As such events unfold, the students remaining at the School will remain with classroom teachers. As numbers decrease, year level classrooms may combine. Further decrease in numbers may see whole of Junior School and Senior School combine in one room. When this action is taken, the Deputy Principal will check vacated classrooms and toilet blocks. The remaining number of students will be reassessed over the time, with the entire remaining student group retracting to a single venue as numbers decrease.
- 1.7. The Admin Staff will supply current attendance lists to the Deputy Principal who liaises with the classroom teachers as to who remains at the school. The classroom teachers keep the rolls and mark off those who are departing. When the last of their respective students have departed, and are accounted for, the classroom teachers then informs the Deputy Principal and returns their list to the Admin Staff.
- 1.8. Departing staff must also sign out with the Deputy Principal, be they teaching and/or non-teaching staff.
- 1.9. Administration personnel who are in attendance, and able, will liaise with parents until the last student has departed.
- 1.10. The Principal will reiterate the concerns, advice and acknowledgements in the School Newsletter, surrounding these types of events.

2. Bus Duty Staff & Car Park Management

In these extreme weather events, duty staff (assisted by the available ground staff) will maintain the bus duty role wearing high visibility vests as per normal and direct traffic in the carpark. Other staff may be asked to assist should the volume require extra management.

Printed copies are not controlled.

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3. Off-Campus Activities Already Underway

The Principal or their delegate, will contact the designated group director for the excursion, and liaise with them, as to how their safe return to the school will be undertaken or organise informative communication with the relevant parents to apprise the situation and the approximate estimated time of arrival should it need to be modified. Once the group returns, if the emergency continues, they would fall under the same conditions as mentioned above for accounting and management.

APPENDIX 1

INITIAL SPLPS FACEBOOK POST FOR EXTREME WEATHER CONDITIONS

SPLPS has received notification via the Moreton Alert System that a major weather event is imminent. Please refer to the links below for communications that will assist you in making informed decisions about your movements.

Major Weather Event Useful Info Access:

- "BOM" Radar Mt Stapylton: <http://www.bom.gov.au/products/IDR663.loop.shtml#skip>
- Road Conditions Active: <https://www.moretonbay.qld.gov.au/maps.aspx?custom=rc>
- Radio Channels: 612 ABC, 101.5FM or 99.7FM for broadcast updates.
- Main "BOM" Site: <http://www.bom.gov.au/>
- Road Conditions main: <https://www.moretonbay.qld.gov.au/roadconditions/>
- MBRC Disaster Management Facebook Site: www.facebook.com/MoretonBayCouncil 

Please be assured that school staff will continue to care for those students who are with us and will continue to do so until such times as safe collection can be undertaken by a parent or bona fide nominee, regardless of how late that may be. Our families are welcome to call, sign out and collect their students if there are any concerns about access, travel or safety. We encourage families to exercise caution as we work towards safe, positive outcomes for our whole community.