



Parent Information: Emergency Evacuation

After recent events the school thought it was timely to remind parents/ caregivers of our emergency evacuation procedures. Please read these carefully. Your cooperation will allow us to reunite you with your student/s as quickly as possible. Please be aware that as a school we have an obligation to ensure student safety. The school must follow certain procedures to ensure students are released to an appropriate adult. To evacuate the school is a big task at a stressful time. By following the guidelines below you will allow us to carry this out as effectively as possible.

In any emergency students will initially be evacuated to the North field. If we need to relocate from the North field students may be directed to other parts of the school. This is only likely to occur in poor weather and can only occur when the sites of relocation have been checked for safety. If students have been moved, you will be informed of where the students are when you arrive at the school.

An assessment of the school will be carried out. Based on this assessment one of two decisions will be made.

- It is safe for students to return to class and they will be directed to do so.
- It is potentially unsafe for students to return to classes and they will be released in a controlled manner from the site to an authorised adult.
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If the decision is made to evacuate the school we will supervise students until they are collected. You are most likely to be notified of this by text. (Either from your student/s or the school.)

Please make your way to the school as soon as possible. If you have arranged for another adult to collect your child please let them know to do so. As we know, communication is not always easy at these times so common sense will prevail. If you can, text your student/s information about whom they can go home with, or that you are happy for them to make their own way home. We can read these texts from your student's phone and act on this information.

If you are collecting a student:

Please go via the main office, they will direct you to where students are gathered. **You will be asked by one of the office staff to sign out your student/s. It is essential that this is done so we are able to account for everybody's whereabouts.**

Once you have collected your student/s please leave the grounds as quickly as possible. This helps to reduce congestion both on the field and with traffic outside of the school.

In order for us to communicate more effectively with parents we are introducing "School links," an electronic notification system. We have enclosed an information letter that explains what you need to do to activate this service. This system enables both the school and yourself to communicate in these emergency situations. It would be appreciated if you could complete the steps set out as we cannot use this system until parents activate the service.

Hopefully we will not need to do this again! But if we do please follow these guidelines and your cooperation is greatly appreciated.