

ST CECILIA'S PRIMARY SCHOOL
PORT HEDLAND

CYCLONE ACTION PLAN FOR WHOLE SCHOOL



*St Cecilia's Primary School
Vision Statement*

St Cecilia's Catholic Primary School is a multi-cultural Catholic School where staff, parents and students strive to provide a secure environment concerned with the spiritual, moral, social, emotional and intellectual development of each person. We endeavour to create an atmosphere of openness, mutual respect and loyalty within the school community.

Written 2011
Reviewed 2014
Review 2017

ST CECILIA'S CATHOLIC PRIMARY SCHOOL

CYCLONE ACTION PLAN

St Cecilia's Catholic Primary School is located in a cyclone prone region of Australia. The cyclone season extends from November 1 to April 30.

As part of our Duty of Care to students, staff and families we have developed the following cyclone plan, which should be read in conjunction with the FESA Cyclone Plan and any announcements by the State Emergency Service or Police Force.

BLUE ALERT

- School will usually remain open

YELLOW ALERT

- Teachers to make sure they have their mobiles on them charged.
- If the school is in session, children shall be picked up by parents or transported in the normal manner by the School Bus system as per FESA Cyclone procedures.
- Parents of children who have not been picked up will be notified by the office staff to do so. Make sure that you use your roll and an up to date class list to identify who has been picked up and by whom. If any students are still at school make sure that the office staff are aware so that they can call parents.
- Do not leave your class until all students have been picked up or you are asked to assist in the clean up and your children have been handed over to another staff member along with the roll and the class list.
- The Principal and staff in association with the grounds staff will attend to the following:
 - All loose seating and benches around the school are to be placed in safe storage (the nearest foyer)
 - Shade sails on the Oval and in the Kindergarten, Pre Primary Area need to be taken down and stored (in the Sports Shed)
 - Any debris or loose items around the school need to be collected and disposed of or stored in a safe manner
 - All items that can be moved away from windows in the classrooms shall be moved to the centre of the room or an area furthest away from the window and covered in plastic.
 - All appliances, except essential shall be switched off and unplugged, eg computers, kettles, microwaves, fridges etc. Computers will be covered in plastic to protect them.
 - All materials will be off the floor check store rooms also to check that no items are on the floor in case of flooding.
 - Need to cover computers in the lab and make sure they are all turned off and that no materials are on the ground.
 - Check that the library is secured and that books are covered by plastic to protect from water damage.

★ *The Principal or Assistant Principals will organise a team to attend to the above.*

After the cyclone has passed and when damage has been assessed, the Principal in conjunction with the Admin team and grounds staff will complete a site inspection of the school to determine what repairs or course of action needs to follow. If St Cecilia's is to vary its response to the normal FESA Cyclone plan, for example due to flooding damage to classrooms, the Principal shall notify the School Community via an announcement on the radio.

After a Cyclone

- Each morning, information will be provided on the radio as to whether our school will open at the usual time. This information will be current for the whole day. For example, if the school is declared closed at 6.30am, it will not open at all during the day, even if conditions improve.
- If you are required to assist with the clean up after a cyclone you will be contacted by the Principal or Admin team.

Cyclone in Holidays

Staff need to be aware that if a cyclone occurs in the holiday period, there needs to be a chain of command. If the principal is present they will call for assistance in making the school cyclone ready. If in the event the Principal is not in town then it falls to the Assistant Principals. In the off chance that none of the above are available then the responsibility falls to those present.

As holidays approach there needs to be a list formed on who would be available to take on the role of vicinity officer , they would then call staff in town to assist in making the school ready for a cyclone.

Attachments: Parent and Staff Cyclone Information



ST CECILIA'S CATHOLIC PRIMARY SCHOOL CYCLONE INFORMATION FOR PARENTS



- ★ Please refer to FESA Cyclone Information for further clarification

AN APPROACHING CYCLONE

Cyclone Watch/Warning

Staff and students attend school as normal.

Blue Alert

The school remains open. A cyclone may produce gales (gusts exceeding 90km/h) within 48 hours. Keep up to date with the development of the cyclone through radio on

N.W Radio (frequency 1026AM and 91.7FM)

ABC Radio (frequency 603AM)

[If the school is to close this information will be broadcast between 6:30pm and 6:45pm, and between 6:30am and 6:45am on the relevant Radio stations]

Or through Television and/or internet (www.bom.gov.au)

The closure advice will be repeated each morning and evening until the decision to reopen the school is made.

- Before your child goes to school, make specific arrangements to have him/her picked up from school should the Yellow Alert be declared during the school day.
 - Ensure that your child knows what these arrangements are.
- ★ All information and updated reports relating to warnings and school closures ARE ISSUED ON THE RADIO. Keep yourself informed and PLEASE DO NOT RING THE SCHOOL.

Yellow Alert

If a yellow alert is called during the school day, SCHOOL WILL CLOSE.

- Parents must pick up their children from their classroom immediately.
 - Students will not be sent home until instructions are received from parents.
- ★ Parents however, are expected to pick up their children as soon as they know the Yellow Alert has been called.

Red Alert

School will remain shut during a Red Alert

All community members are expected to remain indoors and stay tuned to the local radio broadcast until the Red Alert has been called off.

AFTER THE CYCLONE

It is a safety requirement that schools are not reopened until the school site has been inspected and declared safe. After the cyclone, information will be provided on the radio as to whether our school will open at the usual time. This information will remain current for the whole day. For example, if the school is declared closed at 6:30am it will not open at all during that day, even if conditions improve. Every endeavour will be made to ensure schools are made safe and reopened as soon as possible.

Please keep yourselves informed via the radio, until a threat from the cyclone has passed.



ST CECILIA'S CATHOLIC PRIMARY SCHOOL CYCLONE INFORMATION FOR STAFF



AN APPROACHING CYCLONE

Cyclone Watch/Warning

Staff and students attend school as normal.

Blue Alert

The school remains open. A cyclone may produce gales (gusts exceeding 90km/h) within 48 hours. Keep up to date with the development of the cyclone through radio on

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The closure advice will be repeated each morning and evening until the decision to reopen the school is made.

Yellow Alert

If a Yellow Alert has been called throughout the night, staff should stay at home and follow the FESA Cyclone Procedures. Some staff will be contacted by phone by the Principal or Administration Team to help make the school secure, otherwise, you should attend to Cyclone preparations at your home.

If a yellow alert is called during the school day:

- ❖ Students will be collected from individual classrooms – please use your class roll to mark off students during this process.
- ❖ Students who normally catch a school bus home, will be sent home on the bus as soon as the buses arrive, as soon as the buses arrive after the Yellow Alert has been called.

After students have left, school staff should secure their room in association with the Admin staff and then leave to attend to their home and its security.

Red Alert

School will remain shut during a red alert.

All community members are expected to remain indoors and stay tuned to the local radio broadcast until the Red Alert has been called off.

AFTER THE CYCLONE

It is a safety requirement that schools are not reopened until the school site has been inspected and declared safe. After the cyclone, information will be provided on the radio as to whether our school will open at the usual time. This information will remain current for the whole day. For example, if the school is declared closed at 6:30am it will not open at all during that day, even if conditions improve. Every endeavour will be made to ensure schools are made safe and reopened as soon as possible.

Please keep yourselves informed via the radio, until a threat from the cyclone has passed.

Please keep a staff phone contact list handy just in case you or the school need assistance.