

Glamorgan School

Civil Defence/Emergency Closure of the School Policy

Rationale:

The safety of all students and staff within Glamorgan School grounds is paramount in a civil emergency during school hours.

Purposes:

1. To establish appropriate procedures that would lead to the efficient closure of the school in the event of a civil emergency.
2. To ensure evacuation procedures are established in order to secure the safety of all students and staff within the school grounds.

Guidelines:

1. Emergencies leading to school closure are extreme weather conditions, lack of water, civil or natural disasters, or any other occurrence where the health, safety and well-being of staff and students are threatened.
2. Where appropriate, information and advice will be sought from the Police, Civil Defence or the Ministry of Education.
3. The Principal will make every effort to consult with the Board chairperson before the closure of the school.
4. The Principal or most senior designated staff member in authority will announce the closure of the school and notify necessary officials.
5. All personnel will be advised of the closure and will be told when to move to the evacuation area (see Emergency Evacuation Policy).
6. Once an emergency has been established and the school closed, the school phone may only be used for emergency communication.
7. Staff will be responsible for the supervision of children until parents/caregivers are contacted and arrangements are made for uplifting children.
8. Staff to be released only on the permission of the Principal or designated person in charge.
9. Students will be released to a parent, approved caregiver or authorised agent once staff have sighted the adult, and recorded the time plus name and contact details of the adult collecting.
10. All children who have not been collected, will be moved to an authorised Civil Defence Centre supervised by school staff until such times as advised otherwise.
11. Upon leaving the premises, the Principal will ensure the property is left as securely as possible.

Signed: _____

Date: _____

Review Date: _____