

PROCEDURES

BLUE ALERT

- A cyclone has formed and may affect the area within 48 hours.
- School open as usual. Begin cyclone procedures.

PROCEDURES FOR ST MARY'S COLLEGE SECONDARY CAMPUS

- Bursar to contact grounds persons.
- Check that all staff are aware of the Blue Alert.
- Skip Bins secured (or removed).
- All computers to be backed up (check backup procedures).
- Motor vehicles to be filled with fuel.
- General tidy up of classes and playgrounds in preparation for a Yellow Alert.

YELLOW ALERT

- The cyclone is moving closer to the area and impact appears inevitable within 12 hours.

If a Yellow Alert is called before school: – students do not come to school.

- Informed by radio.
- Teachers come to school.
- School must be made secure.
- Duty of Care exits.

If any students inadvertently attend school: –

- Parents contacted to collect children.
- Students who are not catered for must be supervised until the end of the school day. (Department of Community Development may be of assistance in dealing with these children after school finishes or if the intensity of the cyclone escalates).

If a Yellow Alert is called before lunch: – students sent home.

- Buses called.
- Parents informed by radio (through normal SES messages).
- Teachers ensure school is prepared (see Yellow Alert Procedures).
- Information to parents should include provision for families with exceptional circumstances to alert the school in the event that they are unable to make arrangements for caring for their children.
- Students who are not catered for must be supervised until the end of the school day. (Department for community Development may be of assistance in dealing with these children after school finishes or if the intensity of the cyclone escalates).

If a Yellow Alert is called after lunch – students are kept until closing time.

- Parents may pick up students early if they choose.
- Staff to assist with Yellow Alert Procedures after students have left the school.

PROCEDURES FOR ST MARY'S COLLEGE SECONDARY CAMPUS

If a Yellow Alert is announced before lunch:

- Classes proceed as normal until lunch time.
- Students are instructed to go home.
- Any students who believe they are not able to go home or access home safely are to report to the Chapel.

- Administration support staff, Liaison Officer, Careers Officer and Student Services Coordinators are to report to the Chapel.
- Hostel students to be grouped if being picked up.
- Bus students; reception staff to check School Bus movement. (Bus students to wait for bus if coming).
- Individuals and family groups identified and arrangements made for students to be picked up. (Staff remain with students until done).
- All staff to support grounds staff to ensure the Yellow Alert Procedures are completed.
- All staff report to Staff Room for final briefing.
- Head of Senior School to ensure all students have gone home.
- Head of Senior School to ensure all Yellow Alert Procedures completed.
- Staff dismissed.
- Liaison Officer, Student Services Coordinators, Careers Office to remain at school for minimum of thirty (30) minutes after students have departed to ensure no queries about students' whereabouts are received.
- All staff return home.

Yellow Alert declared after lunch:

- School closes at the end of the day.
- Staff attend to Yellow Alert Procedures at the end of the day.

Yellow Alert declared after school:

- Students stay home.
- Staff attend to their own place of residence before offering support to secure the school.

LIST OF THINGS TO BE DONE ON YELLOW ALERT

- Check that all staff are aware of the Yellow Alert.
- Ensure all loose material and objects are safely stowed and secured in the building.
- Computers, photocopiers and fax machines to be switched off, unplugged and covered with plastic.
- Filing cabinets to be locked or taped closed.
- Fridges to be emptied, switched off and unplugged.
- Shutters to be closed.
- All teacher and student desks to be cleared and all loose items locked away.
- Motor vehicles/buses to be filled with fuel and the vehicles moved to garages.
- Power to be turned off at the mains.
- Grounds staff to remove and secure all shade sails.
- Grounds staff to remove and secure all bins and outdoor furniture.

On completion of the above, all staff are to meet in the Staff Room for a final briefing. Staff are not to leave until directed by Heads of School or Principal.

RED ALERT

- The cyclone impact is imminent.
- All staff should be at home and prepared.
- Staff are to act within reason on the days following the cyclone. If it could be unsafe, staff are to make contact with Heads of School for direction.