

**PENRITH SCHOOL EDUCATION AREA
DRAFT SNOW AND ICE POLICY AND PROCEDURES**

GUIDING PRINCIPLES

These procedures take into account the duty of care schools have for students, our obligations under Occupational Health and Safety regulations (OH&S) and the significance of child protection. Reference is also made to the NSW Department of Education and Trainings' *Management of Serious Incidents*.

PROCEDURES

1. When overnight snow and ice cause road closures by Police and State Emergency Service (SES) personnel that will lead to the cancellation of bus services, information will be broadcast via 96.1 FM (9831 6000), 702AM (8333 1234) or 89.12 BLUFM (4782 2490) between 7.00am and 9.00am. This broadcast will indicate the viability of schools opening on the day.
2. Where schools are closed, staff should report to their closest school to home where it is safe to do so. Where weather extremes are so great as to prevent this, normal leave provisions apply.
3. An executive member of a school will be nominated as the DET-SES link officer. In 2004-2005 this will be Frank Ranieri (Deputy Principal, Katoomba High School). This role will be to co-ordinate the schools in the upper mountains (Katoomba High School, Katoomba Public School, Katoomba North Public School, Leura Public School, Wentworth Falls Public School, Mt Victoria Public School and Megalong PS) with the SES and bus companies.
4. Where schools are open and there is a significant snowfall or a significant threat of snow, Principals may decide to contact parents and organise for students to be collected by parents or a nominated person or be given parental permission to walk home. This decision is made with regard to the age and maturity of each student. This decision is also to be made in conjunction with the School Education Director.
5. If buses are operating, students are to be taken on the normal route home. Rolls will be taken for each student travelling by bus. Schools are to maintain records of all student movement.
6. If roads become unpassable, buses will take students to either a designated evacuation point (Katoomba Public School) or to the originating school.
7. Where students are required to remain on site, the following will apply:
 - Identify an appropriate venue for maintaining students' well-being and safety.
 - Where possible, apply supervision arrangements of 1:20 teacher student ratio.
 - Provide consideration to emergency supplies, blankets, food supplies etc.
 - Maintain contact with SES and Police where possible.

KATOOMBA HIGH SCHOOL

SNOW & ICE POLICY

When snow or ice make the roads in the mountains treacherous, it is important to get students and staff back to their homes safely. Procedures are as follows:

1. When overnight snow and ice force road closures by the police or result in the cancellation of bus services, the school will endeavour to inform students if the school will be closed, via 96.1FM (Phone 02 98316000), 702AM ABC (Phone 8333 1234) or 89.1 2BLUFM (Phone 4782 2490) between 7:00am and 9:00am.
2. Staff should report to their nearest school, where it is safe to do so. If weather conditions make this impossible, staff may be granted short leave, if staff exhaust their short leave as a result, consideration may be given to the granting of additional short leave in the event of another emergency.
3. When snow and ice affect safe driving conditions during the day, the bus companies inform the school that buses will arrive to collect students. Students are then summoned to the school hall to wait collection by bus. Students who walk home will be sent home. The Principal will inform Area Office that this has happened. The school will attempt to contact parents.
4. As soon as it becomes obvious that weather will necessitate the closure of the school, special transport services for the support students should be contacted by Head Teacher Support so that students can be conveyed to their homes safely.
5. The Principal will determine priority for staff to travel home, taking account of the students' supervision needs and staff welfare.
6. If the police close the roads to vehicular traffic, students will be organised by the school to travel to the railway station to catch the next train home. Students who cannot use the train and cannot walk home, will be kept at the school hall until they can be collected. In these circumstances, the Principal will ensure adequate supervision of these students.
7. At least one member of the Administration Staff will operate the switchboard, responding to parent calls and concerns.
8. Once all students have been sent home safely, remaining staff will be able to leave the school.

FLOWCHART FOR EVACUATION DUE TO SNOW & ICE

Front Office takes phone messages from parents/caregivers in the first instance

1. SES contact (F Ranieri) pre-warns feeder schools of snow/ice. Front Office tracks weather and keeps Frank Ranieri informed.
2. SES/Bus Co/FR consult – EVACUATION CALLED

DRAFT

	Critical Roads – We act on SES advice
	<ul style="list-style-type: none">• Katoomba Street• Lurline Street• Great Western Highway West• Great Western Highway East• Side Streets
	ALL STUDENTS AND STAFF TO REMAIN IN TIMETABLED ROOMS UNTIL CONTACTED
	CALL Evacuation – Students are NOT to use mobile telephones; they remain switched off.
	Roll call signalled 10mins - beginning and end signalled by bell ring
	Support students to Support Unit after rollcall
	Support Unit calls buses for support students
	Bus students to following rooms;
	<ul style="list-style-type: none">• Mt Vic 710 to room 3 (HSIE)• B'heath 546 to room 2 (HSIE)• North Katoomba 705 and 544 to rooms 9/10 and 11 (English)• Wentworth Falls 709 to Science Lab 42 (Science)• Leura 708 to Lab 43 (Science)
	If buses do not get through, students are returned to Katoomba Primary School.
	<ul style="list-style-type: none">• Students who walk or drive to Atrium (Mathematics)<ul style="list-style-type: none">○ Phone out to households of walkers then release them while it is still safe to do so.○ Students with mobile phones can contact parents/caregivers under Teacher supervision.
	HT's are to pick up a walkie talkie from front office.
	HT Mathematics to collect megaphone from front office
	Front gate supervised by PDHPE – pickup walkie talkie from office
	Carpark bottom gate supervised by TAS - pickup walkie talkie from office
	Teachers affected by possible road closures will be directed by senior executive to leave and sign out from the front office.
	Front Office (4 SASS staff needed) – 2 on telephones. 1 reception officer, 1 messenger
	<ul style="list-style-type: none">▪ Prepare roll folders with slip for roll (Teachers will identify students who were present in morning but currently absent and those not on rolls but present)▪ Staff phones with prepared message generated by Senior Executive▪ DPs/P/Exec have walkie talkies access▪ ATRIUM Head Teacher to Collect megaphone from Front Office▪ Walkie Talkies <u>must</u> be in: Hall, Bus Lines, ATRIUM, Support Unit, Gates▪ Line 3 to be kept free for outgoing calls to Police/SES/SED/Buses etc.
	Serious incident info/update to be sent by Principal to SED
	Staff meeting to plan the rest of the day