

Crookwell Public School

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Emergency Evacuation Note

School Evacuation Procedure

In case a situation, such as a heavy snowfall or similar arises and it is necessary to evacuate the children you should familiarise yourself with the school's emergency evacuation procedures to protect the safety and well-being of your child/children.

The following arrangements were agreed upon following a meeting between the local school principals, the police and the nominated transport coordinator:-

- Schools will be put on alert
- The police will contact the transport coordinator and the following radio stations – 2GN, FM103, FM93.5 and 2GZ (Orange)
- Parents are advised to contact the school if in doubt, as the school will be kept up to date by the bus companies and Police. Avoid ringing the police as they need their phone line to call out.
- Bus companies will notify feeder buses.
- In the event that a road is closed after the children have been picked up from school they will be returned to their home school or the closest school if return to the home school is not possible.

Once the school has been put on alert parents of children not going home regardless will be contacted for instruction. Please note, in the event of an emergency we will always provide and care for a child until suitable alternative arrangements are made.

Please parents discuss thoroughly with your child/children the course of action that is to be followed when and if an emergency school evacuation is required.

Please fill out the attached form very carefully as it will be used as a reference sheet in a school evacuation emergency. The school **MUST** be notified if there are changes to these arrangements.

Yours sincerely
Michael Whittington
Principal

Crookwell Public School Emergency Evacuation Information

Family Name _____

Children enrolled at Crookwell Public School

Child 1 Child 2

Child 3 Child 4

On a normal afternoon from school my children:

Walk home Picked Up From School

OR

Catch the bus home

My children catch the following bus from Crookwell Public School

Bigga or Fish River or Bannister or Diamond/Redground or Limerick or

Taralga or Wheeo or Woodhouselee or Lost River

In an event of an emergency situation:

Please indicate the action to be taken in the event that there is no one at home during the day when the school rings about an emergency situation (e.g. heavy snowfall) and the buses are leaving the school at an earlier time than normal.

My child is to (please tick your choice)

Stay at school until contact is made with a parent or emergency contact.

Catch the bus and go home regardless, as they are able to enter the house alone.

Walk home regardless, as they are able to enter the house alone.

My child has been instructed to go home with _____

My child is to go to _____
(someone who lives in town)

Other – Please indicate _____

Parent/Care Giver Signature _____ Date _____