



# Wilberforce Public School

*Excellence in Education since 1880*

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**Principal:** Graham Wilkins

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## Wilberforce Public School Emergency Procedures – Parent Information

(Current November, 2018. Reviewed as needed)

### Background:

The information below has been written with the cooperation with Department of Education WHS branch and is aimed at providing the community with a summary of the procedures during, or after, a school evacuation or lockdown. The elements of the plan address safety in the following contexts:

- Advice to parents and students about the ongoing status of school.
- Drop off and departure during a lockdown or evacuation
- Communication procedures during an emergency.
- Picking up and dropping off students during and after a lockdown or evacuation
- Procedures for parents who are at school during a lockdown or evacuation

**The school has a full emergency evacuation, lockdown and lock out procedures. The information sheet is to provide details about how parents can access information and pick up their child/ren in the unlikely event of a lockdown, lock out or evacuation.**

### Advice to parents and students about the ongoing status of the school during a lock down or evacuation.

- The school will be guided by advice from Emergency Services and the Department of Education.
- Communication during a lockdown or evacuation will be through the school website, App and the school's Facebook page. The Principal will be the only person to authorise information about conditions where applicable.
- Statements for the School website, Facebook and App will give a general update about the situation at the school. This will occur in a timely manner as the safety of students and staff will be the primary concern.
- Please do not ring the school during an emergency lockdown as the phone system will be used to communicate with emergency services.
- Please do not come to the school during a lockdown. Staff will not open doors until the all clear has been given. Parents will not be able to collect their child until after the all clear has been given. Parents are to be advised that they should proceed to the front office FIRST before going to the classrooms. Teachers will redirect you to the office to correctly and legally sign out your child/ren.
- In the event of a lock down or evacuation a sign will be placed in the door of the front office advising parents of the lock down or the evacuation location.
- In the event of an evacuation parents will need to sign their child out from the classroom teacher. **Please do not take students without signing them out.**
- All parents should sign into the school if attending to assist in classrooms or for other special events. If parents are present during a lockdown or evacuation, they should remain with or in the class(room) where they are working. If they are in transition between classes during a lock down they should go to the front office or the closest classroom, informing the classroom teacher who they are and why they are at school. All parents helping at school must wear a visitor's badge and sign in at the office.
- The school evacuation sites are as follows;
  - Onsite evacuation – Lower field (Collect students through the Castlereagh Rd gate)
  - Offsite Evacuation -Wilberforce Park (47 George Rd Wilberforce)
  - Offsite evacuation site 2 – Hawkesbury High School (1 Hibberts Ln Freemans's Reach)
  - Bushfire evacuation – Windsor Public School (Lot 2 Dight St, Windsor)