



Created by: HL

Date: Jan 2016

Reviewed by: CD

Date: April 2019

Next review due: April 2020 Policy #D3

## Flood Policy

### RATIONALE

Flooding, either short term flash floods or longer general flooding is a major risk in our area. Although our School is on high ground and not directly affected, many of the access routes to the school can be cut on several occasions each year.

### PURPOSE

To have clear procedures of the School's response to and action taken in the event of localised flooding.

### POLICY

The School's responsibility is to ensure the safety of students and staff in the case of flooding. The School's leadership and Administration, with other staff members have a duty of care to keep all students safe and to make decision which will have the best outcome for all school community members.

### PROCEDURE

1. The Educational Administrator will make themselves aware of the situation, as much as is possible, when there has been heavy rain and the forecast is for that to continue.
2. The Educational Administrator will delegate a member of Administrative staff to keep a check on the Bureau of Meteorology (BoM) website for and alerts and forecasts for the area.
3. The Educational Administrator is responsible for the decision to close the school in the event of a heavy rain or cyclone event considering the ability of staff and students to get home, the high number of flood spots in the district, and the weather forecast.
4. The Educational Administrator finds out which staff members are available able to attend school so that any students arriving can be supervised.
5. If it is dangerous or otherwise not reasonable for a staff member to travel, they should not do so. Pays will not be affected where the staff member is rostered on for that day.
6. Administration staff who are available, will organise to send an email and/or SMS to parents and staff. The bus companies are contacted to find out if their services will be affected.
7. The bus company will confirm whether bus routes are operable or not, and bus cancellations will be announced on the local radio station, 2LM, local ABC or Triple Z between 6.45 am and 7.30 am. Note that this can happen at short notice and may be in the middle of a school day.

8. The School will automatically close if advised or instructed by the Police or SES or if buses are not running, although administration or other staff may still be in attendance. The Educational Administrator actions the communication to parents and staff as soon as possible.
9. Any staff present will be available to supervise and advise parents of students who arrive by car that the School is closed.
10. School closure days due to flooding might be called in advance such as in the event of a cyclone, but generally a decision is made on the morning relating to that specific day.
11. In the case that the school is open but there is a risk of flash flooding, the Educational Administrator will delegate a member of Administrative staff to monitor the Bureau of Meteorology (BoM) website for and alerts and forecasts for the area, council road closures, Nimbin Hook Ups road threats, and local contacts at trouble spots such as Martin Road bridge and Gungas Road causeway. This information will help the Educational Administrator to decide whether to instruct Administrative staff to contact the bus services to find out if they are planning to alter their schedules and parents to come and collect their children.
12. Any classes off campus maintain regular contact with the office for updates. If out of range, contact office at a prearranged time when phone access is available.
13. Parents will be asked to nominate an alternative safe house in case it is not possible for students to get home or for the parents to collect them.
14. If a child goes to a safe house, the school will contact the child's parents by phone, SMS and email to let them know where their child is.
15. Parents may decide to keep children at home in high flood risk times. This will be marked as approved absence on school rolls.
16. At least two staff members will remain at school supervise any students stranded at school. Arrangements will be made for children to go home or to a safe house specified by their parent, or to be taken care of as needed.
17. The Educational Administrator will inform the Board of Directors as soon as possible of any decisions, and in conjunction with the Board will conduct a review afterwards.

**In case of consistent heavy rain, and/or flooding of roads or causeways there is a possible cancellation of school and all parents & staff are requested to:**

- Listen to the local radio stations (2LM, Triple Z, local ABC); and check on Nimbin Hook UP
- Check their email and SMS messages from the school