

CYCLONE PROCEDURES

Cyclone advice is broadcast on all radio stations by the Bureau of Meteorology well in advance of a cyclone's arrival. ABC Darwin is the lead station. Early notices are referred to as Cyclone Watches and as the chances of it hitting increase, it will be upgraded to a Cyclone Warning.

If and when conditions deteriorate after the 'cyclone warning' school closures will be announced on radio and TV. If no deterioration school closure will not occur.

ST PAUL'S SCHOOL POLICY

St Paul's School will follow the advice on the radio. We will not decide to close the school ourselves. In the event of Darwin being placed on a Cyclone Warning overnight, follow the advice on the radio. The cyclone update information number is **1300 659 211**.

Parents:

- are free to pick up their children (if they are concerned) before an official cyclone school closure has been announced
- unable to pick up children themselves should advise who will do so

Students: - the safety of the students is paramount

- may not leave the classroom unless accompanied by an adult
- must be collected from school by parents or caregivers and this must be documented

Procedure in the event of school closure in school time.

- Any staff member with children needing to be collected will be permitted to leave and another non class teacher e.g. Special Needs, Deputy Principal, Librarian, will be responsible for that class.
- No child will be dismissed from the office. They must be collected from the classroom.
- Each class will be given a class list to keep a record of who has been collected, by whom and when. Children who were absent from school must be marked absent on this page.
- Office staff will notify classrooms of any phone calls giving special instructions, eg Mr X rang and gave permission for children to go with Mrs Y. Students cannot just go with a neighbour or friend without parental approval.
- Students still remaining an hour after the official notification will be gathered into a central point (ILC Building) where senior staff will supervise them and begin to phone parents. Students whose parents cannot be contacted after 2 hours will be taken to the nearest cyclone shelter by the Principal or senior staff member. (Our Nearest Shelter is Nightcliff High School)
- Teaching staff may leave as soon as their students have gone or have been handed over to senior staff. Class lists must be left with the supervising staff to ensure that everyone is accounted for.
- Non-teaching staff will be allowed to leave when the school is properly organised and after reporting to the Principal.
- All Staff must record their time of departure on the special list at the Office.

