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| Procedure Name | Catastrophic Weather Warning Procedure |
| Related Policies and Legislation | Catastrophic Weather Warning Policy Critical Incident and Emergency Policy Emergency Evacuation Policy |
| Policy Category | Student Wellbeing & Safety |
| Relevant Audience | All Treetops Community |
| Date of Issue / Last Revision | 18 February 2016 |
| Date Set for Review | February 2019 |
| Person/s Responsible for Review | Treetops Administration |

Catastrophic Weather Warning Procedure

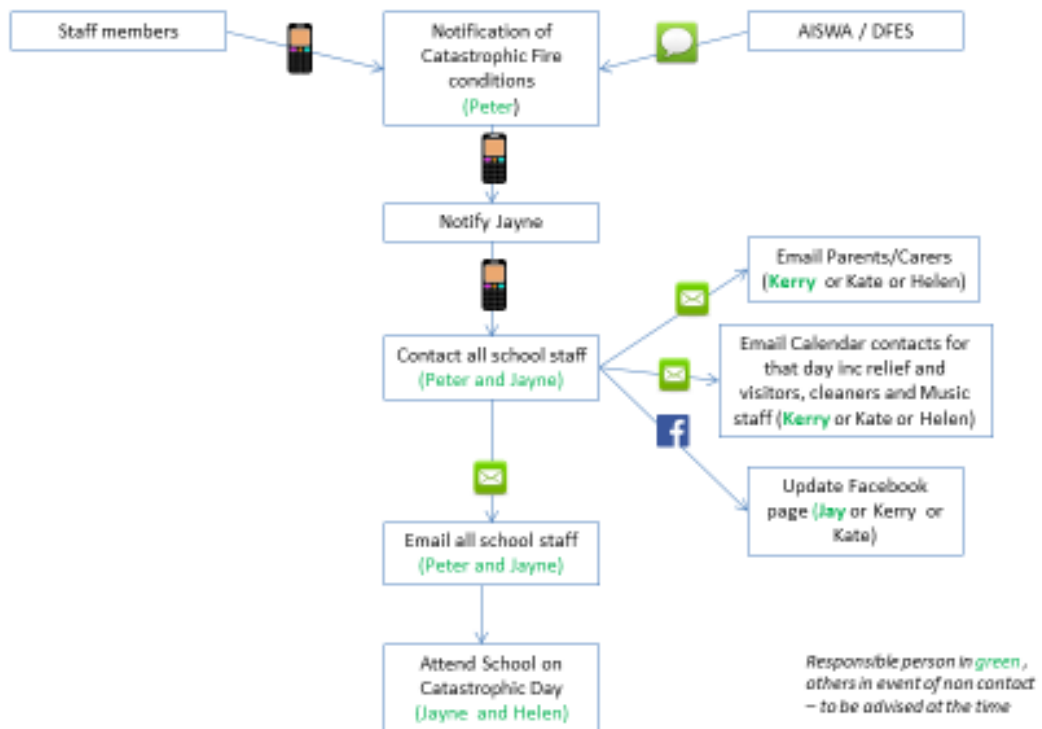
1. In the event of a **Catastrophic Fire Warning** being issued, the Principal will be contacted by text message by the *Association of Independent School of Western Australia (AISWA)*.
2. Members of staff in the local area, may also be notified of this by other means, and should contact the Principal by phone to confirm this.
3. The Principal will then contact the Deputy Principal by phone. The Principal and Deputy Principal will then contact all staff on the *Staff Contact List* (to either personal mobile or home phone depending upon which is answered) to advise them that the school will be closed the following day and not to attend the school. This will be followed by an email with the same information to staff personal email addresses.
4. The Principal will then contact the Business Manager as a Communications Officer. If the Business Manager is not available, the Principal will call the school Receptionist.

5. The Communications Officer will then email the pre-formatted letter to all parents on the contact list. Notification will include information about how to monitor the return to school. The contacted person should also access the school calendar to check if there will be any additional people expected on the day of closure - e.g. parent tours, relief staff, the cleaners and to any music staff in attendance. They should make contact with these people by phone or email.
6. The Principal will then contact the school's Director of Communications. If the Director of Communications is not available, the Principal will call the school Receptionist. The Communications Officer will then update the school Facebook page to advise of the school closure.
7. If, between declaration of the closure and the day of closure, weather conditions improve sufficiently the Principal may stand down the pre-emptive closure plans. The final decision for a pre-emptive closure of the school will be made **no later than 2:00 pm** the day before the planned closure.

During a pre-emptive closure (subject to safety conditions and advice):

- Advice from Emergency Services will be followed.
- Two staff members (usually the Deputy Principal and Business Manager) will be at school from 8:30am until 9:30am on the day of closure in case parents miss the warning.
- Clearly visible signs will be displayed at the entrance points to the school to advise that the school has been closed due to a Catastrophic Fire Warning.
- The school phone message will be updated to advise of closure of the school.
- The staff members will check the school grounds for the presence of students who may have missed the warning.
- If students are present, their parent will be contacted to get the student collected. If it is not possible to contact the parent or other emergency contact, then the staff will take the children with them after they leave at 9:30. Attempts will be made to contact the parent / emergency contact, until the student is collected.
- The Principal shall stay informed of current fire danger ratings and any fire activity by monitoring local media and by regularly checking for updates with DFES.
- Parents will be given advice on how to monitor the situation during a Catastrophic Fire Warning in order to know when it is safe for their children to return to school after a planned closure. A notice will be placed on the school Facebook page and a contact phone number will be provided for parents to call for information about the reopening of the school.

Catastrophic Fire Day – Contact Flow process



Catastrophic Fire Day – School attendance Flow process

