

Action Plan for Captains Flat Public School in Catastrophic FDR



Action for Catastrophic FDR- Notified by 4:30pm the day before.

Principal confirms closure of school with the Health and Safety Directorate and Director Public Schools NSW.

By 4:45pm-Group SMS to all families and staff- Asking for reply and acknowledgement

SMS TEXT

Dear Families. The school has been notified that tomorrow (DATE :) has received a CATASTROPHIC Fire Rating.

Captains Flat Public School has been Instructed to CLOSE on (DATE :) for the safety of the students and staff.

Please do not send students to school.

Please reply Y to this message to confirm you received and understand.

More details will be available on the school app but please contact me via email if you have any concerns or questions. Email will allow phone lines to remain open.

By 5:00 pm-Notifications on school APP

- Principal prepares to receive further advice

Before leaving school on Catastrophic FDR announcement

- Blinds down
- Lock Buildings
- Phones diverted to school mobile
- Valuables placed in school safe

Left School Grounds

- Commence calls at 8:00pm-Ring families who haven't replied to SMS.
- Contact staff to ensure wellbeing
- Discuss with Director for possible trauma counselling if required for students, staff and families.
- Await calls from Directorates.

If notification of Catastrophic FDR given after 4:30pm planned action to occur immediately afterwards.