

Dear Parents/ Carers

Providing for your child's safety when at school in our care is a major responsibility of our staff. To support this, Harrison School has an Emergency Management Plan. The principal and staff are prepared to make prompt and responsible decisions in any situation that could threaten the safety of students. The need to close a school and evacuate the students occasionally occurs and could arise from a relatively minor emergency such as a prolonged interruption of power or from a major event such as a fire, earthquake, or severe storm. At times, communication and/or transportation may be disrupted.

We are prepared to care for your child in emergency situations. In case of an emergency we ask for your help in the following ways:

- **Do not call the school. It is essential that telephone lines are open for emergency calls.**
- **Do not immediately drive to the school. This will help avoid traffic congestion and allow access routes and street entrance areas of the school clear for emergency vehicles.**
- **Stay tuned in to the local radio or television for updated developments.**

When it is time, if you are not able to reach the school, we will care for your child until you or an authorised person arrives. We have a number of staff members with first aid training, and we will be in communication with local emergency services if necessary.

If an emergency event happens that requires extended evacuation of the school, we will move students and staff to our identified alternate release location, which is **Franklin Early Childhood School, Franklin**. If possible, signs will be posted if this alternate location is required. Communication with parents will occur through a joint response from the School and the Education Directorate and could take a number of forms depending on the event. In the event of a major disaster, information may also be disseminated through:

- broadcasts by local radio and television stations
- local newspapers
- the school website, blog and/or Harrison School P&C Association Facebook page
- emails or SMS to parents.

Harrison School Release Policy

- No student will be dismissed from school or our alternate release location unless a parent (or individual designated by a parent) comes for him/her.
- No student will be allowed to leave with another person, even a relative or carer, unless we have written permission or that particular person is listed on the student's Registration or Emergency Medical Release Form in our office and they are able to identify themselves.
- All parents or designated persons who come for students must sign out at the office or from the alternate release location.

If your contact details change, it is extremely important that you call the office to have them updated.

During the school year your child will be trained in the necessary emergency procedures. He/she will learn how to react, where to assemble, and what to expect in an emergency situation. If you have any questions or comments about our emergency preparations, please call the office at 61422200.

Yours Sincerely
Jason Holmes
Principal