



St Pius X College

Emergency Response Plan (ERP) in the event of the College closing due to COVID-19

This plan is subject to change and will be regularly updated

Version 2 - 17 March 2020

	ACTION	RESPONSIBILITY	TIMING
1.	Continually monitor official advice from NSW Department of Health, CSNSW, EREA and official sources. <ul style="list-style-type: none"> Dedicated ERP standing committee has been established and comprising of members of the College Leadership Team and Head of Publications and Communications 	Leadership Team, Head of Publications and Communications	Ongoing
2.	Prepare with Pioneer Cleaners for sanitizing the school as required. Ensure sanitary resources are in good provision for students/staff (soap, toilet paper, etc)	Resources Coordinator	13 March 2020
3.	In the event of a positive case of COVID-19 <ul style="list-style-type: none"> immediately contact the Department of Health and EREA who will give instruction if we are to close consult with Catholic Schools NSW, Department of Education, Board Chair, neighbouring schools and Parish 	Principal	When required
4.	Implement the following Communication Strategies: <ul style="list-style-type: none"> Preparatory communication with parents regarding potential notification of closure and on-line learning (issued 16 March 2020); Communication with staff and Board; letter to College community re closing; press release; information on school website and APP; Principal as spokesperson for media contact; phone message to be prepared to be left on College answering machine; Ongoing communication to staff, students and parents regarding developments as they occur; Advise external contractors and deliveries; Update appropriate signage 	Principal and Head of Publications and Communications	Prepare 13 March 2020 Modify in the event closure occurs
5.	Mark Casey (mcasey@stpiusx.nsw.edu.au) to be main contact for COVID-19 reporting or enquiries. Register regarding students to be maintained Register regarding staff to be maintained	Deputy Principal and AP Pastoral	13 March 2020
6.	Online Learning Plan: <ol style="list-style-type: none"> Direct all staff and students to take laptops home every night over the COVID -19 pandemic. Laptops to be prepared to be issued to all support and counselling staff. Provision of learning material to be placed on-line for all students. 	AP – T& L, Principal ICT, Business Manager, Principal's PA Studies Coordinators and All teachers	13 March 2020 13 March 2020 13 March 2020
7.	Ensure offsite/remote ICT management is available through ICT Disaster Recovery Plan. This includes remote management of ICT systems, on-line learning, iWise, payroll, finance and database.	Business Manager/ICT Manager	16 March 2020
8.	Dismissal, pick-up, supervision and travel arrangements for students in the event of dismissal to be planned and communicated.	Deputy Principal	16 March 2020