



School

Collins Parade
HACKHAM 5163
Telephone 83823824
Fax 83823054
dl.1066.info@schools.sa.edu.au

HACKHAM EAST PRIMARY SCHOOL



Government of South Australia
Department for Education

Kindy

Arnold Drive
HACKHAM 5163
Telephone 83826551
Fax 83828265
principa@hackeastkn.sa.edu.au



Rapid Action Plan – Parent Information

Emergency Student Pickup v1.0 19th May 2020

Overview

In the event of a whole school emergency requiring immediate student pickup, the school will implement the following procedures for orderly student collection. Students will remain in/be directed to, their home classes. Parents will be contacted via Seesaw, Skoolbag, email and followed up via phone call (if required). Script to be emailed at time of event. Yellow sign out slips will be delivered to classes by Leadership. No one is to comment to the media, or via social media, unless directed by the DfE media unit.

Step 1 – Initial assessment of situation

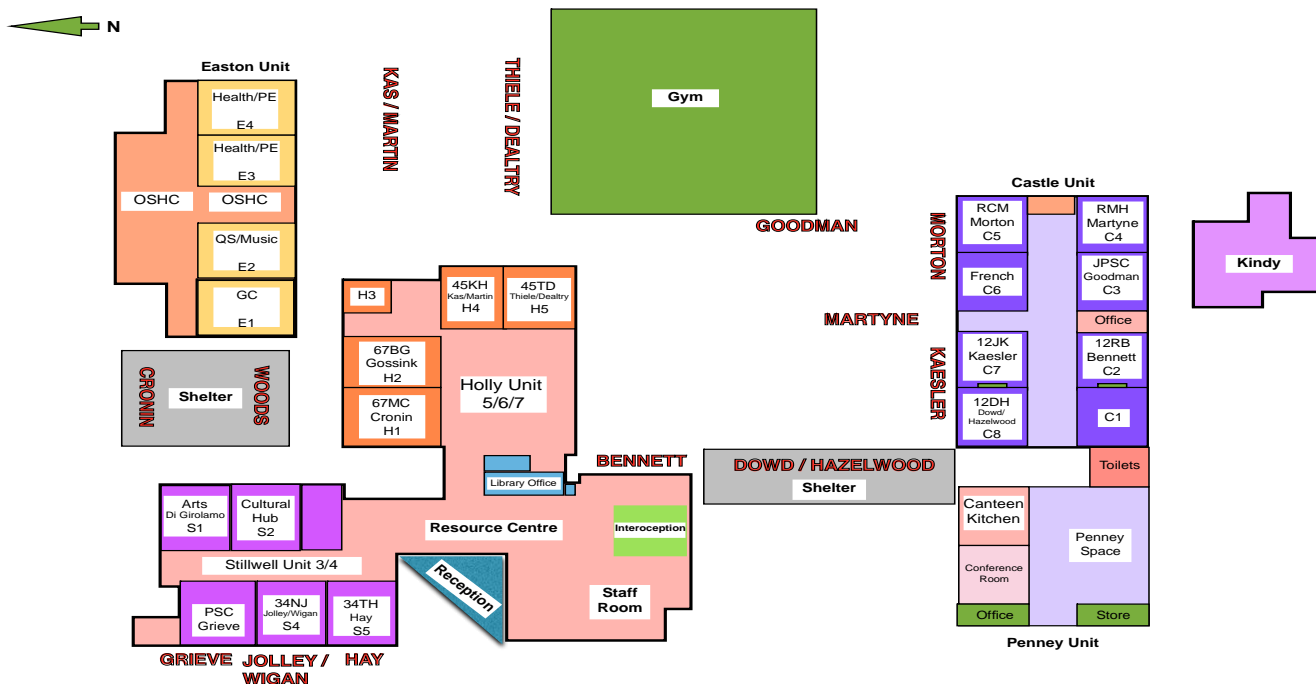
- School has been notified of an emergency situation that requires early pick up.
- Principal will be in contact the Department for Education staff for direction.
- Relevant Department for Education staff will be onsite for support and guidance.

Step 2 – Communication to parents

- Notification to be sent to parents/guardians via Seesaw, Skoolbag (Nick), email and followed up via phone call (if required).
- Additional SSOs to be allocated to answer phones in front office (*script to be provided by Leadership in consultation with DfE personnel*)

Step 3 – Staff Actions

- 6 Bells will notify for staff to immediately return to class and “start *rapid action plan* procedure.” (Lee will ring when instructed by Leadership)
- Any volunteers on site will be directed to the staff room where they will then be informed to leave the school immediately and are not to post on social media.
- Students will be instructed to pack bags and be ready to move safely as a class group to their designated area. (please refer to PDF map below – ***Class line ups/collection points are written in RED***)
- Teacher to ensure parent/guardian has signed yellow sign out slip and marked on the roll sheet.
- ***If an adult other than the parent arrives to collect a child, teacher/SSO is to ask that adult to call the parent to confirm permission.***
- ***If that person does not have a mobile phone – teacher/SSO send the adult back to front office and parent will be called to confirm parent consent for ‘pick up.’ Front Office person whom has confirmed this will then call the teacher on their mobile phone.***



Step 3 – Personnel Deployment

- Coordinator and Front Office staff will contact families of all remaining students whom are left in the Stillwell Unit (emergency contacts will be called if required).
- Library team will be at front of school to supervise parents leaving and lock car park gates after second lot of 6 bells.

Step 4 – Collection of students (information for parents)

ALL STUDENTS NEED TO BE SIGNED OUT VIA YELLOW SLIP

- Castle Unit parents enter and leave through main gate and southern carpark gate. Stillwell Unit parents wait out the front of school (Students will be sent out when parents are identified) and Holly Unit parents enter through the Bahr Court gate. Please move promptly to/from designated pickup area for your child/ren.

Parents will be required to collect their children from their designated area.

- For Castle students in R-2, this will be from their normal Line Up spots outside of their classes (parents will enter via the Staff room gate entrance)
- For students in Year 3-4 and Mr Grieve’s class, this will be from their class (parents to come to the door near the front garden area – Collins Parade side)
- For students in Year 4-5 and Year 6-7, this will be from line up spots outside of their classrooms (Parents will enter from the Northern Carpark gate- Bahr Court side)

Step 5 – Collection of remaining students

- A second series of 6 bells will alert teachers to take all remaining students to Stillwell double class and give class rolls to Leadership.
- Principal and Deputy Principal to remain with students until all have been collected.
- Coordinator and Front Office staff will contact the families of those students still remaining.

