

# Flood Management Policy and Procedures

## Values

---

The Small School fosters the wellbeing and safety of children.

The Small School maintains buildings, grounds and facilities to deliver the curriculum and keep the school community safe and secure.

## Purpose

---

The Small School is in an area which is susceptible to flooding in a major flood, however it is behind the Tweed River levee which protects central Murwillumbah from flooding. Notably the school building was not flooded in Murwillumbah's largest flood on record in March 2017. However, the potential for flooding remains a possibility.

Floods in Murwillumbah usually occur over a two to three-day period, however large storm events or intense rainfall can see a number of local roads and causeways inundated in shorter periods of time.

The purpose of this policy is to set out The Small School's procedures to ensure students are returned home safely on a school day where there is a change to normal routine because of intense rainfall causing flooding or there are predictions of imminent flooding.

The purpose of this policy is also to set out responsibilities and procedures for caring for the school building in the event of flooding in Murwillumbah and procedures for staff and families in the aftermath of a flood.

## Responsibilities

---

The School Manager is the coordinator for flood emergency management.

The school will cooperate with warnings issued by State Emergency Services (SES) in the early release of children whose travel arrangements are likely to be disrupted by flooding and/or road closures, or where children need to be moved to a suitable location until normal school closing time or when their parents are able to collect them.

## How the purpose is achieved

---

The School Manager is responsible for:

- Ensuring there is a question on enrolment forms to identify children whose homes are cut-off by flooding and who need to be released early in the event of flood warnings and/or heavy rainfall.
- Maintaining relationships and lines of communication with the local SES.
- Monitoring weather warnings from the SES and the Bureau of Meteorology (BOM).
- Maintaining relationships and lines of communication with local school bus companies, who have procedures for early pick up of students in the event of flood warning.
- Monitoring road closure information on [www.myroadinfo.com.au](http://www.myroadinfo.com.au)
- Making a decision about whether the school is closed on a school day due to flood warnings issued by the SES and the BOM.
- For maintaining a group text message alert system on the school mobile phone and using this in the event of intense rainfall and flood warnings received during the school day and to notify parents if there is a change to normal school routine.
- Oversee and coordinate the early departure of children where required, contacting individual parents by phone if necessary.
- Arranging in consultation with parents, and after receiving parental permission, alternative care arrangements for their children until their parents are able to collect them if the school needs to change its normal routine due to flood warnings.

In the event of a major flood warning and where forewarning time permits, the School Manager is responsible for coordinating staff and/or parent volunteers to:

- Place live up-to-date information on the school's website/blog.
- Assist with flood preparation on the ground floor of the building, including moving students project works and other belongings to the first floor.
- Ensuring, where possible that no furniture or equipment is left in the back yard.
- Ensuring all computer records have been backed-up to online storage as per record management procedures.
- Arrange for sandbagging around the ground floor with SES volunteers if available.

After a major flood event which has caused damage and disruption to the town of Murwillumbah, the School Manager is responsible for coordinating post flood clean-up if required.

Under no conditions must staff, parents or children come to the school after a flood until they have received a direct message from the School Manager or an alert is placed on the school's website/blog. Roads in the local area can be extremely dangerous for several days after flooding events.

The School Manager is responsible for maintaining the website/blog after a flood to provide the

school community with up-to-date information about when it is safe to return to school and whether there has been any damage to the school building.

In the aftermath of a major flood causing significant disruption to the local community, the School Manager is responsible for coordinating recovery efforts amongst the school community as per the school's Emergency Management Policy and Procedures.