

RICHMOND RIVER HIGH FLOOD POLICY

This policy aims to minimise the risks faced by staff and students of Richmond River High School during local area flooding.

Student and staff access to Richmond River High is affected by flooding in the local area. A predicted flood level of 7.2m (ADH) will mean access is via the showground only and floodwater will begin to move into the school grounds. Access to the CBD will also become restricted.

This means that a flood prediction in excess of 7.2m is going to close the school.

Information for staff regarding whether the school is open / closed will be given on radio stations 2LM ZZZ 2NR.

The following flood information note is to be issued to all students / caregivers.

General note to caregivers

Student and staff access to Richmond River High is affected by flooding in the local area. A predicted flood level of 7.2m (ADH) will mean that access is via the showground only and floodwater will begin to move into the school grounds.

This means that a flood prediction in excess of 7.2m is going to close the school.

Students may be asked to assist with moving equipment / furniture if a flood in excess of 7.2m is predicted.

Student safety

Caregivers need to consider their children's safety before sending them to school if heavy rain has resulted in significant rises in local creek levels. If the school is open and the river is rising bus companies and bus drivers usually know when to pick up students. They ring the school so that students can be informed of pick up times. Bus run rolls are used to identify the affected students.*

As buses collect students before the road on which they travel is blocked they cannot guarantee students will be able to cross low-lying bridges / causeways on side roads and driveways.

Caregivers should discuss appropriate drop off procedures with their children and the bus companies at the start of each school year. Parents should ring the bus company regarding departure times from school. Office staff in cooperation with Lismore District Office personnel will attempt to contact parents of students catching buses early. However, the final responsibility for the safe travel to home destinations rests with the bus companies.

**Office staff to inform radio stations of buses that have made early student pickups.*

Information regarding whether the school is open / closed.

To avoid any confusion and inconvenience this information will be given on radio stations 2LM ZZZ 2NR for broadcast by the principal. Please check our facebook page and website page.

STUDENT EVACUATION

Local flooding may cause the early closure of some bus routes, and may necessitate the early departure of some students.

If the school is open and the river is rising bus companies and bus drivers usually know when to pick up students. They ring the school so that students can be informed of pick up times. Bus run rolls are used to identify the affected students.

The Deputy Principal will coordinate this procedure.

The office staff will inform the Principal, Deputy Principal of the time bus drivers plan to pick up student and provide lists of students travelling on each run. The Deputy coordinates the removal of students from class and the marking off of students on bus lists. Students should assemble near the front of the school.

Buses have been instructed to pick students up from the front of the school. As buses collect students before the road on which they travel is blocked they cannot guarantee students will be able to cross low-lying bridges / causeways on side roads and driveways. Caregivers should have discussed appropriate drop off procedures with their children and the bus companies at the start of the school year. If access is limited at the front of the school students will be escorted to the showground to be picked up there.

Moving school property from flood prone areas.

When a flood threatens the whole school has a responsibility to try and safeguard property. Students may be asked to assist with moving equipment / furniture if a flood in excess of 7.2m is predicted. Certain staff members will have a specific coordinating task:

Principal

1. Contact as needed Lismore District Office, outside agencies SES, Police, Lismore City council, (local radio).
2. Inform staff of the need to activate flood policy.
3. A full school assembly is called to inform staff and students of procedures.

Deputy Principal

1. Liaise with general assistant to check ground floor areas.

Office Manager and SASS

1. Removing any administration stores from ground floor storage to the River Theatre
2. Office staff in cooperation with Lismore District Office personnel will attempt to contact parents of students catching busses early. However, the final responsibility for the safe travel to home destination rests with the bus company.

TAS Head Teacher and Agriculture Teacher(s)

1. Move livestock to higher ground. Sheep to Kadina High School, Cattle to the hill behind the Show ground, Chickens upstairs.
2. Move farm equipment to the Agriculture Shed – Canoe room and Weights room to Room 12

Head Cleaner

1. Relocate materials from ground floor storeroom. To Room 10.

Year 12 Student Adviser

1. Move furniture / equipment out of student common room to Room 3 .

HSIE Head Teacher

1. If flood forecast is in excess of 11.7m materials in social sciences staffroom will have to be raised.

CAPA Department Head Teacher

1. Pottery wheels to be moved to Room 38.

General Assistant

1. Workshop tools to Room 15.

Staff responsibilities during school closure due to flooding

1. Report to the nearest high school.
2. Apply for FACS leave.
3. If a member of the SES report for duty.

Post Flood Procedure

Principal

1. Send serious incident report to LDO
2. Liaise with TEMPO to arrange school cleaning.
3. Establish an appropriate reopening date for the school.
4. Arrange for damage assessment.

Staff

1. Return to school when directed.
2. Assist in returning school equipment / materials.

General Flood Data

Information based on historical data.

Rainfall levels of 250 mm in a twelve-hour period over the Wilson River catchment will usually result in a significant rise in the Wilson River.

The major flood peaks of 1954 and 1974 reached 12.2m

River Heights (ADH) and road access

Water will begin to cut access at these locations

| | |
|--|-------|
| Simes Bridge, Molesworth Street | 5.10m |
| Pitt Street and Pitt Lane | 6.00m |
| Alexander Parade Gully near Showground | 8.30m |
| Lake Street / Winterton Parade | 8.20m |

RRHS Ground levels

| | |
|---------------------------------|-------|
| Under Social Sciences Staffroom | 9.30m |
| Art basement | 9.10m |
| Under Room 2 | 9.60m |
| Under Room 10 | 9.70m |
| TAS Store | 9.70m |
| Under Administration | 9.90m |

RRHS Floor Verandah Levels

| | |
|--------------------------|--------|
| Social Science Staffroom | 12.10m |
| Room 40 | 12.50m |
| Administration | 12.60m |
| MPU | 13.50m |

Helpful sources of information.

Flooding in Lismore document prepared by Lismore City Council www.bom.gov.au

Flood Folders with the policy, bus lists etc will be kept in the Front Office, Deputy Principal's Office, District Office and a copy with the SES.