



## Temporary Closure of Oakhurst Campus Procedure

In the event of disruption to School operations **during school hours**, the following measures will guide actions and communications.

**This Procedure provides an overall plan**, which should be explained within RJ families in advance, especially the pick-up process. Every person's co-operation, particularly parents/guardians implementing the pick-up process and remaining calm, will ensure everyone's safety.

### For RJ Campus

1. Emergency Lockdown signal
2. Campus PA or email/SMS to explain Lockdown purpose and procedure
3. NSW Health directions received and implemented
4. Campus PA or email/SMS to further inform actions to follow
5. No parents/guardians permitted to enter the Campus – collection will occur via pick-up at gates or car turn-a-rounds – refer to evacuation order/sequence below

### For RJ Parents/Guardians

1. SMS/email notification of Campus lockdown and evacuation (if required) for Temporary Closure
2. If your child is identified by NSW Health as a 'close contact' or 'casual contact' you will receive separate notification
3. The evacuation sequence for student pick-up is to be followed in the Order set-out below
4. Later email information will outline what will happen during and after Temporary Closure

### OAKHURST CAMPUS EVACUATION

ORDER	GROUP	AREA TO PICKUP ZONE	TIME
1	Stage 6 Drivers & Siblings		0:00
1	Kindergarten & Older Siblings	Hardcourt to <b>Dryden Avenue</b>	0:00
1	<b>Year 2</b> & Older Siblings	Hardcourt to <b>Church Turnaround</b>	0:00
1	<b>Year 7</b> & Older Siblings	Hall to <b>School Turnaround</b>	0:00
2	<b>Year 3</b> & Older Siblings	Hardcourt to <b>Church Turnaround</b>	0:30
3	<b>Year 1</b> & Older Siblings	Hardcourt to <b>Dryden Avenue</b>	1:00
3	<b>Year 4</b> & Older Siblings	Hardcourt to <b>School Turnaround</b>	1:00
3	<b>Year 8</b> & Older Siblings	Hall to <b>School Turnaround</b>	1:00
4	<b>Year 5</b> & Older Siblings	Hardcourt to <b>Dryden Avenue</b>	1:30
4	<b>Year 6</b> & Older Siblings	Hardcourt to <b>Church Turnaround</b>	1:30
4	<b>Year 9</b> & Older Siblings	Hall to <b>School Turnaround</b>	1:30
5	<b>Year 10</b> & Older Siblings	Hardcourt to <b>Dryden Avenue</b>	2:00
5	<b>Year 11</b> & Older Siblings	Hardcourt to <b>Church Turnaround</b>	2:00
5	<b>Year 12</b>	Hall to <b>School Turnaround</b>	2:00

### Evacuation Pick-up Process

- **Group = youngest child determines pick-up zone and time**; older sibling/s will wait with youngest sibling at the Hardcourt/Hall, so that the *family can be picked-up together*
- **3 Pick-up Zones** = Dryden Avenue or School Turnaround or Church Turnaround, as shown above
- **Pick-up Time** = if start time was announced as 11am, the next time of plus 30min would be 11.30am, the next time of plus 1hour would be 12noon, then 12.30pm and then plus 2hours would be 1pm.