



Temporary Closure of Marsden Park 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 email/SMS to explain Lockdown purpose and procedure
3. NSW Health directions received and implemented
4. Campus email/SMS to further inform actions to follow
5. No parents/guardians permitted to enter the Campus – collection will occur via pick-up at the carpark – 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

MARSDEN PARK CAMPUS EVACUATION

ORDER	GROUP	AREA TO PICKUP ZONE	TIME
1	PreK, Kindergarten & Older Siblings	COLA to Carpark	0:00
2	Year 1 & Older Siblings	COLA to Carpark	0:30
3	Year 2 & Older Siblings	COLA to Carpark	1:00
4	Year 3/4 & Older Siblings	COLA to Carpark	1:30
5	Year 5/6	COLA to Carpark	1:30

Evacuation Pick-up Process

- **Group** = *youngest child determines pick-up time*; older sibling/s will wait with youngest sibling so that the family can be picked-up together
- **Pick-up Zone** = Campus Carpark
- **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.*