Information for families

# Communication procedures during an emergency event

## Why is the school updating its Emergency Management Plan?

All Northern Territory (NT) Government schools are required to have a current Emergency Management Plan that outlines the school’s response to an emergency situation.

Schools are required to renew their Emergency Management Plan every year. As part of the review, schools will be advising parents and carers of how they will communicate with them about or in an emergency event.

## What is classified as an emergency?

In the context of schools in the NT, an emergency includes, but is not restricted to:

* Bomb threats
* Collapse or major damage to building or equipment
* Fire in school buildings or grounds, arson or bushfire
* Flood or windstorm or other natural event, for example, cyclone or earthquake
* Outbreak of disease or pandemic.

For a full list of what could be classified as an emergency, please see Emergency Management: School Preparedness Policy on the Department of Education’s website <https://education.nt.gov.au>/.

## How will I be alerted of an emergency event?

Acacia Hill School will alert parents, families and carers of the emergency event through

* SMS Broadcast (text to mobile phones)
* Teachers phoning families of their students
* An email or letter after the event to let families know what happened.

Acacia Hill School will remain the one source of truth regarding the emergency event.

## How will I know if I need to collect my child?

Not all emergency events will require students to be collected by their parents or carers. However, in the event that students need to be collected, Acacia Hill School will notify through a combination of:

* SMS Broadcast (text)
* Teachers will phone families of their students.

Parents / carers will be notified of the event and will be given information on where and when to collect their child.

## Contacting your child in an emergency or generally

If you need to contact your child during school hours, please call the Acacia Hill School front office on 8955 2222. If your child is in a satellite class, please contact that school’s front office: Bradshaw Primary 8955 2100; Braitling Primary 8958 5111; Centralian Senior College 8952 2356; Larapinta Primary 8958 5155; Ross Park Primary 8955 2000; Sadadeen Primary 8955 2299.

## Resources

The *Emergency Management: School Preparedness Policy and Procedures,* and the *Student Mobile Phones in Government Schools Policy* can be found on the Department of Education’s website <https://education.nt.gov.au/>

## Questions about the Emergency Management Plan

If you have any questions, please contact the Principal of Acacia Hill School.