**ONE INTERNATIONAL SCHOOL BAD OR SEVERE WEATHER/EVENT MANAGEMENT POLICY**

**– also known as ‘Acts of God’**

In the event that there is a warning of these circumstances, the school will close. A member of staff will telephone parents/carers as soon as information is received, if necessary, a message will be left on an answering machine.

* All staff must be aware of the severe weather and event procedure.
* A register of children and adults present must be kept for each session, alongside the whole school contact and collection register kept and completed by the school administrator.
* The register must be kept in a prominent place; the register is the responsibility of each class teacher and the school administrator, in case of an earthquake or tsunami.
* When an earthquake occurs, each class teacher will assess the situation and evacuate their class, registering the EYFS/Elementary children within the open space outside the school grounds or for Middle School children in Atmosphere’s Staff Car Park.
* If a tsunami occurs, Atmosphere Owners will alert the Head Teacher promptly, allowing class teachers and staff to escort the children to high ground.

Exit must be kept clear at all times. EXIT LOCATION: MAIN GATE

Where these circumstances occur during the school day the Severe Weather/Event Procedure will be put into effect.

**EVENT PROCEDURE – EARTHQUAKE**

* Event occurs.
* Head Teacher assesses situation, and where necessary, organises evacuation of building.
* Head Teacher informs class teachers and evacuation procedures are initiated.
* Class teachers and support workers gather children together.
* Staff lead children out of the building, Class teacher leaves last, following children with the register.
* Class teacher takes register at Assembly Point (open space outside the school grounds or Atmosphere Staff Car Park). Informs Head Teacher that all children are accounted for.
* Throughout evacuation, staff remain calm, smile and supervise the children.

**BAD WEATHER - TYPHOON**

Before school starts:

* Hoisting of No.1 Signal - School operates as normal.
* Hoisting of No.3 Signal - School will operate as normal, unless advised otherwise.
* Hoisting of No.8 Signal or above - School will close.
* Lowering to No.3 Signal - School will operate as normal, unless advised otherwise.
* Lowering to No.1 Signal or lowering of all signals - School will operate as normal, unless advised otherwise.

Whilst at school:

* Hoisting of No.1 Signal - School operates as normal.
* Hoisting of No.3 Signal - School will operate as normal, unless advised otherwise.
* Hoisting of No.8 Signal or above - School will close.
* Lowering to No.3 Signal, No.1 Signal or cancellation of all signals - School to resume the following day, unless road or other conditions remain adverse.

All parents will be informed of school closure by personal phone call from the Head of Administration.
Pupils who take the school bus will leave immediately in the event of a school closure.
Pupils who are collected by their parent or carer will wait in the classroom.
Pupils who are not collected will wait in the Administration Office.

If we are unable to reach you or your spouse – or your emergency contact – we will look after your child until you arrive. Please ensure that you are able to pick up your child in the event of inclement weather.

**BAD WEATHER – RAINSTORM**

Before school:

* Raising of Amber Rainstorm Warning - School operates as normal.
* Raising of Red/Black Rainstorm Warning - School will close.

Whilst at school:

* Raising of Amber / Red / Black Rainstorm Warning - School operates as normal.

All parents will be informed of school closure by personal phone call from the Head of Administration.
Pupils who take the school bus will leave immediately in the event of a school closure.
Pupils who are collected by their parent or carer will wait in the classroom.
Pupils who are not collected will wait in the Administration Office.

If we are unable to reach you or your spouse – or your emergency contact – we will look after your child until you arrive. Please ensure that you are able to pick up your child in the event of inclement weather.

**SEVERE WEATHER – TSUNAMI**

* Severe weather occurs.
* Head Teacher assesses situation, and where necessary, organises evacuation of building.
* Head Teacher informs class teachers and school bus driver.
* Class teachers and support workers gather children together.
* Registers are checked.
* Staff promptly lead the children from ONE I.S. to high ground with class teachers and register following.
* Registers are checked again.

Staff remain calm, smile and supervise the children.