

Major Events, Natural Disasters, and School Closure Policy - Nuanu

Purpose

This policy outlines the measures ProEd Global School Nuanu will take during major events that may disrupt normal school operations, including extreme weather, natural disasters, pandemics, or other emergencies. The aim is to:

- Protect the health, safety, and wellbeing of students, staff, and visitors.
- Minimise disruption to learning through flexible instructional methods.
- Establish clear communication and recovery protocols.

Scope

This policy applies to all students, staff, parents/guardians, contractors, and visitors. It will be enacted in response to:

- Extreme Weather (e.g. hurricanes, cyclones, heavy rainfall, flooding, extreme heat, strong winds).
- Natural Disasters (e.g. earthquakes, tsunamis, volcanic eruptions, landslides, wildfires).
- Health Crises (e.g. pandemics, disease outbreaks, COVID-19 mutations).
- Other Major Events (e.g. civil unrest, security threats, infrastructure collapse).

Definitions

- Major Event: Any situation that significantly threatens the safe operation of the school.
- Crisis Response Team (CRT): Staff trained in crisis management who oversee emergency protocols.
- Online Learning: Instruction delivered entirely online.
- Hybrid Learning: A mix of on-campus and online instruction.
- Emergency Closure: Suspension of normal on-campus operations due to safety concerns.

- Online Learning Policy: The school’s operational framework governing the delivery of online and hybrid instruction during periods of disruption.

Roles and Responsibilities

- Head of School: Makes final closure decisions in consultation with authorities.
- CRT: Implements emergency measures and ensures communication.
- Teachers: Deliver learning and support student wellbeing.
- Non-academic Staff: Follow guidance by CRT.
- Parents/Guardians: Follow guidance, support students at home, and stay connected.
- Students: Follow safety protocols and engage responsibly in learning.

Preparedness Measures

1. Crisis Response Team (CRT)

- Designate trained staff to lead crisis management.
- Conduct regular drills and assign backup roles.

2. Communication Plan

- On-campus alerts via loudspeakers (PA or megaphone) and/or SMS (WhatsApp)
- Emails/SMS to parents and staff.
- Website and social media updates.
- Contact details for families are verified every six months.

3. Emergency Supplies

- First aid kits, food, water, blankets, flashlights, batteries.
- Supplies are checked termly and replenished as needed.

4. Training and Drills

- Regular emergency evacuation drills (fire, earthquake, lockdown).
- Annual parent awareness sessions on emergency protocols.

Response Procedures

1. Phase 1: Immediate Response

- Assessment: CRT evaluates the situation and initiates protocols.
- Evacuation: Follow designated routes to safe areas if needed.
- Shelter-in-Place: If evacuation isn't possible, follow lockdown and shelter protocols.

2. Phase 2: Post-Event Assessment

- CRT evaluates campus safety.
- Decision on safe return to school or temporary closure.
- If unsafe, shift to secondary meeting points or enact the Online Learning Policy.

3. Pandemic/Health Crises

- Implement hygiene protocols (mask use, sanitisation, distancing).
- Isolate suspected cases and notify families immediately.
- Shift between on-campus, hybrid, or online learning depending on severity, in accordance with the Online Learning Policy.

4. Civil Unrest or Security Threats

- Shelter-in-place if unrest occurs during school hours.
- Temporary suspension of on-campus learning if travel is unsafe.
- Remote learning will be implemented if necessary in accordance with the Online Learning Policy.

5. Weather-related Closures or Delays

In the event of severe weather, including heavy rain, wind, lightning, or other weather-related dangers, the following will be enacted on a case-by-case basis:

- The Head of School, in consultation with the CRT, will determine and communicate any school closure or delayed start as early as possible (see below for methods of announcement).
- Students already on site will be held in classrooms or sheltered in place, per instructions from the Head of School or an assigned CRT representative.
 - i. Parents/Guardians may choose to pick up their children during severe weather events by notifying the administration office directly, and will be released with permission of the Head of School or assigned CRT representation. Parents/Guardians will be asked to wait in Jungle Toppings Cafe for the collection of their child(ren).

Recovery Procedures

- Debriefing: CRT and leadership review response and identify improvements.
- Infrastructure Recovery: Assess damage and coordinate repairs with authorities.
- Academic Recovery: Offer catch-up lessons or temporary online learning.
- Community Outreach: Provide regular updates to parents/guardians and staff.

Communication Protocols

- Families will be notified via email, SMS (WhatsApp), and the school website.
- Updates include: nature of event, safety measures, expected timeline, and learning arrangements.
- Confidentiality is maintained when communicating health-related cases.

School Closure & Continuity of Learning

1. Decision to Close

A temporary school closure may be initiated due to:

- Government directive.
- Recommendation from local authorities.
- Health, safety, environmental, or security risk.
- Infrastructure failure or inability to safely operate on campus.

The Head of School, in consultation with the Crisis Response Team (CRT) and relevant authorities where appropriate, holds final authority for closure decisions.

Where possible, notice will be provided in advance. However, immediate closure may occur where risk is imminent.

2. Closure Communication Protocol

Upon decision to close:

- An initial notification will be sent via email and WhatsApp.
- Updates will be posted on the school website.
- Urgent alerts may be communicated via direct messaging or phone call.
- Staff will receive internal guidance prior to, or simultaneously with, parent communication wherever feasible.

All communication will include:

- Reason for closure
- Expected duration (if known)
- Learning arrangements
- Expectations for students and families
- Wellbeing and support information

3. Continuity of Learning Framework

The school will activate one of the following models depending on circumstances:

- Remote Learning (Full Online Delivery)
All classes delivered via approved digital platforms (e.g., Google Classroom, Zoom or equivalent). Expectations:
 - i.** Structured daily timetable (age-appropriate).
 - ii.** Combination of synchronous (live) and asynchronous learning.
 - iii.** Clear submission deadlines.
 - iv.** Ongoing formative assessment.
 - v.** Attendance monitoring.
- Hybrid Learning
A blend of on-campus and online instruction where partial attendance is possible.
- Alternative Learning Provision
If digital access is disrupted:
 - i.** Printed learning packs may be distributed.
 - ii.** Offline assignments provided.
 - iii.** Adjusted deadlines implemented.

4. Teacher Expectations During Closure

Teachers are required to:

- Prepare adaptable units that can transition between on-campus and remote delivery.
- Maintain regular communication with students and families.
- Provide timely feedback on submitted work.
- Monitor engagement and notify leadership of concerns.
- Record attendance in online sessions.

Professional conduct and safeguarding standards apply equally in virtual environments.

5. Student & Parent Responsibilities

Students must:

- Attend scheduled online sessions.
- Complete assigned work.
- Engage respectfully in digital platforms.
- Follow the school's Acceptable Use of Technology guidelines.

Parents/Guardians are expected to:

- Provide a suitable learning environment at home.
- Support routines and supervision.
- Communicate concerns promptly to teachers or leadership.

6. Student Wellbeing & Safeguarding

During extended closures:

- Online pastoral check-ins will be scheduled.
- Counselling services may be offered virtually.
- Staff will monitor student engagement and wellbeing.
- Safeguarding procedures remain fully in effect.

Any child protection concern must be reported in accordance with school safeguarding policy.

7. Review & Reopening

Prior to reopening:

- Campus safety will be formally assessed.
- Hygiene or safety protocols may be introduced or continued.
- Families will receive clear guidance on return-to-school procedures.

Following reopening:

- Leadership will conduct a review of closure effectiveness.
- Adjustments to remote learning protocols will be made as necessary.
- Academic catch-up support may be implemented where required.