

**ITEM CONTINGENCY PLANS FOR SERVICE
BREAKDOWNS**

POLICY From time to, time schools will face difficult situations when air conditioning plants break down or services such as power and water are cut off. Such occurrences can present schools with very real problems, especially when the possible down-time cannot be forecast with any accuracy.

It is considered necessary that each school has a contingency plan for such occasions, suited to its particular needs, to supplement existing plans for emergencies such as cyclones, fires and bomb threats. Parental support for the plan should be obtained by virtue of it being prepared in consultation with the school council. The plan should seek to minimise disruption to normal school operations and to retain students at school as long as possible.

While the plan would necessarily include the possibility of early school closure this option should be clearly seen as a last resort (refer copy of departmental policy on school closure – temporary or emergency).

A copy of the contingency plan should be included in the school newsletter and school handbook to ensure that all parents are aware of the procedures that will be followed when school closure is unavoidable. Copies of the contingency plans should also be lodged with the relevant General Manager Schools.

Contact Officers	General Manager Schools Division North
Telephone	8999 5642 or 8999 5619
or	General Manager Schools Division South
Telephone	8951 7023