



Bushfire Emergency Procedure

If a Catastrophic Fire Danger is forecast, the school will be closed

- Prior to the day of closure, an SMS Message will be sent to all parents' mobile phone numbers registered with the school.
- Announcements will be made in the media.
- School Closure signs and banners will be posted at the gate of the school.
- Children must not attend school.

In the event of a bushfire emergency during the school day:

Evacuation

- The school will take direction from relevant authorities to evacuate.
- School staff are independently trained to determine if evacuation is required.
- If evacuation is to take place, parents will be notified via SMS (to the telephone number listed with the school) to collect their children. Children will move to the evacuation area while collection takes place.
- The School will liaise with appropriate organisations regarding the location and direction of a fire and will monitor relevant websites.

Shelter in Place:

- If it is deemed safer to shelter in place than evacuate, children will be moved to the safe buildings (kindergarten buildings) which are fitted with roof sprinklers. Air conditioning will be turned off.
- A member of staff will be despatched to the Incident Support Group.
- School Administration staff will carry out special duties as per the Emergency Plan.
- Medical kits, including student medication, will be taken to the safe buildings by the office staff.
- Bottled water is available in the kindergartens.
- Parents SHOULD NOT PHONE THE SCHOOL. All lines must be open for communication with the relevant authorities.
- Parents SHOULD NOT ATTEMPT TO COLLECT THEIR CHILDREN. In this situation, sheltering in place is safer than driving on roads.
- Where possible, updates will be sent by SMS to parents.
- The OOO phone number should only be used to report emergencies.