

Darlington Primary - Bushfire Emergency Procedure



All gas cylinders are to be turned off at the beginning of Term 4 each year.

Practice drills of the Bushfire Emergency Procedure will be carried out during the first two weeks of Term 1 & 4.

1. The **School** will liaise with the **Police** or **Bushfire Control (DFES)** regarding the location and direction of a fire and/or will monitor the DFES website or ABC Radio 720 for updated details.
2. If a *Watch and Act* is issued by DFES, all students are **to remain in the classrooms, with windows and doors closed. School bags are to be taken inside classrooms. Student Attendance should be checked.**
Admin are to ensure that staff in the Early Learning Centre are aware of the situation.
★ Deputy Principal (or other representative) to be despatched to the Incident Support Centre.
3. If it is deemed necessary, the Principal gives instructions to evacuate all classrooms to the **Covered Assembly Area.**
4. Teachers take class list from Evacuation Pack (located next to the door and the evacuation map in all rooms) and escort students to their normal assembly place via designed evacuation routes. Specialist teachers relieve the Deputies of their classes once evacuated. Teachers should take classroom keys.
5. Class lists, including absentees, will be printed from Compass by office staff and distributed to class teachers for Roll Call.
6. School Administration staff to carry out special duties as per the school's "Emergency Plan".
7. Medical kits, including student medication, will be organised by the office staff. Drinking water is available in the Covered Assembly Area and Canteen. A toilet is located in the Music Room.
8. *Parents should not attempt to reach the school to collect students as roads may be blocked by Police for use by fire fighting vehicles. Students are safe in the Assembly area as DFES will send units to protect the building and aerial assets will also be used.*
9. Off-site evacuation, if required, will be co-ordinated with the DFES Incident Management Group. Students and staff will be taken to a safer location, to be collected from there. Parent contacts listed in Compass will be notified by special SMS message. The location of the evacuation area will be available from the DFES (Department of Fire and Emergency Services) information line on **1300657209** or www.dfes.wa.gov.au or via **ABC Radio 720 on the quarter hour.**
10. Parents **SHOULD NOT PHONE THE SCHOOL** as the lines must be open for communication with the relevant authorities. The **000** phone number should only be used to report emergencies.

The school will be CLOSED on all declared days when the Fire Behaviour Index of 75 (Extreme Fire Danger) or greater forecast has been declared

Prior to the day of closure, SMS Messages will be sent to all parents' mobile phone numbers registered with the school and formal, written notification will be sent home to each family. Announcements will also be made in the media.

School Closure signs and banners will be posted at all entrances to the school and on fences in Glen Road and Amherst Avenue.
Students must not attend school.