

## CATASTROPHIC DAYS AND TURNING CATASTROPHIC

### SCHOOL RESPONSE

On days that have been declared Catastrophic our site will be closed. This response will be given to us the night prior or early on that morning via an email or radio advice from Regional Office.

### NIGHT PRIOR

Notification on our Facebook page and Skoolbag App.

School closure signs will be erected.

### MORNING OF

Notification on our Facebook page and Skoolbag App.

School closure signs will be erected.

Any students or staff who have arrived at school will have families contacted for collection.

### DURING THE DAY

Emergency Response Team (ERT) will ring parents for student collection.

*Staff are reminded that the first duty of care is to our students.*

*Staff will be released in accordance to level of priority regarding personal bushfire survival plans and also taking into account the position and location of the fire.*

All staff to leave once every student has been collected.

Students to be signed out via the front office.

## RISK OF BUSHFIRE IMPACT ON SITE ON SEVERE AND EXTREME DAYS

On these days sites will be notified by Regional Office or CFS regarding closure or relocation. In case of closure or relocation we will follow the Catastrophic Response.

### NIGHT PRIOR

Parents will be notified via notification on our Facebook page and Skoolbag App detailing the relocation point or closure details. School relocation/closure signs will be erected. Principal to advise Education Director.

### MORNING OF

Notification on our Facebook page and Skoolbag App.

Relocation/closure signs will be erected.

Principal to advise Education Director.

Any students or staff who have arrived at school will have families contacted for collection or be bussed to relocation site.

Principal will remain on site for the first hour. If families arrive later than 9:30am they will have a responsibility and a duty care to their own child/ren to either drop them off to relocation point or to keep them home.

### DURING THE DAY

We will follow the Invacuation Procedures.

*Staff are reminded that the first duty of care is to our students.*

*Staff will be released in accordance to level of priority regarding personal bushfire survival plans and also taking into account the position and location of the fire.*

## INVACUATION PROCEDURE (2) BUSHFIRE REFUGE ROOM

Classes to be paged over intercom  
Activate fire alarm - long siren blast

### ADMIN STAFF

Advise Special School (86825319).  
Display Invacuation Sign on front office door.  
Take Roll Books, Visitor's Book & Sign In/Sign Out Book to BUSHFIRE REFUGE.

Call 000

### TEACHERS

*(Principal will activate Sprinkler Station no. 5 in Building 7 Room 1 office - (instructions are above system box)*

1. Close classroom doors and windows and turn off air conditioners.
2. Advise students to collect **drink bottles** and **school bags, asthma or other medication**. Take **Roll Book** and classroom **fire extinguishers** and move students to the BUSHFIRE REFUGE.

### IN THE BUSHFIRE REFUGE

Call the Roll and report any missing student to the Fire Wardens or the Principal.

Turn off air conditioners, close blinds, pack draught stoppers around doors, pull in outside door mats, etc.

Monitor students who are asthmatics. Keep students hydrated, calm and away from windows.

### FIRE WARDENS

Meet in BUSHFIRE REFUGE then check toilets and classrooms in Building 2 together. Communicate to parents/monitor broadcasts.

### PRINCIPAL

Check toilets and rooms in Admin building then go to BUSHFIRE REFUGE.

Advise Education Director & DECD BEM of count of persons on site and situation. Staff will then await instruction from the Police

## RECOVERY PROCEDURES AFTER A FIRE FRONT HAS PASSED

Staff are advised to under take and monitor the health and wellbeing of students.

Check and treat for injuries.

Ensure no one leave the BUSHFIRE REFUGE until after consultation with emergency services and the situation outside has been assessed as safe.

Evacuate the bushfire refuge to an alternative safe location if directed to do so by

ES personnel.

The ERT members to prepare to care for students for an extended period of time.

Nominated staff will remain on duty until all students are collected.

Regularly advise the Education Director and or Regional Office of the current situation.

Record names of students and person collecting them as they leave the site.

Arrange an assessment of the workplace buildings. Once the area is declared safe undertake and debrief session of the bushfire emergency situation and the procedures undertaken at an appropriate time after the incident. Seek support for students, staff from professionals as required.

Review the effectiveness of the procedures.

## INVACUATION PROCEDURE (1) CLASSROOM LOCKDOWN

Classes to be paged over intercom  
"Lockdown" repeated 3 times for attention

Once danger has been identified and reported **ADMIN STAFF** will announce Lockdown via the class and admin intercom.

**ADMIN STAFF** will lock the Administration Building.

**TEACHERS** are to ensure that all students are in classrooms and that doors are securely locked and blinds down.

**TEACHERS** outside of classrooms will be advised of Lockdown via Admin Staff.

### PRINCIPAL

Advise Port Lincoln Special School (86825319) and Police if necessary.

Monitor the situation until danger has passed.

Once the danger has passed **ADMIN STAFF** will advise teachers that Lockdown is over.

## EVACUATION PROCEDURE TO OVAL

BUILDING FIRE / OTHER DANGER:  
CONTINUOUS SIREN

**ADMIN STAFF** will activate Fire Siren, collect backup server tape, Roll Books, Visitor's Book, Sign In/Sign Out Book display Evacuation Sign on front office door and then evacuate to the oval.

**TEACHERS** will evacuate classes to Oval; **take roll books, asthma medication.**

Close doors but do not lock them.

Any missing student/staff member to be reported to the Fire Wardens or the Principal.

**FIRE WARDENS** meet at the Evacuation Point - Oval.

(No re-entry to buildings without Fire Warden or Principal's clearance)

### PRINCIPAL

Advise Port Lincoln Special School (86825319)

Check toilets and rooms in Admin building then go to Evacuation Point.

Advise Education Director of count of persons on site and situation.

Staff will then await instruction from the Police or Emergency Services.

*In any smoke alarm case the fire bell will be activated as an automatic response. Please ensure adequate ventilation when cooking—fans on and doors open.*

FIRE / POLICE / AMBULANCE	000
DECD BUSHFIRE & EMERGENCY MANAGEMENT TEAM (BEM)	08 8226 3714 or 08 8226 2524
PARENT BUSHFIRE INFORMATION HOTLINE	1800 000 279
EDUCATION DIRECTOR	86820700