

### 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 afternoon prior

#### DAY PRIOR

Notification on our Facebook page and via text message to all families  
School closure sign put on front fence

#### MORNING OF NO ONE IS TO BE ON SITE

Staff are reminded that the first duty of care is to our students.  
Staff will be released in accordance to their bush fire personal plan (provided to the Principal prior).

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

On these days sites will be notified by Education 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 via text message detailing the relocation point or closure details. School relocation/closure signs will be put on the front fence.

Principal to advise Education Director.

#### MORNING OF

Notification on our Facebook page and via text message.

Relocation/closure signs will be put on front fence. 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 their bush fire personal plan ( provided to the Principal prior).

### 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 leaves 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 Education 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.

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



## EVACUATION PROCEDURE

### TO OVAL

#### BUILDING FIRE / OTHER DANGER:

##### Building evacuation:

Attention! Attention! Leave now via your nearest emergency exit.

##### Fire Evacuation:

Attention! Attention! Code Red alert! Leave now by your nearest exit!

**ADMIN STAFF** will activate Fire Siren, collect backup server tape, Roll Books, 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 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** will advise Port Lincoln Special School (ph) 8682 5319

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.*

Once the danger has passed **ADMIN STAFF** will



## INVACUATION PROCEDURE (1)

### CLASSROOM LOCKDOWN

"Attention! Attention! All staff Code Black alert! Repeat all staff code Black alert!"

Once danger has been identified and reported **ADMIN STAFF** will activate the siren

**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.

Anyone located outside will hear the siren and are required to enter the closest building.

**PRINCIPAL** will advise Port Lincoln Special School (ph) 8682 5319 and Police if necessary. Monitor the situation until danger has passed.

Once the danger has passed **ADMIN STAFF** will advise **via siren "All Clear All Clear"**



## INVACUATION PROCEDURE (2)

### BUSHFIRE REFUGE ROOM

"Attention! Attention!! Take shelter immediately in you nearest safe zone"

**ADMIN STAFF** will advise Special School (ph)8682 5319.

Display Invacuation Sign on front office door. Take Roll Books, & Sign In/Sign Out Book to BUSH-FIRE 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 & DfE BEM of count of persons on site and situation. Staff will

then await instruction from the Police or Emergency Services.

Once the danger has passed **ADMIN STAFF** will advise **via siren "All Clear All Clear"**