

DESIGNATED ROLES OF STAFF

1. Head of Junior School In collaboration with the Principal, make decisions regarding Level Alerts and Evacuation and Emergency Procedures. Cancellation of excursions, outdoor activities and buses. Communication with the Rectory. Activation of UHF Radio use.
2. Property Services Ensure outdoor flammable material is moved indoors.
3. Business Support To advise teachers of Level Alerts and to be on standby for communications
4. PE Staff PE to close doors of Hall and move classes indoors. No specialist lessons at Level Two.
5. Music Tutors Close Music Rooms on Level Two Alert and report to front office.
6. OSHC Move children indoors and activate roof sprinklers if required.
7. All Staff All Staff to close doors and assist children to Bushfire Safer area when directed. No specialist lessons at Level Two.

TEACHER RESPONSIBILITIES

LEVEL ONE ALERT

EXTREME FIRE DANGER DAYS – No fires burning in area

- Check to see keys to locked areas are available and readily accessible to staff and used regularly to ensure lock has not seized
- Battery-operated radio to be tuned to ABC 891 during total session times
- Roll marked and absentees sent to Front Office as soon as possible
- Move all bags inside but away from doorways
- Bring door mats inside room
- Provide spaces for OHSC and Long Daycare.
- Children only to leave school by following the usual Early Dismissal procedure
- Have Bushfire Policy Parent Authority File ready for students to be signed out if parents so choose.
- Encourage students to carry their water bottle with them

LEVEL TWO ALERT

Advise Level of alert to the community

This level of alert indicates that a fire has started in the Belair area, but there is no immediate danger. General information is provided to keep the community up to date with developments as circumstances allow.

- Close windows and doors
- Turn off all lights, power outlets and electrical appliances
- Fill sinks with water
- Ensure children have drink containers with them and snacks (but no bags)
- No outside activities
- No Specialist / Instrumental Lessons
- Check Roll (again)
- Be Ready - Level 3 might be declared at any moment
- Year 3 room connecting doors to be opened

LEVEL THREE ALERT

Watch and Act Level of Alert

This level of alert indicates that a fire is approaching, conditions are changing, and you action needs to be taken to protect life.

- Evacuate Classroom and move quietly to Centre for Creativity
- If there is time, children to bring food and drink
- Teacher is the last person to leave room and ensure door is closed.
- Specialist Teachers to check students and staff have evacuated toilets, Hall and other areas
- Seal door gaps against smoke (tape and mats/towels) in Bushfire Safer area
- Check roll
- Hand the completed Roll check to area leader
- Distribute face washers and masks
- Children to remain in room until area declared safe by the Principal and authorised adults are allowed into area to collect them

ADMINISTRATION/OFFICE RESPONSIBILITIES

LEVEL ONE ALERT

- Continually monitor CFS website and push notifications.
- Display signs at front gate advising “Extreme Fire Danger”
- Ensure Fire radio has batteries and tune to ABC Radio 891 AM
- Have First Aid Kits and communication devices ready
- Have Early Dismissal process ready for children to be signed out if adults so choose
- Advise ELC, OHSC and Long Daycare of Level One Alert
- Keep checking for CFS/AISSA notification of change of alert

LEVEL TWO ALERT

- Notify all staff, OHSC and Kindy Care of Level Two Alert and evacuation to the Rectory
- Switch off photocopiers, air conditioner and computers (leave one on for email alerts)
- Close all windows and doors
- Have first aid kits ready
- Monitor CFS and Radio for Level Three alert

- The Principal will keep updating changes to critical decisions
- Ensure UHF radios and satellite phones have batteries inserted in the Bushfire Safer areas
- Monitor ELC evacuation via UHF radio contact or mobile phone

LEVEL THREE ALERT

- Fire Warden to sound Fire Siren
- Put Switchboard to night switch
- Move to Centre for Creativity
- Designated staff to take fire extinguishers to C4C
- Assist with first aid
- Listen to ABC Radio
- Keep contact with the Principal
- Start Rooftop sprinklers when advised or fire is visible
- Communicate with ELC using UHF Radio if phones fail.

It is important to keep this vital communication channel open at all times.

Updated 7 June 2016