

The following procedures, supporting the policy, have been adopted for the welfare of the St John's Grammar School students and staff.

DESIGNATED ROLES OF STAFF

1. Principal
Decisions regarding Level Alerts and Evacuation and Emergency Procedures. Cancellation of excursions and buses.
2. Property Services Staff
One member of Property Services staff to be present on each campus.
3. Business Support
To advise teachers of Level Alerts. To be on standby for communications via phone/fax/email. Prepare Bushfire Safer Materials. Have rolls ready to take to Sports Centre. Assist with distributing face washers, masks and water. Have satellite phone ready to take to bushfire safer area. One person to also take roll of neighbours who seek shelter.
4. All Staff
Close windows and doors. Make sure that no student is left in a room, leave last. Support students or other staff to bushfire safer areas.

TEACHER RESPONSIBILITIES

LEVEL ONE ALERT

EXTREME FIRE DANGER DAYS

- 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
- Bring door mats and other flammable materials inside room
- Students only to leave school by following the usual Bushfire Dismissal Procedure that requires parental consent. See Bushfire Policy Memo.
- Encourage students to carry bottled water with them

LEVEL TWO ALERT

Advise Level of alert to the community. This level of alert indicates that a fire has started – there is no immediate danger. General information is provided to keep the community up to date with developments.

When notified, the following precautions should be taken if time permits:

- Close windows and doors
- Turn off all lights, power outlets and electrical appliances
- Fill sinks with water
- No outside activities
- Check class roll (again)
- Be ready - Level 3 might be declared at any moment

LEVEL THREE ALERT – Notified by siren

Watch & Act Level of Alert

This level of alert indicates that a fire is approaching you, conditions are changing; you need to take action now to protect your life and your family.

- Evacuate Classroom and move quietly to the Sports Centre. If any students are at Holy Innocents for exams or retreats, they should go to the Rectory.
- Students bring the water they have with them
- The teacher is the last person to leave the room and ensures room is empty and door is closed
- Check Home Group roll when in Bushfire Safer building
- Hand the completed Roll check to area leader
- Distribute masks and face washers
- Students to remain in the refuge area until area declared safe and authorised to leave
- adults are allowed into area to collect students if the area is safe.

PRINCIPAL/BUSINESS SUPPORT/OFFICE RESPONSIBILITIES

LEVEL ONE ALERT

- Check fax for CFS Information for Level One Alert (Extreme Fire Danger Day for area) AISSA also sends out information
- Display signs at front gate advising “Extreme Fire Danger”
- Decide if planned excursions can continue or be cancelled.
- Ensure Fire radio has batteries and tune to ABC Radio 891 AM
- Have First Aid Kits ready
- Have fire extinguishers ready
- Have Bushfire Policy Parent Authority File ready for students to be signed out if parents so choose.
- Advise Junior School of Level One Alert
- Schedule the day’s work for maintenance staff on their designated campus
- Keep checking fax, email for CFS/AISSA notification of change of alert

LEVEL TWO ALERT

- Notify all staff of Level Two Alert
- Switch off photocopiers and air conditioner and computers (leave one on for email alerts)
- Close all windows and doors in office areas
- Have fire siren/first aid kits ready
- Check email/fax for Level Three alert
- Keep Head of JS informed
- Have mobile phones ready to take to refuge area

LEVEL THREE ALERT

- Fire Warden to announce Level 3 Alert over PA system and sound Fire Siren
- Put Switchboard to night switch
- Designated staff take fire extinguishers into Sports Centre
- Move to the Sports Centre
- Seal door gaps against smoke (tape and mats)
- Keep students and staff calm
- Assist with first aid
- Listen to ABC 891 AM Radio
- Library Assistant to take satellite phone to Sports Centre
- Principal to communicate with emergency services and parents.

Keep Head of Junior School informed

Updated 5 February 2016