



25th October 2016

Procedure for Days of Total Fire Ban & Re-location to Hall

Dear Parent/Guardian,

As we head towards another fire season, it is both appropriate and helpful to remind the school community of the procedures we have in place to ensure our students, staff and visitors are as safe as possible during this time.

We have provided details overleaf of how we take extra precautions on days of Total Fire Ban. These small changes to our regular procedures ensure we can gather students quickly and relocation, if necessary, can be as efficient as possible. Our full [Emergency Management Plan](#) can be viewed on the school website.

Remember that if your Bushfire Survival Plan includes leaving the area on your identified 'trigger' days, it is perfectly acceptable for your child to be absent from school on those days, provided we are advised on their return using one of the usual methods.

Being able to contact you in the event of an emergency is of paramount importance, so please ensure that if you change your contact details at any time, you advise the school immediately. We also ask that if you have arranged for another adult to collect your children when you are unable to, we have their contact details also on file.

Finally, I ask that in the event of a power outage, please refrain from calling the school unless absolutely necessary. When the power is out there is only one phone line into the school, which we like to keep free in case of an emergency.

If you have any questions about Emergency Management at school, please do not hesitate to contact me.

Thank you for your support and understanding.

Regards,

Debra Herrmann
Principal

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Part 1 Total Fire Ban Daily Procedures

- The electronic class roll and the Total Fire Ban roll are marked first thing in the morning and placed in a clearly visible location
- Staff to keep personal belongings together and easily accessible
- Students keep their shoes on all day in case of the need to re-locate quickly
- Integration Aides prepare/locate resources that may be needed for their student/s in the event of re-location
- A “bookmark/tag” system (or alternative method of monitoring student movements) is implemented to keep track of students who leave the room (students to be sent in pairs)
- Students are reminded before morning recess & lunch time to stay within the restricted playground boundaries – no playing beyond the rebound wall
- Both rolls are marked again after lunch and returned to an easily visible location
- Students are reminded that no-one is to walk home on a Total Fire Ban day without parent/carer consent.
- Students who are picked up from The Patch Store will be escorted there by a designated staff member

All other students to go to the pick-up area.

Part 2 Actions in the Event of Re-location

- Staff will **remain calm** and follow the planned procedure as detailed below
- Students line up and wait quietly at the door
- Teacher accounts for all visitors in their classroom
- Integration Aides collect any resources required by their student/s during relocation
- Teacher collects TFB attendance roll, laptop & power cord (if this is one of their Emergency Management responsibilities) and their personal belongings (if time permits)
- Lights are turned off (if time permits)
- All windows are closed & doors locked once everyone has exited
- Teacher, visitors and students proceed to the Hall in an orderly fashion as per re-location diagram

NOTE: Any parents or students from other grades who are in your room at the time must accompany you to the Hall.

Part 3 On arrival at the Hall

- Students sit quietly in their allocated area
- Total Fire Ban roll is marked to ensure all students are accounted for
- Students from other classes return to their own grade
- If all students are present, a **green card** is raised in the air
- If a student is missing, a **red card** is raised in the air
- Teachers await further instructions from the Chief Warden, staying with their students at all times. No-one leaves the Hall until instructed