



Evacuation Procedure

- Our school is listed on the BARR(Bushfire at Risk Register)
- We will be closed on days declared Code Red
- We will relocating on days of extreme fire risk as notified by the department (See relocation Procedure)

Should bush fire notification be received for a fire within a radius of 10km of the school and we have not already relocated, the following steps will be followed. (The Principal may decide to implement these steps for fires of a greater radius)

Prepare to evacuate by:

- Contacting Castlemaine Bus lines or **XXXXXXXXXXXXXXXXXXXXXXX**
- Bring all children into classrooms and mark the roll : **Class teachers**
- Children to remain in classrooms and toilet visits to be supervised by an adult: **Patsy to assist**
- Collect all student and staff medications, first aid kits, emergency plans, contact number, emergency kit, and phones/chargers, including the school phone. Take a charged computer to recharge mobile phones. Have on the staff table ready for evacuation : **Patsy or Julie**
- Send a flexibuzz message, group SMS and a Cases SMS to families informing them that we are making preparations to evacuate: **Julie or Sally to do this.**
- Cars to be moved from the east car park, a minimum of 50 metres from our 'Shelter in Place' :**Relevant teachers.**

Evacuation:

- The **Principal** will make the call to implement evacuation plan in consultation with appropriate authorities and /or by using the emergency app incidents and warning levels. **Orange** may mean evacuate. **Red** will more likely be to use the 'shelter in place'
- Ring bus lines to request evacuation
- Prepare students and staff to move to 'Shelter in Place'
- Contact parents of intention to evacuate and provide a timeframe as advised by the bus lines. Via Flexibuzz and Cases SMS
- Place sign on the door that states we have evacuated (If time permits
- Close all doors and windows before leaving. (**Sally, Patsy and Julie**)
- In the case of a bus not being available, students will be moved to the existing 'Shelter in Place' and staff will follow the existing procedure for this space
- Principal to call **000** to inform police/fire that we have evacuated

- Principal to contact the Emergency Services Unit as soon as practical to inform them of our location and procedures that have been implemented **XXXXXXX**
- Principal to call **John Brownstein |Manager, Operations and Emergency Management M: XXXXXXXX**
- Ring Chewton CFA captain : **XXXXXXXXXX**

At Victory Park:

- Cases SMS service is no longer available. Flexibuzz or group SMS will be our communication of preference (**principal**)
- All parent phone numbers will be stored on the school mobile phone to enable group message to be sent.
- Names will be checked when a receipt has been received
- Parents who not respond will continue to be telephoned until a response has been received
- Parents may collect children if there is no danger to themselves and roads are clear of emergency vehicles
- All class teachers to stay with students and fully supervise toilet visits
- All children must be marked from the roll before they can leave (**Class Teachers**)
- Staff may leave Victory Park when all children have been collected

Evaluation:

- This policy will be reviewed as part of the school's 1 year emergency management cycle. This policy was ratified by school council on 20/9/2017