



HAWKER PARK PRIMARY SCHOOL

FIRE POLICY

(Reviewed 2015)

1. Bushfire is a threat that, while ever present in our bushland environment, requires a different strategy of management than other possible emergencies, which require evacuation.
2. The safest strategy is to remain indoors.
3. Evacuation is a last step.

Procedure for Administration Team

1. Upon learning of the presence of a fire in the vicinity (observation, telephone or verbal warning, official call) ascertain the risk.
2. Alert all staff using the PA if power is still available, a runner if not (Admin team).
3. All students to return to their own classrooms, and remain inside with a class teacher until further notification (no students are to leave the classroom to go to the toilet or get a drink). Class Teachers mark roll and keep it with them.

STAY INSIDE

4. All other staff (Support, TA's not designated to a child) to report to the Office then given duties to check for students out of class.
 - All toilets
 - Covered Assembly Area
 - Library
 - Music / Art Rooms
 - Verandahs
 - Oval
 - Staff RoomAdmin to collect student numbers.
5. Establish contact with the Fire Department Control Officer in order to obtain up-to-date information and advice.
6. Prepare the staff that answer telephones as to what advice to give parents and other callers.
7. Parents/friends that come to the room and demand to remove their child
 - write a note giving permission/taking responsibility
 - if child is removed – mark it on the roll.
8. The decision to evacuate (if the fire is deemed so fierce that our site is not safe) would be made after consultation between the Control Officer, the Police and the Principal.

EVACUATION

1. Have buses on the alert as early as possible – Police and Control Officer involved.

Once decided to evacuate –

- * Contact with bus contractors
- * Contact with the destination (Shire Council complex)
- * Classes advised
- * Staff go with own class & non class staff directed by the Principal as to which group to join (Staff to take rolls)
- * Evacuate from classrooms to buses
- * Shire staff to assist teachers at Shire Complex (town)

See Appendix

A4 Orange Poster to be placed in all school rooms; all teaching classrooms, Art, Library, Music, Principal's and Deputy Offices, Reception, Staff room etc.



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IN THE EVENT OF A BUSHFIRE

1. Children remain/return to own classroom. All bags brought into Wet Areas (children collect own medication from bags).
2. Shut all doors, windows vents (including ceiling).
3. Call roll. Identify missing children.
(Support staff will check toilets and other rooms)
4. Stay indoors. PA message/Admin member will alert if evacuation is needed.
5. Give work or read story to keep children calm.
6. Wait until '*all clear*' is given by Admin Staff.
7. In the event that the fire directly threatens your block, move children in small groups to the Senior or Safe Block.

PLEASE DISPLAY IN ALL ROOMS