



DARLINGTON PRIMARY BUSHFIRE EMERGENCY PROCEDURES

In the event that a day of Catastrophic Fire Danger is forecast, the school will be CLOSED

Prior to the day of closure, SMS Messages will be sent to all parents' mobile phone numbers registered with the school and formal, written notification will be sent home to each family.

Announcements will also be made in the media.

School Closure signs and banners will be posted at all entrances to the school and on fences in Glen Road and Amherst Avenue.

Children must not attend school.

IN THE EVENT OF A BUSHFIRE EMERGENCY DURING A SCHOOL DAY:

1. Parents will be notified of procedures via SMS. Parents should not attempt to contact the school or reach the school to collect children as roads will be blocked by Police for use by fire fighting vehicles.
2. The School will liaise with the Police or Bushfire Control (DFES) regarding the location and direction of a fire and/or will monitor the DFES website or ABC Radio 720 for updated details.
3. If a Watch and Act is issued by DFES, all children will remain in the classrooms, with windows and doors closed. Air conditioner fans will be turned off, but the pumps left running. School bags will be taken inside classrooms.

The Early Learning Centre will be made aware of the situation.

A Deputy Principal (or other representative) will be despatched to the Incident Support Group.

4. If it is deemed necessary, students and staff may be required to shelter in place. The Principal will give instructions, through available channels, to move all students to the Covered Assembly Area.
5. Teachers will take class list from Evacuation Pack (located next to the door and the evacuation map in all rooms) and escort students to their normal assembly place in the Covered Assembly Area via designed evacuation routes. Specialist teachers relieve the Deputies of their classes once evacuated.
6. If possible, class lists, including absentees, will be printed from Integris by office staff and distributed to class teachers for Roll Call.
7. School Administration staff to carry out special duties as per the "Emergency Plan".
8. Medical kits, including student medication, will be organised by the office staff. Drinking water is available in the Covered Assembly Area and Canteen. A toilet is located in the Music Room.
9. Off-site evacuation, if required, will be co-ordinated with the DFES Incident Management Group. Children and staff will be taken to a safer location to be collected from there. Parent contacts listed in Integris will be notified by special SMS message. The location of the evacuation area will be available from the DFES (Department of Fire and Emergency Services) information line on 1300 657 209 or www.dfes.wa.gov.au or via ABCRadio 720 on the quarter hour.
10. Parents **SHOULD NOT PHONE THE SCHOOL**. All lines must be open for communication with the relevant authorities. The OOO phone number should only be used to report emergencies.