



FIRE ACTION - POLICY – EXTERNAL FIRE

LEVEL 1 – TOTAL FIRE BAN

- On days of Total Fire Ban mark absentee book carefully – recheck and keep copy
- Check & clear fire escape routes. Unlock all doors
- Notify children that a day of extreme fire danger/total fire ban exists
- Remind children of Fire drills, both internal and external
- Close windows in vacant rooms and when vacating rooms
- Empty class bins frequently – main bins to Refuse Bin Enclosure
- Maintain calming lesson program appropriate for heat
- Record removal of children by parent or authorised substitute

LEVEL 2 ALERT – FIRE IN ‘AREA OF CONCERN’ APPROACHING

- All children return to their classroom with their teacher
- Notify children of Alert Status and remind them of Bushfire procedures and movement to refuge
- Remind children of removal only through front office. Record removal of children by parent or authorised substitute in the Absentee folder
- Advise front office of students being collected
- Check removal of flammable rubbish and bins to rubbish enclosure. Lids on all bins
- Check windows closed when vacating rooms and doors closed but not locked
- Prepare availability of personal items
- Ensure water bottles are filled and have children’s bags with them ready for departure

LEVEL THREE ALERT- SCHOOL PROPERTY THREATENED

- Check Roll and advise front office of any change of numbers – request search for any missing children
- Close windows and doors when vacating rooms – put bins/mats inside
- All children to collect personal items and take up appropriate position in designated safe refuge areas
Refuge Area 1 - Main Building – children stay in classrooms. Preschool and Rooms 15 & 16 to Music Room and Rooms 13 & 14 to SAKG Kitchen.
- **Refuge Area 2 - Molly Miels Building** – children stay in classroom and children from Rooms 9,10,11 and 12 to foyer and art room
- Settle children in refuge area in class groups and maintain strict control of

In case of emergency ring 000 and wait to be redirected,

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not the numbers below. For general queries ring:

CFS Littlehampton 8391 2000

CFS Mt Barker 8391 1000

Police Mt Barker 8398 6000

Ambulance Mt Barker 8372 8822