



EMERGENCY PROCEDURES POLICY

[INCLUDING BUSHFIRE]

2021

Ratified by School Board: _____ November 2021

Review Date: 2024

Vision Statement

St Anthony's Catholic Primary School, will be known as an innovative school where learners thrive through connectedness, belonging and a commitment to excellence

Developed by: Staff and School Board All references to 'Staff members' include Administration Staff, Support Teachers, Teachers and Temporary Relief Teachers.

INTRODUCTION

Students travel to St Anthony's Catholic Primary School each day from a 360 degree radius of the school. Surrounding Millicent are pine and gum plantations which can become significant fire hazards during summer. Given that students travel on public transport and school buses, it is essential that effective procedures are in place to ensure students do not travel to and from home in any areas where there is a serious risk of active bushfire.

While this policy does primarily focus on bushfire emergency and procedures, it is not limited in its scope as the processes must be followed for any impending threat or danger to staff, students or visitors to the site.

In the warmer months of the year fire ban or restrictions are determined for various South Australian regions by the Country Fire Service (CFS). Telephone the CFS Fire bans Information Hotline (1300 362 361) to enquire whether there are any current warnings responses to a fire situation. These messages will provide important information about bushfires, including

- The location of the emergency
- Where it is expected to move next;
- The risks faced by people in the area
- What the public is advised to do about those risks; and
- What the CFS is doing about the situation.

Although the CFS will provide as much information as possible, it is the responsibility of every South Australian to ensure they are adequately prepared for a bushfire and know what to do should one occur. ABC Radio and our local FM station will give continuous and official Bushfire Information and warnings

RATIONALE

The safety of all persons on the grounds of the St Anthony's Catholic Primary School is of paramount importance. To ensure staff, students and regular school volunteers are familiar with the School's Evacuation and Invacuation procedures they will be rehearsed at least once per term. These rehearsals will be recorded on the Evacuation and Invacuation Record sheet.

All staff, students, parents, caregivers, school visitors and any on-site visitors must follow the instructions given by the Principal and/or Leadership team.

On days when a catastrophic Fire Danger Day has been forecast for the Lower South East District, the school bus service will not operate. An alternative means of transport for students to and from school on these days is at the discretion and responsibility of parents/care givers. Parents/care givers have the options of either transporting their children to and from school or keeping them at home on catastrophic Fire Danger Days

On a day when a bushfire emergency is present, dismissal arrangements will change [see procedures] Any emergency requires cooperation and familiarity with our policy and as such, all adults are considered to be responsible in all emergency situations. Staff are expected to understand what procedures are to be followed in any range of emergency or unforeseen circumstances.

KEY EXPECTATIONS

In collaboration with the relevant Emergency Services personnel and the CFS, the Principal will assess the potential risk of the hazard and the desired response.

If it seems risky for travel through a particular area, then students will be kept at school in a safe area until families can arrange for them to be collected.

On days of extreme fire danger, Office Staff will access the CFS hotline 1300 362 361 between 2:30 and 3:15pm and listen, when necessary to the ABC radio to monitor relevant warnings and reports. In cases where a bush fire makes it hazardous for the students to travel into or through a particular area, Office Staff will immediately liaise with the Principal in designing an appropriate response. In reference to this policy, it should be noted that in addition to bushfire there are other circumstances where Evacuation and Invacuation is necessary.

These extend, but are not limited to: chemical spills, severe illness or medical episodes, severe storm, flooding, or unwarranted intrusion.

PROCEDURES

1. School bus and taxi services travelling through affected fire ban districts will also be cancelled.
2. Where possible, the CEO will be advised of school closures the day before catastrophic fire weather conditions. Assistant Directors will then be advised of school closures and alternative arrangements will need to be made for staff that may be located at or travelling through the affected areas.
3. The CEO will adopt a specific risk assessment and management approach to planned travel by staff to schools in high bushfire risk areas on days of high fire danger.
4. ABC Local Radio will broadcast advice on the evening before any closures.
5. The schools bushfire procedures are aligned with the State’s Fire Danger Ratings scale:

Category	Action for schools
CATASTROPHIC	CLOSED: Schools in the affected Fire Ban District with an extreme, very high or high risk rating. CANCELLED: School bus services travelling through the affected Fire Ban District
EXTREME	Catholic Education SA to take advice of fire authorities for Adelaide Hills and other high risk areas regarding school closures.
SEVERE	OPEN: normal bushfire plan procedures apply
VERY HIGH	OPEN: normal bushfire plan procedures apply
HIGH	OPEN: normal bushfire plan procedures apply
LOW – MODERATE	OPEN: normal bushfire plan procedures apply

NOTIFICATION OF AN EVACUATION

Ask students to stop and stand. Only if safe to do so:

All adults are to evacuate the building

Responsibility shifts to Chief Warden to check the alarm system and give the all clear when appropriate to do so

ALARMS

1. **EVACUATION:** Fire Alarm sounds
2. **INVACUATION:** Car Alarm sounds repeats

EVACUATION

STAFF:

- Close windows o Turn air-conditioner off
- Take class list o Close door (not lock)
- Quietly exit the classroom with your students
- Move to the oval) via the shortest and safest route
- Check roll when on oval
- Tick if student is present, highlight missing students on roll and report to Warden

TEACHERS

Remain with their students in whichever room they are at the time of the announcement.

- Move students to a place within the room where students are least visible and are able to sit on the floor
- Reassure students
- Take note (in writing if possible) of students who are missing from your class and other students who may be with you
- Have mobile phone ready to receive messages BUT do not use mobile phone as this may interfere with communication
- Await further instructions.

STUDENTS

- Remain calm and quiet
- Follow the instructions
- If you are not with a teacher upon hearing the Invacuation message, move to the closest room where a teacher or known adult is present and follow their instructions.

INVACUATION

N.B. Communication will be via sound system

STAFF

- Lock external doors and windows
- Move to a place within a room where you are least visible and are able to sit on the floor o
- Have mobile phone ready to receive messages BUT do not use mobile phone it may interfere with communication
- Await further instructions. These will come via the Sound System

TEACHERS

- Instruct students to stop and remain silent and calm [Lock internal doors]
- Ensure students are in a position where they are least visible Check presence of all students
- Have mobile phone ready to receive messages BUT do not use mobile phone as this may interfere with communication
- Await further instructions
- When all clear is given, everyone will assemble on the oval for a debrief.

This policy is to be read in conjunction with:

St Anthony's Emergency Management Procedures

St Anthony's Emergency Evacuation

St Anthony's Critical Incidents Accidents and First Aid Policy

St Anthony's Disaster Recover Policy