



montessori school

Bush Fire Procedure

1.1 Introduction

This plan is for Banksia Montessori School and has been designed to help staff to prepare for a total fire ban, a catastrophic fire danger rating, or a bushfire. The safety of all students, staff and visitors is the School's main priority.

This Bushfire Plan outlines priorities to be done by staff and students at the different levels of bushfire emergency i.e. on days of total fire ban, catastrophic fire danger rating, fire in the local district, when a bushfire is threatening the school site and during the period immediately after bushfire impact.

1.2 Preparing for the Bushfire Season

The Principal will ensure that all staff are aware of the school's Bushfire Plan. This includes:

- Ensuring that all current, new and relief staff members are advised about the Bushfire Plan through staff meetings, inductions and the distribution of hard copies of the Bushfire Plan.
- Teachers incorporate bushfire message in their curriculum at the start of Terms 1 and 4 every year, including identifying where assembly points are.

1.3 Pre-emptive Closure

- Emergency Services will give advice to close a school. This message may be relayed by AISWA to the Principal in advance of the planned closure.
- The Principal notifies the staff and parents and any expected visitors of the closure using email and or phone messages.
- Notice of the planned temporary school closure will be placed at the school gates.

1.4 Re-opening the School

- The emergency service, via AISWA or independently, will advise the Principal that it is safe to reopen the school.
- Parents will be advised via email and phone messages when the school will reopen.
- The closure notices will be removed from the school gates.

1.5 Safe location Procedure

The Principal will advise staff (including administration staff) of a bushfire. Staff will then alert students of a potential evacuation, reminding them of the practised procedures. If it is decided to move to a **safer site**, all staff (including administration staff) will be advised by the Principal to do so.

The **safer site** for Banksia Montessori School will be at the **double gates**. As it is away from the park close to a tap water source and is close to external and clear evacuation routes should they be required. It also has good access for emergency vehicles.

- Unless evacuated to the safer site the students are to remain in the class with their teacher and education assistants.
- Any visitors working outside of the classroom are to report to the administration building for evacuation. Visitors inside of the classroom are to remain there.
- Teachers should account for each child and identify students and staff with known respiratory conditions.
- Doors, and windows must be closed.
- Students and staff are to remain in their classroom unless directed otherwise by the principal.
- The principal will manage evacuation routes and liaise with staff.
- The Principal will control this response until the arrival of the DFES or emergency services who will then take over.
- Students and adults with known respiratory conditions will be identified and given special consideration.
- The school will notify parents.

1.6 Parent Access

- Parents will be advised when and if they are able to collect their children.
- The official broadcaster of Emergency Events is ABC radio. They will provide up to date information during a bushfire event in the area.

In the event of a full school evacuation to an alternative location, normal school evacuation processes apply.

1.1 Full Evacuation – to off-site safer location on the advice of the Emergency Services

- Students are to remain with their teacher and education assistants.
- All students and adults are to evacuate their buildings and following the instructions of the Emergency Services to relocate to the designated location.
- Teachers are to account for each child and identify children and adults with known respiratory conditions.
- All students and adults are to continue to follow the instructions of the Emergency Services until the event is over.

| Bush Fire Procedure | |
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| Signed by Chairperson: | Council Approval Date: June 2021 |
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