

MEADOWS PRIMARY SCHOOL

EVACUATION/INVACUATION/BUSHFIRE ACTION PLAN

These notes cover the basic details of the school's policy covering emergency situations including: evacuation (in case of fire or other danger in the buildings); invacuation (in case of danger outside the buildings); or bushfire. ***Please note the information on the reverse of this page (Appendix B) gives details of actions to be taken in an emergency.***

(1) EVACUATION

In the event of an evacuation from the school buildings, staff remain solely responsible for the direction of students to the allocated assembly point, on the eastern side of the asphalt area. Students will be returned to their classes when all danger has been deemed, by the principal or delegate, to have passed. During an evacuation event, including a drill, parents and visitors on site must also assemble in the nominated area. Parents who wish to take their children from the school must personally inform the child's teacher so that the child is correctly accounted for.

(2) INVACUATION

During an invacuation, teachers will be responsible for the safety of the children. All children will be moved into the nearest supervised building, and will be properly accounted for. Access to the classes will be restricted, and parents may not be able to gain entry. If there is no danger to others, the teacher may release a child into the care of his/her parent. Access to the school may be dangerous in these situations. During an invacuation event, all parents and visitors are required to conform with the invacuation policy by proceeding immediately to the nearest occupied lockable building.

(3) BUSHFIRE

Bushfire safety preparations are made regularly by the school, and in high fire danger days, the CFS Website and ABC radio are monitored for any news of fire. Children will be invacuated into their own room if there is a fire reported in the district (see above). Excursions will be cancelled, and buses may be affected.

In case of fire in the local area, all students and staff will be directed to the main building. This building has drinking water and toilet facilities. If the school is threatened then all students, staff and adults will move to the hall (nominated bushfire refuge). Children will be cared for until the area is *declared safe by the local fire authorities*. They will then be released to parents individually. Parents are asked not to tie up the telephone in these circumstances, or attempt to collect their children in highly dangerous circumstances. Importantly, it will be essential to keep paths, gates and buildings clear, for the use of emergency vehicles.

Appendix B

POINTS TO REMEMBER IN A MAJOR EMERGENCY 2017-2018

The summary below contains important points to remember concerning the safety of your children in an emergency.

- Your child/ren will be taken care of, for as long as necessary by staff until they can safely be reunited with you.
- You should avoid tying up the school telephone in an emergency situation. Critical announcements regarding bushfires are given regularly on radio ABC891 (AM band).
- Do not park on or near the school site or gates as the area must be available for emergency vehicles.
- The school's hall is the designated last bushfire refuge in a bushfire emergency situation.
- Excursions or camps will be cancelled, or in some cases, groups will be directed to a nearby safe school location if it is considered dangerous to return to this school.
- Bus runs may be cancelled in case of danger at schools, or along the bus route.
- Children will not be permitted to leave the bushfire refuge, or the site, until advice has been received from the CFS to do so.
- Children will only be released into the care of their parents, unless we are advised of alternative arrangements by the parents.
- Parents cannot be accommodated in large numbers in the school's bushfire refuge.
- After a fire, staff will communicate with parents until all children are safely collected.
- After a major emergency, counselling services will be arranged for children as required.

YOUR COOPERATION WITH THESE MATTERS IS APPRECIATED.

Please ensure that the school has your current mobile and home phone numbers.

On Red Alert days (catastrophic days) for the Adelaide Hills the school buses will not run.

- Parents of students who usually travel on Eastern Fleurieu buses will receive an SMS message from Eastern Fleurieu

Meadows Primary School will be open on Code Red days unless the CFS advise otherwise.

Listen to 891 for details.