



# KINGSTON COMMUNITY SCHOOL

*Country style education with city style opportunities*

An intermittent siren that continuously blasts is a reminder to all people on site to move to school's safe refuge area. (the gymnasium or the oval), as per 'Evacuation Procedure'.

When buildings and rooms are vacated turn off lights, close windows and lock doors and turn off air conditioners if it is safe.

Take portable fire extinguishers from classrooms to the safe refuge area.

## **DAYS WITH NO TOTAL FIRE BAN**

Staff need to carry out a thorough risk assessment before proceeding with excursions camps in or out of the 'town' on days of extreme temperature if a total fire ban warning has not been issued.

Staff must be extremely cautious of approving activities out of town (particularly sleepovers or camps) if the forecast is for temperatures of extreme heat for consecutive days.

All excursions off site must have a risk analysis conducted by the staff member and signed by the Principal (or nominee).

## **DAYS OF TOTAL FIRE BAN**

### **A) EXTREME / SEVERE**

If a total fire ban is declared in the Lower South East fire ban region, the following procedures must be adhered to:

#### **1) Staff will:**

- Remind students in home group of evacuation procedures.
- Remind students that they must sign in and out through the front office area if leaving school during the day.
- Conduct a risk analysis for excursions travelling away from the site.
- Negotiate staff attendance at off site meetings with the Principal.
- Monitor weather conditions while students are on breaks or outside.
- Remind all visitors to classrooms of the alert and evacuation procedures.
- Record the attendance of all students in all lessons.
- Ensure that walkways and exit doors are accessible and free from hazards.

- 2) **Principal will:**
  - Liaise with Regional Office as necessary
  - Liaise with media as necessary
  - Conduct a risk assessment for excursions already away from site and contact teacher present at that excursion
  
- 3) **Front office will:-**
  - Display “Total Fire Ban” signs on front office door, library door and staff notice board.
  - Monitor ABC Radio for CFS information and warning messages.
  - Ensure attendance records, parent contact information, bus driver contact information, bus routes and students catching buses is readily available.
  - Ensure school mobile phones are working correctly.
  - Have a portable audible warning device available for a fire warning in the event of a power supply disruption.
  - “Safe Refuge” kit ready to be moved to “the gym” area.
  
- 4) **Fire Warden will:**
  - Alert front office to display “Total Fire Ban” signs on front office, library door and staff notice board.
  - Be prepared to answer staff and student queries regarding school policies
  
- 5) **Groundsperson will: -**
  - Ensure that any available water storage tanks for fire fighting are full.
  - Check that pumps, sprinkler systems and grounds irrigation are operating correctly, hoses attached if necessary.
  - Check duties on DECD bushfire checklist

## **DAYS OF TOTAL FIRE BAN**

### **B) CATASTROPHIC**

#### **FIRE BAN DAY – school will remain open**

**1) Staff will: -**

- Remind students in home group of evacuation procedures.
- Remind students that they must sign in and out through the front office area if leaving school during the day.
- Cancel all excursions away from the school site.
- Negotiate staff attendance at off site meetings with the Principal.
- Monitor weather conditions while students are on breaks or outside.
- Remind all visitors to classrooms of the alert and evacuation procedures.
- Record the attendance of students in all lessons.
- Ensure that walkways and exit doors are accessible and free from hazards.

**2) Principal will:-**

- Bring together the school Emergency Management Team at 8.00am
- Liaise with Regional Office
- Cancel **All** bus services and alert parents if a day of catastrophic fire ban rating is announced on the day proceeding. (If a catastrophic day is announced at 7.00pm on the day, buses **will** still run).
- Prepare to evacuate school if necessary
- Liaise with media
- Conduct a risk assessment for excursions already away from site and contact teacher present at that excursion
- Determine and supervise the equipment to be sent to “refuge site”.

**3) Front office will:-**

- Display “Total Fire Ban” signs on front office door, library door and staff notice board.
- Monitor ABC Radio for CFS information and warning messages.
- Ensure attendance records, parent contact information, bus driver contact information, bus routes information and name of students catching buses are all readily available.
- Ensure school mobile phones are working correctly.
- Have a portable audible warning device available for a fire warning in the event of a power supply disruption.
- “Safe Refuge” kit ready to be moved to “safe refuge” site.

**4) Fire Warden will:**

- Alert front office to display “Total Fire Ban” signs on front office, library door and staff notice board.

**5) Groundsperson will: -**

- Ensure that any available water storage tanks for fire fighting are full.
- Check that pumps, sprinkler systems and grounds irrigation are operating correctly, hoses attached if necessary.