



COOGEE
Primary School

BUSHFIRE RESPONSE PLAN - 2018/2019

Reviewed 3/08/19

3.2. Bushfire – Act

3.2.1 Response when a bushfire starts and the school is open

3.2.1.1 Evacuation Procedure

School to evacuate off-site on advice from DFES (EVACUATION SITE: Poole Reserve, Hamilton Rd)

- All classes remain with their teachers and allocated education assistants.
- All other staff and visitors report to the Front Office.
- Teachers account for each child and identify students and support staff with known respiratory conditions.
- Doors, roof vents and windows must be closed **and evaporative air coolers turned off**.
- Students and staff are to remain in classrooms until directed otherwise by their fire warden.
- Fire wardens are designated to manage evacuation routes and liaise with staff.
- Whole school to assemble at Muster Point (MAP 1) before proceeding to Evacuation Site - Poole Reserve (MAP 2).
- The Principal and fire wardens, will control this response until the arrival of DFES or emergency services who will then take over.
- Students and adults with known respiratory conditions will be identified and given special consideration.

Parent Access

Parents will be informed via School Stream app, email or phone call when and where to pick up students upon advice from the school or through DFES or the Incident Controller.

3.2.1.2 Safer Location Procedure – if off-site evacuation is not necessary

School to remain on site on advice from DFES.

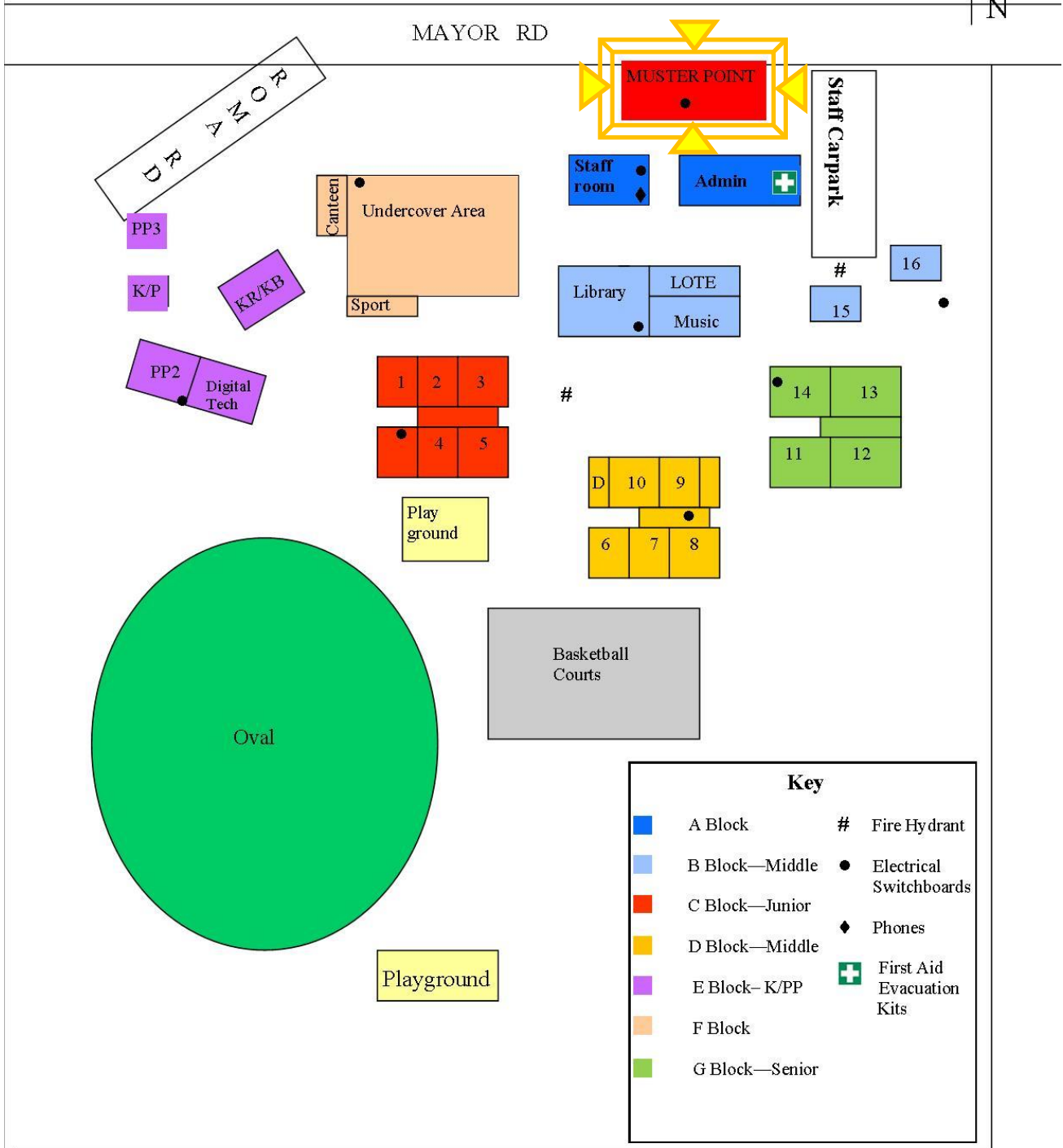
- All classes remain with their teachers and allocated education assistants in classrooms.
- All classes in transportable buildings to be relocated to: **Room 15 to Library & Room 16 to LOTE Room**. EC demountable to PP1, Kindy buildings to PP2 (See MAP 1)
- All other staff and visitors report to the Front Office.
- Teachers account for each child and identify students and support staff with known respiratory conditions.
- Doors, roof vents and windows must be closed and **evaporative air coolers turned off**. Students and staff are to remain in classrooms unless directed otherwise by their fire warden.
- Fire wardens are designated to manage evacuation routes and liaise with staff.
- The Principal and fire wardens, 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.

Parent Access

Parents advised via School Stream app, email or phone call **NOT** to pick up students and to monitor local media for specific access information.

MAP 1

Coogee Primary School School Map



MAP 2

Off-site Evacuation Point

