



STAFF BUSHFIRE RESPONSE PLAN - 2024/2025

Reviewed 10/09/2024

THE SIGNAL TO EVACUATE WILL BE 3 CONSECUTIVE BLASTS OF THE SIREN OR CONTINUOUS RINGING OF THE HAND BELL IN THE EVENT OF A POWER FAILURE.

Response when a bushfire starts and the school is open

Safer Building Location Procedure – if off-site evacuation is **NOT** necessary

Students & staff to remain on site on advice from DFES.

- Admin staff will advise via PA if staff and students are required to move to a safer building location.
- If required to move to a safer building location classes will move with red evacuation file as follows;
 - All Early Childhood classes (Kindy & Pre-Primary) evacuate to the Library.
 - Junior Block evacuate to Music Room.
 - Middle Block evacuates to the Undercover Area.
 - Senior Block evacuates to the Undercover Area.
 - Transportable rooms 15 & 16 evacuate to the Science room.
 - Transportable rooms 17,18 19 evacuate to the staff room.
 - 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**. 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 DFES or emergency services who will then take over.
- Students and adults with known respiratory conditions will be identified and given special consideration.

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

Evacuation Procedure – if off-site evacuation **IS** necessary

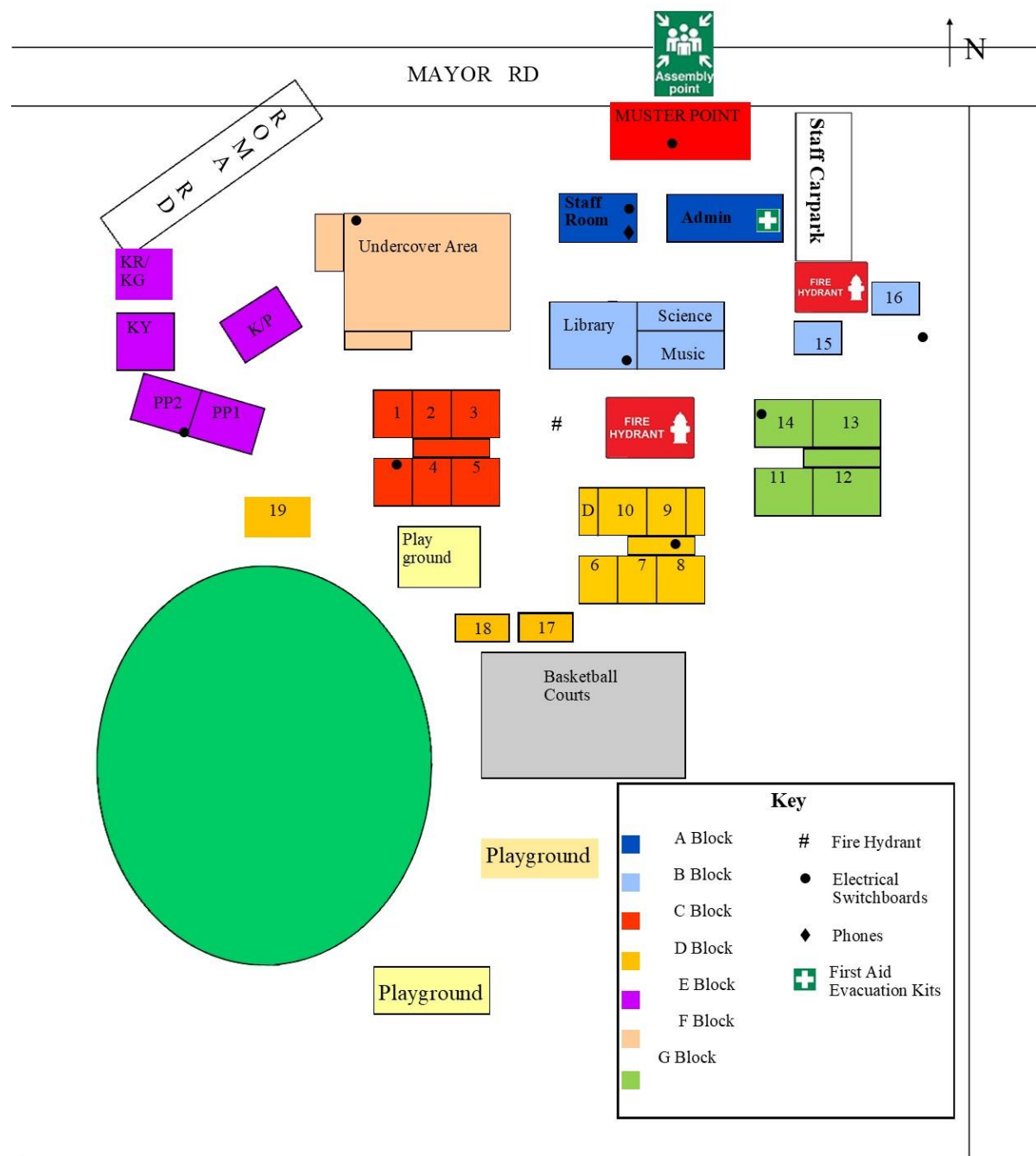
School to evacuate off-site on advice from DFES - EVACUATION SITE: Poole Reserve, Hamilton Rd, Santich park (By bus) or St Jerome's Primary School (by bus) if required.

- All students 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 to move to the muster point by Admin/DFES, or if evacuation signal is given please move to muster point immediately.
- Teachers collect red evacuation file and walk class to designated muster point.
- On arrival at muster point, teachers take roll and report absences to Admin staff.
- Fire wardens are designated to manage evacuation routes and liaise with staff.
- Once assembled at Muster Point (MAP 1) instructions will be given by admin staff/DFES before proceeding to Evacuation Site - Poole Reserve (MAP 2).
- The Principal and fire wardens will control the response and liaise with DFES or emergency services.
- Students and adults with known respiratory conditions will be identified and given special consideration.

THE SIGNAL TO EVACUATE WILL BE 3 CONSECUTIVE BLASTS OF THE SIREN OR CONTINUOUS RINGING OF THE HAND BELL IN THE EVENT OF A POWER FAILURE.

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

Coogee Primary School



THE SIGNAL TO EVACUATE WILL BE 3 CONSECUTIVE BLASTS OF THE SIREN OR CONTINUOUS RINGING OF THE HAND BELL IN THE EVENT OF A POWER FAILURE.

Off-site Evacuation Point – Poole Reserve

