



Glencoe Central Primary School

FIRE POLICY

PARENT INFORMATION

Glencoe Central Primary School is a R2 rated school and as such on a day of Catastrophic Fire Danger the school will be closed and families will need to make alternative arrangements for your child. The school will communicate regarding Catastrophic Fire Danger days on **SCHOOL DAYS** and **NON-SCHOOL DAYS** (weekends and school holidays).

SCHOOL DAY COMMUNICATION

Parents will be given a "Heads Up" notification the day prior to a potential catastrophic fire rating via email/SMS. Once site receives confirmation from the Department for Education that a Catastrophic Fire Danger Day has been declared, parents and caregivers will be contacted via phone by Principal and Admin staff by 6pm to advise parents that the school will be closed on the following day.

NON SCHOOL DAY COMMUNICATION

If a Catastrophic Fire Danger Day is declared on a weekend or during the school holiday period, parents will receive the following notification:

"Tomorrow, (*INSERT DATE*) has been declared a day of Catastrophic Fire Danger and as such no persons are permitted on school grounds. **NO REPLY REQUIRED**"

The procedures we have are to ensure that your children are kept safe, calm and supervised in the event of a bushfire threatening the school.

SOME MAJOR POINTS FOR BUSHFIRE ALERT DAYS AT EVERY LEVEL:

1. (a) It is unnecessary for you to remove your child from school. The CFS regard the safety of the children as the highest priority. **INSIDE THE MAIN BUILDING IS CONSIDERED THE SAFEST PLACE.**

(b) If for some reason you feel your children must be removed from school you must come for them personally, or give WRITTEN OR VERBAL permission directly to the Front Office for any other person to take them, (dated the particular day of the fire). Students will need to be signed out prior to them being released.

To remove children you must report to the Front Office through the front door (NOT the class area). This is to enable an accurate central record to be kept of the whereabouts of every child.

2. If a fire is threatening the school, children will be assembled in the main building and will remain there until all clear is given by the Security & Emergency Management (SEM) Team. The CFS have assured us that the main building would be a safe refuge, even if a fire burnt through the school area. Plans for food and drinks will be arranged.
3. Teachers will remain with children until it is safe for the children to go home or collected by a parent or caregiver.
4. Children will be fed if a long stay at the school is necessary.
6. You are assured that your children will be adequately cared for and no action will be taken to put them into a dangerous situation. Radio messages (ABC Radio) will inform you of the situation. (PLEASE: DO NOT PHONE THE SCHOOL FOR DETAILS). The school phone line must be kept free of incoming calls.
7. Information regarding fire can be sought from the Department for Education Security & Emergency Information Hotline: 1800 000 279.
8. Children should be discouraged from riding or walking to school on days of extreme fire danger.
9. All excursions will be cancelled on a Total Fire Ban Day During extreme heat events the school will communicate with SEM regarding any scheduled or proposed camps. The school may take action to cancel to ensure the safety of all stakeholders in these events and will communicate with parents.