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Principal – Stephen Jolley
Governing Council Chairperson – Tim Scanlon

EXTERNAL FIRE POLICY

Mil Lel Primary School is in the LOWER SOUTH EAST FIRE BAN DISTRICT and is NOT a high bushfire risk school and will remain open on all fire ban days.

Where Total Fire Bans have been declared, very hazardous fire weather conditions are predicted. The CFS has 3 ratings categories for fire danger: Severe, Extreme and Catastrophic.

Our school will follow the process below when any Fire Ban is in place:

Declaration of Fire Ban

- Attendance list is kept on Central Register Sheet in Front Office.
- Generator and sprinklers are checked and started (by principal, fire warden or groundsperson), radio is on and tuned to ABC.
- If a school excursion or another off site activity involving the school (eg swimming lessons) is to occur a risk assessment will be carried out to determine if it proceeds or not (refer to Risk Management Checklist). Regional Office to be advised.

Fire in our area of concern as notified by the CFS/Regional Office

- Children to remain at school.
- School keeps in contact with C.F.S. / Police.
- School advises the Regional Education Office.
- Children are ONLY released to parents or other adult with parent signature and current date in the Departure/Return Register located in the Front Office. Admin staff will record this information in the Central Register Sheet, as children are collected.
- Students not collected are catered for after hours at school.

Fire threatens school as notified by the CFS/Regional Office

- Steps above to apply.
- Children to remain at school.
- In-vacuation siren is sounded if required.
- All people move to the main building (Library).
- Staff to complete roll check of students.
- All windows and doors are closed and draughts blocked.
- Combustible material is removed eg artwork.
- Extinguishers to main building and containers filled with water.

POINTS TO REMEMBER

- The Library building is the refuge area.
- If you feel that your child / children need to be home then:
Parents must collect children personally
Or
Give signed written permission for any other person to collect them dated on that day.
- When collecting children, ensure their class teacher is informed and prior to departing, report to the Front Office so that an accurate Register of children's whereabouts can be kept.
If the office is unattended, then report to the Upper Primary Classroom or Library (designated Refuge Area).
- If a fire is threatening the school, children will be taken to the main building (Library).
- Staff will remain with students until all danger has passed.
- The school is a safe refuge and parents may wish to come to the school for refuge. On these days please park so that there is access in and out for other vehicles.
- Radio stations will broadcast any relevant information (ABC is recommended by the school).

CATASTROPHIC FIRE DANGER AND BUS INFORMATION

Declaration of CATASTROPHIC FIRE DANGER RATING the day before:

- Our school will remain open.
- Bus services within the local area will not run, including the Mil Lel bus service.
- Contact families who access the bus run.

Declaration of CATASTROPHIC FIRE DANGER RATING during the day:

- Buses operate as per normal unless otherwise instructed by emergency services.

In the event of the school bus and/or the bus route being affected by a fire, buses WILL NOT be permitted to leave the school without consultation between the Regional Office, CFS and our school. Children will be kept at school and cared for by staff, volunteers and welfare services for as long as is necessary. Parents will be contacted as soon as is practically possible. Children will be released only to their parents or to other persons authorized by their parents; either in writing or a documented phone call.

Review Date 2014

Further information:

Information about fire bans: www.cfs.sa.gov.au

Further information from the DECD: www.bushfirereadyschools.sa.gov.au

Parent Bushfire Information Hotline: – **1800 000 279**

For further information or clarification, please contact the Principal at Mil Lel Primary School.