



Paracombe Primary & Preschool School

BUSHFIRE RESPONSE PLAN 2024/25

Level 1 – TOTAL FIRE BAN DAY

- Notify children and families that it's a day of Total Fire Ban by placing sandwich board at front entrance.
- Check with the Principal regarding any planned excursions.
- Display "Total Fire Ban" signs in classroom.
- Mark roll by 9:00am.
- Discuss with students – Site bushfire emergency procedures.
- Principal to test functionality of satellite phone.

Level 2 – FIRE REPORTED IN LOCAL DISTRICT

Do all of the above plus:

- Notify staff, students (and families using Class Dojo) that a bushfire has been reported in the local district.
- Cancel excursions and outdoor activities.
- Students fill water bottles and bring belongings into building 1. Preschool children are supported to fill drink bottles and bring into building 1 (note: an SSO will go to the preschool to assist and support the educator to move the preschool children to the school).
- External bins are moved away from buildings.
- If in another area other than building 1, school staff and students immediately return to their classroom in building 1. All preschool staff and students to return indoors in building 2.

Level 3 – FIRE IN IMMEDIATE VICINITY OR IMPACTING ON SITE

Do all of the above plus:

- **All** staff and students (including preschool) move to **BUSHFIRE REFUGE – Building 1** on hearing **3 blasts** of the siren.
- Students take bags and drink bottles with them.
- Take portable fire extinguishers from learning areas to Refuge.
- Close all doors and windows and turn off air conditioners as rooms are vacated.
- Wet towels, roll up and place at the base of all external doors and gaps in windows.
- Ensure everyone is accounted for and in the Safe Refuge.
- Staff to enact assigned roles as determined by the site Emergency Management Plan.