Information for Bushfire and Evacuations relevant to WFC community - 2013
SITE EVACUATION ASSEMBLY AREA and ON SITE REFUGE
EVACUATION PROCEDURE

An emergency is an event or series of events that fall outside the normal business contingency and require response by the organisation's personnel and/or external emergency services.

The decision to Evacuate is to be made by the Chief Warden, which is the Principal and in his absence the person who is delegated next in charge.

Notification of an emergency is to be made to the Receptionist (Dial 333, 9 or by teacher or messenger).

General Summary:
When to Evacuate:
- If a threat to life exists
- If directed by a Warden
- Upon hearing the Evacuation Tone

PROCEDURE
Staff in the act of teaching:
- Turn off any equipment that may become a hazard.
- Commence evacuation via the nearest safe exit.
- Make final check of the room, take the class roll and shut the door.
- Lead students to the nominated or closest safe Evacuation Assembly Area.
- Account for your current class group and report any problems to the Comms Officer.
- Remain in control of your class group at the Evacuation Assembly Area.

If you are not teaching at the time then report to the Chief Warden for deployment.

ALL Non-teaching staff are to report to the Chief Warden for deployment.
If an evacuation alarm sounds either before school, recess or lunchtime Pastoral Care Teachers and Heads of House will go to the Evacuation Assembly Area to supervise the students in their Pastoral Care Groups. An additional 16 teachers (2 per House) will be deployed by Chief Warden to assist and to cover absences.
GENERAL RULES FOR TEACHERS

1. Keep students as calm as possible in face of any disaster.
2. Acquaint yourself with the basic plan for all disasters.
4. Always take a class list to enable you to ascertain if all students are accounted for.
5. Ensure you and the students under your care obey given instructions.
6. A master roll must be kept in an accessible area in the office.
7. Students should not leave their classroom during any disaster unless directed through the correct channels.
8. The emergency evacuation siren will be sounded. In case the electrical siren is incapacitated, the bell will be rung continuously from the bell tower.

ROOM EVACUATION

1. At warning, all work stops.
2. Students stand. Teacher takes their paper copy of the roll from their notebook computer bag.
3. Teacher checks the corridor for a clear route.
4. Teacher issues evacuation directions.
5. Teacher should line up class outside the door, check that room is empty and close the door, then lead the class to the assembly area using a safe path away from buildings. Students must endeavour to travel silently. This is to ensure they hear any instructions over P.A. or their teacher.
6. Year levels will assemble on the Outside Basketball Courts in front of the backboards marked with the appropriate Year Level (7-12). (Years 7 & 8 Gather in the middle Section. Should staff and students be directed to the Bottom Oval, they are to line up with Year 12 classes nearest the Soccer Pitch through to Year 7. Students are to be facing towards the F Block classrooms. Students must endeavour to line up silently. This is to ensure that instructions from the Student Controller and/or teachers can be heard.

7. Class Teachers will take charge of their classes and mark the roll. When all are accounted for, this should be reported to the Comms Officer. If any students are not accounted for, this must also be communicated to the Comms Officer.

8. All other staff and teachers not scheduled for a class are to report to the Chief Warden. The Chief Warden will assign two staff minimum to check areas.

9. All students will remain in the Assembly area until directed otherwise by the Comms Officer.

All members of staff must have full knowledge of the following:

1. Signals used to indicate alarm.
2. Procedure for Room Evacuation.
3. Route to be used by class to Assembly Area and alternatives if route is blocked.
4. Use of extinguishers.
5. Position of extinguishers and switchboards.
6. Exit doors and class assembly areas.

Students must be fully aware of:

1. Evacuation procedure - silence, order.
2. Exit to be used. Also alternative if corridor is blocked.
3. Assembly areas.
BUSHFIRE DANGER

FIRE DANGER RATING TABLE (VIC)

<table>
<thead>
<tr>
<th>Fire Danger Rating</th>
<th>Recommended Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>CODE RED (CATASTROPHIC)</td>
<td>If you live in a bushfire prone area the safest option is to leave the night before, or early in the morning.</td>
</tr>
<tr>
<td>EXTREME</td>
<td>The safest option is to leave early in the day if you live in a bushfire prone area and your Bushfire Survival Plan is to leave. Only stay if your home is well prepared, well constructed and you can actively defend it.</td>
</tr>
<tr>
<td>SEVERE</td>
<td>The safest option is to leave early in the day if you live in a bushfire prone area and your Bushfire Survival Plan is to leave. Only stay if your home is well prepared and you can actively defend it.</td>
</tr>
<tr>
<td>VERY HIGH</td>
<td>If you live in a bushfire prone area and your Bushfire Survival Plan is to leave, the safest option is to leave at the beginning of the day.</td>
</tr>
<tr>
<td>HIGH</td>
<td>Check your Bushfire Survival Plan.</td>
</tr>
<tr>
<td>LOW – MODERATE</td>
<td>Check your Bushfire Survival Plan.</td>
</tr>
</tbody>
</table>

Courtesy Country Fire Authority

If a CODE RED is declared the school will not be in operation.

Generally you will know this the day before by 12.00pm. Regardless the College will:

- Email and SMS Text Message all staff regarding the closure
- Email and SMS Text Message all parents/guardians regarding the closure
- Email all students regarding the closure, and if it is declared on a school day a general announcement over the PA will also be made once known and at the end of the day.

Refuge at College if relocation to safer venue not possible

If it is not possible to relocate to an off-site refuge there are two designated safe refuges in the College. Specifically:

- Theatre and Function Rooms (Years 7, 11 & 12)
- Mc Phee Gym (Years 8, 9 and 10)
Relocation if emergency occurs whilst at the College.

**Off-Site Evacuation Assembly Areas**

DISC is primary site.

Ventura Buses have agreed to assist with an evacuation in an emergency.