Total Fire Ban Class Procedures

The Patch School has a very thorough Emergency Management Plan, particularly with reference to bushfire. Processes are in place to care for our students in the event of a bushfire emergency and our Hall is a specifically designed fire refuge.

If you hear of a bushfire in the vicinity of the school, we ask that you do not attempt to get here and collect your child unless it is absolutely safe to do so. Our experienced staff with skills in emergency management, first aid and fire suppression, will do everything they can to ensure your child is as safe as they can possibly be whilst in our care. Trying to get to school quickly under such stressful circumstances is by far a greater risk. We will endeavour to keep you informed of our situation via SMS (be sure you have submitted the orange SMS consent form) and ask that you resist the urge to come to school until the emergency has passed.

Remember that if your Bushfire Survival Plan includes leaving the area on your identified ‘trigger’ days, it is perfectly acceptable for your child to be absent from school on those days – just send a written note on their return.

If you have any questions about emergency management at school, please do not hesitate to contact us.

Below you will find an outline of our procedures on days of Total Fire Ban.

Part 1 TFB Daily Procedures

- The class roll and the Total Fire Ban roll are marked first thing in the morning and placed in a clearly visible location
- Students keep their shoes on all day in case of the need to re-locate quickly
- Integration Aides prepare/locate resources that may be needed in the event of re-location
- A “bookmark/tag” system (or another method of monitoring student movements) is implemented to keep track of students who leave the room (students to be sent in pairs)
- Students are reminded before morning recess & lunch to stay within the restricted playground boundaries – no playing beyond the rebound wall
- Both rolls are marked again after lunch and returned to an easily visible location
- Students are reminded that no-one is to walk home on a Total Fire Ban day without written consent from their parents. Consent forms are to be stored in the teacher’s EMP satchel.

All other students to go to the pick-up area.
Part 2  
**Actions in the Event of Re-location**

- Staff will **remain calm** and follow the planned procedure as detailed below
- Students line up and wait quietly at the door.
- Teacher accounts for all visitors in their classroom.
- All windows are closed & electrical items turned off
- Integration Aides collect any resources required by their child during relocation
- Teacher collects TFB attendance roll, laptop & power cord (if this is one of their Emergency Management responsibilities) and their personal belongings
- Lights are turned off
- Teacher and students proceed to the Hall in an orderly fashion using the safest, most direct path

**NOTE:** Any students from other grades who are in your room at the time must accompany you to the Hall.

Part 3  
**On arrival at the Hall**

- Students sit quietly in their allocated area
- Total Fire Ban roll is marked to ensure all students are accounted for
- Students with you from other classes return to their own grade.
- If all students are present, a **green card** is raised in the air.
- If a student is missing, a **red card** is raised in the air.
- Teachers await further instructions staying with their students at all times. They do not leave the Hall until instructed.