



## MITCHAM GIRLS HIGH SCHOOL

### Emergency Procedures Policy – Information for parents

All DECDS schools are required to develop a policy to be adopted in the case of fire or other general emergency, such as earthquakes. Our policy is well documented and enacted during emergencies. Each Term we practice evacuation and invacuation procedures so that our students know what to do in case of an emergency.

Given that most of our girls travel long distances to attend Mitcham Girls High School, we have summarised our Fire Action Policy so that you are aware of the processes we put in place to keep the students safe.

#### **FIRE ACTION POLICY**

1. Our primary aim is the welfare of the students.
2. Parents will be kept informed of our policy.
3. We recognise three levels of alert.

#### **LEVEL ONE ALERT**

##### **A day of extreme fire danger in our school district or statewide.**

- On such days we will maintain continuous radio contact with radio stations to keep up with relevant information.
- Students will not be released from school if reports indicate that home areas or transport routes are, or may be under serious threat.
- We will notify radio Mix 102.3 if we are holding students at school.
- Students will be released only when the Principal and parents give approval.

#### **LEVEL TWO ALERT**

##### **A fire has taken hold in or entered an area through which our students travel.**

- We will monitor reports from radio stations for information.
- We will seek more specific detail from Country Fire Service headquarters.
- A school assembly will be called to inform all staff and students of the situation.
- Rolls will be checked.
- Students who would normally travel into or through areas under threat will be kept at the school under supervision of teachers. Other students will be dismissed as normal.
- We will notify radio Mix 102.3 that we are holding specific groups of students.

Individual students or groups of students will only be released from the school when:

- a) Contact is made with a parent or guardian and satisfactory arrangements are made for individual girls to be collected or released from school. A record will be kept of such arrangements. Please sign the permit note when collecting a student.
- b) A pre-arranged alternative plan (organised by parents and kept on record) has been checked and considered effective, e.g. to go to the home of a relative provided that person is contacted and known to be at home. A record will be kept of each girl's movement.
- c) Alternative transport routes have been declared safe and drop off points have also been declared safe. We will inform radio Mix 102.3 that specific busloads of students have left the school.
- d) We are advised by a responsible officer of the CFS that fires are under control in our area of concern, and that it is safe for students to move into the area. We will inform radio Mix 102.3 that students have left the school.

While students are kept at the school, arrangements will be made for their physical comfort and teachers will continue to look after them.

#### **LEVEL THREE ALERT**

##### **A fire has started within the school.**

- An alarm will be sounded - five short blasts on the school siren.
- The school will be evacuated in accordance with a pre-determined and practised plan.
- The Metropolitan Fire Service will be called.
- All students and school personnel will be assembled and rolls checked.
- Any missing persons will be reported to the Principal or Deputy in charge and to the attending fire service officer.
- A search will be made if necessary and when it is safe to do so.
- Students will be kept under staff supervision in a safe place and await further instructions.

We ask parents to:

1. Keep this policy in a safe place so that it can be referred if necessary
2. Complete the attached form and return to Mitcham Girls High School (Student Services).