

St Thomas the Apostle BUSHFIRE EMERGENCY AND EVACUATION

In the case of a bushfire, the school will be monitoring the ACT Emergency Services website along with the NSW RFS app. The Catholic Education Office will be in regular contact if and when warnings come in and are to be actioned.

We will follow these Emergency Procedures should the situation escalate.

- Students and teachers will remain in classrooms with the doors and windows shut.
- Parents will be informed of what the situation is and updated regularly. This will be via the school szapp, email and Facebook. The front office will be continually manned to take calls. (but please consult the above sources for information before calling)
- Until an Evacuation is called by Emergency Services school will continue as normal. Parents may wish to pick up their children and if this is the case, students will be called to the front office via the phone to come down with their bag. These children will be signed out and office staff will keep a list of the classes that children have left from. If an evacuation is called, and/or an emergency situation arises, children will be brought to the hall. Teachers will take their roll and mark off students as they are collected.
- Should the situation escalate, and the urgent need for the school to be evacuated occurs, we will take advice from CE. The first request would be from the school to have a bus come to take remaining students. If this isn't able to happen, staff under the direction of emergency services will be responsible for taking the remaining children in their cars to a 'safe' place designated by emergency services. Parents will be made aware via the szapp and Facebook as to where this place will be. It will be at a place that is well clear of the danger area of the bushfire.
- Staff will remain with the children until they are all collected by parents, carers or guardian.