



Weetangera Primary School Preschool Unit

Unexpected and Immediate Closure of Preschool Site

First response:

1. Ensure the safety of children by following relevant emergency plans (see below)
2. Contact Nominated Supervisor (Principal) as soon as possible (Nominated Supervisor to contact Regulatory Authority)
3. Once all children are safe from any danger, move students to the school hall on the Primary School site.
4. If children are still at school hall at the end of the school day staff will notify parents of alternate pick up arrangements.
5. Parents are to be notified of critical incident via a note sent home from the Nominated Supervisor

If the Primary and Preschool are both closed:

1. Ensure the safety of children by following relevant emergency plans – meet at Evacuation point at Primary site and then Weetangera Primary School students will be accompanied to Belconnen High School
2. Contact Nominated Supervisor (Principal) as soon as possible (Nominated Supervisor to contact Regulatory Authority)
3. Once all children are safe from any danger, contact parents by phone to collect children

The Weetangera Preschool Unit may be forced to close unexpectedly for a variety of reasons, some of which are listed below with specific details for appropriate action:

Major Spills/Gas Leaks

- Phone **000** to notify the emergency services and seek advice.
- Report the emergency immediately to the Nominated Supervisor.
- If the gas leak is onsite, Business Manager will notify gas provider.
- If safe to do so, evacuate staff, students, visitors and including contractors to Belconnen High School (off-site location).
- Check students, staff and visitors are accounted for.
- Await 'all clear' advice from emergency services or further advice before resuming normal school activities.

Bomb/Chemical Threat

- Phone **000** to notify the emergency services and seek advice.
- Report the emergency immediately to the Nominated Supervisor
- If a bomb/chemical threat is received by telephone:
 - do not hang up
 - refer to the bomb threat checklist (see appendix).
- If a bomb/chemical threat is received by mail:
 - avoid handling of the letter or envelope
 - place the letter in a clear bag or sleeve
 - inform the Police immediately.
- If a bomb/chemical threat is received electronically or through the school's website:
 - do not delete the message
 - contact police immediately.
- Ensure the school's doors are left open.
- Do not touch any suspicious objects found.
- If a suspicious object is found or if the threat specifically identified a given area, then **evacuation** may be considered.

Internal Emission/Spill

- Phone **000** to notify the emergency services and seek advice.
- Report the emergency immediately to the Nominated Supervisor
- Move staff/students away from the spill to a safe area and isolate the affected area.
- Seek advice in regard to clean up requirements, and if safe to do so, the spill can be cleaned up by staff. Personal Protective Equipment should be worn as per the requirements of the Material Safety Data Sheet and any relevant Safety Work Procedure.
- Notify WorkSafe ACT if required.

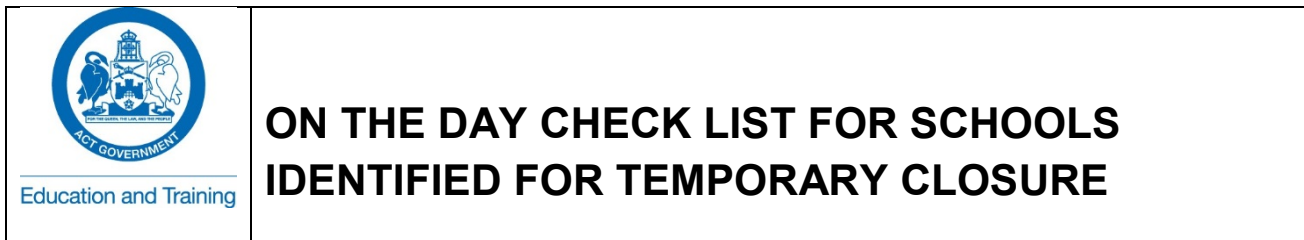
Closure due to threat of Bushfire

Weetangera Primary recognises that our school is in a tinder district. Each summer the ACT region experiences approximately 50 bushfires and the school's closeness to bushland makes the school and grounds potentially vulnerable to the threat of bushfire. Although the land adjacent to our school is part of the ACT's gazetted Bushfire Abatement zone and is managed accordingly, this critical incident plan notes the possible actions that maybe taken in a major bushfire incident. In such cases, transport arrangements as outlined in the school evacuation plan, should be implemented in consultation with local police. It would be unwise to permit students to proceed unsupervised to their homes with possible exposure to the threat of bush fires.

Arrangements have been made with Belconnen High School for Weetangera Primary School students to relocate to their school.

Following a risk assessment by the ACT Emergency Services Agency (ESA) Weetangera Primary will be closed on days of with a fire rating of 'catastrophic'. The daily Fire Danger Rating is published by the ESA and announced by the media.

A check list for procedures to close is included (see Appendix)



ON THE DAY CHECK LIST FOR SCHOOLS IDENTIFIED FOR TEMPORARY CLOSURE

The following is a check list for schools to action upon declaration of Catastrophic (Code Red) Fire Danger Rating by ESA

Please tick when task has been completed

<ul style="list-style-type: none"> activate school Action Plan immediately upon confirmation of 'catastrophic' fire danger rating being declared 	?
contact staff	?
contact parents/carers	?
contact tenants (community, office accommodation, community health workers)	?
contact community hirers (community users including before and after school care and holiday programs)	?
contact school contractors (grounds maintenance, cleaners)	?
building construction workers	?
<ul style="list-style-type: none"> placed notification on the main notice board (at the front of the school): School Closed due to 'Catastrophic' (Code Red) Fire Danger Rating for today 	?
<ul style="list-style-type: none"> placed signage on main administration entrance doors and other entry/exit doors throughout the buildings, including preschool and health clinic 	?
<ul style="list-style-type: none"> ensured a minimum of two staff members are at the school from 8.00 to 10.00 am on the day of a Catastrophic (Code Red) Fire Danger Rating to communicate the school closure to the community 	?
<ul style="list-style-type: none"> have advised staff to secure the facility and activate the electronic security system when leaving the site (at 10.00am on day of CFDR) 	?

On the day of the temporary school closure

- liaise with your School's Director:

Central	(W) 6205 5479	(M) 0409 713 889	(H) 6282 0228
South	(W) 6205 7200	(M) 0408 265 701	
North	(W) 6205 7194	(M) 0405 717 745	(H) 6260 6798
- you must monitor the ESA advice (radio and television) regarding the Fire Danger Rating (FDR) for the next day and be prepared to re-open on the following day if FDR is downgraded, or to remain closed if FDR is unchanged

- when your school re-opens ensure the **SCHOOL CLOSED** signs are removed from all doors and main notice board

Reviewed September 2017