

Bushfire Threat Emergency Evacuation Plan



In the event of an imminent threat to the School from bushfire or other emergency, that allows time for a safe evacuation, the following plan will be enacted.

Evacuation site

Daylesford Neighbourhood Safer Place
Daylesford Coles Arcade enter Albert St Daylesford
Distance from campus: 2.4 km

Mode of evacuation

Evacuation will be coordinated by vehicle transport utilising the school buses as shuttles.

Evacuation plan

1. All students are evacuated by class teacher to the evacuation Assembly Point - teachers to carry First Aid backpack kits with EMP and take a roll call.
2. Sweep of buildings and toilets to be conducted by Incident Controller.
3. Signs advising of evacuation are placed at entry points by Office Manager.
4. SMS sent to all parents to advise of evacuation by Office Manager.
5. Travel to Neighbourhood Safer Place
 - Buses will pull up at the school bus zone and teachers will allocate students into vehicles. Prep 1 and YR 4-6 in the first shuttle with 2 staff members.
 - One bus will return to school for the second shuttle to collect Yr 2-3 and their teacher. A teacher remains to supervise students at the Neighbourhood Safer Place.
 - Once all students have been evacuated, remaining staff will travel by bus or in staff cars to the Neighbourhood Safer Place.
6. Assembling at Neighbourhood Safer Place
 - Teachers will assemble their classes together- students to be seated
 - A full roll will be completed again for each class once assembled at the arcade
 - **Students must ONLY be signed out on the class role by parents/carers to be released.**