



Shelter Procedures

Definition of Shelter

Shelter procedures are used when there is an immediate threat to the school from bushfire.

Shelter minimises exposure to smoke, heat and flames, securing staff and students. As part of the procedure, everyone must proceed immediately to the Hall until a decision is made to evacuate the school, or the situation has been declared safe by an authorised person – **Chief Warden or Police Officer**.

General Shelter Procedures

1. Chief Warden will determine if a situation exists that requires shelter procedures to be implemented.
2. Shelter signal is given. An announcement will be made over the speaker system and staffroom telephones that the school is to implement shelter procedures.
3. Principal will call Emergency Services on 000 and School Security on 1300 880 021.
4. All outside activities to cease and students moved to the Hall.
5. Staff should supervise students in the hall, staying close to the floor and avoid unnecessary movement around the room. Doors and windows should be kept closed.
6. Staff should wait until there is official notification by the Chief Warden that the shelter procedures are over.
7. If shelter is over an extended time parents will be notified by the school.



Upon hearing the shelter signal:

1. Teachers will immediately initiate procedures and direct students to the hall.
2. Teachers will close all doors, windows and blinds. Teachers should reassure students and instruct them to sit or lie on the floor.
3. Staff should check corridors and direct students to the hall.
4. Talk with students to keep them calm.
5. **Teachers are to ensure class roll has been marked on Sentral.**
6. Students' mobile phones should be turned off.
7. School office should keep phone lines free for communication from emergency personnel.
8. Listen for updates through the school's internal communication system.
9. Do not open any doors or windows until official communication is given by the Chief Warden or Police Officer that the shelter procedures are over.

Special considerations:

1. If shelter procedures continue beyond school times parents will be informed via School Stream or information may be made available by Police.
2. A notice of closure of the front office will be posted on the school front entrance to inform anyone who enters the school front entrance to inform anyone who enters the school during shelter procedures are over.
3. The media will be managed by the School Education Director and Media Unit.