



PARACOMBE PRIMARY SCHOOL

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Principal: Bill Lewis



BUSHFIRE SAFETY PLAN

External Fire		Emergency Telephone Numbers	
1	Press 'Red' emergency alarm	1	Police Emergency 131 444 or 000
2	Contact relevant emergency services	2	Fire Emergency 000
3	School siren blown once (60 seconds) Principal or delegate to alert staff	3	Ambulance Emergency 000
4	Staff & Students move to assembly area inside the main building	4	Poisons Information 131 126
5	Teachers call roll	5	District Office 8256 8230
6	Support staff to close all windows, doors and curtains and turn off lights		
7	Put oval sprinklers on - Key 20		
8	Attend phone		

RESPONSIBILITIES

	CLASSROOM TEACHERS	PRINCIPAL or delegate	CHRIS / LINLEY	SARAH / LINLEY
1	Collect roll book	Collect mobile phone	Check upstairs and collect backup hard drive	Collect student medication and emergency contact lists
2	Take students to designated assembly area	Art Studio Grounds Shed Sports Shed Boy's & Girl's Toilet	Classrooms Teacher Prep Areas Kid's Kitchen Library	Staff toilets Sick room Staff room Front office Principal's office
3	Call Roll Book	Check with class teachers to account for all students	Close all windows, doors and curtains and turn off lights	Maintain communication with relevant emergency services
4	Students to collect water bottles		Collect Bushfire Kit	

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