



Government of South Australia
Department for Education

SADDLEWORTH PRIMARY
SCHOOL
BUSHFIRE ACTION PLAN

2019 – 2020

SADDLEWORTH PRIMARY SCHOOL BUSHFIRE ACTION PLAN

GENERAL INFORMATION

<ul style="list-style-type: none">• This Bushfire Action Plan (BAP) has been developed during Term 4 2008 and revised Term 3, 2019
<p>The BAP is to be reviewed annually during Term 2 each year to reflect any changes that may have taken place in:</p> <ul style="list-style-type: none">• site facilities• Personnel normally on site.
<p>The BAP outlines required actions to prepare:</p> <ul style="list-style-type: none">• the site before the bushfire season• The building which has been nominated as the site Safe Refuge.
<p>The BAP also outlines activities to be undertaken by staff and students at the different levels of a bushfire emergency:</p> <ul style="list-style-type: none">• on days of Total Fire Ban• when there is a fire in the local district• when a bushfire is threatening or impacting on the site• During the period immediately after a bushfire has impacted on the site (known as the 'Recovery Phase').
<p>The (Resource Centre) is the nominated bushfire Safe Refuge for this site.</p> <ul style="list-style-type: none">• It has been prepared for a bushfire emergency and will safely accommodate all persons normally on the site.
<p>The Principal will hold discussions with members of the Saddleworth CFS during Term 3 each year about the bushfire preparedness of the site</p>
<p>The Principal will forward a copy of the site BAP to the Education Director to be held in the Gawler District Office</p>
<p>The Principal will forward a copy of the site BAP to the Saddleworth CFS by Week 2 of Term 4 each year</p>
<p>The Front Office SSO will forward a copy of the BAP to all families of students of the site at the beginning of Term 1 each year.</p> <ul style="list-style-type: none">• The BAP is explained to the families of new students by the Principal during the enrolment process.
<p>The Principal will include bushfire season reminders and information in site newsletters at least three times in each of Term 4 and Term 1. The Saddleworth Primary School Parent Information Booklet, updated in Term 1 each year, includes detailed information about actions and procedures included in the BAP.</p>
<p>All staff members receive pre fire season updates during Term 3 and ongoing information and instruction about the contents and requirements of the BAP during Term 4 and Term 1 staff meetings.</p>
<p>The Principal will ensure that all new staff members, relieving staff and visitors are briefed about the requirements of the BAP during the site induction process.</p>

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PREPARING SADDLEWORTH PRIMARY SCHOOL FOR A BUSHFIRE

<p>An Emergency Response Team has been established and members instructed on their roles and responsibilities. The members are:</p> <ul style="list-style-type: none">• The Principal The Front Office and other SSO's• Teachers <p>Their roles and responsibilities are detailed throughout the BAP.</p>
<p>A Bushfire Action Plan has been developed.</p> <ul style="list-style-type: none">• It will be reviewed during Term 2 each year by the staff and presented to the Governing Council.
<p>The Principal and Clerical Officer will ensure that emergency bushfire drills are carried out by students and staff during the first 2 weeks of Term 4 and Term 1 each year.</p>
<p>The members of the Emergency Response Team will provide all staff and regular visitors with pre fire season updates during Term 3 each year and instruction about any changes to the contents and requirements of the site Bushfire Action Plan during the first two weeks Term 4 and Term 1.</p>
<p>The Emergency Response Team has nominated the nearby townships and areas surrounding Saddleworth, Manoora, Riverton, Auburn and Marrabel as the 'local district' in this BAP.</p>
<p>All staff members have been allocated roles and responsibilities at the various stages of the Bushfire Action Plan.</p> <ul style="list-style-type: none">• Details of individual roles and responsibilities are included in later sections of the BAP.
<p>Nominated staff members will monitor local ABC radio/CFS Website for CFS Bushfire Information and Warnings Messages on days of high bush fire danger and pass on relevant messages to the Principal.</p> <ul style="list-style-type: none">• Front Office SSO,
<p>An area of vegetation, trees on the northern boundary of the site could impact on school facilities during a bushfire.</p> <ul style="list-style-type: none">• Action to take place before the start of the bushfire season will include trimming low branches and removing broken branches.• The school oval will be mowed on a regular basis and kept green over summer
<p>Tall trees within 20 metres of buildings have been trimmed of branches up to a height of 2 metres.</p> <ul style="list-style-type: none">• The Grounds person and Governing Council Grounds Committee will inspect the site during Term 3 each year.• Maintenance will be carried out by the Grounds person or others as required.

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PREPARING SADDLEWORTH PRIMARY SCHOOL FOR A BUSHFIRE (cont)

<p>Overhanging trees branches have been trimmed to a distance of 2 metres from building rooflines.</p> <ul style="list-style-type: none">• The Grounds person and Governing Council Grounds Committee will inspect the site during Term 3 each year.• A request will be made to the Facility Manager for the site to safely remove any high level regrowth.
<p>The gutters and roof gullies of buildings under or near over hanging trees are regularly cleaned and free of vegetation.</p> <ul style="list-style-type: none">• Gutters and roof gullies are included in the Preventative Maintenance Schedule for the site and will be cleaned four times a year (during school holidays).
<p>Timber and paintwork on all buildings is well maintained.</p> <ul style="list-style-type: none">• Breakdown maintenance is referred to the Site Facility Manager as required. (Hotline)
<p>A Safe Refuge kit of 'Emergency Supplies' has been assembled in a single container and is stored in the Resource Store room.</p> <ul style="list-style-type: none">• It will be taken to the Safe Refuge by the Front Office SSO at times detailed in the BAP.
<p>The kit will contain – A copy of the BAP with staff roles and responsibilities, student rolls, <u>staff/visitor registers</u>, student contact information, important telephone numbers, battery powered radio, spare batteries, torch, lanterns, first aid kit, staff/student medications, mobile phone, drinks, sweets/nibbles, blankets, towels, duct tape, etc.</p>
<p>The kit is to be checked at the start of each term by SSO to ensure contents are fresh and operational.</p>

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THE SAFE REFUGE

<p>The Resource Centre (Library) is the nominated bushfire Safe Refuge for this site.</p>
<p>The Safe Refuge has been clearly identified and signed. Students are reminded of the location during bushfire drills.</p> <ul style="list-style-type: none">Articles in the Parent Information Booklet and site newsletters reinforce the location of the Safe Refuge.
<p>The Safe Refuge is a building of solid construction. All open spaces in the façade and roof have been sealed to prevent entry by embers and ash during a bushfire.</p>
<p>The Resource Centre (Safe Refuge building) can be easily and quickly reached from all areas of the site and safely hold the 80 persons normally present.</p>
<p>Students and staff practise using the Safe Refuge and moving to it from a number of areas around the site during emergency bushfire drills carried out during the first 2 weeks of Term 4 and Term 1 each year.</p> <ul style="list-style-type: none">The Principal determines the timing of the drills after consultation with staff.
<p>A fully stocked first aid kit will be taken to the refuge. Mains water is available in the Staffroom; this will be complimented with containers of drinking water.</p> <ul style="list-style-type: none">All persons will be encouraged to use the toilet before moving to the Safe Refuge.Toilets are only 10 metres from the safe refuge, located in the same building. These will be available as needed.
<p>An Emergency Supplies kit has been assembled in a single container for ease of collection and transportation to the Safe Refuge by the Front Office SSO.</p>
<p>Student and staff medications have been listed, and are easily assembled and transported to the Safe Refuge by the Front Office SSO.</p>
<p>Student rolls and staff/visitor registers are readily available. SSO will accurately record:</p> <ul style="list-style-type: none">those present when the move to the Safe Refuge takes placethose who have left the site before the movethose who leave the site after the bushfire emergency has passed.
<p>In order to ensure a safe and orderly operation, a decision to move all persons into the site Safe Refuge will be made when any of the following agreed 'triggers' are reached.</p> <ul style="list-style-type: none">CFS Information and Warning messages broadcast on the local ABC radio/CFS Website indicate a fire is moving towards Saddleworth.The local Emergency Services advise that a bushfire is likely to impact on the site.We are advised that a bushfire is burning in any of the surrounding townships, (Auburn, Manoora, Riverton or Marrabel.)There is a confirmed sighting of nearby smoke or flame.

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TOTAL FIRE BAN DAY

<p>The Principal/Deputy Principal will inform students and staff in the 'Day Book' that a day of Total Fire Ban has been declared. Front Office Staff/Principal to place an alert to inform parents on the schoolstream app and via sms message on the school's mobile phone.</p>
<p>During the first lesson, students will be reminded of site bushfire emergency procedures and drills.</p>
<p>Students will be reminded of the procedures to be followed if a school bus is overtaken by a bushfire.</p>
<p>The nominated staff members will monitor ABC Radio/CFS Website for CFS Information and Warning Messages.</p>
<p>Student excursions away from the site will be assessed by the Principal and staff and a decision will be made to cancel for the day and rescheduled.</p>
<p>Off site meetings for all staff will be assessed and a decision made if alternative arrangements need to be made.</p>
<p>The Principal will unlock and open all access gates around the site.</p>
<p>Staff members on yard duty will monitor weather conditions while students are on breaks or outside and report any concerns to the Principal.</p>
<p>The container of Emergency Supplies will be prepared by the Front Office SSO and be ready for transportation to the Safe Refuge.</p>
<p>The Front Office SSO and First Aid SSO will update student and staff medication list and prepare medicines for transportation.</p>
<p>The principal will check that sprinkler systems and grounds irrigation are operating correctly and hoses are attached.</p>
<p>SSO will ensure mobile phones are working correctly and fully charged. The schools new emergency satellite mobile phone (received from DfE in Term 1, 2016) is charged and accessible by the red power fail safe fire phone in the library.</p>
<p>All staff will ensure that all hazards (eg bench seats, bags etc) have been removed from passages and walkways and stored in a safe location.</p>

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FIRE REPORTED IN LOCAL DISTRICT

When a bushfire has been reported in the nominated local district, Auburn, Manoora, Riverton or Marrabel, the Principal will visit all classes and inform students and staff of its location.
The members of the site Emergency Response Team will be called together to put into place the pre determined bushfire emergency procedures.
The Principal will maintain a visual check of the surrounding area.
The nominated staff members will carefully monitor ABC Radio and internet for CFS Information and Warning Messages and provide site leaders with updates concerning the latest location of the bushfire front and any impact it may have on the site.
The site telephone system does not operate when the electricity supply is cut off. <ul style="list-style-type: none">• The Front Office SSO will ensure the bushfire satellite mobile is fully charged and check that it is working.• Parents need to be aware that if electricity has been cut off and no mobile phone service that there may be no way to contact the school.
The Principal will advise the District Office that a bushfire has been reported in the nominated local district.
The Principal will liaise with local CFS to obtain the latest information and advice about likely effect of the bushfire on the site.
The Front Office SSO will place the Emergency Supplies kit in the Safe Refuge.
The Principal will cancel all outdoor activities for students.
The Front office SSO will identify and list all students and staff who live in the area reported to be affected by the bush fire.
All class room teachers and the Front Office SSO will record the names of any students who may be collected from the site by parents during the day.
The Principal will assess if it is safe for students to take outside recess and lunch breaks and notify all classes of their decision.
The Principal will assess if it is safe to release students from the site at normal dismissal time. <ul style="list-style-type: none">• If specific school bus routes or local roads are impacted upon or threatened by the bushfire, they will make arrangements to supervise the affected students until Emergency Services report that the situation is safe to release them from the site.
Prepare and test grounds irrigation systems.
The nominated teacher will turn on sprinklers and irrigation systems hourly to dampen surrounds.
The Front Office SSO will back up all site computer records.
The Principal will open and prepare the Safe Refuge. <ul style="list-style-type: none">• eg close blinds and windows, wet towels(in first aid room), prepare drinking water, arrange appropriate locations for local community members, ready fire extinguishers, remove hazards from passageways etc

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FIRE REPORTED IN LOCAL DISTRICT (cont)

<p>The SSO will ensure the alternative audible warning device is ready for use and operating correctly should power fail.</p>
<p>The Front Office SSO will liaise with the SADDLEWORTH Early Learning Centre staff and warn them of the bush fire in the district and for the staff to begin preparations to transport their students to the Saddleworth Safe Refuge should the pre determined 'triggers' be reached.</p> <ul style="list-style-type: none">• CFS Information and Warning messages broadcast on the local ABC radio and internet indicate a fire is moving towards Saddleworth.• The local Emergency Services advise that a bushfire is likely to impact on the site.• We are advised that a bushfire is burning in any of the surrounding townships, (Auburn, Manoora, Riverton or Marrabel.)• There is a confirmed sighting of nearby smoke or flame from the site.
<p>All class teachers will encourage students to top up personal water bottles during the day so that they have adequate drinking water should a move to the Safe Refuge become necessary.</p>
<p>All class teachers will encourage students to assemble personal belongings (books, pencils, games, clothing, bags etc) and keep them close by should a move to the Safe Refuge become necessary</p>
<p>All class teachers will encourage students to use the toilet regularly during the day.</p>
<p>All staff undertakes their assigned roles and responsibilities.</p>
<p>The Front Office SSO will alert visitors and volunteers of the situation during the registration process and advise them of action to take should a move to the Safe Refuge become necessary.</p>
<p>The Principal will liaise with SAPOL, school bus operator and school bus drivers to determine any likely impact of the reported bushfire on school bus routes.</p>
<p>School buses will not leave site unless a clear directive given to the Principal by SAPOL or CFS Incident Management indicating bus routes are safe to travel.</p>
<p>If a bushfire prevents school buses leaving the site or students from boarding public buses, the Principal, and Teacher will supervise students remaining on site until they are collected by parents.</p>

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BUSHFIRE IN IMMEDIATE VICINITY OR IMPACTING ON SITE

The 'triggers' for a move to the Safe Refuge have been detailed above. All staff, students, visitors and parents are aware and prepared for the move that will take place when the 'triggers' are reached.
When a 'trigger' is reached, the agreed alarm signal (contact by phone or in person) by an SSO or the Principal.
All students, staff and visitors will move to the Safe Refuge on hearing the siren (continuous bell for 30 seconds, stop, repeat) or being informed personally by the Principal or Deputy Principal.
All staff will assist students to move to, and assemble in, the Safe Refuge.
Teacher will turn on grounds irrigation systems after ensuring students in his/her care are safely in the Safe Refuge and determining that the task can be undertaken without placing themselves in undue danger.
SSO will notify key parents (Governing Council) via the pre arranged telephone tree that students are moving into the Safe Refuge.
All staff will take the fire extinguishers with them from their classrooms to Safe Refuge. <ul style="list-style-type: none">• The fire extinguishers are to be placed on the table inside the doorway on arrival.
Staff will close all doors and windows and turn off air conditioners as rooms are vacated.
The Principal will turn off air conditioners and close air vents in Safe Refuge as bush fire front approaches.
The Principal will ensure all site personnel are accounted for and in Safe Refuge. <ul style="list-style-type: none">• Classroom teachers will do a roll call of students in their care.• Front Office SSO will monitor visitors and volunteers.
The Principal will ensure that staff and students from other associated sites are accounted for and accommodated appropriately.
The Emergency Response Team members will institute search procedures for missing persons if needed.
The Principal will advise the Gawler District Office ph 85220913 of the move to the Safe Refuge and provide information about: <ul style="list-style-type: none">• The 'trigger' that has been reached and likely impact on the site.• The number of site students, staff and registered visitors taking shelter.• The number of 'off site' students and staff present.• The number of community members present.• Emergency Services assistance immediately available.
The Emergency Response Team members will liaise with CFS /MFS units and other Emergency Services if on site.

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BUSHFIRE IN IMMEDIATE VICINITY OR IMPACTING ON SITE (Cont)

All persons sheltering in the Safe Refuge will prepare for arrival and passage of the fire front. The Emergency Response Team will:

- Ensure all persons are located away from windows and unnecessary movement is limited.
- provide regular updates at an appropriate level to students and adults
- Describe the situation that can be safely observed outside the building to all persons in the Safe Refuge.
- Assist all students and adults to remain calm.
- Outline possible plans of action after the front has passed with the students.

Classroom teachers will prepare for unexpected toileting of students.

The Emergency response Team members will check for and attempt to extinguish spot fires in side or impacting on the Safe Refuge as necessary.

- ***It is not expected*** that they will undertake major fire fighting activities.
- They are not expected to put themselves in any dangerous situations.

All staff will undertake their assigned roles and responsibilities.

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RECOVERY AFTER THE FIRE FRONT HAS PASSED

The Principal will ensure no one leaves the Safe Refuge until the situation outside has been assessed as safe by the members of the Emergency Response Team or members of the Emergency Services.
The Emergency Response Team members will make an assessment of the need for, and if necessary, begin preparations to care for students for an extended period of time.
Nominated staff members will remain on duty until all students are collected from the site by their parents.
Snacks, drinking water, blankets, games, books etc are available to meet student immediate and extended needs of students waiting to be collected by their parents.
The First Aid SSO will check for and treat any injuries.
The Emergency Response Team members will check the building for damage and burning embers.
Teacher will extinguish small fires in or near the Safe Refuge.
The Principal will liaise with Emergency Services on site as soon as possible.
The Principal will advise the Education Director and / or the District Office of the current situation as soon as the position becomes clear and it is safe to do so.
The Principal will refer media enquiries to the Partnership Director.
The Emergency Response Team members will determine if there is a need to evacuate the sites Safe Refuge.
The Emergency Response Team members will determine an alternative safe location if required.
All staff members will begin to reunite families at a safe location when the situation has been declared safe and vehicles can safely access the site.
The Front Office SSO will record names of students and person collecting them as they leave the site.
All staff undertakes their assigned roles and responsibilities.
The Principal, Emergency Response Team, staff and students (where appropriate) will undertake a debrief of the bushfire emergency situation and the procedures undertaken at an appropriate time shortly after the incident.
The Principal will seek support for students and staff from counsellors and social workers when appropriate.
The Emergency Response Team will review the effectiveness of staff instruction undertaken before the bushfire emergency in light of the experience in order to ensure that lessons learnt are captured for future benefit.
The Principal will arrange to have fire fighting systems checked and readied for use again.
The Front Office SSO will replenish the Emergency Supplies package.
The Principal will arrange an assessment of the site buildings once the area is declared safe.
The Principal will complete the relevant DECD IRMS report, available from www.crisis.sa.edu.au

