

Bushfire Action Plan (BAP) 2013 - 14

PREPARING THE WORKPLACE FOR A BUSHFIRE

Appendix 1

Members of the Emergency Response Team are:

Name	Home Phone	Mobile Phone
o Principal: Angela Jenkins	o 8581 1199	o 0434 603 304 o 0422 385 578 (personal)
o Teacher: Julie Schutz o Teacher: Sue Stacey	o	o 0408 526 021 o 0407 811 721
o Fire Warden / Health & Safety Rep o Tracey Rodda	o	o 0409 091 770
o Front Office SSO : Wendy Schmidt	o	o 0408 817 030
o Grounds person: Linden Galley	o	o 0419 831 035

Yes/NA

- Induct members of the Emergency Response Team on their roles and responsibilities /□
- Identify workers who travel through Fire Ban Districts on days of catastrophic fire danger rating, and work with them, considering their personal survival plan requirements to determine whether individual employees merit not attending at their workplace /□
- Prepare business continuity plans to ensure that critical services can be provided /□
- Review the management of school buses on days of catastrophic fire danger rating, or in the event of a bushfire, refer to [School Bus Risk Management Procedures](#). /□
- Identify the school or preschool's on or off site Last Resort Refuge /□
- Review the BAP during Term 2 each year and present to the Governing Council for endorsement at the final meeting in Term 3 /□
- Complete the online Bushfire Safety Audit and Checklist before end of Term 3 /☒
- Vegetation management and facilities maintenance should occur before the bushfire season /□
- Ensure Corporate Preventative Maintenance tasks have been completed /□
- Ensure that emergency bushfire drills are carried out by workers and students during the first 2 weeks of Term 4 and Term 1 each year including movement into Last Resort Refuge /□
- Arrange for the workers and students of the preschool to visit the school during Term 1 and Term 4 to become familiar with the Last Resort Refuge /□
- Provide all workers 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 BAP during the first two weeks Term 1 and Term 4 /□
- Identify the nearby townships and areas surrounding this workplace to define "local area" /□
- Allocate roles and responsibilities to workers at the various stages of the BAP /□
- Instruct nominated workers in the operation of bushfire pumps, sprinkler and grounds irrigation systems during the first two weeks of Term 4 and Term 1 each year. /□
- Monitor local ABC radio for CFS Bushfire Information and Warnings Messages on days of high bush fire danger and inform the site leader accordingly. /□
- Assemble a kit of 'Emergency Supplies' to be taken to the Last Resort Refuge at times detailed in the BAP. The kit will be checked at the start of each term. /☒

Bushfire Action Plan (BAP)

Emergency Supplies Kit:

Appendix 2 Yes/NA

- A copy of the BAP and workers roles and responsibilities /□
- student rolls, workers/visitor registers /□
- student contact information, important telephone numbers /□
- street directory /□
- battery powered radio /☒
- spare batteries /□
- torch /□
- lanterns /☒
- first aid kit /□
- gas siren and spare canisters /☒
- workers/student medications /□
- mobile phone or analogue phone /□
- drinking water /□
- sweets/nibbles /□
- blankets, towels ☒
- duct tape, plastic sheeting etc. /☒
- Other /□

Bushfire Action Plan (BAP)

THE LAST RESORT REFUGE

Appendix 3
Yes/NA

- The Library is the Last Resort Refuge for this workplace and can be easily and quickly reached from all areas of the school or preschool and can hold all persons normally present /□
- The Last Resort Refuge has been clearly identified and signed laminated posters (“R”) and students are reminded of the location during bushfire drills /□
- The Last Resort Refuge is clearly defined in the Parent Information Book, newsletters and emergency procedures /□
- The school car park/main entrance allows easy access to the Last Resort Refuge by vehicles after an intense bushfire. /□
- A fully stocked first aid kit is kept permanently in (or is easily transported to) the Last Resort Refuge. It is checked and restocked if necessary by the First Aid Officer at the start of each term /□
- Encourage all persons to use the toilet before moving to the Last Resort Refuge /□
- Toilets or a portable toilet can be accessed for emergency use in the Last Resort Refuge /□
- Student and workers medications have been listed, and are easily transported to the Last Resort Refuge /□
- Student rolls and workers/visitor registers are readily available. Record:
 - those present when the move to the Last Resort Refuge takes place /□
 - those who have left the workplace before the move /□
 - those who leave the workplace after the bushfire emergency has passed. /□
- A decision to move all persons into the on site or off site (eg local Institute) Last Resort Refuge will be made when the following ‘triggers’ are reached:
 - CFS Information and Warning messages broadcast on the local ABC radio indicate a fire is moving towards the township /□
 - The local Emergency Services advise that a bushfire is likely to impact on the workplace /□
 - Advice that a bushfire is burning in the “local area” /□
 - There is a confirmed sighting of smoke or flame /□
- Notify the preschool that the school is moving to the Last Resort Refuge when the ‘triggers’ listed above are reached /□
- Workers and students from the preschool will be directed to the Last Resort Refuge when they arrive at the school /□

Bushfire Action Plan (BAP)

TOTAL FIRE BAN DAY

Appendix 4 Yes/NA

- Inform students and workers in the 'Morning Notices' that a day of Total Fire Ban has been declared /□
- Display 'Total Fire Ban' signs in the staff room, classrooms, on student notice boards and at the workplace entrances /☒
- Remind students in term 1 & 4 of bushfire emergency procedures and safety drills /□
- Remind students of the procedures if a school bus is overtaken by a bushfire. [School Bus Risk Management Procedures](#). /□
- [Monitor ABC Radio](#) for CFS Information and Warning Messages /☒
- Monitor weather conditions while students are on breaks or outside and report any concerns to the workplace leader /□
- Consider cancelling student excursions and any off-site meetings for workers for the day and notify the Regional Bushfire Coordinator /□
- Unlock and open all access and security gates around the site /□
- Park school buses and private vehicles away from vegetation /□
- Prepare the Emergency Supplies kit ready for transportation to the Last Resort Refuge /□
- Update student and workers medication list and prepare medication for transportation /□
- Check levels in water storage tanks for fire fighting and top up from the town water supply if necessary /☒
- Check that pumps, sprinkler systems and grounds irrigation are operating correctly and hoses are attached /□
- Ensure mobile phones / analogue phones are working correctly and spare batteries are fully charged /□
- Ensure that all workers remove hazards (eg bench seats, bags etc) from passages and walkways /□

Bushfire Action Plan (BAP)

FIRE REPORTED IN LOCAL DISTRICT

Appendix 5 Yes/NA

- Inform workers and students of a bushfire that has been reported in the identified "local area" /
- All workers undertake their assigned roles and responsibilities /
- Activate the bushfire emergency procedures with the Emergency Response Team /
- Maintain a visual check of the surrounding area /
- Monitor ABC Radio for CFS Information and Warning Messages and the local CB radio network and provide the site leader with updates concerning the latest location of the bushfire front and any impact it may have on the site /
- Liaise with local CFS to obtain the latest information and advice about likely effect of the bushfire on the site /
- Plug in and check the alternative handset that operates independently of the telephone system and ensure the alternative audible warning device is ready for use and operating correctly should power fail /
- Advise the regional office that a bushfire has been reported in the "local area" /
- Place the Emergency Supplies kit in the Last Resort Refuge /
- Cancel all outdoor activities for students /
- Identify and list all students and workers who live in the area reported to be affected by the bush fire /
- Record the names of any students who are collected from the site by parents during the day /
- Determine safety of students taking outside recess and lunch breaks and notify all classes of a decision /
- Assess if it is safe to release students from the site at normal dismissal time /
- Prepare and test bushfire pumps, sprinkler systems and grounds irrigation systems and turn on sprinklers and irrigation systems hourly to dampen surrounds /
- Turn off all external gas cylinders /
- Back up all site computer records /
- Open and prepare the onsite, or off-site (eg local Institute), Last Resort Refuge
 - o eg close blinds and windows, wet towels, prepare drinking water, arrange appropriate locations for local community members, ready fire extinguishers, remove hazards from passageways etc /
- Liaise with the preschool director and warn of the bush fire in the region and for the workers to begin preparations to transport their students to the Last Resort Refuge should the pre determined 'triggers' be reached
 - o CFS Information and Warning messages broadcast on the local ABC radio indicate a fire is moving towards the township. /
 - o Advice that a bushfire is likely to impact on the workplace. /
 - o Advice that a bushfire is burning in any of the surrounding townships /
 - o There is a confirmed sighting of nearby smoke or flame from the site. /
- Encourage students to fill water bottles and assemble personal belongings should a move to the Last Resort Refuge become necessary /
- Encourage students to use the toilet regularly during the day /

- Advise visitors and volunteers of the situation and emergency procedures during the registration process /□
- Liaise with SAPOL, school bus coordinator and school bus drivers to determine any likely impact of the reported bushfire on school bus routes or taxi services /□
- Direct school buses and taxi's not leave workplace unless a clear directive given to the site leader by SAPOL or CFS Incident Management indicating bus routes are safe to travel /□
- Arrange to supervise the affected students if specific school bus routes, local roads or taxi services are impacted upon or threatened by the bushfire, until Emergency Services report that the situation is safe to release them from the site. /□

Bushfire Action Plan (BAP)

BUSHFIRE IN IMMEDIATE VICINITY OR IMPACTING ON SITE

Appendix 6
Yes/NA

- All workers will undertake their assigned roles and responsibilities /□
- Prepare to move to the Last Resort Refuge when the 'triggers' are reached and the agreed alarm signal or the gas powered siren is sounded /□
- Plug downpipes and fill roof gutters with water, if there is time /□
- Check that taps are working and fill available containers with water /□
- Hose down walls, garden etc. on the side facing the 'fire-front' and leave garden sprinklers on /□
- Classroom teachers take fire extinguishers and assist students to move to and assemble in the Last Resort Refuge on hearing the siren or being informed personally by the site leader /□
- Close all doors and windows and turn off air conditioners as rooms are vacated /□
- Classroom teachers will do a roll call of students in their care /□
- Turn on bushfire sprinkler and grounds irrigation systems after ensuring students are safely in the Last Resort Refuge and danger is not presented to self /□
- Communicate to parents that students are moving into the Last Resort Refuge /□
- Turn off air conditioners and close air vents, block crevices, cracks and gaps in Last Resort Refuge as bush fire front approaches /□
- Ensure all site personnel are accounted for and in Last Resort Refuge /□
- Monitor visitors and volunteers /□
- Ensure that workers and students from other associated sites and community members are accounted for and accommodated appropriately /□
- Institute search procedures for missing persons if needed /□
- Advise the regional office of the move to Last Resort Refuge and provide information about:
 - The 'trigger' that has been reached and likely impact on the workplace. /□
 - The number of site students, workers and registered visitors taking shelter. /□
 - The number of 'off-site' students and workers present. /□
 - The number of community members present. /□
 - Emergency Services assistance immediately available. /□
- Liaise with CFS /MFS units and other Emergency Services if on workplace /□
- Prepare all persons sheltering in Last Resort Refuge for arrival and passage of the fire front. The Emergency Response Team will:
 - listen to the ABC radio for local information /☒
 - ensure all persons are located away from windows and unnecessary movement is limited. /□
 - provide regular updates at an appropriate level to students and adults /□
 - assist all students and adults to remain calm /□
 - outline possible plans of action after the front has passed with the students /□
 - prepare for unexpected toileting of students. /□
- The Emergency Response Team members will check for and attempt to extinguish spot fires inside or impacting on the Last Resort Refuge as necessary. /□

(It is not expected that they will undertake major fire fighting activities or that they are not expected to put themselves in any dangerous situations)

Bushfire Action Plan (BAP)

RECOVERY AFTER THE FIRE FRONT HAS PASSED

Appendix 7
Yes/NA

- All workers undertake their assigned roles and responsibilities /□
- Ensure no one leaves the Last Resort Refuge until after consultation with Emergency Services and the situation outside has been assessed as safe /□
- The Emergency Response Team members will begin if necessary, preparations to care for students for an extended period of time /□
- Nominated workers will remain on duty until all students are collected from the school or preschool by their parents or caregivers /□
- 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 or caregivers /□
- Check for and treat any injuries /□
- Check the building for damage and burning embers and extinguish small fires in or near the Last Resort Refuge /□
- Determine if there is a need to evacuate the Last Resort Refuge /□
- Determine an alternative safe location if required /□
- Advise the Regional Director and /or the regional office of the current situation and refer media enquiries to the Regional Director /□
- Reunite families at a safe location when the situation has been declared safe and vehicles can safely access the workplace /□
- Record names of students and person collecting them as they leave the site /□
- Arrange an assessment of the workplace buildings once the area is declared safe /□
- Arrange to have fire fighting systems checked and readied for use again /□
- Undertake a debrief of the bushfire emergency situation and the procedures undertaken at an appropriate time after the incident /□
- Seek support for students and workers from counsellors and social workers when appropriate /□
- Review the effectiveness of instructions undertaken before the bushfire emergency in light of the experience in order to ensure that lessons learnt are captured for future benefit /□
- Replenish the Emergency Supplies kit /□
- Submit the relevant IRMS report, available from www.eduportal.sa.edu.au /□