

**Bushfire Action Plan (BAP) for:** Cadell Primary School

**The bushfire refuge for this site is:** Library

Review Date: 31/08/2012

**BUSHFIRE INFORMATION HOTLINE 1300 362 361 TTY 133 677**

NB: This Bushfire Action Plan template is to be adapted to suit local arrangements.

**The following sites will be joining this site in the Bushfire refuge:**

Cadell Playcentre, Playcentre Leader: Kirsty Smith

**Members of the Emergency Response Team are:**

Title	Name	Mobile Phone/Home Phone
<input type="radio"/> The Principal	<input type="radio"/> Sue Billett	<input type="radio"/>
<input type="radio"/> Teacher / Health & Safety Rep	<input type="radio"/> Megan Higgins	<input type="radio"/>
<input type="radio"/> Fire Warden	<input type="radio"/> Susan Santella	<input type="radio"/>
<input type="radio"/> The Front Office SSO	<input type="radio"/> Joanne Oates	<input type="radio"/>
<input type="radio"/> Grounds person	<input type="radio"/> Jason Lukacs	<input type="radio"/>

This BAP has been prepared/reviewed by: Megan Higgins, Carol Colbert, Susan Santella, Amanda Fillmore

This BAP is to be reviewed during Term 3 each year and presented to the Governing Council for endorsement.

Endorsed by: Grant Harris

Role: Chairperson

Date: 3/9/2012

Endorsed BAP forwarded to:

- CFS – Local CFS Captain: *Chris Coombes*
- Date sent: 14/09/2012
- Regional Office – Regional Bushfire Coordinator: Brian Featherston
- Date sent: 14/09/2012
- DECD School Care  
Date sent: 14/09/2012

**Identify nearby Bushfire Safer Places (optional)**

See CFS website for more information: <http://www.cfs.sa.gov.au>

## 1. Preparations before and during the fire danger season

Throughout the fire danger season the CFS and Bureau of Meteorology websites will be monitored daily for weather or situation changes. This monitoring will be undertaken by: **Sue Billett, Principal and Amanda Fillmore, SSO**

A decision to move all persons off-site or into the on-site Bushfire refuge will be made by the CFS or SAPOL when any of the following 'triggers' occurs:

- 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",
- A confirmed sighting of smoke or flame near the site

The emergency alarm to prepare for movement to the bushfire refuge is (e.g. continuous sounding of the alarm):

Action	Who	Date action taken
Induct members of the Emergency Response Team on their roles and responsibilities	<b>Sue Billett</b>	
Prepare/Review BAP.	<b>Sue Billett</b>	<b>10/09/2012</b>
Identify staff members who travel through Fire Ban Districts on days of catastrophic fire danger rating, and work with them to determine personal survival plan needs.	<b>Susan Santella Megan Higgins Carol Colbert Kim Lean Tanya Johnson Joanne Oates</b>	<b>10/09/2012</b>
Allocate and document roles and responsibilities to staff at the various stages of the BAP.	<b>Sue Billett</b>	<b>31/08/2012</b>
A current vegetation management and facilities maintenance plan is developed.	<b>Jason Lukacs Groundsman</b>	<b>Aug 2012</b>
Ensure Corporate Preventative Maintenance tasks have been completed (e.g. Gutter cleaning, testing of fire equipment).	<b>Sue Billett Amanda Fillmore</b>	<b>12/09/2012</b>
Complete online Bushfire Safety Audit and Checklist (R1 and R2 sites).	<b>Sue Billett</b>	<b>30/08/2012</b>
A kit of 'Emergency Supplies' is kept in the Bushfire refuge (refer to Appendix.2: <i>Emergency Supplies Kit Checklist</i> ).	<b>Amanda Fillmore</b>	<b>Aug 2012</b>
Allocate a fully stocked first aid kit for the Bushfire refuge.	<b>Amanda Fillmore</b>	<b>Aug 2012</b>
Identify access to toilet facilities in the event of an emergency.	<b>Sue Billett</b>	<b>Aug 2012</b>
Conduct emergency bushfire drill with staff and students during the first two weeks of Term 4 and Term 1, including movement into Bushfire refuge.	<b>Sue Billett</b>	<b>16/10/2012</b>

<b>Action</b>	<b>Who</b>	<b>Date Action Taken</b>
Provide regular pre fire season updates to staff and families regarding site bushfire procedures, including the location of the Bushfire Refuge. <ul style="list-style-type: none"> <li><input type="checkbox"/> Newsletters</li> <li><input type="checkbox"/> Website updates</li> <li><input type="checkbox"/> Parent Information Book</li> </ul>	<b>Sue Billett</b>	<b>Terms 1 and 4</b>
Develop a communication procedure to inform parents/caregivers of catastrophic fire days and/or of a bushfire threatening the site (at end of BAP).	<b>Joanne Oates</b>	<b>14/09/2012</b>
Ensure student and staff medications can be easily transported to the Bushfire refuge.	<b>Amanda Fillmore</b>	<b>14/09/2012</b>
Ensure student rolls and staff/visitor registers are readily available and identify at any time: <ul style="list-style-type: none"> <li>• those present</li> <li>• those who have left the workplace</li> <li>• those who leave the workplace after the bushfire emergency has passed.</li> </ul>	<b>Joanne Oates</b>	<b>Ongoing</b>
Negotiate local arrangements with Playcentre Leader and families	<b>Sue Billett</b>	<b>11/09/2012</b>
Ensure emergency signage including: 'Total Fire Ban' signs, Bushfire Refuge signs, emergency evacuation signs are clearly visible.	<b>Amanda Fillmore</b>	<b>Beginning term 4 and term 1</b>
Assess school access points to ensure access for emergency services vehicles (e.g. CFS).	<b>CFS</b>	<b>Term 3</b>
Check levels in water storage tanks for fire fighting purposes.	<b>CFS FM</b>	<b>Term 3</b>
Check pumps, sprinkler systems and grounds irrigation are operating correctly and hoses are attached.	<b>Jason Lukacs</b>	<b>Term 4 and term 1</b>
Ensure the Bushfire Refuge can be easily and quickly reached from all areas of the school or preschool.	<b>Sue Billett</b>	<b>Term 3</b>

## 2. TOTAL FIRE BAN DAY

Action	Who	Comments
Inform students and staff that a day of Total Fire Ban has been declared, display notice as required.	Sue Billett	
Remind students at the start of the day of bushfire emergency procedures and safety drills and refer to emergency posters displayed in all classrooms	Sue Billett or nominee	
<a href="#">Monitor ABC Radio</a> and CFS website for CFS Information and Warning Messages	Sue Billett	
Staff to monitor weather conditions while students are on breaks or outside and report any concerns	All Staff	
Consider cancelling student excursions and any off-site meetings and notify the Regional Bushfire Coordinator.	Sue Billett or nominee	
Unlock and open all access and security gates around the site	Sue Billett or nominee	
Park private vehicles away from vegetation.	Sue Billett or nominee	
Check and prepare the Emergency Supplies kit for transportation to the Bushfire refuge.	Amanda Fillmore	
Update student and staff medication list and prepare medication for transportation.	Joanne Oates	
Check that pumps, sprinkler systems and grounds irrigation are operating correctly and hoses are attached.	Jason Lukacs	
Ensure mobile phones/analogue phones/power fail phone are working correctly and spare batteries are available.	Joanne Oates	
Ensure that hazards are removed by staff from passages and walkways.	Sue Billett or nominee	
Close roller shutter to the half-way point, as applicable.	Sue Billett or nominee	Not installed yet
Advise visitors and volunteers of the situation and emergency procedures.	Sue Billett or nominee	
Ensure snacks, drinking water; blankets, games, books etc. are readily available to move to the Bushfire Refuge for students waiting to be collected by their parents or caregivers.	Sue Billett Amanda Fillmore	

### 3. FIRE REPORTED IN LOCAL DISTRICT

Action	Who	Comments
Inform staff and students that a bushfire has been reported and advise Regional Bushfire Coordinator and School Care.	<b>Sue Billett or nominee</b>	
Activate the bushfire emergency procedures with the Emergency Response Team	<b>Sue Billett or nominee</b>	
Staff advised to undertake their assigned roles and responsibilities.	<b>Sue Billett or nominee</b>	
Monitor ABC Radio for CFS Information and provide the site leader with updates regarding the bushfire.	<b>Amanda Fillmore</b>	
Plug in and check power fail telephone and the alternative audible warning device (e.g. Air horn).	<b>Joanne Oates</b>	
Advise the regional office that a bushfire has been reported.	<b>Sue Billett or nominee</b>	
Place the Emergency Supplies kit in the Bushfire refuge	<b>Amanda Fillmore</b>	This is permanently set up in the room
Minimise/cancel student movement outdoors including recess and lunchtime.	<b>Sue Billett or nominee</b>	
Identify and list all students and staff who live in the area reported to be affected by the bushfire	<b>Joanne Oates</b>	
Record the names of students who have been collected by parents.	<b>Joanne Oates</b>	
Assess if it is safe to release students from the site at normal dismissal time	<b>Sue Billett &amp;/or Fire Warden</b>	
Ensure all site computer back-up tapes are easily accessible and stored safely.	<b>Joanne Oates</b>	
Open and prepare your Bushfire Refuge (e.g. close blinds and windows, wet towels, prepare drinking water, arrange appropriate locations for the possibility of local community members, collect fire extinguishers, remove hazards from passageways).	<b>Response Team</b>	
Liaise with Playcentre using the same bushfire refuge.	<b>Sue Billett or nominee</b>	
Encourage students to fill water bottles and assemble personal belongings should a move to the Bushfire Refuge become necessary.	<b>All staff</b>	
Encourage students to use the toilet regularly during the day.	<b>All staff</b>	

<b>Action</b>	<b>Who</b>	<b>Comments</b>
Advise visitors and volunteers of the situation and emergency procedures.	<b>Sue Billett or nominee</b>	
Liaise with SAPOL, school bus coordinator and school bus drivers to determine any likely impact of the reported bushfire on school bus routes	<b>Sue Billett &amp;/or Fire Warden</b>	
Arrange to supervise the affected students if local roads are impacted upon by the bushfire and contact parents.	<b>Sue Billett or nominee</b>	

#### **4. BUSHFIRE IN IMMEDIATE VICINITY OR IMPACTING ON SITE**

<b>Action</b>	<b>Who</b>	<b>Comments</b>
Call 000 and report that a bushfire is in the immediate vicinity or impacting on the site, activate alarm signal.	<b>Sue Billett &amp;/or Fire Warden</b>	
Advise staff to undertake assigned roles and responsibilities	<b>Sue Billett &amp;/or Fire Warden</b>	
Fill available containers with water and take into the bushfire refuge	<b>Amanda Fillmore</b>	
Teachers collect rolls and assist students to move to the Bushfire Refuge on hearing the alarm.	<b>All staff</b>	
If time permits, close all doors and windows and turn off air conditioners as rooms are vacated	<b>All staff</b>	
Teachers to conduct a roll call of students in their care and report to the fire warden.	<b>Teachers</b>	
Communicate to parents, if possible, that students are moving into the Bushfire Refuge.	<b>Response Team</b>	
In the Bushfire Refuge, turn off air conditioners and close air vents, block crevices, cracks and gaps as bush fire front approaches	<b>All staff</b>	
Ensure all site personnel and visitors are accounted for.	<b>Sue Billett &amp;/or Fire Warden</b>	
If safe to do so, initiate search procedures for missing persons.	<b>Sue Billett &amp;/or Fire Warden</b>	
Advise the regional office of the move to Bushfire Refuge and provide information about: <ul style="list-style-type: none"> <li>• The number of site students, staff and registered visitors taking shelter.</li> <li>• The number of 'off-site' students and staff present.</li> </ul>	<b>Sue Billett or nominee</b>	

<ul style="list-style-type: none"> <li>Emergency Services assistance immediately available.</li> </ul>		
Liaise with CFS /MFS units and other Emergency Services if on site.	<b>Sue Billett &amp;/or Fire Warden</b>	
<p>Prepare all persons sheltering in Bushfire refuge for arrival and passage of the fire front. The Emergency Response Team will:</p> <ul style="list-style-type: none"> <li>listen to the ABC radio for local information</li> <li>ensure all persons are located away from windows and unnecessary movement is limited</li> <li>provide regular updates at an appropriate level to students and adults</li> <li>assist all students and adults to remain calm</li> <li>outline possible plans of action after the front has passed with the students</li> <li>prepare for unexpected toileting of students.</li> </ul>	<b>Emergency Response Team</b>	

## 5. RECOVERY AFTER THE FIRE FRONT HAS PASSED

<b>Action</b>	<b>Who</b>	<b>Comments</b>
Staff advised to undertake their assigned roles and responsibilities.	<b>Sue Billett &amp;/or Fire Warden</b>	
Check for and treat any injuries.	<b>Amanda Fillmore</b>	
Ensure no one leaves the Bushfire Refuge until after consultation with Emergency Services and the situation outside has been assessed as safe.	<b>Sue Billett &amp;/or Fire Warden</b>	
Evacuate the Bushfire Refuge to an alternative safe location, if directed to do so by Emergency Services personnel.	<b>Sue Billett &amp;/or Fire Warden</b>	
The Emergency Response Team members to prepare to care for students for an extended period of time.	<b>All staff</b>	
Nominated staff will remain on duty until all students are collected from the site by their parents or caregivers.	<b>Sue Billett &amp;/or Fire Warden</b>	
Regularly advise the Regional Director and/or the regional office of the current situation.	<b>Sue Billett &amp;/or Fire Warden</b>	
Record names of students and person collecting them as they leave the site	<b>Joanne Oates</b>	

Arrange an assessment of the workplace buildings once the area is declared safe.	<b>Sue Billett &amp;/or Fire Warden</b>	
Undertake a debrief session of the bushfire emergency situation and the procedures undertaken at an appropriate time after the incident.	<b>Sue Billett &amp;/or Fire Warden</b>	
Seek support for students and workers from counsellors and social workers when appropriate.	<b>Sue Billett &amp;/or Fire Warden</b>	
Review the effectiveness of site bushfire procedures post emergency.	<b>All staff</b>	

## **Emergency Supplies Kit Checklist**

- A copy of the BAP and staff roles and responsibilities
- Student rolls, staff/visitor registers
- Student contact information, important telephone numbers
- Street directory
- Battery powered radio
- Spare batteries
- Torch/lanterns
- First aid kit
- Hand held siren (not gas)
- Staff/student medications
- Mobile phone
- Drinking water
- Sweets/nibbles
- Blankets, towels
- Duct tape, plastic sheeting etc.
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## **Communication Procedure**

In the event of a Catastrophic Day, a letter notifying parents/caregivers that the final announcement will be on the 6pm News service and that the students are not to attend school. Staff will also be notified and will follow through with their Personal Contingency Plans.

If the announcement is after school hours, staff will assist to phone all families to notify them of the Catastrophic Day and that students are to remain home.

The Catastrophic Day signs will be placed on the gates at each entrance so no-one can come on school property during this time.

During the school holidays all known events eg Vac Swim will be cancelled and the signs placed at each entrance.