Cadell Primary School is a category R2 school. This means that we have a ‘High Risk’ fire danger. The following information highlights the school’s action plan in the event of a:

- total fire ban
- catastrophic fire danger rating
- bushfire

**Total Fire Ban**
- The school will display ‘Total Fire Ban’ signs in windows
- Staff will remind students and visitors of the emergency procedures
- Staff will monitor the weather, ABC Radio and CFS website for CFS Information and Warning Messages

**Catastrophic Fire Danger Rating**
- The school will be notified that a catastrophic fire danger day has been forecast.
- Staff will notify parents that the school will be closed on the day of the catastrophic fire danger rating.

**Bushfire**
- The Library (building 1) is the designated bushfire refuge building.
- Students, staff and other adults on site will move to building 1.
- Parents will be notified and kept up to date and students will be supervised at school until parents are able to collect their children.

During a bushfire, emergency services broadcasts will be monitored. Including:
- twitter @cfsalerts
- [www.facebook.com/countryfireservice](http://www.facebook.com/countryfireservice)

**Bushfire Emergency Procedure 2014/2015**

Ensure each dot point is checked off

**Total Fire Ban**
- Advise staff, students, visitors and volunteers of the situation and emergency procedures.
• Remind students at the start of the day of bushfire emergency procedures and safety drills and refer to emergency posters displayed in all classrooms.
• Check and prepare the Emergency Supplies kit in Bushfire refuge.
• Check that pumps, sprinkler systems and grounds irrigation are operating correctly and hoses are attached.
• Cancel student excursions and any off-site meetings and notify the Regional Bushfire Coordinator.
• Ensure mobile phones/analogue phones/power fail phone are working correctly and spare batteries are available.
• 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.
• Ensure that hazards are removed by staff from passages and walkways.
• Inform students and staff that a day of Total Fire Ban has been declared, display notice as required.
• Monitor ABC Radio and CFS website for CFS Information and Warning messages.
• Park vehicles away from vegetation facing towards exit.
• Staff to monitor weather conditions while students are on breaks or outside and report any concerns.
• Unlock and open all access and security gates around the site.
• Update student and staff medication list.

Catastrophic Fire Danger Rating
If the Bureau of Meteorology and CFS forecast a catastrophic fire danger rating for the following day we will:

• Notify families and staff that there will be a temporary school closure.
• Display school closure signage.
• Notify the Education Director.
• Monitor fire danger rating for the next day.
• Staff will stay at home or work at an alternative site if it is safe to do so – re: personal contingency plan

Fire Reported in Local District

• Advise the Education Director that a bushfire has been reported.
• Inform staff and students that a bushfire has been reported.
• Advise visitors and volunteers of the situation and emergency procedures.
• Encourage students to fill water bottles and assemble personal belongings should a move to the Bushfire refuge or Evacuation become necessary.
• Encourage students to use the toilet regularly during the day.
• In consultation with DECD Regional Bushfire Coordinator, assess if it is safe to release students from the site at normal dismissal time. If not call parents to inform of early closure due to emergency service personnel directed evacuation.
• Ensure all site computer back-ups are easily accessible and stored safely.
• Identify and list all students and staff who live in the area reported to be affected by the bushfire.
• If deemed necessary and safe to do so, prepare and test sprinkler systems and grounds irrigation systems and turn on sprinklers and irrigation systems to dampen surrounds.
• Liaise with Play Centre.
• Minimise/cancel student movement outdoors including recess and lunchtime.
• Monitor emergency service communication channels (inc text message) for CFS bushfire advice and warning messages.
• Open and prepare Bushfire refuge (Building 1) 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).
• Plug in and check power fail telephone and the alternative audible warning device (e.g. Air horn)
• Record the names of students who have been collected by parents.
• Staff advised to undertake their assigned roles and responsibilities.
During Bushfire Invacuation

Trigger Points for Bushfire Invacuation:
- A CFS Watch and Act message advising a fire within a 20km radius of Cadell.
- Receipt of SAFECOM SMS/phone call emergency alert advising of imminent fire threat.

- Sound invacuation alarm (5 siren blasts) when trigger point occurs.
- Teachers collect rolls and assist students to move to the Bushfire refuge on hearing the alarm.
- Ensure all site personnel, students and visitors are accounted for and in the Bushfire Refuge Building.
- Ensure that students and staff from Cadell Play Centre are accommodated appropriately in the Bushfire Refuge Building.
- Call 000 and report that a bushfire is in the immediate vicinity or impacting on the site.
- Advise staff to undertake assigned roles and responsibilities.
- If it is safe to do so and time permits turn on all sprinklers and irrigation systems.
- Fill available containers with water and take into the bushfire refuge.
- If time permits, close all doors and windows and turn off air conditioners as buildings are vacated.
- Teachers to conduct a roll call of students in their care and report to the fire warden.
- Communicate to parents, as soon as possible, that students are moving into the Bushfire refuge.
- In the Bushfire refuge, turn off air conditioners and close air vents, block crevices, cracks and gaps as bush fire front approaches.
- Ensure all site personnel and visitors are accounted for.
- Turn off air conditioner and close all air vents in Bushfire Refuge Building.
- Advise Emergency Services and Education Director of emergency, numbers of students, staff and visitors on site.
- Liaise with CFS/MFS units and other Emergency Services if on site.
- Monitor all 'stay informed' emergency communication channels 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.

Recovery after the front has passed
- Staff advised to undertake their assigned roles and responsibilities.
- Check for and treat any injuries.
- Ensure no one leaves the Bushfire refuge until after consultation with Emergency Services and the situation outside has been assessed as safe.
- Evacuate the Bushfire refuge to an alternative safe location, if directed to do so by Emergency Services personnel. Using school bus and private vehicles.
- The Emergency Response Team members to prepare to care for students for an extended period of time.
- Nominated staff will remain on duty until all students are collected from the site by their parents or caregivers.
- Regularly advise the Education Director of the current situation.
- 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.
- Undertake a debrief session of the bushfire emergency situation and the procedures undertaken at an appropriate time after the incident.
- Seek support from DECD for students and workers from counsellors and social workers when appropriate.
- Review the effectiveness of site bushfire procedures post emergency.