



Spalding Primary School



Bushfire Action Plan



GENERAL INFORMATION

This Bushfire Action Plan (BAP) has been developed during Term 3 2009 after consultation with:

- families of students attending the Spalding Primary School and staff
- members of the Spalding Country Fire Service (CFS)

The BAP is to be reviewed annually during Term 3 each year to reflect any changes that may have taken place in:

- site facilities
- personnel normally on site.

The BAP outlines required actions to prepare:

- the site before the bushfire season

The BAP also outlines activities to be undertaken by staff and students at the different levels of a bushfire emergency:

- on days of Total Fire Ban
- on a Catastrophic – Code Red Day
- 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').

The Spalding Town Hall is the nominated bushfire Safe Refuge for this site.

- It has been prepared for a bushfire emergency and will safely accommodate all persons normally on the site.

The Spalding Town Hall is the nominated Safe Refuge for members of this rural community during a bushfire. Students, staff and visitors present at Spalding Primary School when a bushfire threatens the site will move together to the Town Hall when 'triggers' detailed later in this BAP are reached. Play Centre will also evacuate. Parents of Play Centre children to decide whether they will move to the Hall or return home.

It is anticipated that some members of the local community will want to shelter in the Town Hall also.

- The process to safely accommodate those people along with students and staff is included in the BAP.

The Principal will hold discussions with members of the Spalding CFS during Term 3 each year about the bushfire preparedness of the site.

The Principal will forward a copy of the site BAP to the Education Director to be held in the District Office.

The Principal will forward a copy of the site BAP to the Spalding CFS by Week 2 of Term 4 each year.

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.

- The BAP is explained to the families of new students by the Principal or Front Office SSO during the enrolment process.

The Principal will include bushfire season reminders and information in site newsletters in each of Term 4 and Term 1. The Spalding Primary School and Play Centre Information Booklet, updated in Term 1 each year, includes detailed information about actions and procedures included in the BAP.

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.

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.

PREPARING SPALDING PRIMARY SCHOOL AND PLAYCENTRE FOR A BUSHFIRE

An Emergency Response Team has been established and members instructed on their roles and responsibilities. The members are:

- The Principal
- The Front Office SSO
- Teachers

Their roles and responsibilities are detailed throughout the BAP.

A Bushfire Action Plan has been developed.

- It will be reviewed during Term 3 each year by the staff and presented to the Governing Council for endorsement.

The Principal 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.

All staff members have been allocated roles and responsibilities at the various stages of the Bushfire Action Plan.

- Details of individual roles and responsibilities are included in later sections of the BAP.

Students and staff practise meeting at the Assembly Point – southern school gate - 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.

- The Principal determines the timing of the drills after consultation with staff.

The Front Office SSO will monitor local ABC radio for CFS Bushfire Information and Warnings Messages on days of high bush fire danger and pass on relevant messages to the:

- Principal.
- Class teachers
- Other SSOs on duty

All grasses more than 10 cm in height and growing within 20 metres of buildings around the site have been removed.

- The Groundsperson and Governing Council Grounds Committee will inspect the site late in Term 3 each year.
- Maintenance will be carried out by the Groundsperson or others as required.

Tall trees within 20 metres of buildings have been trimmed of branches up to a height of 2 metres.

- The Groundsperson and Governing Council Grounds Committee will inspect the site during late Term 3 each year.
- Maintenance will be carried out by the Groundsperson or others as required.

Overhanging trees branches have been trimmed to a distance of 2 metres from building rooflines.

- The Groundsperson 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.

The eaves and open air vents on all timber transportable buildings have been sealed.

- The Facility Manager will be requested to carry out an annual inspection to ensure the integrity of the buildings is maintained.

All cavities and openings in the facades and roofs of other buildings have been sealed.

- The Facility Manager will be requested to carry out an annual inspection to ensure the integrity of the buildings is maintained.

The gutters and roof gullies of buildings under or near over hanging trees are regularly cleaned and free of vegetation.

- The Groundsperson will attend to lower level gutters each month.
- High gutters and roof gullies are included in the Preventative Maintenance Schedule for the site and will be cleaned *at least* every three months.

Timber and paintwork on all buildings is well maintained.

- Breakdown maintenance is referred to the Site Facility Manager as required.
- The site Facility Manager can advise on condition projects with data from SAMIS reports

The Principal or SSO will notify all everyone to move to the Assembly Point ready for staff cars to transport students to the Safe Refuge – Town Hall.

A Safe Refuge kit of 'Emergency Supplies' has been assembled in a single container and is stored in the Junior Primary brick building.

- It will be taken to the Safe Refuge by the Front Office SSO at times detailed in the BAP.

The kit will contain – A copy of the BAP and staff roles and responsibilities, student rolls, staff/visitor registers, student contact information, important telephone numbers, battery powered radio, spare batteries, torch, first aid kit, staff/student medications, satellite phone, blankets, towels, duct tape etc.

The kit is to be checked at the start of terms 1 & 4 by SSO to ensure contents are fresh and operational.

THE SAFE REFUGE – SPALDING TOWN HALL

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.

Annexes and other structures attached or near to the building have been fully sealed and have well maintained paintwork.

It is likely that other members of the Spalding community will shelter in the Town Hall during a bushfire. To ensure the appropriate supervision and safety of all students:

- Classes will sit with their teachers.

A fully stocked first aid kit will be taken to the Town Hall. It will be checked and restocked if necessary by the First Aid SSO at the start of Terms 1 & 4.

A gravity fed rain water tank provides drinking water.

Student and staff medications have been listed, and are easily assembled and transported to the Safe Refuge by the Front Office SSO.

Student rolls and staff/visitor registers are readily available. Class teachers will accurately record:

- those present when the move to the Safe Refuge takes place
- those who have left the site before the move
- those who leave the site after the bushfire emergency has passed.

In order to ensure a safe and orderly operation, a decision to move all persons into the Safe Refuge will be made when any of the following agreed '**Triggers**' are reached.

- CFS Information and Warning messages broadcast on the local ABC radio indicate a fire is moving towards Spalding.
- The local CFS or State Emergency Services advise that a bushfire is likely to impact on the site.
- There is a confirmed sighting of nearby smoke or flame.

CATASTROPHIC – CODE RED

Early Warning

The Bureau of Meteorology and CFS will provide preliminary advice 2 days before a forecast Catastrophic day. This advice to DECD will be forwarded to education directors, principals and preschool directors on the same day.

The principal will inform parents and caregivers about the possibility of a closure and the possible need for them to make alternative arrangements to keep their children safe on these days.

Advice the day before possible closure

The Bureau of Meteorology and the CFS confirms with DECD the day before of a forecast Catastrophic day.

Extreme, Very High and High risk R1 and R2 schools and preschools in the Fire Ban districts affected will be advised by the regional office to close.

The principal will then provide advice to parents and the community about the closure.

EMERGENCY RESPONSE TEAM

Principal – Lauren Nitschke

Teachers – Sue Scott, Chelsea Maynard, April Matters, Megan Brooks

Front Office SSO –Sonya Wohlfeil

(If the Principal is absent then either, Sue Scott, Chelsea Maynard, Megan Brooks or April Matters will take charge)

TOTAL FIRE BAN DAY

<p>The Principal or SSO will inform students and staff via Facebook page and signs that a day of Total Fire Ban has been declared.</p>
<p>During the first lesson, students will be reminded of site bushfire emergency procedures and drills.</p>
<p>The nominated staff member will monitor ABC Radio for CFS Information and Warning Messages.</p>
<p>Student excursions away from the site will be cancelled for the day and rescheduled by Teacher or SSO.</p>
<p>Off site meetings for all staff will be cancelled.</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>SSO will ensure mobile phones are working and are fully charged.</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>

FIRE REPORTED IN LOCAL DISTRICT

<p>When a bushfire has been reported in the nominated local district, (Clare, Jamestown, Booborowie or Gulnare), the Principal will visit all classes and inform students and staff of its location.</p>
<p>The members of the site Emergency Response Team will be called together to put into place the pre determined bushfire emergency procedures.</p>
<p>The Principal will maintain a visual check of the surrounding area.</p>
<p>The nominated staff members will carefully monitor ABC Radio 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.</p>
<p>The school has a "Fire Phone" which is in the red brick building.</p>
<p>The Principal will advise the Regional Office that a bushfire has been reported in the nominated local district.</p>
<p>The Principal will liaise with local CFS to obtain the latest information and advice about likely effect of the bushfire on the site.</p>
<p>The Principal will cancel all local excursions. Students will play inside if deemed necessary by the Principal or teacher in charge.</p>
<p>The Front Office SSO will identify and list all students and staff who live in the area reported to be affected by the bushfire.</p>
<p>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.</p>
<p>The Principal will assess if it is safe for students to take outside recess and lunch breaks and notify classes of the decision.</p>
<p>The Front Office SSO will back up all site computer records.</p>
<p>The Principal will collect the key to the Town Hall which is held in the Front Office with the other school keys.</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>

BUSHFIRE IN IMMEDIATE VICINITY OR IMPACTING ON SITE

<p>The 'triggers' for a move to the Safe Refuge have been detailed on Page 6. All staff, students, visitors and parents are aware and prepared for the move that will take place when the 'triggers' are reached.</p>
<p>When a 'trigger' is reached, a staff member will notify all personnel on the premises.</p>
<p>The Principal will ensure all site personnel are accounted for.</p> <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.• Notify the Play Centre (Monday's and Wednesday's) of the emergency situation and that evacuation is necessary.
<p>All staff will assist students to move to, and assemble at the southern school gate. Children will be transported to the Town Hall.</p>
<p>SSO will notify parents that students are moving to the Safe Refuge.</p>
<p>Staff will close all doors and windows and turn off air conditioners as rooms are vacated.</p>
<p>The Emergency Response Team members will institute search procedures for missing persons if needed.</p>
<p>The Principal will advise the District Office of the move to the Safe Refuge and provide information about:</p> <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.
<p>The Emergency Response Team members will liaise with CFS units and other Emergency Services if on site.</p>
<p>All persons sheltering in the Safe Refuge will prepare for arrival and passage of the fire front. The Emergency Response Team will:</p> <ul style="list-style-type: none">• 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.
<p>The Emergency response Team members will check for and attempt to extinguish spot fires inside or impacting on the Safe Refuge as necessary.</p> <ul style="list-style-type: none">• It is not expected that they will undertake major fire fighting activities.• They are not expected to put themselves in any dangerous situations.
<p>All staff will undertake their assigned roles and responsibilities.</p>

RECOVERY AFTER THE FIRE FRONT HAS PASSED

<p>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.</p>
<p>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.</p>
<p>Nominated staff members will remain on duty until all students are collected from the site by their parents.</p>
<p>Snacks, drinking water, blankets, games, books etc are available to meet immediate and extended needs of students waiting to be collected by their parents.</p>
<p>The Emergency Response Team members will check the building for damage and burning embers.</p>
<p>The Principal will liaise with Emergency Services on site as soon as possible.</p>
<p>The Principal will advise the Education Director and / or the Regional Office of the current situation as soon as the position becomes clear and it is safe to do so.</p>
<p>The Principal will refer media enquiries to the Education Director.</p>
<p>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 Hall.</p>
<p>The Front Office SSO will record names of students, time and person collecting them as they leave the site.</p>
<p>All staff undertake their assigned roles and responsibilities.</p>
<p>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.</p>
<p>The Principal will seek support for students and staff from counsellors and social workers when appropriate.</p>
<p>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.</p>
<p>The Front Office SSO will replenish the Emergency Supplies package.</p>
<p>The Principal will arrange an assessment of the site buildings once the area is declared safe.</p>
<p>The Principal will complete the relevant DECD report, available from www.crisis.sa.edu.au</p>