



Napperby Primary School Bushfire Action Plan

Bushfire Refuge Area is the Administration Building

If space is limited community will be placed in the new classrooms. Napperby Primary School is not the town refuge point in the event of a bushfire.

Emergency Response Team

Being a small school, all staff are part of the Emergency Response Team.

Preparing Napperby P.S. and Preschool for a bushfire

- 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 of Term 4 and Term 1
- Plan appropriate locations for students, staff and community members likely to be using the Bushfire Refuge

Bushfire reported in local district

- Determine if bushfire is reported in pre determined boundaries of nominated local district e.g. Townships and surrounding areas of Napperby, Nelshaby, Telowie and Warnertown

Bushfire in the immediate vicinity or impacting on site

- The school will follow the Bushfire Action Plan (BAP)
- Institute search procedures if persons are unaccounted for after a move to the Bushfire Refuge
- Liaise with Emergency Services members on site
- Prepare persons sheltering in the Bushfire Refuge for the arrival and passage of the bushfire front by assisting all to remain calm, checking safety within the building, providing regular information about situation outside, outlining possible actions after the fire front has passed
- **Community members will be able to shelter in the designated bushfire refuge building if there is sufficient space otherwise they will be directed to the new classrooms to shelter. Parents wishing to take their children to the classrooms to shelter will be asked to sign the sign out register accepting all responsibility for the welfare of their child/ren**

Recovery after the fire front has passed

- Check for and extinguish spot fires inside or impacting on the Bushfire Refuge
- Assess the safety of the area outside the Bushfire Refuge before anyone leaves the building
- Make an assessment, and, if necessary the preparations required for extended care of students
- Check the building for damage and burning embers
- Determine if there is a need to evacuate the Bushfire Refuge

- Review effectiveness of staff instruction in light of the experience
- **Parents wishing to take their children from the Bushfire Refuge will be required to sign the student sign out register accepting all responsibilities once the child has left the care of the school staff**

Principal

General Information

- Hold a discussion with local CFS in early Term 4 about bushfire preparedness of the site
- Forward a copy of the site BAP to the local CFS as revisited each year
- Include BAP in site induction processes and enrolment folders and explain to families
- Provide information on BAP to community through newsletter in Terms 1 and 4
- Ensure maintenance of high gutters included in Preventative Maintenance Schedule
- Maintain buildings/grounds to an appropriate standard
- Ensure that all new staff members, relieving staff, maintenance workers and visitors are briefed about the requirements of the BAP during the site induction process

Preparing Napperby P.S. and Preschool for a bushfire

- Provide all staff and regular visitors with pre fire season information
- Plan appropriate location for students, staff and community members likely to be using the Bushfire Refuge
- Develop and review Bushfire Hazard Management Plans for on site vegetation, Napperby vegetation and vegetation at the beginning of term 4 with the Governing Council
- Arrange annual inspection of buildings to ensure all openings and cavities in the façade and roofs are sealed
- Ensure maintenance of high gutters included in Preventative Maintenance Schedule
- Ensure all timber and paintwork is well maintained
- Maintain surplus buildings to an appropriate standard

Bushfire Refuge

- Arrange Emergency Bushfire practices (in the first weeks of Term 1 and Term 4) each year
- Check and advertise pick up points and vehicle access points to be used after a bushfire
- Ensure signal for movement to Bushfire Refuge is well understood by students, staff and visitors on site.

Bushfire reported in local district

- Maintain visual check of surrounding area and unlock all gates.
- Inform Education Director of bushfire reported in local area
- Liaise with local CFS to obtain up to date information
- Cancel outdoor student activities
- Assess if it is safe for students to take outside recess/lunch breaks or activities and inform staff
- Assess if it is safe to release students from site at normal time and inform staff

- Give clear directive about school buses leaving site. Only authorise buses to leave after specific direction from SAPol or CFS
- If school bus or public bus routes are affected make arrangements for the supervision of students normally on that bus until roads are declared safe
- Arrange for supervision of any students remaining on site until they are collected by parents. All parents will be required to sign the student sign out register declaring they have picked up their child and have accepted responsibility for their care.
- Prepare Bushfire Refuge for arrival of students

Bushfire in immediate vicinity or impacting on site

- Sound agreed alarm
- Action the BAP
- Ensure all site personnel are accounted for and in the Safe Refuge
- Institute search procedures if persons are unaccounted for after a move to the Bushfire Refuge
- Advise Education Director and CFS of current situation, numbers of students, staff and community members on site
- Check safety within the building, providing regular information about situation outside, outlining possible actions after fire front has passed
- Ensure all gates have been unlocked

Recovery after the fire front has passed

- Ensure no one leaves the Bushfire Refuge until situation outside has been assessed as safe
- Liaise with Emergency Services on site as soon as possible
- Advise Education Director of current situation
- Check for and extinguish spot fires inside or impacting on the Bushfire Refuge
- Determine if there is a need to evacuate the Bushfire Refuge to an alternative location if required (act on advice from Emergency services)
- Make an assessment of, and, if necessary, the preparations required for extended care of students
- Oversee safe collection of students and needs of staff/community members.
- Refer media enquiries to the Education Director
- At an appropriate time after the incident, undertake a debrief of the bushfire emergency situation and procedures undertaken at the time
- Seek support for students and staff from counsellors and social workers
- Arrange to have fire fighting systems checked and readied again for use
- Arrange to have appropriate authorities assess safety of site buildings
- Contact BEM for recovery support provisions. Bushfire & Emergency Management Ph. (08) 8226 3714 and (08) 8226 2524

Front Office SSO

General Information

- Forward a copy of the Bushfire Action Plan to all families of students of site at the beginning of Term 1 and Term 4 of each year
- Monitor local ABC radio for CFS Bushfire Information and Warning messages
- Purchase pressure pack siren
- Assemble Emergency Supplies kit

Bushfire Refuge

- Make laminated A3 BAP posters for classrooms, resource building, canteen, CPC and offices.
- Make laminated A3 'Catastrophic Fire Day' posters for display in classroom windows and offices
- Organise and update a labelled Emergency Supplies kit for storage of essential items and ensure all staff are aware of where it is stored
- List and assemble student and staff medications if likelihood of BAP

Bushfire Reported in local district

- Monitor local radio network when bushfire reported in local district.
- Plug in alternative phone handset if / when power fails
- Have Emergency Supplies kit ready to take to Bushfire Refuge
- Identify and list all students and staff who live in affected area
- Record names of students collected during the day
- Back up all computer records
- Prepare for the taking of medications, class rolls, kit and visitor books to Bushfire Refuge
- Alert visitors and volunteers of situation and actions to take if move to Bushfire Refuge is signalled

Bushfire in immediate vicinity or impacting on site

- Administration Officer to phone a hazard call through to all classrooms
- Monitor register of visitors and volunteers on site and report to Principal
- Inform parents via phone that students are in the Bushfire Refuge
- Administration Officer to phone a hazard call through to all classrooms

Recovery after the fire front has passed

- Check for and treat any injuries and report all incidences to the Principal
- Assist teachers record names of students and person collecting them as they leave the site once permission is gained from CFS
- Replenish the emergency supplies pack

Replenish the emergency supplies pack

➤ Medication (asthma pack)	➤ Student/staff/visitor registers
➤ First Aid Kit	➤ Torch
➤ Radio	➤ Batteries
➤ Back up disc	➤ Toilet paper
➤ Blankets/Towels	➤ Food (medical purposes)
➤ Contact information for families	➤ Nails/Hammer/Tap Key

SSO

General Information

- Monitor local ABC radio for CFS Bushfire Information and Warning messages
- Check emergency supplies kit at the beginning of Term 1 and Term 4
- Check the contents of the Safe Refuge first aid kit at start of each term
- Ensure student rolls, visitor registers are up to date
- Ensure the large collection bin is secured and emptied every week. At the end of term check that the bin is empty of rubbish and secured

Bushfire reported in local district

- Ensure pressure pack siren ready for use

Bushfire in immediate vicinity or impacting on site

- Assist informing parents via pre arranged telephone tree that student are in the Bushfire Refuge

Recovery after the fire front has passed

- Check for and treat any injuries. Inform the Principal of all incidences

All Staff Members

General Information

- Undertake pre fire season updates in early Term 4 and receive ongoing information and instruction about the contents and requirements of the BAP during Term 1 and Term 4 staff meetings
- Undertake allocated roles and responsibilities

Extreme Fire Risk Days

- Remind all students of bush fire emergency drills and procedures on extreme fire days
- Monitor weather conditions during breaks and outdoor sessions
- Park private vehicles away from vegetation on Total Fire Ban days
- Ensure hazards are removed from passages and walkways

Bushfire Reported in district

- Record names of students collected during the day
- Encourage students to keep water bottles filled, personal belongings handy and to use the toilet as required

Bushfire in immediate vicinity or impacting on site

- Aware of “triggers” and signal for move to Bushfire Refuge
- Take fire extinguishers from classrooms to Bushfire Refuge
- Close all classroom doors and windows and turn off air conditioners on leaving
- Check student roll when seated in Bushfire Refuge and report to Principal
- Prepare for unexpected toileting of students

Recovery after the fire front has passed

- Reunite families in a safe location

Teachers

- Monitor local ABC radio for CFS Bushfire Information and Warnings messages
- Display Fire rating signs in class on days of extreme fire danger
- Have students organised with school bags, filled drink bottles lunchboxes and visits to the toilet completed if fire reported in the area but not imminent
- If signal given, follow BAP
- Escort students safely to the Administration building
- Close classroom doors and windows and turn off air conditioners on leaving
- Take fire extinguishers from class area to Bushfire Refuge
- Check student roll when seated in Bushfire Refuge and report to Principal
- Prepare persons sheltering in the Bushfire Refuge for the arrival and passage of the bushfire front by assisting all to remain calm
- Extinguish small fires in or near the Bushfire Refuge

After all-clear

- Reunite families in a safe location – Checking off roll noting who picked them up
- Supervise students remaining on site if school buses unable to leave
- Be prepared to remain on duty to supervise students for an extended period of time

Grounds person

- Inspect and clear vegetation around buildings – liaise with Principal
- Undertake regular inspections of vegetation around buildings and maintain required clearances during the year
- Clean low level gutters
- Trees or branches overhanging buildings and sheds have been removed. If you do not have a chainsaw licence then advise the Principal of the need for removal
- Check grounds irrigations systems are operating correctly, hoses are fitted and the tap connection is on the tap to access water
- Dry grass and vegetation has been slashed or cleared to the boundaries
- All rubbish bins will be emptied weekly and on the last day of each term
- Follow BAP if on site

Reviewed: 14/10/2014

Review Date: Term 1, 2015

BUSHFIRE ACTION PLAN

On the signal of a 'Paged Call' made to every room on site, all people on site move to the administration building (Front Office)

<i>Dates of Bush Fire Drill</i>				
Teachers				
<ul style="list-style-type: none"> ▪ Pack up children with bags, water bottles and lunch boxes. 				
<ul style="list-style-type: none"> ▪ Take fire extinguisher (and mobile phone if handy) 				
<ul style="list-style-type: none"> ▪ Close classroom doors and windows and turn off air conditioners on leaving 				
<ul style="list-style-type: none"> ▪ Move to the Administration Building 				
<ul style="list-style-type: none"> ▪ Check student roll when seated in Bushfire Refuge and report to Principal 				
<ul style="list-style-type: none"> ▪ Supervise students 				
<ul style="list-style-type: none"> ▪ Prepare persons sheltering in the Bushfire Refuge for the arrival and passage of the bushfire front by assisting all to remain calm 				
<ul style="list-style-type: none"> ▪ Once all clear is given, reunite families in the arranged location, checking off roll and noting who collected student 				
<ul style="list-style-type: none"> ▪ Extinguish small fires in or near the Bushfire Refuge 				
<ul style="list-style-type: none"> ▪ Supervise student remaining on site if school buses unable to leave 				
Front Office Staff				
<ul style="list-style-type: none"> ▪ Check visitors are in refuge – report to principal 				
<ul style="list-style-type: none"> ▪ Advise all classes by phone that they need to move to the Bushfire Refuge. 				
<ul style="list-style-type: none"> ▪ Assist in first aid and the care and collection of students 				
<ul style="list-style-type: none"> ▪ Plug in alternative handset phone when power fails 				
<ul style="list-style-type: none"> ▪ Identify and list all students and staff who live in affected area 				
<ul style="list-style-type: none"> ▪ Record names of students collected during the day 				
<ul style="list-style-type: none"> ▪ Back up all computer records 				
<ul style="list-style-type: none"> ▪ Monitor ABC radio for warning messages and updates 				
<ul style="list-style-type: none"> ▪ Prepare for the taking of medications, class rolls, Emergency Supplies kit and visitor books 				
<ul style="list-style-type: none"> ▪ Advise Education Director and CFS of current situation, numbers of students, staff and community members on site. 				
<ul style="list-style-type: none"> ▪ Alert visitors and volunteers of situation and actions to take if move is signalled. Monitor register of visitors and volunteers on site and report to Principal 				

All Staff				
<ul style="list-style-type: none"> ▪ Assist in first aid and the care and collection of students. Report all incidences to the Principal ▪ Take fire extinguishers from classrooms to Bushfire Refuge ▪ Close all classroom doors and windows and turn off air conditioners on leaving ▪ Check student roll when seated in Bushfire Refuge and report to Principal ▪ Prepare for unexpected toileting of students 				
Principal				
<ul style="list-style-type: none"> ▪ Take fire extinguisher, mobile phone and emergency kit to Bushfire Refuge. 				
<ul style="list-style-type: none"> ▪ Ensure all staff/students and visitors are accounted for 				
<ul style="list-style-type: none"> ▪ Advise Education Director and CFS of current situation, numbers of students, staff and community members on site. 				
<ul style="list-style-type: none"> ▪ Maintain visual check of surrounding areas 				
<ul style="list-style-type: none"> ▪ Check safety within the building, provide regular information about situation outside, outlining possible actions after fire front has passed 				
<ul style="list-style-type: none"> ▪ Close any air vents in Bushfire Refuge as the fire front approaches 				
<ul style="list-style-type: none"> ▪ Institute search procedures if persons are unaccounted for 				
<ul style="list-style-type: none"> ▪ Ensure no one leaves until situation outside has been assessed as safe by the CFS 				
<ul style="list-style-type: none"> ▪ Liaise with Emergency Services 				
<ul style="list-style-type: none"> ▪ Check for spot fires inside or impacting on Bushfire Refuge site 				