



# NAPPERBY BUSHFIRE ACTION PLAN



**On the signal of alternating 3 short, 3 long siren blasts, all people on site move to the Bushfire refuge building (front office)**

## **Staff in Classroom Buildings actions**

1. Once you here the siren - School staff organise students in your building – if they have their water bottles available, they can bring them with them – **do not bring school bags or fire extinguishers from class room**
2. Close classroom doors and windows and turn off air conditioners on leaving
3. **Move to the Bushfire refuge building (front office)**
4. Check student roll when seated in Bushfire Refuge and report to Principal/Fire Warden
5. Prepare persons sheltering in the Bushfire Refuge for the arrival and passage of the bushfire front by assisting all to remain calm
6. Wait for the all-clear message from SAPOL or CFS.
7. Extinguish small fires in or near the Bushfire Refuge **if safe to do so**
8. Supervise student remaining on site if school buses unable to leave

## **Bushfire refuge building staff actions**

1. Once receiving a message from **SAPOL, SFS or DFE** , use the manual siren setting to alert staff and students we are initiating our Bushfire action plan – **3 short and then 3 long siren blasts**
2. Check sign in log that all visitors onsite are in refuge building and accounted for
3. Assist first aid officer if required
4. Check that satellite phone has been charged and is on - **satellite phone will only receive signal if you are outside – do not go outside until the area has been cleared as safe**
5. Check roll book of any students that have been collected during the day
6. Monitor ABC radio for warning messages and updates
7. Prepare for the taking of medications, class rolls, emergency supplies kit and visitor books
8. Advise Education Director and CFS of current situation, numbers of students, staff and community members on site.

## **Site Leader actions**

1. Take mobile phone, satellite phone and emergency kit to Bushfire Refuge.
2. Ensure all staff/students and visitors are accounted for
3. Advise Education Director and CFS of current situation, numbers of students, staff and community members on site.
4. Identify and list all students and staff who live in affected area
5. Maintain visual check of surrounding areas
6. Check safety within the building, provide regular information about situation outside, outlining possible actions after fire front has passed



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7. Close any air vents in Bushfire Refuge as the fire front approaches
8. Any persons unaccounted for report to SAPOL and CFS
9. Ensure no one leaves until situation outside has been assessed as safe by the CFS
10. Liaise with Emergency Services
11. Check for spot fires that are impacting on Bushfire Refuge site - if safe to do so

## **Bushfire Refuge Building checklist - to be actioned twice a year**

1. Check Satellite phone is on charge and working
2. Check water supplies - especially during summer. Is there sufficient water on hand to last up to 8 hours
3. Check that bushfire emergency kit container has the following items:
  - a. Battery powered radio
  - b. Spare batteries
  - c. Replace biscuits and lollies every 6 months
  - d. First aid kit
4. Check the two-way (walkie talkies) are charged
5. Updated emergency contact list (make sure all school buildings have an updated emergency contact list and action plan)
6. Emergency contact numbers SAPOL etc

