



2013-14 Bushfire Action Plan (BAP) - Endorsement

The final electronic version of this Bushfire Action Plan can be emailed to decd.schoolcare@sa.gov.au. For further information regarding preparation of your BAP please contact you regional Bushfire Coordinator, or refer to 2013 / 14 BAP Information Booklet.

Site Leader Phone Date Submitted

Site Name

Email

Bushfire Action plan documentation complete:

1.1 School Overview & Emergency Contacts 1.2 Preparation Check List 1.3 Response Procedures

1.4 Invacuation/ Evacuation Procedures 1.5 Recovery Procedures 1.6 School Bus Routes

Site Leader Confirmed by (signature)

Comments:

Final Endorsement by Governing Council

Approved Name Date Approved

Title Confirmed by (signature)

Comments

Final Copy sent to:

<p>Regional Office – Regional Bushfire Coordinator:</p> <p>Name <input style="width: 90%;" type="text"/></p> <p>Title <input style="width: 90%;" type="text"/></p> <p>Date Sent <input style="width: 150px;" type="text"/></p>	<p>Attention Regional Commander CFS – Regional Office:</p> <p>CFS Region <input style="width: 90%;" type="text"/></p> <p>Address <input style="width: 90%;" type="text"/></p> <p>Date Sent <input style="width: 150px;" type="text"/></p>
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1.1 Overview of School Context

This overview is a brief description of the site, including how many students and staff, etc. Please include any unique situations or information which should be considered in your site's Bushfire Action Plan.

School Overview	Description
Demographic factors:	
Size of the student population (enrolment)	
Number of staff	
Proportion of student disability/health factors (%)	
Bushfire Refuge:	
Location of site Bushfire Refuge (Address if off-site)	
List any other educational sites/services that may use this site's Bushfire Refuge	
Contact names of leaders/managers and other educational sites/services that may use this site's Bushfire Refuge	
CFS Bushfire Safer Places	
Nearest Bushfire Safer Settlement is:	
Nearest Bushfire Safer Precinct is:	
Nearest Last Resort Refuge:	
Fire Ban District of site (inc. bus route if different)	

Members of the Emergency Response Team are:	Name (please include n/a if not applicable)	Mobile Phone/Home Phone
The Principal/Preschool Director		
The Deputy Principal/Teacher		
Fire Warden/Health & Safety Rep		
The Front Office SSO/ECW		
Grounds person		

Comments:

1.2 Preparations before and during 2013-14 fire danger season

The purpose of this plan is to minimise trauma and distress to students and staff, damage to property and to ensure the teaching and learning program is maintained or resumed. This plan also provides the Department for Education and Child Development critical information which can assist hazard leaders and the government in the event of a state emergency.

Activity (these activities are consider mandatory in the preparation, response and recovery to an bushfire)	Completed: (If no, further information maybe requested during the DECD audit process)	Responsible officer: (the full name of the person who undertook the activity)	Date Action Taken: (DD/MM/YYYY)	Additional comments: (i.e.. if there is a unique feature or one of the activities is not applicable)
Bushfire Action Planning - <i>The Bushfire Action Plan for the 2013/2014 Bushfire Season has prepared and reviewed, including:</i>				
'- Emergency Response and Recovery Procedures are confirmed and documented. In consultation with DECD Regional Bushfire Coordinators and CFS Regional Prevention Officers. (1.3 Response Procedures & 1.5 Recovery Procedures)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
'- All staff have a clear understanding of their roles and responsibilities. In particular who will remain on site, Personal Bushfire Survival Plans, who has volunteer obligations (i.e. CFS), or any other obligations which may impact on their ability to undertake assigned duties during a bushfire. It is also important to consider the after hours care of students with parents in emergency services, or those with parents unable to be reached.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
'- Discussions have been undertaken with all staff who will travel through Fire Ban Districts on days of catastrophic fire danger rating, and Personal Bushfire Survival Plan needs determined.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
'- The Emergency Response Team have been clearly informed on their roles and responsibilities during a bushfire (1.1 Overview of School Context)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
'- Nominated person(s) and backup who will monitor the CFS and Bureau of Meteorology websites for weather or situation changes on Total Fire Ban days. (Full Name, Title): <input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
Invacuation / Evacuation strategy				
'A practice invacuation/evacuation drill has been undertaken prior to bushfire season (October) - which is documented and dated. It is expected that this will occur again at least once per term during bushfire season, October to March.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
'Discussions have been held with Regional Bushfire Coordinators and CFS Regional Prevention Officers on the site's evacuation procedures, including alternative designated assembly areas (1.4 Evacuation Procedures)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
Emergency signage including: 'Total Fire Ban' signs, Bushfire refuge signs, emergency evacuation signs are clearly visible.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			

1.2 Preparations before and during 2013-14 fire danger season cont

Activity (these activities are consider mandatory in the preparation, response and recovery to an bushfire)	Completed: (if no, further information maybe requested during the DECD audit process)	Responsible officer: (the full name of the person who undertook the activity)	Date Action Taken: (DD/MM/YYYY)	Additional comments: (i.e.. if there is a unique feature or one of the activities is not applicable)
Evacuation strategy cont.				
'Staff who are replacing absent staff, contractors & volunteers are familiarised with the emergency invacuation/evacuation procedures, which could be located in teachers' folders and the staffroom noticeboard.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
'The school site plan (with clearly marked invacuation/evacuation routes) are strategically displayed around the school	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
'Transportation arrangements have be planned (if applicable) (1.6 School Bus Routes). Including: -pre plan emergency areas for each bus run (any farm/cleared property) that the bus can access. - alternative arrangements are made in the event a bus driver(s) is/are unavailable.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
Bushfire Refuge Preparation				
A kit of 'Emergency Supplies' is kept in the Bushfire refuge (refer to '2013-14 BAP Information Booklet: Emergency Supplies Kit Checklist').	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
Negotiations with site services (ie. OSHC, dental) in relation to use of the site's bushfire refuge have been made (if applicable).	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
Student and staff medications can easily be transported to the Bushfire refuge.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
The Bushfire refuge can be easily and quickly reached from all areas of the site. All key stakeholders have been informed of the location of the Bushfire Refuge.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
The emergency alarm to prepare for movement to the bushfire refuge is (e.g. a continuous sounding of the alarm): <input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
There is a fully stocked first aid kit allocated to the Bushfire refuge.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
Communication strategy				
Communication procedures have been developed that will inform parents/caregivers of catastrophic fire days and/or of a bushfire threatening the site - please consider both their roles and responsibilities (i.e. when it is appropriate to collect children) and the site's responsibilities (i.e. how messages will be sent in an emergency).	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			

1.2 Preparations before and during 2013-14 fire danger season cont

Activity (these activities are consider mandatory in the preparation, response and recovery to an bushfire)	Completed: (if no, further information maybe requested during the DECD audit process)	Responsible officer: (the full name of the person who undertook the activity)	Date Action Taken: (DD/MM/YYYY)	Additional comments: (i.e. if there is a unique feature or one of the activities is not applicable)
Communication strategy cont.				
A Pre 2013/2014 Fire Season Update regarding your site's bushfire procedures, roles and responsibilities has been provided to ALL staff and families. Including the location of the Bushfire Refuge. For example via: <ul style="list-style-type: none"> <input type="checkbox"/> Newsletters <input type="checkbox"/> Information brochure for families <input type="checkbox"/> Website updates <input type="checkbox"/> Parent Information Book 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
Student rolls and staff/visitor registers are readily available and identify at ALL times: <ul style="list-style-type: none"> • those present • those who have left the workplace • those who leave the workplace after the bushfire emergency has passed. 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
Site Preparation				
The Online Bushfire Safety Audit and Checklist (http://www.decdsurveys.sa.edu.au/online/Login.aspx) has been completed and submitted.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
A current vegetation management and facilities maintenance plan has been developed, and is available on request.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
Access to toilet facilities in the event of an emergency have been identified.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
Corporate Preventative Maintenance tasks have been completed (e.g. Gutter cleaning, testing of fire equipment).	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
Levels in water storage tanks have been checked, for fire fighting purposes (where applicable).	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
Pumps, sprinkler systems and grounds irrigation have been checked, are operating correctly and hoses are attached.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
School access points have been assessed, to ensure access for emergency services vehicles (e.g. CFS).	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
'Nominated staff have been instructed in the operation of bushfire pumps, sprinkler and grounds irrigation systems during the first two weeks of Term 4, 2013 and Term 1, 2014 (if relevant).	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			

Comments:

1.3 Emergency Response Procedures during the fire danger season

The following actions are not necessarily carried out sequentially. The roles in the “Coordinated By” column are suggestions only. This section will be most useful when managing a Bushfire. These pages can be copied and used during a Bushfire.

Please tick all actions that will be undertaken	Action Description	Coordinated By (ie. site leader, first aid officer)
On a TOTAL FIRE BAN DAY our site will:		
<input type="checkbox"/> Yes	Advise visitors and volunteers of the situation and emergency procedures.	
<input type="checkbox"/> Yes	Check and prepare the Emergency Supplies kit for transportation to the Bushfire refuge.	
<input type="checkbox"/> Yes	Check that pumps, sprinkler systems and grounds irrigation are operating correctly and hoses are attached.	
<input type="checkbox"/> Yes	Close roller shutter to the half-way point, as applicable.	
<input type="checkbox"/> Yes	Consider cancelling student excursions and any off-site meetings and notify the Regional Bushfire Coordinator.	
<input type="checkbox"/> Yes	Ensure mobile phones/analogue phones/power fail phone are working correctly and spare batteries are available.	
<input type="checkbox"/> Yes	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.	
<input type="checkbox"/> Yes	Ensure that hazards are removed by staff from passages and walkways.	
<input type="checkbox"/> Yes	Inform students and staff that a day of Total Fire Ban has been declared, display notice as required.	
<input type="checkbox"/> Yes	Monitor ABC Radio and CFS website for CFS Information and Warning Messages	
<input type="checkbox"/> Yes	Park school buses and private vehicles away from vegetation facing towards exit.	
<input type="checkbox"/> Yes	Remind students at the start of the day of bushfire emergency procedures and safety drills and refer to emergency posters displayed in all classrooms.	
<input type="checkbox"/> Yes	Remind students travelling by bus of relevant emergency bus procedures.	
<input type="checkbox"/> Yes	Staff to monitor weather conditions while students are on breaks or outside and report any concerns.	
<input type="checkbox"/> Yes	Unlock and open all access and security gates around the site.	
<input type="checkbox"/> Yes	Update student and staff medication list and prepare medication for transportation.	

Comments:

1.3 Emergency Response Procedures during the fire danger season cont.

Please tick all actions that will be undertaken	Action Description	Coordinated By (ie. site leader, first aid officer)
When a FIRE IS REPORTED IN LOCAL DISTRICT, our site will:		
<input type="checkbox"/> Yes	Advise the DECD regional office that a bushfire has been reported.	
<input type="checkbox"/> Yes	Advise visitors and volunteers of the situation and emergency procedures.	
<input type="checkbox"/> Yes	Arrange to supervise the affected students if specific school bus routes, local roads or taxi services are impacted upon by the bushfire and contact parents.	
<input type="checkbox"/> Yes	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 School Care to inform of early closure due to emergency service personnel directed evacuation.	
<input type="checkbox"/> Yes	Direct school buses and taxis not to leave the workplace unless a clear directive is given by the site leader after consultation with DECD Regional Bushfire Coordinator.	
<input type="checkbox"/> Yes	Encourage students to fill water bottles and assemble personal belongings should a move to the Bushfire refuge or Evacuation become necessary.	
<input type="checkbox"/> Yes	Encourage students to use the toilet regularly during the day.	
<input type="checkbox"/> Yes	Ensure all site computer back-up tapes are easily accessible and stored safely.	
<input type="checkbox"/> Yes	Identify and list all students and staff who live in the area reported to be affected by the bushfire	
<input type="checkbox"/> Yes	If deemed necessary and safe to do so, prepare and test bushfire pumps, sprinkler systems and grounds irrigation systems and turn on sprinklers and irrigation systems to dampen surrounds.	
<input type="checkbox"/> Yes	Inform staff and students that a bushfire has been reported and advise Regional Bushfire Coordinator and School Care.	
<input type="checkbox"/> Yes	Liaise with any other schools/preschools/services using the same bushfire refuge.	
<input type="checkbox"/> Yes	Liaise with DECD Regional Bushfire Coordinator, school bus coordinator and school bus drivers to determine any likely impact of the reported bushfire on school bus routes or taxi services	
<input type="checkbox"/> Yes	Minimise/cancel student movement outdoors including recess and lunch-time.	
<input type="checkbox"/> Yes	Monitor emergency service communication channels (inc text message) for CFS bushfire advice and warning messages. Provide the site leader with any updates regarding the bushfire.	
<input type="checkbox"/> Yes	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).	
<input type="checkbox"/> Yes	Place the Emergency Supplies kit in the Bushfire refuge	
<input type="checkbox"/> Yes	Plug in and check power fail telephone and the alternative audible warning device (e.g. Air horn)	
<input type="checkbox"/> Yes	Record the names of students who have been collected by parents.	
<input type="checkbox"/> Yes	Staff advised to undertake their assigned roles and responsibilities.	
<input type="checkbox"/> Yes	Turn off all external gas cylinders	

Comments:

1.4 Invacuation/ Evacuation Procedures during a fire

The following minimum actions are not necessarily carried out sequentially. The roles in the “Coordinated By” column are suggestions only. This section will be most useful when managing a Bushfire. These pages can be copied and used during a Bushfire.

Site leaders are required to seek advice from CFS Regional Commander or SAPOL as to whether an off-site evacuation or the bushfire refuge is the safest option, when any of the following ‘triggers’ occurs:

- o CFS Information and Warning messages broadcast on the local ABC radio indicate a fire is moving towards the township,
- o The local Emergency Services advise that a bushfire is likely to impact on the workplace
- o Advice that a bushfire is burning in the “local area”,
- o A confirmed sighting of smoke or flame near the site

The CFS or SAPOL can mandate an evacuation in collaboration with the principal or site manager. The roles of school personnel in an off-site evacuation may well be similar to those in an on-site evacuation.

After an off-site evacuation, the site may need to be inspected or cleared by relevant authorities before people return to the site.

Please tick all actions that will be undertaken	Action Description	Coordinated By (ie. site leader, first aid officer)
When On-site Invacuation/ Off-site Evacuation is occurring:		
<input type="checkbox"/> Yes	Call 000 and report that a bushfire is in the immediate vicinity or impacting on the site, activate alarm signal.	
<input type="checkbox"/> Yes	Advise staff to undertake assigned roles and responsibilities.	
<input type="checkbox"/> Yes	If it is safe to do so and time permits turn on all sprinklers and irrigation systems.	
<input type="checkbox"/> Yes	Fill available containers with water and take into the bushfire refuge.	
<input type="checkbox"/> Yes	Teachers collect rolls and assist students to move to the Bushfire refuge on hearing the alarm.	
<input type="checkbox"/> Yes	If time permits, close all doors and windows and turn off air conditioners as rooms are vacated.	
<input type="checkbox"/> Yes	Teachers to conduct a roll call of students in their care and report to the fire warden.	
<input type="checkbox"/> Yes	Communicate to parents, as soon as possible, that students are moving into the Bushfire refuge.	
<input type="checkbox"/> Yes	In the Bushfire refuge, turn off air conditioners and close air vents, block crevices, cracks and gaps as bush fire front approaches.	
<input type="checkbox"/> Yes	Ensure all site personnel and visitors are accounted for.	
<input type="checkbox"/> Yes	If safe to do so, initiate search procedures for missing persons.	
Advise the regional office of the move to Bushfire refuge and provide information about:		
<input type="checkbox"/> Yes	- The number of site students, staff and registered visitors taking shelter.	
<input type="checkbox"/> Yes	- The number of ‘off-site’ students and staff present.	
<input type="checkbox"/> Yes	- Emergency Services assistance immediately available.	
<input type="checkbox"/> Yes	- Liaise with CFS /MFS units and other Emergency Services if on site.	
Prepare all persons sheltering in Bushfire refuge for arrival and passage of the fire front. The Emergency Response Team will:		
<input type="checkbox"/> Yes	- monitor all ‘stay informed’ emergency communication channels for local information.	
<input type="checkbox"/> Yes	- ensure all persons are located away from windows and unnecessary movement is limited	
<input type="checkbox"/> Yes	- provide regular updates at an appropriate level to students and adults	
<input type="checkbox"/> Yes	- assist all students and adults to remain calm	
<input type="checkbox"/> Yes	- outline possible plans of action after the front has passed with the students	
<input type="checkbox"/> Yes	- prepare for unexpected toileting of students.	

1.5 Recovery Procedures after the fire

The following actions are not necessarily carried out sequentially.

The roles in the “Coordinated By” column are suggestions only.

This section will be most useful when managing a Bushfire. These pages can be copied and used during a Bushfire.

Please tick all actions that will be undertaken	Action Description	Coordinated By (ie. site leader, first aid officer)
Immediately following a fire, our site will:		
<input type="checkbox"/> Yes	Staff advised to undertake their assigned roles and responsibilities.	
<input type="checkbox"/> Yes	Check for and treat any injuries.	
<input type="checkbox"/> Yes	Ensure no one leaves the Bushfire refuge until after consultation with Emergency Services and the situation outside has been assessed as safe.	
<input type="checkbox"/> Yes	Evacuate the Bushfire refuge to an alternative safe location, if directed to do so by Emergency Services personnel.	
<input type="checkbox"/> Yes	The Emergency Response Team members to prepare to care for students for an extended period of time.	
<input type="checkbox"/> Yes	Nominated staff will remain on duty until all students are collected from the site by their parents or caregivers.	
<input type="checkbox"/> Yes	Regularly advise the Regional Director and/or the regional office of the current situation.	
<input type="checkbox"/> Yes	Record names of students and person collecting them as they leave the site	
Within an appropriate time period (24-48 hours) following a fire, our site will:		
<input type="checkbox"/> Yes	Arrange an assessment of the workplace buildings once the area is declared safe.	
<input type="checkbox"/> Yes	Undertake a debrief session of the bushfire emergency situation and the procedures undertaken at an appropriate time after the incident.	
<input type="checkbox"/> Yes	Seek support from Regional Office for students and workers from counsellors and social workers when appropriate.	
<input type="checkbox"/> Yes	Review the effectiveness of site bushfire procedures post emergency.	

Comments:

1.6 School Bus Routes Planning

Note: Please leave blank if not applicable to your site

On days of forecast catastrophic fire danger rating, R1 and R2 bushfire risk rated schools and preschools in the affected Fire Ban Districts will be closed. School bus routes and taxi services travelling through the affected Fire Ban Districts will be cancelled for the period of the forecast. If the Fire Ban rating changes to 'Catastrophic' during the day, school buses will operate as normal.

If a bushfire is reported in the area during the day the site leader will contact local emergency services (SAPOL and/or CFS) for advice regarding accessibility of roads travelled by school buses. Affected bus runs are not to leave the school until the roads are declared safe by emergency services authorities. Parents will be notified and students will be supervised at school until buses can run or students are collected by parents.

Please tick all actions that will be undertaken	Action Description	Coordinated By (ie. site leader, first aid officer)
<input type="checkbox"/> Yes	Meet with bus contractors and bus drivers at the start of term 1 and 4 to ensure that bushfire procedures are understood.	
<input type="checkbox"/> Yes	Pre plan emergency areas for each bus run (any farm/cleared property) that the bus can access during an emergency. Locations may change during each fire season.	
<input type="checkbox"/> Yes	Where possible, it is recommended that sufficient of sufficient woollen blankets are stored on the bus.	
<input type="checkbox"/> Yes	Carry out emergency bushfire bus procedure drill with students and driver of each bus.	
<input type="checkbox"/> Yes	Map mobile phones and UHF radio 'dead areas' on each run.	
<input type="checkbox"/> Yes	Bus driver has been advised of the emergency bus procedures (refer to 2013-14 BAP Information Booklet: Bus routes)	

Further information regarding asset availability	Comment
Asset Availability:	
No. of Buses available on site	
No. of Buses on site with disability access	
No. of Buses available off site	
Driver availability to return bus to site in the event of an emergency? (Yes or No)	
No. of Buses off site with disability access	
Primary Location (full address) of Buses off site	
Distance of Primary Location from the school (km)	