



GULFVIEW HEIGHTS PRIMARY SCHOOL

Bushfire Action Plan

Staff Roles and Responsibilities

Emergency Response Team

Preparing GHPS 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 Term 4 and Term 1
- Plan appropriate locations for students, staff and community members likely to be using the Bushfire Ready Area

Bushfire reported in local district

- Determine if bushfire is reported in pre determined boundaries of nominated local area eg surrounding areas of Sunrise Hill and Cobblers Creek area

Bushfire in the immediate vicinity or impacting on site

- Institute search procedures if persons are unaccounted for after a move to the Bushfire Ready Area
- Liaise with Emergency Services members on site
- Prepare persons sheltering in the Bushfire Ready Area 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 fire front has passed

Recovery after the firefront has passed

- Check for and extinguish spot fires inside or impacting on the Bushfire Ready Area
- Assess the safety of the area outside the Bushfire Ready Area before any one 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 Ready Area
- Determine an alternative location if required
- Review effectiveness of staff instruction in light of the experience

Principal

General Information

- Hold discussions with local MFS during Term 3 about bushfire preparedness of the site
- Forward a copy of the site BAP to the Salisbury MFS by Week 2 of Term 4 each year
- Explain the BAP to the families of new students during the enrolment process
- Include bushfire season reminders and information in site newsletters at least two times in each of Term 4 and Term 1
- Ensure that all new staff members, relieving staff and visitors are briefed about the requirements of the BAP during the site induction process

Preparing GHPS for a Bushfire

- Develop and review Bushfire Hazard Management Plans for on site vegetation, Salisbury Council vegetation and neighbours vegetation during Term 3
- Ensure maintenance of high gutters included in Preventative Maintenance Schedule
- Ensure all timber and paintwork is well maintained

Bushfire Ready Area

- Arrange Emergency Bushfire drills during the first 2 weeks of Term 4 and Term 1 each year
- Advertise alternative pick up points and vehicle access points to be used after a bushfire
- Ensure 'triggers' for movement to Bushfire Ready Area are well understood by students and staff and have been made well known to parents
- Ensure 'off site' Bushfire Ready Area is known and ready for use by school

Total Fire Ban Day

- Inform students and staff in Morning Notices
- Cancel student off site excursions and staff off site meetings

Bushfire reported in local district

- Maintain visual check of surrounding area
- Inform Regional Office of bushfire reported in local area
- Liaise with local MFS to obtain up to date information
- Cancel outdoor student activities
- Assess if it is safe for students to take outside recess and lunch breaks and inform staff
- Assess if it is safe to release students from site at normal time and inform staff
- 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
- Prepare Bushfire Ready Area for arrival of students
- Give clear directive about school buses leaving site. Only authorise buses to leave after specific direction from SAPOL or MFS Incident Management
- Arrange for supervision of any students remaining on site until they are collected by parents

Bushfire in immediate vicinity or impacting on site

- Sound agreed alarm when 'triggers' reached
- Turn off air conditioners and close all air vents in Bushfire Ready Area as the bushfire front approaches
- Ensure all site personnel are accounted for and in the Bushfire Ready Area.
- Advise Regional Office of 'triggers' reached, numbers of students, staff and community members on site, Emergency Services assistance immediately available

Recovery after the fire front has passed

- Ensure no one leaves the Bushfire Ready Area until situation outside has been assessed as safe
- Liaise with Emergency Services on site as soon as possible.
- Advise Regional Office of current situation
- Refer media enquiries to Regional Director
- At an appropriate time after the incident, lead 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
- Complete the relevant report available on www.crisis.sa.edu.au

Deputy Principal

General information

- 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
- Arrange for the students and staff of GHPS Out of School Hours Care Service during Term 4 and Term 1 to become familiar with the Bushfire Ready Area
- Unlock and open gates on Total Fire Ban days and if a fire is reported in the local district

Bushfire Ready Area

- Meet students and staff of GHPS OSHC service and position them in the Bushfire Ready Area

Total Fire Ban Day

- Inform students and staff of Total Fire Ban day in Morning Notices.
- Check water levels in fire fighting storage tanks and top up if necessary

Bushfire reported in local district.

- Maintain visual check of surrounding area when bushfire reported in district
- Assess if it is safe for students to take outside recess and lunch breaks and inform staff
- Assess if it is safe to release students from site at normal time.
- Prepare Bushfire Ready Area for arrival of students
- Open and prepare off site Bushfire Ready Area for arrival of students
- Liaise with SAPOL, school bus operator and drivers to determine any impact on bus routes in area of reported bushfire

- Supervise any students remaining on site after hours until collected by parents

Bushfire in immediate vicinity or impacting on site

- Sound agreed alarm when 'triggers' are reached
- Ensure that volunteers / parent helpers are accommodated appropriately in the Bushfire Ready Area
- Ensure that members of the local community are accommodated appropriately in the Bushfire Ready Area (If necessary)

Front Office / Administration staff

General Information

- Forward a copy of the Bush Fire Action Plan to all families of students of site at the beginning of Term 1 each year
- Monitor local ABC radio for CFS Bushfire Information and Warnings Messages
- Ensure portable siren is operational.
- Assemble Emergency Supplies kit

Bushfire Ready Area

- Make laminated A3 Bushfire Ready Area posters for display on Resource Centre windows
- Make laminated A3 Total Fire Ban posters for display in classroom windows
- Establish a labelled Bushfire Ready Area cupboard / bins for storage of essential items
- List and assemble student and staff medications

Total Fire Ban Day

- Update student and staff medication list and prepare medication for transportation to Bushfire Ready Area

Bushfire Reported in local district

- Monitor local radio network when bushfire reported in local district.
- Ensure mobile telephones are available when power fails
- Place Emergency Supplies kit in Bushfire Ready Area
- 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
- Alert visitors and volunteers of situation and actions to take if move to Bushfire Ready Area is signalled

Bushfire in immediate vicinity or impacting on site

- Monitor register of visitors and volunteers on site and report to Principal

Recovery after the fire front has passed

- Record names of students and person collecting them as they leave the site
- Replenish the emergency supplies pack

All Staff Members

General information

- Undertake pre fire season updates during Term 3 and receive ongoing information and instruction about the contents and requirements of the BAP during Term 4 and Term 1 staff meetings
- Undertake allocated roles and responsibilities
- Undertake instruction in the operation of bushfire pumps, sprinklers and grounds irrigation systems during the first two weeks of Term 4 and Term 1 each year

Total Fire Ban Day

- Remind all students of bush fire emergency drills and procedures on Total Fire Ban days
- Monitor weather conditions during breaks and outdoor sessions
- 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 toilet as required

Bushfire in immediate vicinity or impacting on site

- Aware of 'triggers' and signal for move to Bushfire Ready Area

- Take fire extinguishers from classrooms to Bushfire Ready Area
- Close all classroom doors and windows and turn off air conditioners on leaving
- Check student roll when seated in Bushfire Ready Area 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 MFS Bushfire Information and Warnings Messages
- Put out Total Fire Ban signs at gateways on days of extreme fire danger
- Check pumps, sprinkler systems and grounds irrigation are operating correctly and hoses fitted
- Turn on bushfire sprinklers and grounds irrigation systems hourly if a bushfire is reported in the district
- Supervise students remaining on site if school buses unable to leave
- Turn on bushfire sprinkler and irrigation systems after students safely in Bushfire Ready Area
- Remain on duty to supervise students for an extended period of time.
- Extinguish small fires in or near the Bushfire Ready Area

Groundsperson

- Undertake regular inspections of vegetation around buildings and maintain required clearances during the year
- Inspect vegetation around buildings with Principal in Term 3 each year
- Clean low level gutters each month