Bushfire Response Plan 2026-2027

Gulfview Heights Primary School

Government of South Australia
Department for Education

Purpose

The *Bushfire Response Plan* document is a detailed plan of how your school or site is to prepare and respond to the bushfire high-threat period or in the event of a bushfire.

Bushfire response planning is mandatory for all R1 and R2 bushfire risk rated schools and preschools as outlined in the bushfire preparation procedure and the bushfire response procedure.

As principal or site leader, you must complete this template to have a plan in place to respond to a bushfire emergency.

All staff, students, contractors and visitors on the school or site are to follow this completed plan in the event of a bushfire emergency.

All other emergencies are to be managed in accordance with the school or site's emergency management plan, as per the Emergency Management Policy.

The Education Director and the Security and Emergency Management (SEM) unit will support your site in the event of a potential or actual bushfire emergency.

During the bushfire season sites and services are to operate as normal. Closely monitor conditions by keeping an eye on the CFS website, tune into your local ABC radio station and stay in contact with SEM on 1800 000 279. In the event of an emergency or if a bushfire is sighted, call 000.

When a Catastrophic fire danger has been declared for R1 and R2 sites no persons, staff, contractors or service providers are permitted to be on site and bus services will not operate through the area.

Please ensure your families receive an electronic copy of 'Bushfire and your Child's school or preschool' to assist families in preparing for the fire danger season.

It is useful to include GPS coordinates for location of shelter in place, equipment etc or anything of note that can be provided to emergency services attending site in an emergency.

To source GPS coordinates open https://maps.google.com/ search your site, change to satellite images, find equipment. Right click where you want to source the location of something and select the first row with the numbers by left clicking the coordinates. Then paste the numbers into this document where required. It will look like this: Water tanks: -34.171212543348034, 140.74257541440818

Complete and email your plan to the Security and Emergency Management Unit (SEM) education.securityandemergency@sa.gov.au and your Education Director (ED) by 31 October.

Plan prepared by (name)	Chris Zunis (Principal)
Date prepared or reviewed	20/10/2026

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1. School or site details

To complete this plan, on the front cover of the document:
- insert your school or site name
- add the year for the new bushfire season
- add the date in the footer to show when the plan became active.

Enter information into the **grey** sections of this document, following the prompts in the square brackets where featured. You can add extra rows to tables where necessary.

School or site details	
School or site name (include names of other co-located services such as children centre, preschools, kindergartens etc if applicable)	Gulfview Heights Primary School Gulfview Heights Primary School Out of School Hours Care (OSHC)
School or site address/s	39 Kiekebusch Rd Gulfview Heights SA 5096
Fire Ban District	Adelaide Metro
Does your site have a pre-emptive (planned) early relocation plan ie *Are there any particular considerations or preparations your site takes during the bushfire season?*	Relocate to Early Years building in the event the Shelter in place building has been impacted by fire in close vicinity
Satellite Phone Number Confirm your satellite phone has been tested and is operationally ready (include test date) Location of Satellite Phone Do additional services have access to and can operate the satellite phone	0147156965 Tested 28/10/2026 Shelter in Place building – School Gymnasium Kitchen area Yes
Number of Staff	38
Number of students	356
Number of students requiring extra support in an emergency	N/A
Have Personal Emergency Evacuation Plans (PEEP) been completed for these students. Provide the location of these and who will take responsibility for enacting these plans.	N/A N/A

Does your site operate services such as OSCH, Rural care or vacation care programs? Ensure a current contact list is maintained and awareness of hours of operation for these services.	Yes Yes
Do you have the contact details and hours of operation for any other services on site eg dental, community groups, sports hire after school or on weekends	N/A
Estimated number/type of animals on site, if applicable	N/A
The site's Animal Ethics Focus Person has a duty of care to ensure the wellbeing of all animals kept on sites during these times. Attach your site's Local Response Procedure for managing animals prior to and during an emergency	N/A
School or site's site-specific alert, for example: • 'Shelter In' announcement: "Attention! Attention! Take shelter immediately in your nearest safe zone"	Long continuous siren sound followed by instructions over loud speaker

2. Emergency response contact list

Dial 000 in an Emergency

Enter the contact details into the following table:

Organisation	Details	Phone number / website
Local police (for example, name of nearest police station)	Golden Grove Police Station	131 444 Police attendance or GGPS 82822700
Local hospital (name of nearest hospital or medical emergency facility)	Modbury Hospital	000
SA CFS		Information Hotline: 1800 362 361 (TTY 133 677) Social Media
Metropolitan Fire Service	Salisbury Fire Station	82043600 General Enquiries 8204 3600

Bus contractors		
DfE Transport Services Unit	7.30am to 5.30pm (Monday to Friday)	8226 1295
Electricity provider - in the case of a power outage	SAPN Outage Maps	SA Power Networks 13 13 66 (24hrs per day 7 days per week) Cowell Electric (Rural & Remote) 1800 805 020
State Emergency Service	Current warning list	13 25 00
Poisons information	Poisons Information Centre	13 11 26
Education Director	Ms Kristen Masters	0408383913

For agricultural program schools only:

Contact person or organisation	Details	Phone number / website
Animal technicians	N/A	
Local veterinarian or 24-hour emergency clinic	N/A	
Person competent in humane euthanasia of livestock	N/A	

2.1 Important bushfire emergency sources

Radio

ABC Radio Adelaide 891
Five AA 1395

Alert SA App

Download the Alert SA (external site)

Reporting an emergency

You can report an emergency in South Australia in the following ways:

Calling Triple Zero (000)

Using the Emergency Plus App

The National Relay Service

3. School Incident Response group

Each site will have an Incident Response Group (IRG) stood up during an actual or imminent occurrence of an emergency.

Enter the names and mobile numbers of the staff responsible for carrying out emergency procedures during a bushfire event. The principal or site leader takes on the role of Incident Controller and coordinates the incident response. Primary and alternate contacts for the Principal/Site Manager are required during the bushfire season including holidays and weekend.

Examples of suggested duties include:

- checking all rooms
- keeping a copy of school or site registers for roll call
- monitoring the bushfires warnings stages (refer section 8)
- liaising with emergency services, community members, parents and carers
- enacting plan for animal welfare in an emergency if applicable.

Position	Staff name	Duties	Mobile number
Chief Warden	Chris Zunis	e.g. Responds and takes control as appropriate. i.e. Site Leader	0413482520
Deputy Chief Warden	Leanne Woolford or Bek Labella	Oversees the implementation of the relevant action plans. Responsible for managing, supervising, and monitoring ongoing operations. Assume responsibilities normally carried out by the Chief Warden if the Chief Warden is unavailable.	0438300212 0400350513
Communications Officer	Kylie Butler and Julie Hayward	Communications Officer manages and monitors all communications with internal and external agencies e.g., Security and Emergency Management, emergency services and parents / caregivers	0411038135 0431705123
Area Warden	Kristen Masters – Education Director	Implement the emergency response procedures for their area. Communicate and liaise with Security & Emergency Management	0408383913
Warden	Kylie Page Amy Praehofer	First Aid Officer Administers first aid to occupants. Documents occurrences of illnesses and injuries requiring treatment. Ensures orderly flow of people into protected area	0402270991 0411428956
Warden	Kylie Page Amy Praehofer	Assist occupants with disabilities. Ensures orderly flow of people into protected area	0402270991 0411428956

4. Emergency equipment

Identify the location and the type of emergency equipment at your site.

Equipment	☑ or N/A	**Details** (include location/s, date checked and any other comments)
Does your site have dedicated bushfire safety systems such as roof mounted sprinklers, Bushfire shutters, fire reels and associated pumps and have they been recently inspected for operations.	☑	Bushfire firefighting tanks situated by main staff car park entrance Oval sprinkler systems operated through Grounds shed Fire Hydrant located by main car park entrance and at top end of staff carpark by reserve parking bays Receive annual operational checks as part of preventative maintenance schedule
Satellite Phone The satellite phone will not work inside. Satellite phones work best when one has a clear view of the sky. It is important to have nominated staff who are responsible taking the phone to the bushfire shelter in the event of an emergency. To call mobile phones use +61 first but to call SEM on 1800 000 279 remove +61 from the screen	☑	Administration officers responsible for satellite phone, its storage and testing each bushfire season
Emergency kit Checked at least once per term	☑	Consideration be given to the following: ☒ Water and non-perishable food. ☒ Flashlight, battery operated radio and extra batteries. ☒ Adequate supplies of toilet paper and hand sanitiser in the shelter. ☒ Registers for students, staff and visitors readily accessible for roll call ☐ ☐ ☐
First aid kit(s) Checked at least once per term	☑	Consideration be given to the following: ☒ bandages, dressings, burn dressings, saline solution, eye protection, face masks, pain relief medication, and a first aid manual

		☐ ☐ ☐
Medication Management procedure during a bushfire emergency. https://edi.sa.edu.au/library/document-library/shared/medication-management-procedure.pdf *It is crucial to have personal medication for staff and students such as inhalers for respiratory conditions.*	☑	Administration officers responsible for medication management ☒ ☒ ☒
Animal emergency kit (refer to Animal Ethics)on the DfE website	☑	N/A ☐ ☐ ☐
Emergency alert system and communication equipment, for example: • mobile telephones (charged) • hand-operated fire alarm (portable siren) • megaphone/loud hailer	☑	*Power and communication towers often go down in a bushfire – what are your alternate methods to communicate and raise the alarm* School has battery operated hand held siren and loud speaker which is brought to shelter in place in event of a fire Emergency response team members have either access to school mobile or personal mobile phones
Registers for roll call: • students • staff • visitors.	☑	☒ ☒ ☒
Bushfire Response plan: • hard copy in the emergency kit • copy saved to an online platform for access offsite. • Where else is a hard copy available? Ie. Site leader has a hard copy	☑	

5. Bushfire preparation checklist

Principals or site leaders must:
- complete this bushfire preparation checklist and any subsequent activities annually
- inform all staff members of their responsibilities.

You can provide details of your preparation activities in the comments.

Management activities	☑ or N/A	Comments
The annual review of the Bushfire Response Plan has been completed before the start of bushfire season.	☑	Completed and shared with all school / OSHC staff
Have you discussed personal bushfire survival plans with your staff residing in designated bushfire prone areas. Refer to the Bushfire Preparation procedure.	☑	Yes, relevant staff have provided copies of personal bushfire action plans A community information session to be provided on site by CFS on 11/11/2025
Staff have been made aware of the Bushfire Response plan through: • staff meetings • staff induction session that includes: ○ an overview of the Bushfire response plan ○ how to turn off evaporative air conditioner units, the location of switches ○ how to close roof vents ○ the types of bushfire warnings issued by CFS Services and the School or site's site-specific alert system. ○ to direct bushfire media enquiries to the Department's media unit hotline 24/7 - 8226 7990.	☑	Regularly revisited through staff meeting as part of weekly Health & Safety report. School internal communication channels ie. sharepoint platform and community communication channels including newsletter write-ups and broadcast reminders Annual staff induction
Camps and Excursions Planning must take into consideration designated bushfire phone areas during fire danger season. If a bushfire is burning prior to departure or a catastrophic day is declared in the area of travel then the excursion/camp must be cancelled. Further information can be found in the Camps and Excursions Policy and Procedures and the Bushfire Preparation Procedure.	☑	☒ Identify nearby bushfire shelter locations and safer spaces including those at the campsite ☒ Inform parents of the procedures the site will adopt on total fire ban days or in the event of a fire ☒ Ensure staff are aware of fire precautions and restrictions ☒ Discuss a prearranged signal tone or alarm to notify participants of an emergency and what will occur

		☒ Ensure an emergency kit travels with the camp or excursion. Refer section 4. ☐ ☐ ☐
Students and parents or carers have been made aware of the Bushfire Response plan through: • key bushfire safety messages incorporated into the curriculum • newsletters • fire danger season information for families brochure on website or printed • bushfire information on the website. Communication plans are in place: • Site leadership familiarised with emergency communication materials . Contact lists for staff and parents must be current.	☑	*Power and communication towers often go down in a bushfire – what are your alternate methods to communicate and raise the alarm.*
Communication and practices in place to ensure staff & students are filling personal water bottles regularly and have these on their person in the event you move to the shelter in an emergency Additionally keep mobile devices including satellite phone fully charged at all times	☑	
Sites with a bushfire risk rating of R2 'high risk' or greater must undertake a drill for bushfire shelter-in-place or evacuation no more than 3 weeks before the start of fire danger season and within 3 weeks of the start of term 1 each year. Refer to the Emergency Management Policy on the Edi.	☑	
Orientation must be arranged for staff and students of other onsite services no later than 3 weeks prior to the commencement of fire danger season and within the first 3 weeks of term 1 to ensure familiarity with the location and competence in the operation of the bushfire shelter	☑	

6. Bushfire Shelter preparation checklist

Principals or site leaders must:

- complete this bushfire preparation checklist annually
- inform all staff members of their responsibilities.

You can provide details of your preparation activities in the comments.

Management activities	☑ or N/A	Comments
All sites and services located within designated bushfire prone areas must undertake regular grounds maintenance to reduce or remove potential bushfire fuel sources on and around their grounds throughout the year. For information on the Bushfire preparation audit refer to the Bushfire preparation procedure on Edi.	☑	☒ Gutters have been cleaned and maintained ☒ Flammable materials/items have been moved away from the building
Clear signage must be displayed to notify all staff, students, contractors and visitors of the location of the designated bushfire shelter	☑	☒ identified on Evacuation Diagrams ☒ outlined in an Induction process ☒ signage is on the actual building
The emergency kit must be assembled and stored in the bushfire shelter	☑	☒ There is sufficient bottled drinking water supply. A minimum of 1 ltr per person.
A fully stocked first aid kit must be stored permanently in the bushfire shelter. It must be checked and restocked (as necessary) at the start of each term	☑	
Student and staff medications must be listed and stored in such a manner as to be easily transported to the bushfire shelter in the event of an emergency	☑	
There is no requirement for a designated bushfire shelter to be fitted with toilets and other sanitary facilities. Consider the use of portable options, and privacy for use If your bushfire shelter has tank fed toilets consider the need for buckets for manual flushing and how much water supply will need to be allocated for this.	☑	☒ Will the water supply be affected in the event of a power loss?

In instances where the shelter is an off-site location, the route to that location and the designated assembly area must be checked on at least a weekly basis to ensure that there are no obstacles or other impediments that may impact on the effectiveness of an evacuation.	☑	

7. Pre-emptive (planned) school closure procedures

No site or service shall cease to operate on days of forecast 'catastrophic' fire danger, total fire ban or at any other time during fire danger season **unless formally authorised to do so by the Minister for Education (or their approved delegate)** (refer to the emergency management policy).

All 'high bushfire risk' schools and preschools being R1 and R2, as well as sites and services assessed as 'high bushfire risk', in the affected fire ban district(s) are required to close and have a standing formal approval from the Ministers delegate.

This site may be instructed to pre-emptively close due to a fire behaviour index of 100 (catastrophic fire danger) being forecast.

All non-essential services and extra-curricular activities (eg OSHC, school sports) are cancelled. No persons are permitted on site, including contractors, hirers, and non-departmental services.

School transport services (including bus and taxi services) scheduled to travel through the relevant fire ban district are cancelled provided at least one school or preschool in the relevant fire ban district has been categorised as 'high bushfire risk'.

Schools must implement the closure procedures outlined below upon receiving advice from the Security and Emergency Management team. Additionally, consider including guidance on returning to the site after catastrophic conditions have eased – particularly to tend to animals – following a dynamic risk assessment. Ensure a process is in place to notify relevant personnel if staff are attending the site after hours.

Action	☑ or N/A	Notes (if required)
Communicate the pre-emptive closure, continued closure or school or site reopening: • use communication templates in the emergency notification wording for site leaders for SMS, social media posts and notices to keep your community informed • place the notice of temporary closure on external school or site access points and on the school website. Note: Contact lists for staff, parents and carers must be current.	☑	
Confirm: • windows and doors are closed • evaporative air conditioners are turned off • roof vents closed • money is removed from the school premises expensive items of equipment secured.	☑	
Secure school premises and activate security system.	☑	

The site may receive information directly from emergency services relating to when it may be safe to exit the bushfire shelter. The Security and Emergency Management team will continue to liaise with emergency services at a regional level, and may be able to provide the site with additional information relating to when it may be safe to exit the bushfire shelter, The Site leadership will determine the next course of action i.e. return to classrooms or commence parent collection procedures directly from the bushfire Shelter location etc.	☑	
When the pre-emptive closure is cancelled, remove the notice of temporary closure from external school access points.		

8. Australian Bushfire Warning System

Emergency services communicate information in a number of ways during a bushfire event. Use these warnings to understand when you need to activate your bushfire procedures (refer to Appendix B).

Bushfire warning levels	
ADVICE 	**An incident has started. There is no immediate danger. Be aware and stay up to date in case the situation changes.** • monitor warnings and weather conditions as they may change and seek advice from the emergency services and the department if concerned.
WATCH AND ACT 	**There is a heightened level of threat. Conditions are changing and you need to start taking action now to protect yourself and others.** Principals or site managers must prepare to: • move students, staff and visitors to their pre-determined onsite 'shelter in place building location'. They must not be moved to an open area. It is vital that the principal: • accesses bushfire information from official sources
EMERGENCY 	**This is the highest level of warning. You may be in danger and need to take action immediately.** The principal or site manager may receive advice whether staff, students and visitors can leave the area or if they must shelter where they are as the fire burns through the area.

	A siren, called the State Emergency Warning Signal (SEWS), the SEWS tone is used to preface voice messages sent to landlines during emergencies via the national Emergency Alert system Evacuation orders are: • directed by the Emergency Services. • relayed via official sources, such as CFS website. It is vital that the principal: • accesses bushfire information from official sources

9. Bushfire Response plan

9.1 Onsite ‘shelter in place’ procedures

Initiate this procedure if any of the following occurs:

- a ‘Watch and Act’ or ‘Emergency Warning’ alert is issued for an area including the school site on the CFS website (refer to section 8).
- a specific direction from a SAPOL Officer, or a SACFS/SAMFS Officer (who is authorised and in an official capacity to give such direction for that emergency), or the Security and Emergency Management team.
- a situational risk assessment (eg. Fire is in line of sight, smoke or ember attack) indicates it is necessary to initiate this procedure.

Follow these procedures if you need to ‘shelter in place’ in an onsite location during a bushfire event.

Action	☑ or N/A	Notes (if required)
Remain in contact with the Security & Emergency Management team for support and will provide assistance with school transport notification.	☑	
Activate your school or site response team to carry out their responsibilities (section 3).	☑	
Sound the school or site emergency warning or alert system.	☑	
Notify contractors scheduled to visit the site	☑	
Monitor official bushfire emergency information contact sources (section 2).	☑	
Follow your sites local communication protocol to communicate with the school community. Ensure parents receive emergency text message alerts to: • inform them of an incident • refer to the emergency notification wording for site leaders on EDi). Parents must not collect students until instructed.	☑	
Ensure: • evaporative air conditioners are turned off • all building roof vents, windows and doors are closed before anyone enters the shelter in place location(s). • monitor embers for possible ignition.	☑	

• Student and staff medications to be transported to the bushfire shelter • mobile phones (charged)	☑	
Check student, staff and visitor registers after moving to the shelter in place location (roll call). Give special consideration to students with known respiratory conditions.	☑	
The site may receive information directly from emergency services relating to when it may be safe to exit the bushfire shelter. The Security and Emergency Management team will continue to liaise with emergency services at a regional level, and may be able to provide the site with additional information relating to when it may be safe to exit the bushfire shelter, The Site leadership will determine the next course of action i.e. return to classrooms or commence parent collection procedures directly from the bushfire Shelter location etc.	☑	

9.2 Offsite evacuation procedures

Initiate this procedure if any of the following occurs:

- a specific direction from a SAPOL Officer, or a SACFS/SAMFS Officer (who is authorised to give such direction for that emergency), or the Security and Emergency Management team.
- a situational risk assessment (eg. Fire is in line of sight, smoke or ember attack) indicates it is necessary to initiate this procedure.

Follow these procedures if you need to evacuate to an offsite evacuation location during a bushfire event.

Action	☑ or N/A	Notes (if required)
Follow advice from the emergency services or the Security and Emergency Management team	☑	
Remain in contact with the Security & Emergency Management team for support and will provide assistance with school transport notification	☑	
Activate your School or site response team to carry out their responsibilities (section 3).	☑	
Monitor official bushfire emergency information contact sources (section 2).	☑	
Sound the school or site emergency warning or alert system.	☑	
Notify contractors scheduled to visit the site	☑	
If safe to do so, muster at the identified assembly area where staff, students and visitors can gather to prepare for offsite evacuation. Use an alternative assembly area if your first identified assembly area is unsafe.	☑	
Move all students, staff and visitors from the assembly area to the offsite evacuation location.	☑	
Follow your sites local communication protocol to communicate with the school community. Ensure parents receive emergency text message alerts to: • inform them of an incident • refer to the emergency notification wording for site leaders on EDi). Parents must not collect students until instructed.	☑	

Ensure: • evaporative air conditioners are turned off • building roof vents and doors are closed.	☑	
Take emergency equipment (section 4)	☑	
Check registers after evacuating staff, students and visitors (roll call). Advise the police if anyone is missing.	☑	
The site may receive information directly from emergency services relating to when it may be safe to exit the bushfire shelter. The Security and Emergency Management team will continue to liaise with emergency services at a regional level, and may be able to provide the site with additional information relating to when it may be safe to exit the bushfire shelter, The Site leadership will determine the next course of action i.e. return to classrooms or commence parent collection procedures directly from the bushfire Shelter location etc.	☑	

10. After-hours or school holiday procedures

During a bushfire event, you may receive instructions to keep your school or site closed, including during school holidays or outside regular operating hours.

Initiate the below procedure if the following occurs:

- A 'Watch and act' or 'Emergency warning' bushfire warning alert on the CFS website is invoked (refer to section 8)
  AND
- Direction is received from the Security and Emergency Management team.

Follow these procedures if a bushfire starts during the school holidays or after hours.

Action	☑ or N/A	Notes (if required)
Remain in contact with the Security & Emergency Management team and monitor official bushfire emergency information contact sources (section 2).	☑	
Use your emergency response contact list to contact stakeholders (refer to section 2).	☑	
Send parents and carers and staff emergency text message alerts to inform them of the school or site closure. To access sample SMS text, refer to the emergency notification wording for site leaders	☑	
The site may receive information directly from emergency services relating to when it may be safe to exit the bushfire shelter. The Security and Emergency Management team will continue to liaise with emergency services at a regional level, and may be able to provide the site with additional information relating to when it may be safe to exit the bushfire shelter, The Site leadership will determine the next course of action i.e. return to classrooms or commence parent collection procedures directly from the bushfire Shelter location etc.	☑	
Send parents, carers and staff emergency text message alerts to inform them when school or site can reopen.	☑	

Contact information for emergency incidents

Business unit	Associated emergency incident types
Security and Emergency Management unit Phone: 1800 000 279	Structural fires Bushfires and 'catastrophic' fire danger days. Bushfire incurred damages to all assets onsite Widescale loss of utilities (affecting towns/regions) Localised loss of utilities (only affecting departmental site Arson on site Intruders or serious unlawful violence on departmental premises or lockdowns Crimes involving departmental assets Bomb hoaxes or suspicious package
Asset and Facility Services Phone: 1800 810 076	Roof or structural collapse Storm or flood incurred damages to all assets onsite Asbestos issues
Work Health and Safety Phone: 8226 1440	Injuries Contagious Diseases Chemical exposure
Incident Management division Phone: 8226 1840	Sexual offences Allegations of sexual misconduct Serious misconduct matters Incidents of extreme severity not covered by SEM unit above
ICT Services Phone: 8204 1866 or 1300 363 227	Damage to, or loss, of ICT infrastructure Security threats to ICT systems E-crime
People and Culture Phone: 8226 1356	Industrial action Emergencies with extended staffing implications
Partnership, Schools, and Preschools Phone: 8226 1290	Prohibition orders Expulsions and exclusions Prosecutions for offences against the Education and Children's Services Act
Early Years and Child Development Phone: 8226 1323	Notifications to the Regulatory Authority
Media unit Phone: 8226 7990	Assistance and advice in relation to managing media enquiries
Animal Care and Welfare Program Phone: 8463 5847	Ongoing care of animals at schools and preschools