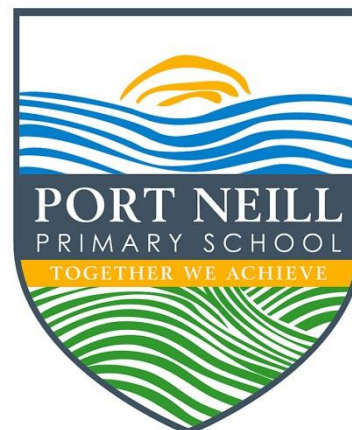




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1. GENERAL INFORMATION

- This Bushfire Action Plan (BAP) has been developed and reviewed after consultation with the School Governing Council, families and the local CFS group.
- The BAP is reviewed annually to reflect any changes that may have taken place.
- The BAP outlines activities to be undertaken by staff and students at the different levels of a bushfire emergency.
 - Days of Total Fire Ban
 - When there is a fire in the District
 - When fire is impacting on the site
 - During a Recovery Phase
- A copy of the site BAP is forwarded to the local CFS Group annually.
- Annual discussions are held with local CFS Group Officers about the bushfire preparedness of the site.
- A copy of the BAP is forwarded to all families of students on site annually.
- Bushfire season reminders and information are regularly included in site newsletters, publications and communication to families.
- All staff members receive pre fire season updates and ongoing instruction about the contents and requirements of the BAP.
- Staff have the right to leave school to fight a fire if their property is threatened or in other emergency situations.

Keys for the school are available from

Lisa Masters	Principal		0428 289 034
Deb Kitson	Finance Officer	Port Neill	0428 289 004
Julie Will	Admin	Port Neill	0428 867 620
Yvonne Clark	Cleaner	Port Neill	0428 889 187

2. Summary for Parents

- This Bushfire Action Plan (BAP) has been developed and reviewed after consultation with the School Governing Council, families and the local CFS group.
- The BAP is reviewed annually to reflect any changes that may have taken place.
- The BAP outlines activities to be undertaken by staff and students at the different levels of a bushfire emergency.
 - Days of Total Fire Ban
 - When there is a fire in the District
 - When fire is impacting on the site
 - During a Recovery Phase
- Annual discussions are held with local CFS Group Officers about the bushfire preparedness of the site.
- All staff members receive pre fire season updates and ongoing instruction about the contents and requirements of the BAP.
- Copies of the complete BAP are available at the school.

The onsite Safe Refuge is the Administration Block.

- In an emergency, staff and students will be assembled in the Administration block.
- If conditions at the school become dangerous, ***the Principal will follow evacuation directions from SAPOL.***
- All staff and students at the school will be ***evacuated to the Port Neill Hall if instructed to do so by SAPOL.***
- Emergency supplies and essential items are maintained in the safe refuge at school.
 - Drinking water and first aid supplies are readily available in the building
 - Student and staff medications have been listed, and are stored in the Safe Refuge.
 - Student roll books and staff/visitor registers are readily available and accurately record those present and those who have left the site.
 - A Safe Refuge kit of emergency supplies has been assembled in a single container for ease of collection and transportation.

Attendance, Travel and Buses, Communications

- If there is an existing fire at the start of the day, parents may make a choice about their child's attendance. Please advise absences in the usual way.
- Once at school, and with a bushfire in the area, children will be kept at school in the safe refuge until Department of Education and Child Development (DECD) advise it is safe for travel. **Please note** the community van will not operate on catastrophic days.
- **Attempts by parents to travel to school to collect their children may be dangerous. Please seek advice from Police if there is any doubt about safety.**
- The school will attempt to contact all parents to advise the situation but communications may be difficult if the fire is widespread. Phones will be used to attempt to contact parents if these are still available.

Please discuss any aspect of the Bushfire Action Plan with the Principal if you have any concerns or queries.

3. SITE SAFE REFUGE

The onsite Safe Refuge is the **Administration Block**.

- In an emergency, staff and students will be assembled in the Administration Block.
- If conditions at the school become dangerous, the Port Neill Hall can be used as an offsite safe refuge.
- Where normal pick up areas around the school may be unsafe, alternative pick up spaces on the main road near the hall will be used.

Emergency supplies and essential items are maintained in the Safe Refuge

- Drinking water and first aid supplies are readily available in the building.
- Student and staff medications have been listed, and are stored in the Safe Refuge.
- Student rolls and staff/visitor registers are readily available and accurately record those present and those who have left the site.
- A Safe Refuge kit of emergency supplies has been assembled in a single container for ease of collection and transportation. The kit should contain items such as-
 - Student and staff register (and the visitors register to be collected by SSO on the day)
 - Student contact and medical information, Important telephone numbers and a street directory (all in a folder)
 - Battery powered radio, spare batteries, torch, first aid kit, mobile phone
 - Drinking water, sweets/nibbles, blankets, towels and duct tape
- A Personal Protective Equipment kit containing protective eyewear, breathing masks, overalls and protective headwear will be kept in a safe Refuge for those required to check outside during a bushfire.

The Administration Block has been prepared as far as possible as a safe refuge by

- Being clearly identified and signed
- Closing open spaces in the façade or roof
- Annexes and other structures attached or near to the building have been fully sealed and have well maintained paintwork.
- The building can be easily reached from all areas of the site and safely hold all persons normally present.
- Students and staff regularly practise using the Safe refuge and moving to it from a number of areas around the site.
- Ease of access to the building by vehicles after an intense bushfire has been considered.
- The use of the Safe Refuge by other members of the community has been considered to ensure safety of students and staff.

REQUIRED ACTION	STAFF RESPONSIBLE	RESPONSE
An Emergency Response Team consisting of all staff has been established and members instructed on their roles and responsibilities.	Principal/ All staff	To be actioned Term 1
A Bushfire Action Plan has been developed	Principal	
Regular emergency bushfire drills are carried out by students and staff.	Principal/WHR	
All staff and regular visitors have received pre-fire season updates and instruction about the contents and requirements of the site Bushfire Action Plan	SSO	
All staff have been allocated roles and responsibilities at the various stages of the Bushfire Action Plan	Principal	
All staff have been instructed in the operation of sprinkler and grounds irrigation systems	Principal & Grounds person	Term 1 Staff Meeting
Staff members have been nominated to monitor local ABC 891 radio for CFs Bushfire Information and Warnings Messages	SSO	End of Term 3
Bushfire Hazard Management Plans have been negotiated with neighbours where external vegetation could impact on sites	Principal	
All grasses and shrubs more than 10cm in height and growing within 20 metres of buildings around the site have been removed	Principal & Grounds person	To be actioned Term 1
Tall trees within 20 metres of buildings have been trimmed of branches up to a height of 2 metres	Principal & Grounds person	To be actioned Term 1
Overhanging trees branches have been trimmed to a distance of 2 metres from building rooflines	Principal & Grounds person	
The eaves and open air vents on all timber transportable buildings have been sealed	Principal & Grounds person	
The open eaves of old stone buildings have been sealed	Principal & Grounds person	N/A
All cavities and openings in the facades and roofs of other buildings have been sealed	Principal & Grounds person	
The gutters and roof gullies of buildings under or near to overhanging trees are regularly cleaned and free of vegetation	Principal & Grounds person	
Open areas under raised timber decking around buildings have been sealed to prevent entry sparks or embers	Principal & Groundsman	
Timber and paintwork on all buildings is well maintained	Principal & Groundsman	
An air horn is available in the Emergency Tub to signal a move to the safe refuge in periods of electricity blackout. A megaphone is also available in the Administration Building Compactus	SSO	

4. SITE BUSHFIRE PREPAREDNESS**5A TOTAL FIRE BAN DAY**

REQUIRED ACTION	STAFF RESPONSIBLE
Notify students and staff that a day of Total Fire Ban has been declared.	Principal
Remind students of Bushfire emergency procedures and drills.	Principal/Teacher
Display 'Total Fire Ban' signs in staff room, classrooms on student notice board site entrances.	SSO/Teacher
Nominate staff members to monitor ABC radio for CFS information and Warning Messages.	Principal SSO
Cancel student excursions away from the site.	Principal/Teacher
Cancel off site meetings for staff.	Principal
Unlock and open access gates and security gates	Principal/SSO/Teacher
Monitor weather conditions while students are on breaks or outside.	Principal /Teachers
Park vehicles in an open area away from vegetation	All staff
Discuss with students the procedures to be followed if a school bus is overtaken by bushfires.	Principal/ Teachers
Ensure the Safe Refuge kit of emergency supplies is ready for transportation.	SSO/Principal
The kit is checked once a term to ensure contents are fresh and operational.	SSO
Update student and staff medication list and prepare medicines for transportation.	SSO
Ensure water storage tanks for firefighting are full.	Principal
Check that sprinkler systems and grounds irrigation are operating correctly and hoses are attached.	Principal
Ensure mobile phones are working & charged	Principal/SSO
Remove all hazards (eg. bench seats, bags etc.) from passages and walkways	Principal & teachers

REQUIRED ACTION	STAFF RESPONSIBLE
Notify students and staff that a bushfire has been reported in the local district.	Principal
Call together the site Emergency Response Team to implement emergency procedures.	Principal
Maintain a visual check of the surrounding area.	All staff
Staff members monitor ABC Radio for CFS Information and Warning Messages and provide site leaders with updates.	Principal/SSO
Staff members monitor CB radio network if used locally. n/a	Not applicable
If appropriate, plug in phone not affected by power cuts. (phone in tub)	SSO
Bins emptied and filled with water, stationed near Admin. Block. Fill mop buckets with water and store in Admin. Block.	Principal/SSO
Advise the District Office of local situation.	Principal
Liaise with local CFS Brigade/Group	Principal
Place Emergency Supplies kit in the Safe Refuge.	SSO
Cancel 'onsite' outdoor activities for students.	Principal
Identify and list students and staff who live in the affected areas.	SSO
Record names of students collected from site by parents during the day.	SSO
Assess if it is safe for students to take outside recess and lunch breaks.	Principal
Assess if it is safe to release students from the site at normal dismissal time.	Principal
Prepare and test sprinkler systems and grounds irrigation systems.	Principal
Turn on sprinklers and irrigation systems hourly to dampen surrounds.	Principal / SSO
Turn off all external gas cylinders located at back of toilets.	SSO
Back up all site computer records on Curriculum & Admin Servers	SSO/Deb
Open and prepare Safe Refuge. Eg. close blinds, wet towels, collect drinking water etc.	SSO
Prepare 'off site' Safe Refuge if required.	SSO
Ensure the alternative audible warning device is ready for use should power fail.	SSO
Have students fill water bottles and assemble personal belongings (books, pencils, games etc.)	Teachers
Encourage students to use the toilet if needed.	Teachers
All staff undertakes their assigned roles and responsibilities.	All Staff
Alert any volunteers and helpers on site of the situation.	Principal

If fire prevents vehicles leaving the site, staff will supervise students remaining on site.	All Staff
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5B FIRE REPORTED IN LOCAL DISTRICT**5C FIRE IN IMMEDIATE VICINITY OR IMPACTING ON SITE****INVACUATION**

REQUIRED ACTION	STAFF RESPONSIBLE
Siren or air horn will be blown continuously to 'trigger' a move to the Admin Building by all students and staff. (<i>air horn in emergency tub</i>)	Principal
Liaise with CFS units and other Emergency Services if on site.	Principal
Assist students to move to, and assemble in the Safe Refuge.	All Staff
Turn on bushfire sprinkler and grounds irrigation systems.	Principal
Notify as many parents as possible that students are moving into the Safe Refuge.	Principal /SSO
Take portable fire extinguishers from classrooms to Safe Refuge.	All staff
Tape crosses on windows with fabric tape to prevent shattering.	All Staff
Close all doors and windows and turn off air conditioners as rooms are vacated.	All Staff
Turn off air conditioners and close air vents in Safe Refuge as front approaches.	Principal / SSO
Ensure all site personnel are accounted for and in Safe Refuge	Principal/Teachers
Ensure that local community members are accommodated appropriately.	Principal
Institute search procedures for missing persons if needed.	Principal
Ensure all persons are located away from windows and unnecessary movement is limited.	All Staff
Principal or nominee to wear personal protective equipment ready for outdoor checks once fire front has passed.	Principal
Advise the District Office of the move to the Safe Refuge and number of persons taking shelter.	Principal
Prepare for arrival and passage of fire front.	All Staff
Describe the situation to those in Safe refuge and assist all to remain calm.	All Staff
Outline possible plans of action after the front has passed with the students.	Principal/Teacher
Prepare for unexpected toileting of students	All Staff
Check for and extinguish spot fires as necessary.	All Staff
All staff undertakes their assigned roles and responsibilities.	All Staff

5D.

RECOVERY AFTER THE FRONT HAS PASSED

REQUIRED ACTION	STAFF RESPONSIBLE
Ensure no one leaves the Safe Refuge until the situation outside is assessed to be safe or as advised by emergency services.	Principal
Make preparations to care for students for an extended period of time.	All Staff
Nominated staff members will remain on duty until all students are collected from the site.	Principal
Food, drinking water, bedding, games, books etc. are available to meet student immediate and extended needs.	SSO
Check for and treat any injuries.	All staff
Check the building for damage and burning embers.	Staff
Extinguish small fires in or near the Safe Refuge.	Principal
Liaise with Emergency Services.	Principal
Advise the District Office of the current situation.	Principal
Refer media enquiries to the District Director.	Principal
Determine if there is a need to evacuate the Safe Refuge.	Principal
Determine an alternative safe location if required.	Principal
Begin to reunite families at a safe location when the situation has been declared safe.	All Staff
Record names of students and person collecting them as they leave the site.	All Staff
All staff undertakes their assigned roles and responsibilities.	All Staff
Undertake debrief of situation and processes when appropriate.	Principal
Seek support from counsellors and social workers when appropriate.	Principal
Review effectiveness of staff instruction undertaken in light of the experience.	Principal
Have firefighting systems checked and readied for use again.	Principal
Replenish the Emergency Supplies package.	SSO
Have appropriate authorities assess the safety of site buildings once the area is safe.	Principal
Complete the relevant report available from www.crisis.sa.edu.au	Principal

Next update will be Term Four 2021 to address any changes in staff etc.