

## BUSHFIRE INFORMATION HOTLINE 1300 362 361 TTY 133 677

### Members of the Emergency Response Team are:

Title	Name	Mobile Phone/Home Phone
○ The Principal	○ Donella Glazbrook	○ 0403436103
○ Teacher	○ Judith Barker	○ 0429 427669
○ Fire Warden / Health & Safety Rep	○ June Nash	○ 0427010018
○ The Front Office SSO / ECW	○ As above	○
○ Grounds person	○ Fab Appay	○ 0409284826

This BAP has been prepared/reviewed by: *Donella Glazbrook, Principal in consultation with staff.*

This BAP is to be reviewed during Term 3 each year and presented to the Governing Council for endorsement.

Endorsed by: *Rebecca Cox*

Role: Chairperson

Date: 4/9/12

Endorsed BAP forwarded to:

- CFS – Local CFS Captain: *Rod Cunningham*
- Regional Office – Regional Bushfire Coordinator: *Ros Maio*
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## WALLAROO MINES PRIMARY SCHOOL BUSHFIRE ACTION PLAN

### GENERAL INFORMATION

This Bushfire Action Plan (BAP) has been developed after consultation with:

- families of students attending the Wallaroo Mines Primary School
- members of the Kadina Country Fire Service (CFS)

The BAP is to be reviewed annually during Term 3 each year to reflect any changes that may have taken place in:

- DECS or government policy
- site facilities
- personnel normally on site.

The BAP outlines required actions to prepare:

- the site before the bushfire season
- the building which has been nominated as the site Bushfire Ready building (formerly Safe Refuge).

The BAP also outlines activities to be undertaken by staff and students at the different levels of a bushfire emergency:

- on days of Total Fire Ban
- when there is a fire in the local district
- when a bushfire is threatening or impacting on the site
- during the period immediately after a bushfire has impacted on the site (known as the 'Recovery Phase').
- Catastrophic 'Code Red'

The Hall is the nominated **Bushfire Ready** building for this site.

- It has been prepared for a bushfire emergency and will safely accommodate all persons normally on the site.

It is anticipated that some members of the local Wallaroo Mines community will want to shelter in the Primary School <b>Refuge</b> during a bushfire.
<ul style="list-style-type: none"> <li>The process to safely accommodate those people along with students and staff is included in the BAP.</li> </ul>
The Principal will hold discussions with members of the Kadina CFS during Term 3 each year about the bushfire preparedness of the site
The Principal will forward a copy of the site BAP to the Regional Director to be held in the regional office
The Front Office SSO will forward a copy of the site BAP to the Kadina CFS by Week 2 of Term 4 each year
The Front Office SSO will forward a copy of the BAP to all families of students of the site at the beginning of Term 1 each year.
<ul style="list-style-type: none"> <li>The BAP is explained to the families of new students by the Principal/Front Office SSO during the enrolment process.</li> </ul>
The Principal will include bushfire season reminders and information in site newsletters at least three times in each of Term 4 and Term 1. The Wallaroo Mines Primary School Information Booklet, updated in Term 1 each year, includes detailed information about actions and procedures included in the BAP.
All staff members receive pre fire season updates during Term 3 and ongoing information and instruction about the contents and requirements of the BAP during Term 4 and Term 1 staff meetings.
The Principal will ensure that all new staff members, relieving staff and visitors are briefed about the requirements of the BAP during the site induction process.

### **TEMPORARY CLOSURE OF SCHOOLS ACROSS THE FIRE BAN DISTRICT**

If the Bureau of Meteorology and the Country Fire Service issue a forecast of *catastrophic (Code Red)* bushfire weather conditions within the Fire Ban District, the Wallaroo Mines Primary School will be closed and school bus routes cancelled.

Pamphlets and newsletters outlining the DECS school closure policy on days of catastrophic\_bushfire weather conditions have been distributed to parents and caregivers.

Where possible, the Regional Director will distribute information about the potential for closure on the day before the forecast period.

The Emergency Response Team should **prepare** to advise all parents and care givers about the closure and cancellation of bus routes by telephone.

The Regional Director will confirm decision by the Chief Executive to close Wallaroo Mines Primary School and cancel school bus routes within the Fire Ban District for a period as determined by emergency services.

The Emergency response Team will **contact** all parents and school bus operators, to inform them of the decision. If time permits a template letter will be provided with key messages to parents and care givers. Parent contact will be made via bulk email, Twitter, Wallaroo Mines Facebook Page, school notice board.

- The letter will provide parents and caregivers with an emergency hotline telephone number and a web address to obtain closure and reopening details about Wallaroo Mines Primary School.
- Parents will also be reminded to listen to ABC radio or check CFS website for further warnings and advice messages.

## PREPARING WALLAROO MINES P.S. FOR A BUSHFIRE

<p>An Emergency Response Team has been established and members instructed on their roles and responsibilities. The members are:</p> <ul style="list-style-type: none"><li>• The Principal (or designated teacher in charge) – Donella Glazbrook</li><li>• The Front Office SSO – June Nash</li><li>• Teacher – Judith Barker</li></ul> <p>Their roles and responsibilities are detailed throughout the BAP.</p>
<p>A Bushfire Action Plan has been developed.</p> <ul style="list-style-type: none"><li>• It will be reviewed during Term 3 each year by the staff and presented to the Governing Council for endorsement at the final meeting in Term 3.</li></ul>
<p>The Principal will 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.</p>
<p>The members of the Emergency Response Team will 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.</p>
<p>The Emergency Response Team has nominated the nearby townships and areas surrounding Moonta, Wallaroo, Bute, Paskeville and Alford as the 'local district' in this BAP.</p>
<p>Staff members have been allocated roles and responsibilities at the various stages of the Bushfire Action Plan.</p> <ul style="list-style-type: none"><li>• Details of individual roles and responsibilities are included in later sections of the BAP.</li></ul>
<p>All staff are instructed in the operation of bushfire pumps, sprinklers and grounds irrigation systems during the first two weeks of Term 4 and Term 1 each year.</p>

<p>Nominated staff members will monitor local ABC radio for CFS Bushfire Information and Warnings Messages on days of high bush fire danger and pass on relevant messages to the Principal.</p> <ul style="list-style-type: none"> <li>• Front Office SSO,</li> </ul>
<p>An area of vegetation on the north eastern side of the site could impact on school facilities during a bushfire.</p> <ul style="list-style-type: none"> <li>• Groundsman and/or Governing Council to inspect area mid term three each year and carry out necessary tasks eg removal of long grass and excess vegetation.</li> </ul>
<p>An area of vegetation running along the road on the southernside of the site could impact on school facilities during a bushfire.</p> <ul style="list-style-type: none"> <li>• A Bushfire Hazard Management Plan has been developed.</li> <li>• A copy is attached to the BAP.</li> <li>• The plan is reviewed annually during Term 3 to allow required remedial action to take place before the start of the bushfire season.</li> </ul>
<p>All grasses and shrubs more than 10 cm in height and growing within 20 metres of buildings around the site have been removed.</p> <ul style="list-style-type: none"> <li>• The Grounds person and Governing Council will inspect the site during Term 3 each year.</li> <li>• Maintenance will be carried out by the Grounds person or others as required.</li> </ul>
<p>Tall trees within 20 metres of buildings have been trimmed of branches up to a height of 2 metres.</p> <ul style="list-style-type: none"> <li>• The Grounds person and Governing Council will inspect the site during Term 3 each year.</li> <li>• Maintenance will be carried out by the Grounds person or others as required.</li> </ul>
<p>Overhanging trees branches have been trimmed to a distance of 2 metres from building rooflines.</p> <ul style="list-style-type: none"> <li>• The Grounds person and Governing Council will inspect the site during Term 3 each year.</li> <li>• A request will be made to the Facility Manager for the site to safely remove any high level regrowth.</li> </ul>
<p>The eaves and open air vents on all timber transportable buildings have been sealed.</p> <ul style="list-style-type: none"> <li>• The Facility Manager will be requested to carry out an annual inspection to ensure the integrity of the buildings is maintained.</li> </ul>
<p>The gutters and roof gullies of buildings under or near over hanging trees are regularly cleaned and free of vegetation.</p> <ul style="list-style-type: none"> <li>• High gutters and roof gullies are included in the Preventative Maintenance Schedule for the site and will be cleaned at least every three months.</li> </ul>
<p>Timber and paintwork on all buildings is well maintained.</p> <ul style="list-style-type: none"> <li>• Breakdown maintenance is referred to the Site Facility Manager as required. (Hotline)</li> <li>• The site Facility Manager can advise on condition projects with data from SAMIS reports</li> </ul>
<p>A portable air siren and spare canisters have been purchased for use in signalling a move to the <b>Bushfire Ready</b> building during periods of electricity blackout.</p>

- It is stored in the Emergency Supplies kit

A **Bushfire Ready** building kit of 'Emergency Supplies' has been assembled in a single container and is stored in the Front Office.

- It will be taken to the **Bushfire Ready** building by the Front Office SSO at times detailed in the BAP.

**Emergency Supplies Kit** contents.

- A copy of the BAP and staff roles and responsibilities
- student rolls, staff/visitor registers
- student contact information , important telephone numbers
- street directory
- battery powered radio
- spare batteries
- torch
- first aid kit
- gas siren and spare canisters
- staff/student medications
- drinking water
- sweets/nibbles
- blankets, face washers
- duct tape, plastic sheeting etc.

The kit is to be checked at the start of each term by SSO to ensure contents are fresh and operational.

### **THE BUSHFIRE READY BUILDING - Refuge**

The Gym is the nominated **Bushfire Ready** building for this site.

<p>The <b>Bushfire Ready</b> building has been clearly identified and signed.</p> <ul style="list-style-type: none"> <li>• Laminated A3 size posters have been placed in the windows and on the eastern door.</li> <li>• Students are reminded of the location during bushfire drills.</li> <li>• Articles in the Parent Information Book and site newsletters reinforce the location of the <b>Bushfire Ready</b> building.</li> </ul>
<p>The <b>Bushfire Ready</b> building is a building of metal construction. All open spaces in the façade and roof have been sealed to prevent entry by embers and ash during a bushfire.</p>
<p>This site has been assessed as being in an area of 'High' fire danger. Windows in the building have been fitted with toughened glass and protected by metal mesh.</p>
<p>The <b>Bushfire Ready</b> building can be easily and quickly reached from all areas of the site and safely hold the 100 persons normally present.</p>
<p>Students and staff practise using the <b>Bushfire Ready</b> building and moving to it from a number of areas around the site during emergency bushfire drills carried out during the first 2 weeks of Term 4 and Term 1 each year.</p> <ul style="list-style-type: none"> <li>• The Principal determines the timing of the drills after consultation with staff.</li> </ul>
<p>Lipson Ave, and the Bowling Club car park which enters from it, allow easy access to the <b>Bushfire Ready</b> building by vehicles after an intense bushfire.</p> <ul style="list-style-type: none"> <li>• Tall vegetation has been cleared from between the <b>Bushfire Ready</b> building and Bowling Club</li> <li>• Copper Coast District Council has a pruning program for tall street trees along East Street.</li> </ul>
<p>It is possible that other members of the Wallaroo Mines community will shelter in the site <b>Bushfire Ready</b> building during a bushfire. To ensure the appropriate supervision and safety of all students:</p> <ul style="list-style-type: none"> <li>• Classes will sit on the floor with their teacher at the northern end of the Gym. School staff are responsible for student safety and wellbeing.</li> <li>• Community members (including parents) will be required to remain in a separate area at the southern end.</li> </ul>
<p>A fully stocked first aid kit will be kept permanently in the <b>Bushfire Ready</b> building. It will be checked and restocked if necessary by the First Aid SSO at the start of each term.</p>
<p>Where there is no access to drinking water in the Gym.</p> <ul style="list-style-type: none"> <li>• Students are to take water bottles from their classrooms</li> </ul>
<p>There are no toilet facilities in the Gym. The nearest toilets are approximately 40 metres away from the building.</p> <ul style="list-style-type: none"> <li>• All persons will be encouraged to use the toilet before moving to the <b>Bushfire Ready</b> building.</li> </ul>
<p>An Emergency Supplies kit has been assembled in a single container for ease of collection and transportation to the <b>Bushfire Ready</b> building by the Front Office SSO.</p>

Student and staff medications have been listed, and are easily assembled and transported to the <b>Bushfire Ready</b> building by the Front Office SSO.
<p>Student rolls and staff/visitor registers are readily available. SSO will accurately record:</p> <ul style="list-style-type: none"> <li>• those present when the move to the <b>Refuge</b> takes place</li> <li>• those who have left the site before the move</li> <li>• those who leave the site after the bushfire emergency has passed.</li> </ul>
<p>In order to ensure a safe and orderly operation, a decision to move all persons into the site <b>Bushfire Ready</b> building will be made when any of the following agreed 'triggers' are reached.</p> <ul style="list-style-type: none"> <li>• CFS Information and Warning messages broadcast on the local ABC radio indicate a fire is moving towards Kadina.</li> <li>• The local Emergency Services advise that a bushfire is likely to impact on the site.</li> <li>• We are advised that a bushfire is burning in any of the surrounding townships, (Moonta, Wallaroo, Paskeville, Bute, Alford)</li> <li>• There is a confirmed sighting of nearby smoke or flame.</li> </ul>

### TOTAL FIRE BAN DAY

<p>The Principal will inform students and staff in the 'Day Book and on the school noticeboards that a day of Total Fire Ban has been declared.</p> <ul style="list-style-type: none"> <li>• 'Total Fire Ban' will be written on the chalkboards at both entrances to the school</li> <li>• Laminated A3 signs kept in all classrooms will be placed in visible locations by all classroom teachers/Front Office SSO before 8.30am.</li> </ul>
During the first lesson, students will be reminded of site bushfire emergency procedures and drills and referred to laminated bush fire emergency posters displayed in all classrooms.
Students will be reminded of the procedures if a school bus is overtaken by a bushfire.
The nominated staff members will monitor ABC Radio or CFS website for CFS Information and Warning Messages.
Student excursions will be cancelled for the day and rescheduled where possible by teacher and SSO.
Off site meetings for all staff will be cancelled.
The Principa/SSO will unlock and open all access and security gates around the site.
Staff members on yard duty will monitor weather conditions while students are on breaks or outside and report any concerns to the Principal.
The container of Emergency Supplies will be prepared by the Front Office SSO and be ready for transportation to the <b>Bushfire Ready</b> building
The Front Office SSO and First Aid SSO will update student and staff medication list and prepare medicines for transportation.
Teacher will check that pumps, sprinkler systems and grounds irrigation are operating correctly and hoses are attached.
SSO will ensure mobile phones are working correctly and spare batteries are fully charged/available.



All staff will ensure that all hazards (eg bench seats, bags etc) have been removed from passages and walkways and stored in a safe location.

### **FIRE REPORTED IN LOCAL DISTRICT**

When a bushfire has been reported in the nominated local district, (Moonta, Wallaroo, Paskeville, Bute, Alford), the Principal or SSO will visit all classes and inform students and staff of its location.

The members of the site Emergency Response Team will be called together to put into place the pre determined bushfire emergency procedures.

The Principal will maintain a visual check of the surrounding area.

The nominated staff members will carefully monitor ABC Radio for CFS Information and Warning Messages and provide site leaders with updates concerning the latest location of the bushfire front and any impact it may have on the site.

The Front Office SSO will monitor the local CB radio network and pass on relevant information to the Principal

The site telephone system does operate when the electricity supply is cut off.

The Principal will advise the regional office that a bushfire has been reported in the nominated local district.

The Principal will liaise with local CFS to obtain the latest information and advice about likely effect of the bushfire on the site.

The Front Office SSO will place the Emergency Supplies kit in the **Bushfire Ready** building.

The Principal will cancel all outdoor activities for students.

The Front office SSO will identify and list all students and staff who live in the area reported to be affected by the bush fire.

All class room teachers and the Front Office SSO will record the names of any students who are collected from the site by parents during the day.

The Principal will assess if it is safe for students to take outside recess and lunch breaks and notify all classes of their decision.

<p>The Principal will assess if it is safe to release students from the site at normal dismissal time.</p> <ul style="list-style-type: none"> <li>If specific school bus routes or local roads are impacted upon or threatened by the bushfire, they will make arrangements to supervise the affected students until Emergency Services report that the situation is safe to release them from the site.</li> </ul>
<p>Prepare and test bushfire sprinkler systems and grounds irrigation systems.</p>
<p>The nominated teacher/SSO will turn on sprinklers and irrigation systems hourly to dampen surrounds.</p>
<p>The Front Office SSO will back up all site computer records.</p>
<p>The Principal/SSO will open and prepare the <b>Bushfire Ready</b> building.</p> <ul style="list-style-type: none"> <li>eg close blinds and windows, wet towels, prepare drinking water, arrange appropriate locations for local community members, ready fire extinguishers, remove hazards from passageways etc</li> </ul>
<p>The SSO will ensure the alternative audible warning device is ready for use and operating correctly should power fail.</p>
<p>All class teachers will encourage students to top up personal water bottles during the day so that they have adequate drinking water should a move to the <b>Bushfire Ready</b> building become necessary.</p>
<p>All class teachers will encourage students to assemble personal belongings (books, pencils, games, clothing, bags etc) and keep them close by should a move to the <b>Bushfire Ready building</b> become necessary</p>
<p>All class teachers will encourage students to use the toilet regularly during the day.</p>
<p>All staff undertake their assigned roles and responsibilities.</p>
<p>The Front Office SSO will alert visitors and volunteers of the situation during the registration process and advise them of action to take should a move to the <b>Bushfire Ready</b> building become necessary.</p>
<p>The Principal /SSO will liaise with SAPOL, school bus operator and school bus drivers to determine any likely impact of the reported bushfire on school bus routes.</p>

## BUSHFIRE IN IMMEDIATE VICINITY OR IMPACTING ON SITE

The 'triggers' for a move to the <b>Bushfire Ready</b> building have been detailed above. All staff, students, visitors and parents are aware and prepared for the move that will take place when the 'triggers' are reached.
When a 'trigger' is reached, the agreed alarm signal or the gas powered siren will be sounded continuously by the Principal /SSO
All students, staff and visitors will move to the <b>Bushfire Ready</b> building on hearing the siren or being informed personally by the Principal.
All staff will assist students to move to, and assemble in, the <b>Bushfire Ready</b> building. <ul style="list-style-type: none"><li>• A laminated A3 seating plan is located on the wall near the doorway.</li></ul>
Teacher will turn on bushfire sprinkler and grounds irrigation systems after ensuring students in his/her care are safely in the Bushfire Ready building after determining that the task can be undertaken without placing themselves in undue danger.
All staff will take the fire extinguishers with them from their classrooms to <b>Bushfire Ready</b> building. <ul style="list-style-type: none"><li>• The fire extinguishers are to be placed inside the doorway on arrival.</li></ul>
Staff will close all doors and windows and turn off air conditioners as rooms are vacated.
The Principal will turn off air conditioners and close air vents in <b>Bushfire Ready</b> building as bush fire front approaches.
The Principal will ensure all site personnel are accounted for and in <b>Bushfire Ready</b> building <ul style="list-style-type: none"><li>• Classroom teachers will do a roll call of students in their care.</li><li>• Front Office SSO will monitor visitors and volunteers.</li></ul>
The Principal will ensure that staff and students from other associated sites are accounted for and accommodated appropriately.
The SSO's will ensure that local community members are accommodated appropriately in an area separated from students.
The Emergency Response Team members will institute search procedures for missing persons if needed.
The Principal will advise the regional office (88212555) of the move to the <b>Bushfire Ready</b> building and provide information about: <ul style="list-style-type: none"><li>• The 'trigger' that has been reached and likely impact on the site.</li><li>• The number of site students, staff and registered visitors taking shelter.</li><li>• The number of 'off site' students and staff present.</li><li>• The number of community members present.</li><li>• Emergency Services assistance immediately available.</li></ul>
The Emergency Response Team members will liaise with CFS units and other Emergency Services if on site.
All persons sheltering in the <b>Bushfire Ready</b> building will prepare for arrival and passage of the fire front. The Emergency Response Team will: <ul style="list-style-type: none"><li>• ensure all persons are located away from windows and unnecessary movement is limited.</li></ul>

- provide regular updates at an appropriate level to students and adults
- describe the situation that can be safely observed outside the building to all persons in the **Bushfire Ready** building
- assist all students and adults to remain calm
- outline possible plans of action after the front has passed with the students.

Classroom teachers will prepare for unexpected toileting of students.

The Emergency response Team members will check for and attempt to extinguish spot fires in side or impacting on the **Bushfire Ready** building as necessary

- It is not expected that they will undertake major fire fighting activities
- They are not expected to put themselves in any dangerous situations

All staff will undertake their assigned roles and responsibilities.

### RECOVERY AFTER THE FIRE FRONT HAS PASSED

The Principal will ensure no one leaves the **Bushfire Ready** building until the situation outside has been assessed as safe by the members of the Emergency Response Team or members of the Emergency Services.

The Emergency Response Team members will make an assessment of the need for, and if necessary, begin preparations to care for students for an extended period of time.

Nominated staff members will remain on duty until all students are collected from the site by their parents.

Snacks, drinking water, blankets, games, books etc are available to meet immediate and extended needs of students waiting to be collected by their parents.

The First Aid SSO will check for and treat any injuries.

The Emergency Response Team members will check the building for damage and burning embers.

Emergency Response Team members will extinguish small fires in or near the **Bushfire Ready** building

The Principal will liaise with Emergency Services on site as soon as possible.

The Principal will advise the Regional Director and / or the regional office of the current situation as soon as the position becomes clear and it is safe to do so.

The Principal will refer media enquiries to the Regional Director.

The Emergency Response Team members will determine if there is a need to evacuate the **Bushfire Ready** building.

The Emergency Response Team members will determine an alternative safe location if required.

All staff members will begin to reunite families at a safe location when the situation has been declared safe and vehicles can safely access the site.

The Front Office SSO will record names of students and person collecting them as they leave the site.

All staff undertake their assigned roles and responsibilities.

The Principal , Emergency Response Team, staff and students (where appropriate) will undertake a debrief of the bushfire emergency situation and the procedures undertaken at an appropriate time shortly after the incident.
The Principal will seek support for students and staff from counsellors and social workers when appropriate.
The Emergency Response Team will review the effectiveness of staff instruction undertaken before the bushfire emergency in light of the experience in order to ensure that lessons learnt are captured for future benefit.
The Principal will arrange to have fire fighting systems checked and readied for use again.
The Front Office SSO will replenish the Emergency Supplies package.
The Principal will arrange an assessment of the site buildings once the area is declared safe.
The Principal will complete the relevant DECS report, available from <a href="http://www.crisis.sa.edu.au">www.crisis.sa.edu.au</a>

Last endorsed by WMPS Governing Council: 4<sup>th</sup> Sept 2012