

BUSHFIRE MANAGEMENT PLAN

Risk Management

The design and construction of St Peters Lutheran School means there is minimal risk from ember attack. School maintenance procedures and audits ensure that management of risks in association with bushfire protection is an all year concern.

Safe Refuge

Our nominated Safe Refuge for staff and students is the Resource Centre and adjoining classrooms.

Bushfire Advice.

In the event of **catastrophic** bushfire conditions in the Mount Lofty Ranges as predicted by the Bureau of Meteorology, the school will be closed. An SMS message will be sent to parents and staff by the administration staff by order of the Principal, after 4.00pm on the day before, advising that the school will be closed. Parents will be encouraged to take responsibility for using radio 891 and/or television news reports and/or the CFS website as other means of advice.

In the event of **severe or extreme** bushfire conditions as predicted by the Bureau of Meteorology, the school will operate as normal.

Total Fire Ban Day

On a total fire ban day school will operate as usual. **Attachment 1** document will be implemented.

Fire in Local District

In the event of a fire being reported within a 3 Kilometre radius of the local district with smoke affecting our site, **Attachment 2** document will be implemented. On this notification rooms 7, 8 and B will be advised by public announcement to move to the MFP. This announcement will allow the rest of the school to be aware of the bushfire threat and for the staff and students of other classes to be prepared.

Fire which Impacts our Site

In the event of a fire occurring which impacts our site; a distinctive siren-like sound (alert tone) will be given, followed by an announcement that each class is to remain in their own classroom. **Attachment 3** document will then be implemented.

After the Threat has Passed

After the threat has passed, **Attachment 4** will be implemented.

Where an Invacuation is in progress beyond normal school hours because of a bushfire, it is possible that the school will be without electricity (thereby disenabling our phone system). Therefore parents/ caregivers must rely on the advice on the CFS website and or Police about when it is safe to travel on the roads to collect their children.

In the event of a bushfire between 4.00-6.00pm and school staff have left the premises. SPLOSHC staff will receive bushfire information messages via the emergency mobile phone. SPLOSHC staff will implement appropriate action as outlined above.

ST PETERS LUTHERAN SCHOOL'S BUSHFIRE ACTION PLAN (BAP)
TOTAL FIRE BAN DAY

Trigger: Fax from AISSA to ascertain if there is any bushfire advice that the school may need to be made aware of.

Required Action	Person Responsible	√
Check everyday for fax from AISSA to ascertain if there is any bushfire advice that the school may need to be made aware of.	Office Staff	
Check everyday to ensure that the mobile phone is on the front desk, charged and switched on. Mob no. 0450 499 550	Office Staff	
Notify staff that a day of Total Fire Ban has been declared at the beginning of day and via Daily Notices.	Principal, PYPC Teaching staff	
Remind students of Bushfire emergency procedures. Bushfire drills in terms 1, 3 & 4	Teaching staff/ All staff	
Signage regarding 'Total Fire Ban' displayed at site entrances. Including front office external entrance door	Rooms 2 , 5 , ELC SPLOSCH staff	
Nominate staff members to monitor ABC Radio for CFS Information and Warning Messages and also CFS website (www.cfs.sa.gov.au)	Office staff	
Cancel student excursions away from the site if fire reported in local district.	Principal	
Monitor weather conditions while students are on breaks or outside.	All staff	
Ensure the Safe Refuge kit of emergency supplies is ready for transportation with items for addition available. Check that a recent printed spreadsheet is available containing student's and families' emergency details.	Office staff	
The kit should contain items such as - student register, PC Schools absentees/attendances, staff/visitor registers, student contact information, important telephone numbers, battery powered radio, spare batteries, mobile phone, VHF radio, gas powered siren, back up site computer records, mobile phone charger etc.	Office staff	
Keep checking for notification from AISSA or radio in case situation has changed	Office staff	

ATTACHMENT 2

ST PETERS LUTHERAN SCHOOL'S BUSHFIRE ACTION PLAN (BAP)
FIRE REPORTED IN LOCAL DISTRICT

Trigger: SMS received on mobile phone advising that there is a fire in the area.

Required Action	Person(s) Responsible	√
Have mobile phone charged and accessible.	Office Staff	
SMS received on mobile phone advising that there is a fire in the area.	Office Staff	
The recess chime is sounded and rooms 7, 8 & B are advised via public announcement to move to the MFP with water bottles and backpacks. This announcement then alerts other staff of the need to prepare their BAP.	Office Staff	
Ensure that the radio has batteries and tune it to ABC 891 (AM) for fire reports.	Office Staff	
Call together the site Emergency Response Team (ERT) to implement emergency procedures: Principal, Reception/Admin staff, SMS representative, Safe Refuge Contact Person (RC staff).	ERT	
Advise Novar Music that music lessons are cancelled. All visiting specialist consultations cancelled.	Office Staff	
Maintain a visual check of the surrounding area.	All staff	
Principal and delegated staff member to ring rooms 1,2, ELC,5,6,7,8,9 & 10, RC& MFP to check: 1. Are you ok? 2. Are all students in attendance? 3. Do you have visitors in your classroom? 4. Have you prepared the classroom as per procedure? 5. Do you require support in any way?		
Staff members monitor ABC Radio for CFS Information and Warning Messages and provide ERT with updates.	Office Staff	
All staff to have personal mobile phones on their person.	All Staff	
Divert phone land line to school mobile by pressing "School Mobile" or "Back up divert" (to Principal's private mobile) on bottom right hand side of receptionist's office phone just prior to evacuating Administration staff to Safe Refuge or in the event of power failure (thereby	Office Staff	

Peters Lutheran School – Critical Incident Policy

inactivating land line phone system). In the event of mobile service failure, administration staff are to evacuation to Safe Place Refuge. Take phone charger.		
Advise the LSA of local situation. (Ph. 8267 5565)	Principal	
Notify Parents/Carers via SMS messaging system that St Peters Lutheran School has activated Attachment 2 of the Bushfire Management plan advise all students are safe and well. Principal to liaise with office staff to formulate appropriate message.	Principal/ office staff	
Add items to Safe Refuge Kit and place in the Safe Refuge from front office.	Office staff	
Student Health Care Plans, medications and first aid kits to be taken to MFP also check for refrigerated medications	SMS rep/office staff	
Cancel 'on site' / off site outdoor activities for students.	Principal	
Notify parents of students who normally walk home from school to make alternative arrangements.	Office staff	
Assess if it is safe for students to take outside recess and lunch breaks.	Principal	
Back up all site computer records and add to Safety Refuge Kit.	Business Manager	
Open and prepare Safe Refuge. E.g. close blinds, wet towels, collect drinking water etc.	RC staff	
Assess if it is safe to release students from the site at normal dismissal time.	Principal	
Have students fill water bottles and assemble personal belongings (recess/lunch, self-administered medications, books, pencils, games etc.).	Teaching staff	
Encourage students to use R/C toilets if needed. Be aware and record students leaving and returning from toilet.	Teaching staff	
All staff undertakes their assigned roles and responsibilities.	All staff	
Alert any volunteers and helpers on site of the situation.	All staff	
Bring all doormats from office/administration/classroom buildings inside.	All staff	
Room 1, R/C entrance adjacent to room 1, MFP door Mats to be brought inside	Room 1	
Ensure all external doors to public areas are locked.	All staff	
Close all windows in administration/ classroom buildings. Seal windows with tape if smoke is visible outside.	All staff	
Remove everything from windowsills and posters from windows.	All staff	
Fill the sinks and other containers with water.	All staff	

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Mark the roll carefully on a class list.	Teaching staff	
Roll up exterior blinds.	All staff	
Fire pump operator to be on standby If operator is absent, Principal to delegate another trained staff member	Room 2 Or Delegate	
Move all school bags inside the classroom	Students	
Maintain air-conditioning and lighting. Turn electrical appliances and lights off when vacating a room.	All staff	

ST PETERS LUTHERAN SCHOOL'S BUSHFIRE ACTION PLAN (BAP)
FIRE IMPACTING ON SITE

Trigger: A Bushfire Alert Message will be issued when a public announcement has been made on ABC Radio 891 AM. **A distinctive siren-like sound (Alert Tone) will be given, followed by an announcement that each class is to remain in their own classroom or allocated area.**

Required Action	Person(s) Responsible	√
Ensure BAP from <i>Fire Reported in local District</i> has been followed (Attachment 2)	All staff	
A Bushfire Alert Message will be issued when a public announcement has been made on ABC Radio 891 AM. The recess chime will be sounded, followed by an announcement that each class is to remain in their own classroom or allocated area.	Office staff	
Notify as many parents as possible via SMS messaging system that students are moving into the Safe Refuge.	Admin staff	
Administration staff to move to Safe Refuge. Lock main entrance door, place Evacuation in progress sign on front door prior to departure to Safe Refuge.	Admin. staff	
Turn on pump system and lay hoses out ready. Dampen down outside areas if safe to do so. Continue to check fire conditions.	Room 2 or Delegate	
Close all doors and windows and turn off air conditioners as rooms are vacated.	Admin. staff	
Ensure all site personnel are accounted for and in Safe Refuge.	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	
Advise the LSA Office (ph. 8267 5565) of the move to the Safe Refuge and number of persons taking shelter.	Principal	
Liaise with CFS units and other Emergency Services if on site.	Principal	
Prepare for arrival and passage of fire front.	All staff	
If the water is turned off, use the water from the Bushfire Kit to fill each child's drink bottle.	All staff	
Wet each child's hand towel with the water in the sink, and instruct them to place that around the back of their neck.	All staff	
If smoke is noticeable in the room, provide each child with a smoke mask from the Bushfire kit, and demonstrate to the class how to use it.	All staff	
Describe the situation to those in Safe refuge and assist all to remain calm.	Principal	
Outline possible plans of action after the front has passed with the students.	Principal	
Check for and extinguish spot fires as necessary.	ERC	
All staff undertake their assigned roles and responsibilities.	All staff	

ST PETERS LUTHERAN SCHOOL'S BUSHFIRE ACTION PLAN (BAP)

RECOVERY AFTER THE FRONT HAS PASSED

Required Action	Person(s) Responsible	√
Ensure no one leaves the Safe Refuge until the situation outside is assessed to be safe or as advised by emergency services.		
Make 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.		
Food, drinking water, bedding, games, books etc are available to meet student immediate and extended needs.		
Check for and treat any injuries.		
Check the building for damage and burning embers.		
Extinguish small fires in or near the Safe Refuge.		
Liaise with Emergency Services.		
Advise the LSA Office (ph 8267 5565) of the current situation.		
Refer media enquiries to the LSA.		
Determine if there is a need to evacuate the Safe Refuge.		
Determine an alternative safe location if required.		
Once all clear has been given by SAPOL and Principal, advise parents via SMS messaging system regarding arrangements for safe collection of students		
Begin to reunite families at a safe location when the situation has been declared safe.		
Record names of students and person collecting them as they leave the site.		
All staff undertake their assigned roles and responsibilities.		
Undertake debrief of situation and processes when appropriate.		
Seek support from counsellors and social workers when appropriate.		
Review effectiveness of staff instruction undertaken in light of the experience.		
Have firefighting systems checked and readied for use again.		
Replenish the Emergency Supplies package.		
Have appropriate authorities assess the safety of site buildings once the area is declared safe.		
Complete the relevant report available from www.crisis.sa.edu.au		

(revised following drill 23/03/18)