Coromandel Valley Primary School

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<tr>
<th>Policy Document Name</th>
<th>Bushfire Action Plan Policy</th>
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<td>Date Ratified</td>
<td>July 2016</td>
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**INFORMATION FOR PARENTS**

The school has been inspected by officers from the Country Fire Service (CFS) and has been designated as a high risk bushfire rating, along with all schools in the area. The school gym has been designated as a safe refuge in the event of a fire passing through the area.

In the event of a fire occurring in the vicinity of the school, students will not be dismissed early or sent home before the normal dismissal time, irrespective of any messages transmitted via T.V. or radio.

In the event of a fire in the immediate area, students will not be allowed to leave the school at the normal dismissal time, but will remain in the care of the teachers until collected by parents or a nominated adult and the necessary early release form signed. The front of the school cannot be used by parents as a pick up location as this must be kept clear for emergency services vehicles.

In the event of a Catastrophic Day (Code Red) being declared in the Mount Lofty Ranges Fire Ban District the school including OSHC/Vac Care will be closed. No staff will be on site.

At times the advice from the CFS may arrive after children have left. In the event that Coromandel Valley PS will be closed due to a Catastrophic day families are responsible to check the weather forecasts or alternatively look on the Bureau of Meteorology or CFS websites for Catastrophic rating for the Mount Lofty Ranges Fire Ban District and listen to the ABC radio for updates.

As part of this strategy on days of extreme fire danger with a fire in the vicinity, parents are free to keep their children at home if they consider it to be in the best interests of their children. Please remember to inform school of the absence.

The bushfire information hotline number is 1300 362 361 and information is on radio AM891/5AA. The DECD Parent Bushfire Information hotline 1800 000 279 will provide advice in relation to site closures. The hotline will be staffed until 7.00pm on the night before the closure and from 7.00am the following day. CFS website address is [www.cfs.sa.gov.au](http://www.cfs.sa.gov.au)

To assist the school, please ensure that family and emergency contact information is kept up to date. Please send your child to school with a water bottle, and remember that emergency vehicles have right of way. Parents will not be able to access the front of school in the event of a fire, as access will be required for emergency vehicles.
SCHOOL AWARENESS AND PREPAREDNESS

- Ensure student roll books are readily available and identify at all times those present; those who have left the workplace; those who leave the workplace after the bushfire emergency has passed. Ensure visitors and staff who are replacing absent staff are familiarised with the emergency invacuation / evacuation procedures.
- Administration checklist to be available on noticeboard near telephone. Staff / Visitor registers are readily available and identify at all times those present; those who have left the workplace; those who leave the workplace after the bushfire emergency has passed.
- Teachers to be familiar with the use of fire extinguishers.
- Fire drills will be conducted twice a year.
- Fire exits to be kept clear at all times, inside and out, of all obstructions, furniture, vegetation etc. and regularly checked for ease of operations.
- Buckets, towels and emergency supplies to be available and accessible in the Gym store room
- A bushfire safety audit and checklist is completed each year and forwarded to the DECD, and from them to the CFS.
- Evacuation of the area is considered to be impossible and the CFS considers we are much safer in our refuge – the Gym.
- In the event of a catastrophic fire day, inform parents / caregivers in advance where possible, via letter, email or SMS.
- Movement to Safe Refuge.
- Should evacuation of classrooms be necessary, students will move with their class to the school gym.

TOTAL FIRE BAN DAY

Administration Checklist:
- Advise visitors and volunteers of the situation and emergency procedures.
- Inform staff that a day of total Fire Ban has been declared, by placing sign in Staff room and notice on Learnlink.
- Monitor ABC radio, CFS website and Bureau of Meteorology website for CFS information and warning messages, weather or situation changes.
- Ensure phones are working correctly and charged.
- Unlock and open all access and security gates around the site.

Teacher Checklist:
- Remind students and class visitors at the start of the day of bushfire emergency procedures and safety drills, and refer to emergency posters displayed in all classrooms.
- Consider cancelling student excursions and any off-site meetings.
- Ensure phones are working correctly and charged.
- Remove hazards from passages and walkways.
- Monitor weather conditions while students are on breaks or outside and report any concerns.

FIRE IS REPORTED IN LOCAL DISTRICT

Administration Checklist:
- Advise visitors and volunteers of the situation and emergency procedures.
- Ensure all site computer back-ups are completed and stored safely.
- Monitor emergency services communication channels (including text message) for CFS bushfire advice and warning messages. Provide the site leader with any updates regarding the bushfire.
- Record the names of students who have been collected by parents.
- Advise the DECD regional office that a bushfire has been reported.
- Identify and list all students and staff who live in the area reported to be affected by the bushfire.
- Liaise with OSHC.
Teacher Checklist:
- Advise students and class visitors of the situation and emergency procedures.
- Encourage students to fill water bottles and assemble personal belongings, should a move to the Bushfire refuge or evacuation become necessary.
- Encourage students to use the toilet regularly during the day.
- Minimise / cancel student movement outdoors including recess and lunchtime.
- Record the names of students who have been collected by parents. No student to leave without direct parental consent, e.g. in writing or phone call.

ON-SITE INVACUATION - MOVE TO BUSHFIRE REFUGE

Administration Checklist:
- Call 000 and report that a bushfire is in the immediate vicinity, or impacting on the site.
- Activate alarm signal, 3 siren blasts repeated.
- Close all doors and windows and turn off air conditioners as rooms are vacated, if time permits.
- Communicate to parents, as soon as possible, that students are moving into the Bushfire Refuge.
- Ensure all Staff / visitor registers are taken to the Bushfire refuge.
- Monitor all ‘stay informed’ emergency communication channels for local information.
- Ensure all Contractor registers are taken to the Bushfire refuge, and contractors accounted for.
- Advise regional office of the move to the Bushfire Refuge and provide information about the number of students, staff and registered visitors taking shelter; the number of off-site visitors taking shelter; and emergency services assistance immediately available.

Teacher Checklist:
- Close all doors and windows and turn off air conditioners as rooms are vacated, if time permits.
- Collect roll and assist students to move to the Bushfire Refuge on hearing the alarm. Seat students on floor in normal assembly pattern.
- Conduct a roll call of students in their care and report to the fire warden.
- Assist all students and adults to remain calm. Sit with your students to reduce anxiety.
- Ensure all persons are located away from windows and unnecessary movement is limited
- Provide regular updates to students at an appropriate level.
- Outline possible plans of action after the front has passed with the students.
- Prepare for unexpected toileting of students.

IMMEDIATELY FOLLOWING A FIRE:
- Check for and treat any injuries.
- Ensure no-one leaves the Bushfire Refuge until the situation outside has been assessed as safe.
- Prepare to care for students for an extended period of time.
- Nominated staff will remain on duty until all students are collected from the site by their parents / caregivers.
- Record names of students and person collecting them as they leave the site.
- Regularly advise the Regional Director and/or the regional office of the current situation.

The Principal will:
- Liaise with emergency services on site as soon as possible
- Deal with all media enquiries
- Access appropriate authorities to assess the safety of the buildings and site once the area is declared safe by CFS
- Seek support for students and staff from DECD counsellors when appropriate
- Complete the necessary critical incident report from www.crisis.sa.edu.au
- Arrange to have fire extinguishers replenished
- Conduct a review of the effectiveness of the School Bushfire Action Plan to capture lessons learnt by a real bushfire
Under no circumstances whatsoever are students to be permitted to leave by themselves, irrespective of the time.

Policy\Fire2016

**EMERGENCY TELEPHONE NUMBERS**

Fire 000  
Police 000  
Ambulance 000  
Poisons Information 13 1126  
Bushfire Hotline 1300 362 361  
CFS website www.cfs.sa.gov.au  
DECD Parent  
Bushfire hotline 1800 000 279