



BUSHFIRE POLICY

Ratified November 2014

*All children have the right to learn
Everyone is treated respectfully
We all have the right to feel safe*

WE VALUE:

*Teamwork, Respect, Responsibility,
Persistence and Honesty*

Bushfire Advice and Warnings

On High to Catastrophic Fire Risk Days, The CFS website will be monitored by front office staff, to take note of the following advice and warnings (Geranium Primary School is in CFS Region 3):

ADVICE: *a fire has started – there is no immediate danger.*

Prepare to enact site emergency plan. If the site is likely to be threatened by fire, the site emergency plan will be activated. The possibility of smoke hazard will be monitored.

WATCH AND ACT: *a fire is approaching and conditions are changing. There is a possible threat to lives and schools.*

The site emergency plan is activated. If there is time, front office staff seek advice from the Regional Bushfire Coordinator (Frank Mittiga 85320700) about the safest course of action.

EMERGENCY WARNING: *the site is in danger and you need to take action immediately. The site will be impacted by fire.*

The site emergency plan is activated **immediately**. If there is time, front office staff seek advice from the Regional Bushfire Coordinator (Frank Mittiga 85320700) CFS or SAPOL as to whether an evacuation or invacuation is the safest option.

SITE EMERGENCY PLAN: Evacuation

Principal	Administration Staff	Classrooms
<ol style="list-style-type: none"> 1. ring a continuous bell and siren for 1 minute. 2. Call the CFS and Police if required 3. Notify all personnel in kindergarten 4. Notify all personnel in secondary block and turn off mains power switch 5. Move to school oval 6. Check that all students and adults are accounted for – implement search procedures if needed 	<ol style="list-style-type: none"> 1. ring a continuous bell and siren for 1 minute. 2. Clear administration area of all personnel 3. Collect student rolls, student information lists, first aid, sign-in books 4. Check primary toilets, all rooms in primary block 5. Move to school oval 6. Check that all students and adults are accounted for – implement search procedures if needed 	<ol style="list-style-type: none"> 1. Continuous bell and siren for 1 minute. 2. Assemble class. 3. Close windows if possible. 4. Turn off lights. 5. Move to school oval. 6. Stay with your class. 7. Wait for all classes and adults to assemble.(The admin staff will give you your class roll, or bring it with you, if you have it in your possession). 8. Inform the Principal if anyone is missing.

The Fire Warden or CFS Captain will give further instructions and clearance to re-enter the school buildings.

SITE EMERGENCY PLAN: Invacuation

Principal	Administration Staff	Classrooms
<ol style="list-style-type: none"> 1. ring the siren in short bursts for at least a minute 2. Call the CFS and Police if required 3. Notify all personnel by phone in kindergarten and secondary block 4. Close windows and blinds/curtains where possible and turn off lights 5. Assemble in library 6. Check that all students and adults are accounted for – implement search procedures if needed 	<ol style="list-style-type: none"> 1. ring the siren in short bursts for at least a minute 2. move all personnel from administration area to library if safe, otherwise to staff room 3. Collect student rolls, student information lists, first aid, sign-in books 4. Check primary toilets, all rooms in primary block 5. Assemble in library 6. Check that all students and adults are accounted for – implement search procedures if needed 	<ol style="list-style-type: none"> 1. At least a minute of the siren ringing in short bursts 2. Assemble class. 3. Close windows if possible. 4. Turn off lights. 5. Close blinds/curtains if possible 6. If safe, move class to school library and sit on the floor, otherwise stay in the classroom on the floor. 7. Wait for all classes and adults to assemble. (The admin staff will give you your class roll, or bring it with you, if you have it in your possession). 8. Inform the Principal if anyone is missing.

Wait for instructions and/or advice

The South Australian Police (SAPOL) and the Country Fire Service (CFS) recommend that in the event of a bushfire, everybody should remain at their school unless instructed to do otherwise.

School Bus Risk Management

On days of forecast catastrophic fire danger rating:

- Regardless of the bushfire risk rating of the school, all school bus routes will be cancelled
- If the fire danger rating changes to 'Catastrophic' during the day, school buses will operate as normal, unless DECD Bushfire Emergency Management are advised otherwise by the authorised Emergency Services personnel.

If a bushfire is reported in the area during the day:

- The Principal will contact their Regional Bushfire Coordinator (Frank Mittiga 85320700) for advice regarding accessibility of roads travelled by school buses
- Affected bus runs are not to leave the school until the roads are declared safe by emergency services authorities
- Parents will be notified and students will be supervised at school, until buses can run, or until parents are able to collect their children.

Bus Driver Action:

If, during a bus run, the bus driver sights a bushfire and there is a concern that it may affect the route ahead, then the bus driver:

- Has the authority to abandon the bus run and return to school, and
- Must contact the school by mobile phone or UHF radio and advise the Principal of the decision taken.

If the bus is overtaken by a fire and threatened by flame, ash, embers or thick smoke the driver should:

- Stop the bus in a safe location in the middle of the road, in an open area with no overhanging trees and as little road side vegetation as possible, ensure lights and hazard lights are turned on, close all windows and air vents, turn off the air conditioner and leave the engine running
- Instruct students to get down as low as possible on the floor away from windows and cover their heads
- When safe to do so, contact the school to advise the Principal of the situation.

Once the fire front has passed, (and it is safe to do so) the driver:

- Can check the bus for any damage and use the extinguisher to put out any smouldering embers to enable the bus to safely travel away from the fire. **Under no circumstances will the bus driver/passengers put themselves at risk to protect/save property (e.g. the bus). The safety of the bus driver and passengers is paramount**
- Must decide whether it is safe to move the students off the bus to a safer spot away (i.e.) from burning trees or to drive away from the fire
- Is to contact the school to advise the Principal of the current situation.

Fire Danger Ratings

Category	Action for School
Catastrophic	OPEN: monitor CFS website, make preparations CANCELLED: all bus services
Extreme	OPEN: monitor CFS website, make preparations
Severe	OPEN: OPEN: monitor CFS website, make preparations
Very High	OPEN: normal bushfire plan procedures apply
High	OPEN: normal bushfire plan procedures apply
Low-Moderate	OPEN: normal bushfire plan procedures apply

Days with no Total Fire Ban

Staff must be cautious of conducting activities out of town (particularly camps) if the forecast is for temperatures of extreme heat for consecutive days.

Staff need to perform a risk assessment before continuing with day excursions, camps in or out of the 'town' on day that have been forecast extreme temperatures if a total fire ban warning has not been issued for the region.

If excursions are planned, they must have a risk analysis conducted by the staff member taking the class and signed by the Principal.

Days of Total Fire Ban: Extreme and Severe Rating

A day of extreme fire danger is declared in the Murray and Mallee region, the following procedures must be adhered to:

Staff will:

- Remind students about fire evacuation procedures in the morning.
- Conduct risk analysis for excursions travelling away from the school site.
- Monitor weather conditions while students are on breaks or outside.
- Ensure walkways and exits doors are accessible and free from any hazards.

Principal will:

- Conduct a risk assessment for excursions already away from site and contact teacher present at the excursion.
- Consider cancelling student excursion and any off-site meetings and notify the Regional Bushfire Coordinator.

Front office will:

- Display "Total Fire Ban" signs in front office and other access doors to school site.
- Advise visitors and volunteers of the situation and emergency procedures.
- Prepare/check emergency supplies kit for transportation to safe area (oval).
- Monitor ABC Radio and CFS website for information and warning messages.
- Ensure attendance records, parent contact information, bus driver contact information, bus routes and students catching buses are readily available.
- Be prepared to answer staff and student queries regarding school policies.

Grounds-person/Principal will:

- Unlock and open all access and security gates around the school site.
- Check that pumps, sprinkler system and grounds irrigation are operating correctly, hoses attached if necessary.
- Ensure that any available water storage tanks for fire fighting are full.

Days of Total Fire Ban: Catastrophic Rating

THE SCHOOL WILL REMAIN OPEN

A catastrophic fire rating is when the weather conditions mean a fire is more likely to start and is more difficult to control. When a catastrophic fire rating is declared for the region by the Bureau of Meteorology, all low/medium risk's school sites will remain open.

Procedures remain the same as for Extreme/Severe Fire Danger days.

Bus Arrangements: CATASTROPHIC RATING, notified the night before

- all school buses will be cancelled.
- On these days parents will need to make the decision to transport their children to school or to keep them home.
- The announcement of these days cannot be made until DECD is notified of the following days forecast by the Bureau of Meteorology after 4pm. The school will make every effort to contact parents once this announcement has been made.
- Information will also be provided on the DECD Parent Hotline (1800 000 279), ABC Radio 891 and local regional stations, ABC TV and the DECD website www.decd.sa.gov.au

Bus Arrangements: CATASTROPHIC RATING, notified during the day

- school buses will operate as normal unless advised otherwise by emergency service personnel.
- If a bushfire is reported in the area during the day the Site Leader will contact the Regional Bushfire Coordinator for advice regarding accessibility of road travelled by school buses.
- Affected bus runs are not to leave the school until roads are declared safe by emergency services.
- Parents will be notified and students will be supervised at school, until buses can run, or until parents are able to collect their children.

Bushfire Prevention Measures

A Bushfire Preparation Checklist will be undertaken to each fire season, to ensure all measures are taken to make the site fire-safe.

CFS advice will be sought prior to each fire season, to ensure all measures are taken to make the site fire-safe.

Evacuation and Invacuation Drills will be conducted with staff and students prior to bushfire season starting.