

## BUSHFIRE PROCEDURES

During the Bushfire Danger season the CFS issues the Fire Danger Ratings by 5 pm daily for the following day. These ratings are determined in conjunction with Bureau of Meteorology and broadcast on radio, Television and the CFS website [www.cfs.sa.gov.au](http://www.cfs.sa.gov.au)

### INCIDENT RESPONSE TEAM

1. **Incident controller – Principal / Delegate**
2. **Communications officer – Office admin SSO**
3. **Operations officer – Business Manager / Delegate**

**The actions on this list are to be automatically implemented when:**

1. **An 'Extreme' fire danger rating 'Total Fire Ban' Day** is declared in the Mount Lofty Ranges District.
2. The Incident controller (Principal or delegate) deem such action is warranted.
3. At all levels of Alert, the Incident controller (Principal or delegate) is responsible for decision making regarding the safety and movement of students and staff unless emergency services intervene.

## EXTREME FIRE DANGER - TOTAL FIRE BAN IN THE MOUNTY LOFTY RANGES DISTRICT

### SCHOOL LEVEL 1 ALERT

1. "Total Fire Ban Day" displayed on electronic Belair Primary School sign.
2. Staff and students will be notified via Frog morning messages and the P.A system by the Operations officer when a Level 1 Alert has been declared.
3. Access gates will be unlocked by Grounds person.
4. Administration and leadership will monitor media sources for bushfire warnings and updates.
5. Planned excursions to be reviewed. *(See Incident Controller).*
6. **Teachers** display "Total Fire Ban Day" signage in a prominent position in the classroom.
7. Mark roll at beginning of the school day and by 9.00am.
8. Teachers discuss Bushfire Procedures (Level 2 & 3 Alerts) with students.
9. Check access to and from exits are clear and accessible.

10. Create short breaks for toilet and refilling of drink bottles, but be aware of students who leave the class.
11. Students can be collected from school but must be signed out at the Front Office.
12. If in the event of an adult insisting on taking a child from the class without going via the Front Office, the teacher will note the time and the parent/adult and report it to the Incident Controller immediately.

## **POTENTIAL THREAT TO SAFETY IN LOCAL DISTRICT**

### **SCHOOL LEVEL 2 ALERT**

This alert is declared in response to a **BUSHFIRE WATCH and ACT MESSAGE** issued by the Emergency Services and / or the Department for Education SEM Team advising of a potential threat in the local district. It may also be declared by the Incident controller (Principal or delegate) when there is smoke in the air that impacts on outside activities.

1. The Operations officer will notify staff and students via the P.A. system of level 2 Alert.
2. Planned excursions will be cancelled.
3. Close all windows, blinds and outside doors.
4. All students to return to classroom and remain indoors at all times.
5. Students are to use the inside toilets (Carawatha foyer & Wirra).
6. Classroom support SSOs to return students to home classroom then proceed to the Gym to commence emergency set up. Once all tasks completed, return to normal program within the classroom.
7. Grounds person to activate sprinkler system.
8. **Teachers** on NIT/planning release are to go to the gym immediately to assist with emergency set up then return to their classroom. NIT teachers continue program in classrooms.
9. Prepare to move students at a minute's notice. There may not be long between a Level 2 and Level 3 Alert.
10. Should a student require their medication or medical attention ring the front office ext. 25, 29 or 23 for assistance
11. Communications officer or delegate informs Education Director Tel. 8391 4705 mob. 0427083256
12. Communications officer or delegate informs DfE SEM Team 1800 000 279
13. Communications officer or delegate informs parents via SMS message
14. Students can be collected from the classroom but must be signed out at the Front Office.
15. **Students will not be dismissed at home time. Parent/Authorised person must collect students from school.**

## **A FIRE IS IN THE IMMEDIATE VICINITY**

### **SCHOOL LEVEL 3 ALERT**

**BUSHFIRE EMERGENCY WARNING** is issued by the Emergency Services and /or the Department for Education SEM Team to advise that a bushfire in the district presents a direct threat to the school and requires an immediate response from the public to ensure their safety and survival.

1. Incident controller and / or Operations Manager notify staff and students via P.A. system of level 3 Alert
2. Communications officer informs Education Director Tel. 8391 4705 mob. 0427083256
3. Communications officer informs DfE SEM Team 1800 000 279
4. Communications officer or delegate informs parents via SMS message

5. Front Office SSO gather all student first aid and all folders marked with orange dots from front office area and take to Gym.
6. Front Office SSO move to the Gym
7. Communications officer continues to Liaise with DfE SEM TEAM re the status of the risk from Gym 1800 000 279
8. **Teachers** move students to the Gym with their drink bottles and school bags.
9. **Teachers** bring your **mobile phone iPad** and **Classroom Handbook** with you.
10. **Teachers** bring fire extinguishers and fire blankets.
11. If there have been no level 1 or 2 alerts Teachers on NIT / Planning – please take responsibility of your class once in the Gym.
12. **Teachers** check the roll/class list and report to delegated school leader who reports to the Incident controller
13. Operations Manager check TRTs, SSOs, visitors, tradespersons, volunteers, Canteen, OSHC and report to Incident Controller.
14. All staff have students sit calmly and quietly. Emphasise calmness and minimise movement by students.
15. No person will leave the Gym until the immediate area has been inspected by the schools Incident Response Team and it is deemed safe.
16. All persons on the school site are expected to follow the schools Level 3 procedures.

## ONCE THE FRONT HAS PASSED

1. The Incident Response Team will determine if there is a need to evacuate the gym to an alternative safe location.
2. Students will remain in the Gym or other suitable location and await collection by Parents/Authorised persons. As this is a very unpredictable scenario the safety and wellbeing of the students will be the priority we would ask that everyone remain patient and await instruction from the Incident controller / Incident Response Team who will direct and control this process.
3. Nominated staff members will remain on duty until all students are collected from the site.
4. Incident Response Team to commence Recovery Procedures.

## RECOVERY PROCEDURES

1. Assess injuries/trauma and ensure duty of care responsibilities.
2. The Incident Controller will liaise with Emergency Services on site.
3. The Communications Officer will advise Education Director and /or DfE SEM team of the current situation as soon as it's safe to do so.
4. The Incident controller will direct media enquiries to the Education Director.
5. The Incident Response Team and staff will undertake a debrief of the situation and procedures at an appropriate time after the incident.
6. The Operations Officer will arrange to have firefighting equipment checked and readied for future use.
7. The Operations Officer will replenish emergency supplies.
8. The Incident Controller will report details of the incident on the Department for Education Incident Response Management Portal. (IRMS)