



Fisk Street Primary School

Pattinson Close, Whyalla Norrie, SA 5608
Phone: (08) 8645 8842 Fax: (08) 8645 0788



FISK STREET PRIMARY SCHOOL BUSHFIRE ACTION PLAN GENERAL INFORMATION

<p>The Bushfire Action Plan (BAP) is to be reviewed annually during Term 3 each year to reflect any changes that may have taken place in:</p> <ul style="list-style-type: none">• DECD or government policy• Site facilities• Personnel normally on site
<p>The BAP outlines required actions to prepare:</p> <ul style="list-style-type: none">• The site before the bushfire season• The building which has been nominated as the site Bushfire Ready Building
<p>The BAP also outlines activities to be undertaken by staff and students at the different levels of a bushfire emergency:</p> <ul style="list-style-type: none">• 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').
<p>The GYM is the nominated Bushfire Ready Building for this site:</p> <ul style="list-style-type: none">• It has been prepared for a bushfire emergency.
<p>The WHS Rep will forward a copy of the site BAP to the Regional Director to be held in the Regional Office.</p>
<p>The HS Rep will forward a copy of the site BAP to Region 4 CFS by Week 2 of Term 4 each year.</p>
<p>Parents/carers are able to view the BAP on the school website http://www.fiskstps.sa.edu.au/</p>
<p>All staff members to receive pre fire season updates during Term 3 and ongoing information and instruction about the contents and requirements of the BAP during Week 1, Term 4 and Week 1, Term 1 staff meetings.</p>
<p>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.</p>

TEMPORARY CLOSURE OF SCHOOLS ACROSS THE FIRE BAN DISTRICT

If the Bureau of Meteorology and the Country Fire Service issue is a forecast of *catastrophic* (Code Red) bushfire weather conditions within the Fire Ban District (WHYALLA), then Fisk Street Primary School will be closed.

Pamphlets and newsletters outlining the DECD 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 caregivers about the closure by telephone and by follow-up written notification.

The Regional Director will confirm the decision by the Chief Executive to close Fisk Street Primary School within the Fire Ban District for a period as determined by emergency services.

A template letter will be provided with key messages to parents and caregivers. The letter will provide parents and caregivers with an emergency hotline telephone number and a web address to obtain closure and reopening details about Fisk Street Primary School.

Parents will also be reminded to listen to ABC radio for further warnings and advice messages.

PREPARING FISK STREET PRIMARY SCHOOL FOR A BUSHFIRE

<p>An Emergency Response Team has been established and members instructed on their roles and responsibilities. The members in 2014 are:</p> <ul style="list-style-type: none"> • The Principal – Mitchell Ollington • Counsellor – Michelle Smith • The Front Office SSO – Marion Norman • Staff Member: Kit-Mei Wong <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"> • It will be reviewed during Term 2 of each year by the staff and presented to the Governing Council for endorsement at the final meeting in Term 3.
<p>The Principal will ensure that emergency bushfire drills are carried out by students and staff during the first few 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 of Term 4 and Term 1.</p>
<p>The Emergency Response Team has nominated anywhere within a 25km radius as the 'local district' in this BAP.</p>
<p>All staff members have been allocated roles and responsibilities at the various stages of the Bushfire Action Plan.</p> <ul style="list-style-type: none"> • Details of individual roles and responsibilities are included in later sections of the BAP. • Review in line with new staff and review early Term 4.
<p>All staff are instructed in the operation of sprinklers and ground 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 & the CFS website for CFS Bushfire Information and Warning Messages on days of high bushfire danger and pass on relevant messages to the Principal and Counsellor.</p> <ul style="list-style-type: none"> • Front Office SSO • Finance Officer
<p>A 20 metre defensible space has been established around all buildings. Tall trees within 20 metres of buildings have been trimmed of branches up to a height of 2 metres. Overhanging tree branches have been trimmed to a distance of 2 metres from building rooflines.</p> <ul style="list-style-type: none"> • The Principal with grounds staff will inspect the site during Term 3 each year. • Maintenance will be carried out by the Grounds person or others as required.
<p>A portable air siren has been purchased for use in signalling a move to the Bushfire Ready Building during periods of electricity blackout.</p> <ul style="list-style-type: none"> • It is stored in the Bushfire Emergency kit in the Storeroom of Admin building. (Another is in the Hazards Cupboard)
<p>A Bushfire Ready Building kit or 'Bushfire Emergency kit' has been assembled in a single container and is stored in the Storeroom (Admin Building).</p> <ul style="list-style-type: none"> • 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 & responsibilities
- Student rolls, staff/visitor sign in books (sign in books will be collected on the day)
- Street directory
- First aid kit (will be taken from Hazard Cupboard in Front Office by SSO. This gets checked at the start of each term)
- School asthma puffer (spare cardboard spacers)
- Air siren (is in Kit already)
- Student medications (will be taken from Sick Room cupboard by SSO)
- All Health Plan folders which are kept in sickroom on shelf (Will be collected by SSO)
- Mobile phone (This is kept near admin computer)

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

THE BUSHFIRE READY BUILDING

<p>The GYM is the nominated Bushfire Ready Building for this site.</p>
<p>The Bushfire Ready Building has been clearly identified and signed.</p> <ul style="list-style-type: none"> • Laminated A3 size posters have been placed in the windows and doors. • Students are reminded of the location during bushfire drills.
<p>It has been recommended that the Bushfire Ready Building has all open spaces in the façade and roof sealed to prevent entry by embers and ash during a bushfire.</p>
<p>The Bushfire Ready Building can be easily and quickly reached from all areas of the site.</p>
<p>Students and staff practise using the Bushfire Ready 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"> • The Principal determines the timing of drills after consultation with WHS Rep.
<p>Pattinson Close allows easy access to the Bushfire Ready Building by vehicles after an intense bushfire.</p>
<p>A cupboard labelled “Bushfire Ready Building” has been identified in the GYM. Essential items for use during a bushfire emergency have been placed in it.</p> <ul style="list-style-type: none"> • Blankets, towels & face washers • Duct tape, plastic sheeting, etc • Street directory • Drinking water (2 x 20 Litre) • Battery powered radio • Spare batteries • Torches/Lanterns • Overalls & gloves
<p>There are no toilet facilities in the Bushfire Ready Building. The nearest toilet is accessed from outside the building.</p> <ul style="list-style-type: none"> • All persons will be encouraged (students supervised) to use the toilet before moving to the Bushfire Ready Building. • Buckets with lids have been purchased & placed in the Bushfire Ready Building. (With toilet paper).
<p>Student rolls and staff/visitor sign in books are readily available. Mitchell Ollington & Michelle Smith will accurately record:</p> <ul style="list-style-type: none"> • Those present when the move to the Bushfire Ready Building takes place • Those who have left the site before the move • Those who leave the site after the bushfire emergency has passed • Take the sign in/out books & telephone messages book to the Bushfire Ready Building • Staff take roll books from admin area/staff pigeonholes • Take first aid kit
<p>In order to ensure a safe and orderly operation, a decision to move all persons into the site Bushfire Ready Building will be made when any of the following agreed ‘triggers’ are reached.</p> <ul style="list-style-type: none"> • CFS Information and Warning messages broadcast on the local ABC radio indicate a fire is moving towards Fisk Street Primary School. • CFS updates via email indicate a fire is moving towards Fisk Street Primary School. • The local Emergency Services advise that a bushfire is likely to impact on the site. • We are advised that a bushfire is burning close to Whyalla/Fisk Street Primary School. • There is a confirmed sighting of nearby smoke or flame from the site.

Counsellor - yellow
 Principal - pale blue
 Emergency Response Team - pale pink
 Front Office SSO - pale purple
 All staff (teachers, etc) pale green
 Finance Officer - tan
 Groundsman - gold

TOTAL FIRE BAN DAY (EXTREME)

The Principal/Deputy Principal will inform students and staff via the paging system & Day Book that a day of EXTREME Total Fire Ban has been declared.
The nominated staff members will monitor ABC Radio & CFS website for information and warning messages.
Staff members on yard duty will monitor weather conditions while students are on breaks or outside and report any concerns to the Principal/Deputy Principal.
Groundsman will check that sprinkler systems are operating correctly.
SSO will ensure mobile phones are working correctly and charged.

FIRE REPORTED IN LOCAL DISTRICT

When a bushfire has been reported in the nominated local district, anywhere within a 25km radius of Fisk Street Primary School, the Principal 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 areas.
The nominated staff members will carefully monitor ABC Radio & CFS Website 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 site telephone system does not operate when the electricity supply is cut off. <ul style="list-style-type: none"> The Front Office SSO will keep close by the school mobile phone and ensure that it is working. We will also take the Fire Phone to the GYM.
The Principal will advise the regional office that a bushfire has been reported in the local district.
The Principal will liaise with local CFS and CFS Region 4 Headquarters 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 bushfire.
All classroom teachers and the Front Office SSO will record 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.
The Principal will assess if it is safe to release students from the site at normal dismissal time. <ul style="list-style-type: none"> 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.
Prepare and test sprinkler/ground irrigation systems.
The nominated staff member will turn on sprinklers/irrigation systems.
The Finance SSO will back up all site computer records.
The Principal will open and prepare the Bushfire Ready Building . <ul style="list-style-type: none"> Close blinds and windows, wet towels/face washers, prepare drinking water, ready fire extinguishers, remove hazards from passages, fill sinks with water, etc.

The SSO will ensure the (air siren) alternative audible warning device is ready for use and operating correctly should power fail.
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 Bushfire Ready Building become necessary. <ul style="list-style-type: none"> • Bring water bottles • Lunches out of fridge • Snacks • Bring books/class games
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 Bushfire Ready Building become necessary.
All class teachers will encourage students to use the toilet regularly during the day.
All staff undertake their assigned roles and responsibilities. <ul style="list-style-type: none"> • Bring roll book • Bring fire extinguisher • Bring your lunch if you have it and your water bottle • Bring your EDSAS report of student contact numbers Admin Staff <ul style="list-style-type: none"> • Grab trolley, empty lunches out of fridge • Bring fire extinguishers • Bring student contact numbers folder • Medication/ Health plan folders • First Aid Kit • Any roll books in pigeonholes
The Front Office SSO will alert visitors and volunteers of the situation during the 'sign in' process and advice them of action to take should a move to the Bushfire Ready Building become necessary.
If a bushfire prevents school buses leaving the site or students from boarding public buses, the Principal and teacher will supervise students remaining on site until they are collected by parents.
Canteen Volunteers <ul style="list-style-type: none"> • A drink for yourselves • Bring fire extinguisher
<u>BUSHFIRE IN IMMEDIATE VICINITY OR IMPACTING ON SITE</u>
The 'triggers' for a move to the Bushfire Ready Building have been detailed as 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.
All students, staff and visitors will move to the Bushfire Ready Building on hearing the siren or being informed personally by the Principal.
All staff will assist students to move to, and assemble in the Bushfire Ready Building . <ul style="list-style-type: none"> • A laminated A3 seating plan is located on the wall of the gym foyer.
Nominated teacher will turn on sprinkler/ground irrigation systems after ensuring students in his/her care are safe in the Bushfire Ready Building and determining the task can be undertaken without placing themselves in undue danger.
SSO will notify parents via SN Facebook page and email contact list that students are moving into Bushfire Ready Building .
All staff will take the fire extinguishers with them from their classrooms to the Bushfire Ready Building . <ul style="list-style-type: none"> • The fire extinguishers are to be placed on a table in the foyer.

<p>Staff will:</p> <ul style="list-style-type: none"> • Close all doors and windows and turn off air conditioners as rooms are vacated. • Take roll books with you (otherwise front office staff will). • Ensure students to take bags/lunch boxes/full water bottles
<p>The Principal will turn off air conditioners and close air vents in Bushfire Ready Building as soon as bushfire front approaches.</p>
<p>The Principal will ensure all site personnel are accounted for an in Bushfire Ready Building.</p> <ul style="list-style-type: none"> • Classroom teachers will do a roll call of students in their care. • Front Office SSO will monitor visitors and volunteers. • ERT member will ensure all staff/visitors/volunteers are accounted for.
<p>The Counsellor will ensure that staff and students from other sites are accounted for and accommodated appropriately.</p>
<p>The Emergency Response Team members will institute search procedures for missing persons if needed.</p>
<p>The Principal will advise the Regional Office of the move to the Bushfire Ready Building and provide information about:</p> <ul style="list-style-type: none"> • The ‘trigger’ that has been reached and likely to impact on the site. • The number of students, staff and registered visitors on site. • The number of ‘off site’ students and staff present. • Emergency Services assistance immediately available.
<p>The Emergency Response Team members will liaise with CFS/MFS units and other Emergency Services if on site.</p>
<p>All persons sheltering in the Bushfire Ready Building will prepare for arrival and passage of the fire front. The Emergency Response Team will:</p> <ul style="list-style-type: none"> • Ensure all persons are located away from windows and unnecessary movement is limited. • 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.
<p>Classroom teachers will prepare for unexpected toileting of students.</p>
<p>The Emergency Response Team members will check for and attempt to extinguish spot fires inside or impacting on the Bushfire Ready Building as necessary.</p> <ul style="list-style-type: none"> • It is not expected that they will undertake major fire fighting activities. • They are not expected to put themselves in any dangerous situations.
<p>All staff will undertake their assigned roles and responsibilities.</p>

RECOVERY AFTER THE FIRE FRONT HAS PASSED

<p>The Principal will ensure no one leaves the Bushfire Ready Building until the situation outside has been assessed as safe by members of the Emergency Response Team or members of the Emergency Services.</p>
<p>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.</p>
<p>Nominated staff members will remain on duty until all students are collected from the site by their parents.</p>
<p>Drinking water, blankets, games, books, etc are available to meet immediate and extended needs of students waiting to be collected by their parents.</p>
<p>The First Aid SSO's will check for and treat any injuries.</p>
<p>The Emergency Response Team members will check the building for damage and burning embers.</p>
<p>The Principal will liaise with the Emergency Services on site as soon as possible.</p>

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.
ERT member/s 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's will replenish the Emergency Supplies Kit.
The Principal will arrange an assessment of the site buildings once the area is declared safe.
The Principal will complete the relevant DECD report, available from www.crisis.sa.edu.au

Regional Department of Education Office
Whyalla Office 115 Nicolson Avenue Whyalla Norrie 5608 Phone: 8645 6568 Fax: 86452477