

Tarpeena Primary School BUSHFIRE ACTION PLAN

GENERAL INFORMATION

The BAP is to be reviewed annually during Term 2 each year to reflect any changes that may have taken place in:

- DECS or government policy
- site facilities
- personnel normally on site.

The BAP outlines required actions to prepare:

- the site before the bushfire season
- the building which has been nominated as the site **Refuge of Last Resort**.

The BAP also outlines activities to be undertaken by staff and students at the different levels of a bushfire emergency:

- on days of Total Fire Ban
- 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').

The Administration building is the nominated **Refuge of Last Resort** for this site.

- It has been prepared for a bushfire emergency and will safely accommodate all persons normally on the site.

The Principal will hold discussions with members of the Tarpeena CFS during Term 3 each year about the bushfire preparedness of the site
The Principal will forward a copy of the site BAP to the Regional Director to be held in the regional office
The Principal will forward a copy of the site BAP to the Tarpeena CFS by Week 2 of Term 4 each year
<p>The Front Office SSO will forward a copy of the BAP to all families of students of the site at the beginning of Term 1 each year.</p> <ul style="list-style-type: none"> • The BAP is explained to the families of new students by the Principal during the enrolment process.
The Principal will include bushfire season reminders and information in site newsletters at least three times in each of Term 4 and Term 1. The Tarpeena Primary School and CPC Information Booklet, updated in Term 1 each year, includes detailed information about actions and procedures included in the BAP.
All staff members receive pre fire season updates during Term 3 and ongoing information and instruction about the contents and requirements of the BAP during Term 4 and Term 1 staff meetings.
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.

TEMPORARY CLOSURE OF SCHOOLS ACROSS THE FIRE BAN DISTRICT

If the Bureau of Meteorology and the Country Fire Service issue a forecast of *catastrophic* bushfire weather conditions within the Fire Ban District, the Tarpeena Primary School and CPC will be closed and school bus routes cancelled.

Pamphlets and newsletters outlining the DECS 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 care givers about the closure and cancellation of bus routes by telephone and by follow-up written notification.

The Regional Director will confirm decision by the Chief Executive to close Tarpeena Primary School and CPC and cancel school bus routes within the Fire Ban District for a period as determined by emergency services.

The Emergency Response Team will **contact** all parents and school bus operators, by telephone, to inform them of the decision. A template letter will be provided with key messages to parents and care givers.

- The letter will provide parents and caregivers with an emergency hotline telephone number and a web address to obtain closure and reopening details about Tarpeena Primary School and CPC.
- Parents will also be reminded to listen to ABC radio for further warnings and advice messages.

PREPARING THE Tarpeena P.S. FOR A BUSHFIRE

<p>An Emergency Response Team has been established and members instructed on their roles and responsibilities. The members are:</p> <ul style="list-style-type: none">• The Principal• Teacher <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 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 2 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 Term 4 and Term 1.</p>
<p>The Emergency Response Team has nominated the nearby townships and areas surrounding Nangwarry and Kalangadoo 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.
<p>Nominated staff members will monitor local ABC radio for CFS Bushfire Information and Warnings Messages on days of high bush fire danger and pass on relevant messages to the Principal.</p> <ul style="list-style-type: none">• Front Office SSO,• SSO,• teacher

<p>An area of vegetation on the north western side of the site could impact on school facilities during a bushfire.</p> <ul style="list-style-type: none"> • A Bushfire Hazard Management Plan has been developed. • A copy is attached to the BAP. • The plan is reviewed annually during Term 3 to allow required remedial action to take place before the start of the bushfire season.
<p>All grasses and shrubs more than 10 cm in height and growing within 20 metres of buildings around the site have been removed.</p> <ul style="list-style-type: none"> • The Grounds person and Principal will inspect the site during Term 3 each year. • Maintenance will be carried out by the Grounds person or others as required.
<p>Tall trees within 20 metres of buildings have been trimmed of branches up to a height of 2 metres.</p> <ul style="list-style-type: none"> • The Grounds person and Principal will inspect the site during Term 3 each year. • Maintenance will be carried out by the Grounds person or others as required.
<p>Overhanging trees branches have been trimmed to a distance of 2 metres from building rooflines.</p> <ul style="list-style-type: none"> • The Grounds person and Principal will inspect the site during Term 3 each year. • A request will be made to the Facility Manager for the site to safely remove any high level regrowth.
<p>The eaves and open air vents on all timber transportable buildings have been sealed.</p> <ul style="list-style-type: none"> • The Facility Manager will be requested to carry out an annual inspection to ensure the integrity of the buildings is maintained.
<p>All cavities and openings in the facades and roofs of other buildings have been sealed.</p> <ul style="list-style-type: none"> • The Facility Manager will be requested to carry out an annual inspection to ensure the integrity of the buildings is maintained
<p>The gutters and roof gullies of buildings under or near over hanging trees are regularly cleaned and free of vegetation.</p> <ul style="list-style-type: none"> • The Grounds person will attend to lower level gutters each month. • High gutters and roof gullies are included in the Preventative Maintenance Schedule for the site and will be cleaned at least every three months.
<p>Timber and paintwork on all buildings is well maintained.</p> <ul style="list-style-type: none"> • Breakdown maintenance is referred to the Site Facility Manager as required. (Hotline) • The site Facility Manager can advise on condition projects with data from SAMIS reports

A portable pressure pack gas siren and spare gas canisters have been purchased for use in signalling a move to the **Refuge of Last Resort** during periods of electricity blackout.

- It is stored in the Emergency Supplies kit

A **Refuge of Last Resort** kit of 'Emergency Supplies' has been assembled in a single container and is stored in the Front Office.

Emergency Supplies Kit contents.

- A copy of the BAP and staff roles and responsibilities
- student rolls, staff/visitor registers
- student contact information , important telephone numbers
- street directory
- battery powered radio
- spare batteries
- torch
- lanterns
- first aid kit
- gas siren and spare canisters
- staff/student medications
- mobile phone
- drinking water
- sweets/nibbles
- blankets, towels
- duct tape, plastic sheeting etc.

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

THE Refuge of Last Resort

<p>The Administration building is the nominated Safe Refuge for this site.</p>
<p>The Refuge of Last Resort has been clearly identified and signed.</p> <ul style="list-style-type: none">• Laminated A3 size posters have been placed in the windows• Students are reminded of the location during bushfire drills.• Articles in the Parent Information Book and site newsletters reinforce the location of the Safe Refuge.
<p>The Refuge of Last Resort is a building of solid construction. All open spaces in the façade and roof have been sealed to prevent entry by embers and ash during a bushfire.</p>
<p>This site has been assessed as being in an area of 'High' fire danger. Windows in the building have NOT been fitted with toughened glass, metal mesh and pull down metal screens.</p>
<p>Annexes and other structures attached or near to the building have been fully sealed and have well maintained paintwork.</p> <ul style="list-style-type: none">• Galvanised sports shed to the east.
<p>The Refuge of Last Resort can be easily and quickly reached from all areas of the site and safely hold the 100 persons normally present.</p>
<p>Students and staff practise using the Refuge of Last Resort 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 the drills after consultation with staff.
<p>A cupboard labelled "Bushfire Emergency Supplies" has been identified in the Refuge of Last Resort. Essential items for use during a bushfire emergency have been placed in it.</p>
<p>A fully stocked first aid kit will be kept permanently in the Refuge of Last Resort cupboard in the Refuge of Last Resort. It will be checked and restocked if necessary by the First Aid SSO at the start of each term.</p>

School provides

- Cartons of spring water and cups have been located in the **Refuge of Last Resort** cupboard.
- Fresh cartons of water will be purchased by SSO at the start of each school year.

OR

- Two 20 litre plastic containers of drinking water and cups have been located in the **Refuge of Last Resort** cupboard.
- The water containers will be refilled with fresh water by SSO every 3 weeks during Term 4 and Term 1.

Toilets are available in the **Refuge of Last Resort**.

- All persons will be encouraged to use the toilet.

Student and staff medications have been listed, and are easily assembled and transported to the **Refuge of Last Resort** by the Front Office SSO.

Student rolls and staff/visitor registers are readily available. SSO will accurately record:

- those present when the move to the **Refuge of Last Resort** takes place
- those who have left the site before the move
- those who leave the site after the bushfire emergency has passed.

In order to ensure a safe and orderly operation, a decision to move all persons into the site **Refuge of Last Resort** will be made when any of the following agreed 'triggers' are reached.

- CFS Information and Warning messages broadcast on the local ABC radio indicate a fire is moving towards Hillstown.
- The local Emergency Services advise that a bushfire is likely to impact on the site.
- We are advised that a bushfire is burning in any of the surrounding townships
- There is a confirmed sighting of nearby smoke or flame.

In order to ensure a safe and orderly operation, a decision to move all persons from the Tarpeena Primary School and CPC to the 'off site' **Refuge of Last Resort** at the Tarpeena Institute will be made when any of the following agreed 'triggers' are reached.

- CFS Information and Warning messages broadcast on the local ABC radio indicate a fire is moving towards Tarpeena.
- The local Emergency Services advise that a bushfire is likely to impact on the site.
- We are advised that a bushfire is burning in any of the surrounding townships, Nangwarry, Kalangadoo
- There is a confirmed sighting of nearby smoke or flame from the site.

The Principal will notify the staff of the move to the Refuge of Last Resort when the 'triggers' listed above are reached.
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 bushfire pumps, sprinkler systems and grounds irrigation systems.
The nominated teacher will turn on sprinklers and irrigation systems hourly to dampen surrounds.
The SSO will turn off all external gas cylinders.
The Front Office SSO will back up all site computer records.
The Principal will open and prepare the Bushfire Ready building. <ul style="list-style-type: none"> eg close blinds and windows, wet towels, prepare drinking water, arrange appropriate locations for local community members, ready fire extinguishers, remove hazards from passageways etc
The Principal or will open and prepare the 'off site' Bushfire Ready building. <ul style="list-style-type: none"> eg close blinds and windows, wet towels, prepare drinking water, arrange appropriate locations for local community members, ready fire extinguishers, remove hazards from passageways etc.
The SSO will ensure the alternative audible warning device is ready for use and operating correctly should power fail.

TOTAL FIRE BAN DAY

<p>BUSH FIRE READY AREA IS DEFINED AS: an area designated by the CFS and or the Principal deemed fire safe at the time of the bush fire.</p>
<p>TARPEENA PRIMARY SCHOOL EMERGENCY RESPONSE TEAM INCLUDES: All staff due to the nature of the site. All staff are to undertake a variety of roles as per the Bushfire Policy.</p>
<p>ON DAYS WHICH ARE CLASSIFIED AS <u>CATASTROPHIC</u> - families will be notified the day before via phone by a staff member of Tarpeena Primary and via ABC radio of the catastrophic day. On days of a catastrophic fire day children & staff are not permitted at school.</p>
<p>The Principal or Admin Officer (when Principal is not present) will inform students and staff in the 'Morning Notices' that a day of Total Fire Ban has been declared. NOTE: When the Principal is not present the Admin Officer will fulfil his/her duties to allow the class teacher the opportunity to provide the highest level of care.</p>
<p>'Total Fire Ban' signs will be displayed in the staff room, classrooms, on student notice boards and at all site entrances.</p> <ul style="list-style-type: none">• 'Total Fire Ban' signs are found in the front office and will be put out at all entrance gates before 8.30am by the classroom teacher.• Laminated A3 signs kept in all classrooms will be placed in visible locations by all classroom teachers before 8.30am.
<p>During the first lesson, students will be reminded of site bushfire emergency procedures and drills and referred to laminated bush fire emergency posters displayed in all classrooms. The nominated staff members will monitor ABC Radio for CFS Information and Warning Messages.</p>
<p>Student excursions will be cancelled for the day and rescheduled by teacher and SSO.</p>
<p>Off site meetings for all staff will be cancelled.</p>
<p>The Principal or Admin Officer will unlock and open all access and security gates around the site.</p>
<p>Staff members on yard duty will monitor weather conditions while students are on breaks or outside and report any concerns to the Principal and/or Admin Officer if the Principal is not present.</p>
<p>Private vehicles will be parked at the football oval.</p>

The container of Emergency Supplies will be prepared by the Front Office SSO and be ready for transportation to the **Bushfire Ready** area.

The Front Office SSO and First Aid SSO will update student and staff medication list and prepare medicines for transportation.

The Principal or Admin Officer will check levels in water storage tanks for fire fighting and top up from the town water supply if necessary.

Principal or Admin Officer will check that pumps, sprinkler systems and grounds irrigation are operating correctly and hoses are attached.

SSO will ensure mobile phones are working correctly.

All staff will ensure that all hazards (eg bench seats, bags etc) have been removed from passages and walkways and stored in a safe location.

FIRE REPORTED IN LOCAL DISTRICT

<p>When a bushfire has been reported in the nominated local district, (Tarpeena, Nangwarry, MilLel), the Principal or Admin Officer (when the Principal is not present) will visit all classes and inform students and staff of its location.</p>
<p>The members of the site Emergency Response Team will be called together to put into place the pre determined bushfire emergency procedures.</p>
<p>The Principal or Admin Officer will maintain a visual check of the surrounding area.</p>
<p>The nominated staff members will carefully monitor ABC Radio 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.</p>
<p>The site telephone system does not operate when the electricity supply is cut off.</p> <ul style="list-style-type: none">• The Principal or Front Office SSO will ensure that mobile phones are at hand and check that they are working.
<p>The Principal will advise the regional office that a bushfire has been reported in the nominated local district.</p>
<p>The Principal or Admin Officer will liaise with local CFS to obtain the latest information and advice about likely effect of the bushfire on the site.</p>
<p>The Front Office SSO will have the Emergency Supplies kit ready to go to the Bushfire Ready area.</p>
<p>The Principal/Class Teacher will cancel all outdoor activities for students.</p>
<p>The Front office SSO will identify and list all students and staff who live in the area reported to be affected by the bush fire.</p>
<p>All class room teachers and the Front Office SSO will record the names of any students who may be collected from the site by parents during the day.</p>
<p>The Principal or Classroom Teacher will assess if it is safe for students to take outside recess and lunch breaks and notify all classes of their decision.</p>
<p>The Principal and staff will assess if it is safe to release students from the site at normal dismissal time.</p> <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.
<p>Prepare and test bushfire pumps, sprinkler systems and grounds irrigation systems.</p>
<p>The nominated staff member will turn on sprinklers and irrigation systems hourly to dampen surrounds.</p>

The Front Office SSO will back up all site computer records.
The SSO will ensure the alternative audible warning device is ready for use and operating correctly should power fail.
<p>The Front Office SSO will liaise with the CPC staff and warn them of the bush fire in the district and for the staff to begin preparations to transport their students to the Tarpeena Bushfire Ready area should the pre determined 'triggers' be 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 Tarpeena. • The local Emergency Services advise that a bushfire is likely to impact on the site. • We are advised that a bushfire is burning in any of the surrounding townships, (Tarpeena, Nangwarry, MilLel.) • There is a confirmed sighting of nearby smoke or flame from the site.
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 area become necessary.
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 area become necessary.
All class teachers will encourage students to use the toilet regularly during the day.
All staff undertake their assigned roles and responsibilities.
The Front Office SSO will alert visitors and volunteers of the situation during the registration process and advise them of action to take should a move to the Bushfire Ready area become necessary.
The Principal/Admin Officer will liaise with SAPOL, school bus operator and school bus drivers to determine any likely impact of the reported bushfire on school bus routes.
School buses will not leave site unless a clear directive given to the Principal by SAPOL or CFS Incident Management indicating bus routes are safe to travel.
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.

BUSHFIRE IN IMMEDIATE VICINITY OR IMPACTING ON SITE

<p>The 'triggers' for a move to the Bushfire Ready area have been detailed in the Total Fire Ban procedure. All staff, students, visitors and parents are aware and prepared for the move that will take place when the 'triggers' are reached.</p>
<p>When a 'trigger' is reached, the agreed alarm signal or the gas powered siren will be sounded continuously by the Principal or Admin Officer.</p>
<p>All students, staff and visitors will move to the Bushfire Ready area on hearing the siren or being informed personally by the Principal or Admin Officer.</p>
<p>All staff will assist students to move to, and assemble in, the Bushfire Ready area once notified.</p>
<p>A staff member will turn on bushfire sprinkler and grounds irrigation systems after ensuring students in his/her care are safely in the Bushfire Ready area and determining that the task can be undertaken without placing themselves in undue danger.</p>
<p>A staff member will notify parents via the pre arranged telephone system that students are moving into the Bushfire Ready area.</p>
<p>All staff will take the fire extinguishers with them from their classrooms to Bushfire Ready area.</p> <ul style="list-style-type: none">• The fire extinguishers are to be placed in a collective area.
<p>Staff will close all doors and windows and turn off air conditioners as rooms are vacated.</p>
<p>The Principal/Admin Officer will ensure all site personnel are accounted for and in Bushfire Ready area</p> <ul style="list-style-type: none">• Classroom teachers will do a roll call of students in their care.• When parents come to pick up their children they are to complete a duty of care form• Front Office SSO will monitor visitors and volunteers.
<p>The Principal / Admin Officer will ensure that staff and students from other associated sites are accounted for and accommodated appropriately.</p>
<p>The Admin Officer will ensure that local community members are accommodated appropriately in an area separated from students.</p>
<p>The Emergency Response Team members will implement search procedures for missing persons if needed.</p>

The Principal / Admin Officer will advise the regional office of the move to the **Bushfire Ready** area and provide information about:

- The 'trigger' that has been reached and likely impact on the site.
- The number of site students, staff and registered visitors taking shelter.
- The number of 'off site' students and staff present.
- The number of community members present.
- Emergency Services assistance immediately available.

The Emergency Response Team members will liaise with CFS /MFS units and other Emergency Services if on site.

All persons sheltering in the **Bushfire Ready** area will prepare for arrival and passage of the fire front. The Emergency Response Team will:

- provide regular updates at an appropriate level to students and adults
- assist all students and adults to remain calm
- outline possible plans of action after the front has passed with the students.

Classroom teachers will prepare for unexpected toileting of students.

The Emergency response Team members will check for and attempt to extinguish spot fires in side or impacting on the **Bushfire Ready** area as necessary

- It is not expected that staff will undertake major fire fighting activities
- Staff are not expected to put themselves in any dangerous situations

All staff will undertake their assigned roles and responsibilities.

RECOVERY AFTER THE FIRE FRONT HAS PASSED

<p>The Principal / Admin Officer will ensure no one leaves the Bushfire Ready area until the situation outside has been assessed as safe by the 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>All staff members will remain on duty until all students are collected from the site by their parents.</p>
<p>Snacks, drinking water, blankets, games, books etc are available to meet student immediate and extended needs of students waiting to be collected by their parents.</p>
<p>The First Aid SSO will check for and treat any injuries.</p>
<p>The Emergency Response Team members with the CFS will check the building for damage and burning embers.</p>
<p>Teacher will extinguish small fires in or near the Bushfire Ready area.</p>
<p>The Principal / Admin Officer will liaise with Emergency Services on site as soon as possible.</p>
<p>The Principal / Admin Officer 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.</p>
<p>The Principal / Staff will refer media enquiries to the Regional Director.</p>
<p>The Emergency Response Team members will determine if there is a need to evacuate the Bushfire Ready area.</p>
<p>The Emergency Response Team members will determine an alternative safe location if required.</p>
<p>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.</p>
<p>The Front Office SSO will record names of students and person collecting them as they leave the site. All parents/caregivers must complete and sign a duty of care form.</p>
<p>All staff undertake their assigned roles and responsibilities.</p>
<p>The Principal / Admin Officer, Emergency Response Teams, staff will undertake a debrief of the bushfire emergency situation and the procedures undertaken at an appropriate time shortly after the incident.</p>
<p>The Principal / Admin Officer will seek support for students and staff from counsellors and social workers when appropriate.</p>

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 will replenish the Emergency Supplies package.

The Principal will arrange an assessment of the site buildings once the area is declared safe.

The Principal will complete the relevant DECS report, available from www.crisis.sa.edu.au