

# Two Wells Primary School

## Bushfire Action Plan

### Staff Roles and Responsibilities

#### Emergency Response Team

##### Preparing Two Wells PS for a bushfire:

- 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 (BAP) during the first two weeks of Term 4 and Term 1.
- Plan appropriate locations for students, staff and community members likely to be using the Safe Refuge. The safe refuge being the school hall (brick building).

##### Bushfire reported in local district:

- Determine if the bushfire is reported in the pre-determined boundaries of our nominated local district e.g. townships and surrounding areas of Two Wells, Mallala & Mid North.

##### Bushfire in the immediate vicinity or impacting on site:

- Institute search procedures if persons are unaccounted for after a move to the school hall.
- Liaise with Emergency Services members on site.
- Prepare persons sheltering in the school hall for the arrival and passage of the bushfire front by assisting all to remain calm, checking safety within the building, providing regular information about situation outside, outlining possible actions after fire front has passed.

##### Recovery after the fire front has passed:

- Check for and extinguish spot fires inside or impacting on the school hall.
- Assess the safety of the area outside the hall before any one leaves the building.
- Make an assessment and if necessary the preparations required for extended care of students.
- Check the building for damage and burning embers.
- Determine if there is a need to evacuate the school hall.
- Determine an alternative location if required (this will be as per Mallala Council Fire Prevention Plan – Two Wells Community Centre Football Oval).
- Review effectiveness of staff instruction in light of the experience.

#### Principal

##### General Information:

- Hold discussions with local CFS during Term 3 about bushfire preparedness of the site.
- Forward a copy of the site BAP to the Two Wells CFS by Week 2 of Term 4 each year
- Explain the BAP to the families of new students during the enrolment process.
- Include bushfire season reminders and information in site newsletters at least three times in each of Term 4 and Term 1.

- Ensure that all new staff members, relieving staff and visitors are briefed about the requirements of the BAP during the site induction process.

### Preparing TWPS for a Bushfire:

- Develop and review Bushfire Hazard Management Plans for on site vegetation, Mallala District Council vegetation and neighbours vegetation during Term 3.
- Arrange annual inspection of buildings to ensure all openings and cavities in the façade and roofs are sealed.
- Ensure maintenance of high gutters included in Preventative Maintenance Schedule.
- Ensure areas under timber decking are sealed.
- Ensure all timber and paintwork is well maintained.
- Maintain surplus buildings to an appropriate standard, or seek funding for demolition.

### Safe Refuge

- Arrange Emergency Bushfire drills during the first 2 weeks of Term 4 and Term 1 each year.
- Advertise alternative pick up points and vehicle access points to be used after a bushfire.
- Ensure 'triggers' for movement to Safe Refuge are well understood by students and staff and have been made well known to parents.
- Ensure 'off site' Safe Refuge is open and ready for use by school.

### Total Fire Ban Day:

- Inform students and staff in morning notices.
- Cancel student off site excursions and staff off site meetings.

### Bushfire reported in local district:

- Maintain visual check of surrounding area.
- Inform Regional Office of bushfire reported in local area.
- Liaise with local CFS to obtain up to date information.
- Cancel outdoor student activities.
- Assess if it is safe for students to take outside recess and lunch breaks and inform staff.
- Assess if it is safe to release students from site at normal time and inform staff.
- If school bus or public bus routes are affected make arrangements for the supervision of students normally on that bus until roads are declared safe.
- Prepare Safe Refuge for arrival of students.
- Open and prepare off site Safe Refuge for arrival of students.
- Give clear directive about school buses leaving site. Only authorise buses to leave after specific direction from SAPOL or CFS Incident Management.
- Arrange for supervision of any students remaining on site until they are collected by parents.

### Bushfire in immediate vicinity or impacting on site:

- Sound agreed alarm or gas powered siren when 'triggers' are reached.
- Turn off air conditioners and close all air vents in the school hall as the bushfire front approaches.
- Ensure all site personnel are accounted for and in the school hall.

- Advise Regional Office of 'triggers' reached, numbers of students, staff and community members on site, Emergency Services assistance immediately available.

### Recovery after the fire front has passed:

- Ensure no one leaves the school hall until the situation outside has been assessed as safe.
- Liaise with Emergency Services on site as soon as possible.
- Advise Regional Office of current situation.
- Refer media enquiries to the Regional Director.
- At an appropriate time after the incident, lead a debrief of the bushfire emergency situation and procedures undertaken at the time.
- Seek support for students and staff from counsellors and social workers.
- Arrange to have fire fighting systems checked and readied again for use.
- Arrange to have appropriate authorities assess safety of site buildings.
- Complete the relevant report available on [www.crisis.sa.edu.au](http://www.crisis.sa.edu.au)

**In the event of the Principal being absent the Deputy Principal will act up. In the event of all Leadership personnel being absent from the site, the teacher in charge, with the support of the WHS rep and admin staff will implement the Bushfire Action Plan.**

### Front Office SSO

#### General Information:

- Forward a copy of the Bush Fire Action Plan to all families of students of site at the beginning of Term 1 each year.
- Monitor local ABC radio for CFS Bushfire Information and Warnings Messages.
- Purchase pressure pack siren.
- Assemble Emergency Supplies kit (this will be organised and updated in Term 3 of each school year).

#### Safe Refuge:

- Notify TWPS Children's Centre & Stepping Stones Child Care staff of imminent move to the school hall.
- List and assemble student and staff medications.
- Notify Two Wells Primary School parents/caregivers via skool bag app of evacuation.

#### Total Fire Ban Day:

- Update student and staff medication list and prepare medication for transportation to the school hall.

#### Bushfire Reported in local district:

- Monitor local CB radio network when bushfire reported in local district.
- Plug in alternative telephone handset when power fails.
- Place Emergency Supplies kit in the school hall.
- Identify and list all students and staff who live in affected area.
- Record names of students collected during the day.
- Back up all computer records.
- Liaise with TWPS Children's Centre & Stepping Stones Child Care staff and alert them to begin preparations for a move should 'triggers' be reached.

- Alert visitors and volunteers of situation and actions to take if move to the school hall is signalled.

## SSO

### General Information:

- Monitor local ABC radio for CFS Bushfire Information and Warnings Messages.
- Check Emergency Supplies kit every three months.
- Check the contents of the Safe Refuge first aid kit at start of each term.
- Purchase fresh cartons of drinking water in Term 1 each year.
- Refill drinking water storage containers each 3 weeks during Term 4 and Term 1.

### Safe Refuge

- Make laminated A3 Safe Refuge posters for display on Resource Centre, Hall, Gym and Admin windows.
- Make laminated A3 Total Fire Ban posters for display in classroom windows.
- Establish a labelled Safe Refuge cupboard for storage of essential items.

### Total Fire Ban Day:

- Ensure student rolls, visitor registers are up to date.
- Record student movements as parents come to collect them after a bushfire.

### Bushfire reported in local district:

- Turn off all external gas cylinders.
- Ensure pressure pack siren ready for use.

### Bushfire in immediate vicinity or impacting on site:

- Inform parents via pre arranged telephone tree that students are in the Safe Refuge

### Recovery after the fire front has passed:

- Check for and treat any injuries.

### Grounds person

- Undertake regular inspections of vegetation around buildings and maintain required clearances during the year.
- Inspect vegetation around buildings with WHS Committee in Term 3 each year.
- Clean low level gutters each month.
- Inspect neighbouring properties for risk exposure.