



## **BUSHFIRE RESPONSE PLAN 2020/21**

**See page 25 of the Emergency Management Plan**

### **Alert Status**

- Level 1 Day of Severe or Extreme Fire Danger – Total Fire Ban day
- Level 2 Fire in Area of Concern – 10 km radius of site – WATCH & ACT
- Level 3 Approach and passage of fire front – school as SHELTER-IN-PLACE

Catastrophic or Code Red – FDI of 100+ all schools closed in Adelaide Hills.  
Notified by 4pm the day before

NB this could also occur on an extreme day because of the particular conditions prevailing in the Adelaide Hills. CFS and DECD will advise.

**Locality of Concern** – 10km radius surrounding Lobethal area of Adelaide Hills

**Shelter-in-Place Bushfire** – Main Stone School Building

**Bushfire Drills** 2 per year – Terms 1 and 4

# **LOBETHAL PRIMARY SCHOOL BUSHFIRE ACTION PLAN 2020/21**

**VERSION 28.9.20**

## **ACTION PLAN CONTENTS**

1. Key Personnel and Contact details	page 3
2. Bushfire Season Preparation	page 4
3. Responsibilities of Incident Controller - Site Leader	page 5
4. Responsibilities of Operations Co-ordinator – Front Office Secretary	page 6
5. Responsibilities of Communications officer – Front Office Manager	page 7
6. Responsibilities of First Aid officer – Trained SSO	page 8
7. Responsibilities of Teachers, OSHC Director & Support staff	page 9
8. Before Catastrophic or Code Red Days	page 10
9. Internal Fire Policy	page 12
10. NON-SITE EMERGENCY CONTACTS	page 13

## KEY PERSONNEL and CONTACT DETAILS

**EMERGENCY PHONE:** 000  
**POLICE ASSISTANCE:** 131444  
**SCHOOL CODE RED NO:** 0477 066 701

**EDUCATION DIRECTOR (Tim Wilson) 0419 301 561 & 8314 4025**  
**DECD Bushfire and Emergency Management Team 82263714 and 82262524**

**Parent Bushfire Information Hotline 1800 000 279**  
**CFS Bushfire Information Hotline 1300 362 361**  
**Lobethal CFS 8389 6636**

**CFS website [cfs.org.au](http://cfs.org.au)**  
**Bureau of Meteorology [bom.gov.au](http://bom.gov.au)**

**Lobethal Emergency Response Team**  
**Incident Controller - Site Leader: Toni Burford**  
Phone - Work (08) 8389 6419  
Mobile - 0409 287 086  
Home – (08) 8398 0031

**Communications Officer - Front Office Coordinator: Belinda Weeks**  
Phone- Work (08) 8389 6419  
Mobile- 0401963692

**Operations Co-ordinator – Front Office Secretary: Anne**  
Phone- Work (08) 8389 6419  
Mobile-

**Fire Warden/WHS: Simon Lock**  
Phone – Work (08) 83896419  
Mobile - 0437409057

**First Aid Officer: Michelle Hill**  
Phone – Work (08) 8389 6419  
Mobile – 0439897269  
Home – (08) 8389 7269

**OSHC: Nicole Christian**  
Phone – Work (08) 83896419  
OSHC Mobile – 0403 605 975  
Mobile - 0428992080

# **BUSHFIRE SEASON PREPARATION**

## **Bushfire Incident Response Group:**

### **A. THE INCIDENT CONTROLLER – provides leadership, directs and coordinates resources**

1. Meet with identified members of the IRG to go through the Bushfire Response Plan.
2. Ensure that all staff are clear about their duties and that drill practices have taken place.

### **B. THE OPERATIONS CO-ORDINATOR – oversees the implementation of relevant actions, manages and supervises operations**

1. Read through their responsibilities and actions
2. Ensure that telephone list is up to date for contacting parents and send test message in Terms 1 & 4.
3. Check that all Bushfire preparation and inspection is completed

### **C. THE COMMUNICATIONS OFFICER – manages all communications internally and externally**

1. Read through their responsibilities and actions
2. Ensure that the Emergency Messaging is up to date.
3. Provide TRTs with folders when they sign in that include emergency procedures.

### **D. FIRST AID OFFICER - administers first aid and ensures health and safety**

1. Ensure that the refuge (Shelter in Place) supplies are up to date and stored in an accessible place
2. Ensure that all students Health Care Plans and medicines are up to date and accessible.

### **E. GROUNDS**

1. Check fuel levels around the oval are under control.
2. Make sure that the oval is well-maintained and watering is kept up.
3. Ensure that native garden is well-pruned and tidy.
4. Check that gutters have been cleared.
5. Check hoses are in place and water supply and connections available.

# RESPONSIBILITIES OF INCIDENT CONTROLLER - SITE LEADER

- Ensure that all staff are familiar with Emergency Management Procedures
- Ensure that parents are informed of procedure and authorised person status.
- Ensure that gutters are cleaned, overhead branches are lopped and regular fire drills are held twice in Terms 1 & 4. (see Bushfire Preparation – previous page)

## Level 1 Alert – Day of Severe or Extreme Fire Danger = GET READY

1. **The Day Before: Cancel all excursions**
2. **Monitor radio ABC 891**
3. **Inform staff and children of Level 1 alert.**
4. **Meet with Incident Response Team early to review the Emergency Procedures of each Level of Response and agree on days' actions**
5. **Ensure that Communications Officer has informed all staff/OSHC and students of the Level 1 Alert and the Emergency Procedures of each Level of Response**
  - a. All excursions have been cancelled
  - b. Check that there is no bushfire in Area of Concern at 3.00pm before children are dismissed.
6. **Ensure Operations Co-ordinator has established a Support Team to prepare site**
  - a. Check access to and from classrooms.
  - b. Familiarise for Level 2

## Level 2 Alert – Fire in Area of Concern – CFS 'Watch & Act' = GET SET

1. **Meet with Incident Response Team to review the next Level of Response and agree on what actions MAY BE REQUIRED**
2. **Ensure that Communications Officer has informed all staff/OSHC and students of the Level 2 Alert and the Emergency Procedures of Level 2 Response**
3. **Ensure the First Aid Officer has Shelter-In-Place Emergency supplies prepared and accessible**
4. **Ensure the Operations Co-ordinator has established a support team to prepare site:**
  - a. Arrange for all teachers/ SSO's to move their cars out of the car park so that it is clear for emergency vehicles. Open the gates into the building.
  - b. Close rubbish tins tightly (with year 6/7 students) and move them inside storage shed.
  - c. MONITOR THE SITUATION
5. **Cancel all lessons that may be outside of classrooms.**
6. **Ensure that Communications Officer has established Master Roll.**

## Level 3 Alert – Fire Front Threatens = GO!

1. **Meet with Incident Response Team to agree on what actions ARE REQUIRED**
2. **Sound ALARM to initiate 'Shelter-in-Place' procedures – Principal/OSHC Director.**
3. **Work with Operations Officer and Support Team to:**
  - a. Place fire extinguishers inside doors
  - b. Assess exits and surrounds prior to moving to safe area.
4. **Inform DfE Strategic Response team and follow administration procedures.**
5. **Permission is required for anyone to leave school premises.**

# RESPONSIBILITY OF OPERATIONS CO-ORDINATOR

## Level 1 Alert – Day of Severe or Extreme Fire Danger = GET READY

1. Meet with **Incident Response Team** early to review the Emergency Procedures of each Level of Response and agree on days' actions
2. Monitor radio (with spare batteries) 891 on AM band and CFS website.
3. **Operations Co-ordinator** works with a support team to prepare site
  - a. Communicate to families
  - b. Check access to and from classrooms.
  - c. **Ensure satellite phone is charged and accessible.**

## Level 2 Alert – Fire in Area of Concern – CFS 'Watch & Act' = GET SET

1. Inform staff and children of **Level 2** alert. Meet with **Incident Response Team** to agree on what actions **MAY BE REQUIRED**.
2. Monitor CFS website and 891 on AM band.
3. **Operations Co-ordinator** works with a support team to prepare site:
  - a. Meeting Room / Library to be cleared ready for Level 3.
  - b. Arrange for all teachers/ SSO's to move their cars out of the car park so that it is clear for emergency vehicles. Open the gates into the building.
  - c. Close rubbish tins tightly (with year 6/7 students) and move them inside storage shed.
  - d. **MONITOR THE SITUATION**
4. Check with **Communications Officer** master roll and implement search procedures should children or staff be missing.

## Level 3 Alert – Fire Front Threatens = GO

1. **Confirm with CFS if possible and with DfE Strategic Response team – notify Incident Controller**
2. **Meet with Incident Response Team to agree on what actions ARE REQUIRED**
3. Check in with **Communications Officer** master roll and implement search procedures should children or staff be missing.
4. Close all doors (do not lock) permission required to leave refuge.
5. Stay in office Shelter-in-place/refuge area, close doors – do not lock, monitor radio.

# RESPONSIBILITY OF COMMUNICATIONS OFFICER (FRONT OFFICE)

## Level 1 Alert – Day of Severe or Extreme Fire Danger = GET READY

1. The Day Before: Cancel all bookings associated with any school excursions.
2. **Meet with Incident Response Team early to review the Emergency Procedures of each Level of Response and agree on days' actions**
3. **Monitor radio** (with spare batteries) **891 on AM band and CFS website.**
4. Call for ALL Roll Books to the office by 9.15 am. Return Roll Books to classes immediately.
5. Keep hard copy class list and absentee book and on front office desk.
6. Record children, staff and any volunteers leaving school – students released to parent/caregivers or person with written permission (please note destination)

## Level 2 Alert – Fire in Area of Concern – CFS ‘Watch & Act’ = GET SET

1. **Inform staff and children of Level 2 alert. Meet with Incident Response Team to agree on what actions MAY BE REQUIRED.**
2. **Monitor CFS website and 891 on AM band**
3. **Communications Officer** works with Support Team to prepare site:
  - a. Establish a master roll (in office) Check for absences. Give class teachers copy to maintain
  - b. Children collected by authorised persons have destination and time marked
  - c. Prepare parent contact numbers/medical files for removal to refuge.
  - d. Close windows and unlock any locked doors but keep closed.

## Level 3 Alert – Fire Front Threatens = GO

1. **Confirm with CFS if possible – notify Incident Controller**
2. **Meet with Incident Response Team to agree on what actions ARE REQUIRED**
  - a. Lock files.
  - b. Move emergency records/files/computer backup tapes to refuge area.
  - c. Add any parent / visitor names to master roll.
  - d. Check master roll and implement search procedures should children or staff be missing
3. **Stay in office Shelter-in-place/refuge area, close doors – do not lock, monitor radio.**

## **RESPONSIBILITY OF FIRST AID OFFICER**

### **Level 1 Alert – Day of Severe or Extreme Fire Danger = GET READY**

1. **Meet with Incident Response Team** early to review the Emergency Procedures of each Level of Response and agree on days' actions
2. **Monitor radio (with spare batteries) 891 on AM band and CFS website.**
3. First Aid Officer to ensure **Refuge Supplies** are ready and accessible as per list.
  - a. Students personal medication & Personal Health Care plans
  - b. Drinking water / snacks / children have their own food
  - c. Woollen blankets
  - d. Torch (batteries)
  - e. Bucket with water and damp cloths and to cover mouth/noses
  - f. Sick bags

### **Level 2 Alert – Fire in Area of Concern – CFS 'Watch & Act' = GET SET**

1. **Inform staff and children of Level 2 alert. Meet with Incident Response Team to agree on what actions MAY BE REQUIRED.**
2. **Monitor CFS website and 891 on AM band**
3. **First Aid Officer** works with the **Operations Co-ordinator** and as part of support team to:
  - a. **Distribute Refuge Supplies (including personal medication) as per list to each classroom**
  - b. prepare site Meeting Room / Library to be cleared ready for Level 3
  - c. Aid in movement of vehicles to oval as necessary (mind classes).
4. Close windows and unlock any locked doors but keep closed.

### **Level 3 Alert – Fire Front Threatens = GO**

1. **Meet with Incident Response Team to agree on what actions ARE REQUIRED**
2. Toilet roster if time permits. Set up Camp toilet.
3. Close all doors (do not lock) permission required to leave refuge. Collect and take to refuge:
  - Emergency and medical information
  - Radio (batteries)
4. **Move to Shelter-in-place/refuge area, close doors – do not lock, monitor radio**



# Shelter-In-Place Staff Procedures

- All staff should familiarise themselves with their responsibilities and where equipment is kept.
- Place fire drill procedure in class teacher folder in a prominent place.
- Familiarise with fire extinguisher (use and location)/fire exits/drills.
- Maintain clear fire exits.

## Level 1 Alert – Day of Extreme or Severe Fire Danger = GET READY

1. Wait for instructions from **Incident Response Team**
2. Inform staff and children of **Level 1 alert = GET READY**
3. Review the Emergency Procedures of each Level of Response with students,
  - a. Check class lists early, record attendances/absences and send to front office by 9.15
  - b. Ensure clear access to and from classroom – clear flammable material from classroom exteriors.
  - c. Ensure children leaving school is recorded by the front office/mark in destination for those going with authorised person (holding a note signed by parent/caregiver).
4. All excursions will be cancelled the previous day

## Level 2 Alert – Fire in Area of Concern – CFS ‘Watch & Act’ = GET SET

1. Wait for instructions from **Incident Response Team**
2. Inform all staff and children of **Level 2 alert = GET SET**
3. Refuge Supplies are delivered to each class by the First Aid Officer team
4. Students bags and full water bottles brought into the classroom ready to go
  - a. Have ready Roll book/children’s medication and bags/records/personal valuables
  - b. Ensure that children’s drink bottles are kept filled
  - c. Close windows and doors (do not lock). Move things away from the windows.
  - d. Maintain class list, anyone leaving send to the office to check off front office master roll.
5. Office staff to move any staff cars away from main building and repark to clear the entrance for emergency vehicles (have keys accessible)
6. Roster regular toilet sessions.
7. Cancel all outside lessons, inside playtime only, children are only to go out to use toilets.

## Level 3 Alert – Fire Front Threatens = GO!

1. Siren Sounds – 10 long intermittent blasts = **Level 3 Alert – Fire Front Threatens**
2. Inform staff and children of **Level 3 alert – NOW IS THE TIME TO GO**
3. Mark roll and inform Front Office to search for missing students.
4. Rooms 5&6 take children and bags to Shelter-in-Place (library area) – mark roll again.
  - Take fire extinguishers from class to refuge area.
5. Other classes to stay in their classroom
6. **ALL CLASSES**
  - Check Roll
  - Emphasise calmness, restrict movement and unnecessary noise
  - Hand out damp cloths to cover mouth and nose.
  - Instruct children to lie flat on floor.

## AFTER FIRE HAS PASSED

1. Wait for instructions from **Incident Response Team**
2. Gather children together and debrief
3. Hold children until collected by parents and authorised persons
4. Mark off master roll, note time, person and destination. Keep together
5. Assess exits and surrounds.
6. Attend to injuries.

## **BEFORE Catastrophic or Code Red Days**

### **Incident Controller**

- Put **School Closed** sign on the front fence and change front sign to 'School Closed' with date
- Ensure that all staff, students and parents are informed of the possibility of a code red day which could result in closure. The onus is on every family to operate their bush fire plan.
  - Have template ready for printing and distributing.
  - Have text messages ready in phone for sending once information is received 4pm on the day before. (including in Vietnamese)
  - Ensure that text message has been sent to all parents and ring those who do not have a mobile phone.
- Take care to make sure the school is as safe as it can be and remove irreplaceable objects to a safer place. Make sure all objects that can be moved inside are moved so that it cuts down the fuel load.
- Ensure that staff / SSO's, cleaner etc are aware of the fire status.
- Contact the OSHC Director and Cleaner and any outside users of the premises to inform them of the school closure.

### **Operations, Communications Coordinator & First Aid Officer**

- Monitor the radio and email
- Keep parents calm when they call and go through the procedures – remind them to implement their own fire plan.
- Ensure DECS Code Red Day School Closed sign on the school fence and change front sign to 'School Closed' with date
- Remind parents to keep their details up to date.
- Take back up discs and any other essential data/ artefacts etc out of the school to a place of safety.
- Assist principal with the preparation and printing of notices/sending and ringing of parents/staff.
- Prepare the school for fire and remove valuable and irreplaceable items, such as pictures that cannot be replaced. take back-up discs home.
- Lock all bins in the shed/ sports shed.
- Clear and blower vacuum around the school

### **STAFF RESIDENCES**

Staff should have a clear bushfire plan of their own and be prepared to implement it on **Catastrophic** fire days. Staff should not be travelling on these days and will not be expected to attend school.

Many of the staff live in bushfire prone areas. Staff are not to leave school during **Level 2 & 3 Fire Alert** days due to duty of care requirements. If their home is possibly under threat, they must make arrangements for their class to be covered before they stay at home for the day.

- Book a TRT as soon as possible
- Inform the school as soon as possible

They should in this case:

- Seek clarification from their local CFS as to the FDI regarding their home
- Ascertain from their local CFS if they should operate their bushfire plan and/or evacuate

There is a strong emphasis on the staff member to remember the effect of individual staff actions on the remainder of the group and the added weight of responsibility on those at school if understaffed.

## LOBETHAL PRIMARY SCHOOL

### INTERNAL FIRE POLICY

The staff member who discovers the fire, or is informed of it by a child:

- ⇒ Evacuates the class, taking the class list and roll book.
- ⇒ Gives fire warning and location and short blasts on siren/bell for 10 to 15 seconds if accessible.

### TEACHERS

1. Take students in an orderly manner through an exit away from the fire to edge of oval – take class list and absence books.
2. Close doors as rooms are vacated if possible.
3. Call roll and report to Principal/Teacher in charge.
4. Remain in class groups until all clear is given.

### AVAILABLE STAFF IN MAIN BUILDING

Check library, all classrooms, staffroom and OSHC.

Check toilets on way to the oval.

### OFFICE STAFF/SSO/TEACHER IN CHARGE

1. **Ring 000**
2. Turn off main power source.
3. Check all rooms in administration area.
4. Take first aid equipment and emergency files to oval, if possible admin. backup computer tape.
5. Take class rolls and TRT/ Visitor sign in sheets
6. Close doors on exit.

### PRINCIPAL/TEACHER IN CHARGE

1. Receive roll call information – initiate a search if necessary.
  - Deploy staff to -
  - Supervise children
  - Remove cars from the car park to make way for emergency vehicles
  - Fight fire if practicable
  - Inform CFS of location of fire
  - CFS patrol fire affected area as appropriate
  - Arrange security if and as required.
2. Smoke alarms – check batteries are working beginning of each term.
3. Fire drills – twice a term in Terms 2 and 3.

**Attach NON-SITE EMERGENCY CONTACTS page 4 of Emergency Management Plan**