



Owen Primary School

Fourth Street, Owen, S.A. 5460

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Bushfire Action Plan

This Bushfire Action Plan (BAP) will be reviewed by the Principal each year in term 3 to reflect any changes that have taken place:

- To site facilities.
- Personnel on site.

This BAP outlines actions required to prepare the site prior to bushfire season and if the site is threatened by a bushfire.

This plan also outlines activities to be taken by staff and students at different levels of a bushfire emergency.

- On Total Fire Ban days (rated as extreme or catastrophic)
- 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 Bowls Club is the nominated bushfire safe refuge for the Owen Primary School. The town safe refuge is the Owen Town Hall. Students, staff and visitors present at Owen Primary School will together move to the safe refuge when a bushfire threatens the site if the principal or teacher in charge (or the front office SSO, if the principal is absent for part of the day) decides an evacuation is needed or it is advised by Emergency Services. A key for the Bowls Club is stored at the school for fire safe refuge use only.

The BAP is included in the enrolment pack and process for the families of all new students and will be sent home during the first week of term one to all families each year.

The BAP will be included in induction processes and information for new staff.

A Bushfire Emergency Kit will be updated in the week zero in term one and the last week of term 3 each year. The list for this kit is stored on the common drive under PRINCIPAL: Workplace Health and Safety and in the Policies folder.

The principal will include bushfire season reminders and information in site newsletters at least twice in terms one and four each year. Each year grounds will be checked for bushfire readiness in line with DECD expectations.

The principal and front office SSO will devise a bushfire information phone network in the first week of each year, to ensure all families are contacted in an efficient manner in the event of a bushfire that results in the school moving to the safe refuge. The phone network will also be updated each term if we have new enrolments, if new families start during the term, the site leader has the responsibility of including these families in their phone network contact list.



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TOTAL FIRE BAN DAYS

Total Fire Ban days will be marked in RED in the staff day diary and on the white board.

At the beginning of the school day, during pastoral care time, students will be reminded of the site's bushfire emergency procedures.

The front office SSO and principal will monitor ABC radio and the CFS website for information and warning messages.

Staff members on yard duty will monitor weather conditions during fitness and play breaks and report any concerns to the principal.

Student excursions that would have them move through catastrophic or extreme rated fire districts will be cancelled and rescheduled by staff.

The Balaklava Bus BAP will take effect; a copy of this is available at the school and sent home with bus families in week one each year.

Offsite meetings for all staff that would have them move through catastrophic or extreme rated fire districts will be cancelled and rescheduled where possible.

The container of emergency supplies will be checked by front office SSO or delegate and be ready for transportation to safe refuge.

Front office SSO or delegate will check student medications and prepare them for transportation.

FIRE REPORTED IN THE LOCAL DISTRICT.

When a bushfire is reported in the local district the principal will let staff know of the location. If the principal is off site the teacher in charge or front office SSO will keep the principal updated and staff informed.

The front office SSO and principal will monitor ABC radio and the CFS website for information and warning messages.

The principal will advise the Educational Director that a bushfire has been reported in the local area.

The principal or front office SSO will liaise with the local Emergency Services to obtain the latest information and advice about the likely impact on the school.

The front office SSO will compile a list of all students and staff who live in the area reported to be affected by the bushfire.

If this includes students who travel on the school bus, the front office SSO and principal will contact parents and arrange safe care of the children by teachers should this be necessary.

All class teachers will ensure students top up their water bottles during the day so they have adequate drinking water if a move to the safe refuge is necessary.

All class teachers will ensure students have their personal belongings in order and keep them close-by should a move to the safe refuge is necessary.

The front office SSO will alert visitors and volunteers of the situation during the sign in process and advise them of action to take should moving to the safe refuge become necessary.



FIRE IN THE IMMEDIATE VICINITY OR IMPACTING ON THE SITE

When Emergency Services or the principal decide the fire will impact on the site and we need to move to the safe refuge the fire alarm will be sounded by the principal or front office SSO.

All staff, students and visitors will move to the oval area and rolls will be checked. Staff will turn off all electrical appliances as they leave their rooms.

Students will be transported to the safe refuge either by foot to the Bowls Club diagonally across the road from the school. The front office SSO will ensure the Bushfire Emergency Kit is taken to the safe refuge.

The post mistress and Owen Arms proprietor will be informed of the move of the school to the safe refuge.

On arrival at the safe refuge, the principal or teacher in charge will ensure all site personnel are accounted for and do a roll call, the front office SSO will monitor visitor and visitors.

The principal will inform the Educational Director about the move to the safe refuge, the reasons for this move, number of students, staff and visitors taking shelter, as well as the number of community members present. The principal will keep the Regional Office (from 2014 Educational Director) informed as much as possible.

The principal and front office SSO will inform families of this move using bushfire network list.

All persons sheltering in the safe refuge will prepare for the arrival and passage of the fire front. All staff will keep all persons away from windows and ensure unnecessary movement is limited and assist all students and staff to remain calm.

RECOVERY AFTER THE FIRE FRONT HAS PASSED

The principal will ensure no one leaves the safe refuge until the situation outside has been declared as safe by emergency services

Teaching staff will remain on duty until all student are collected from the safe refuge by an appropriate adult family member.

The front office SSO will record all names of students and the person collecting them and the time as they leave the safe refuge. Then let the principal know all students have left.

The principal will check the site for damage and burning embers. The principal will liaise with Emergency Services on site as soon as possible.

The principal will advise the Educational Director of the situation as soon as the position becomes clear and it is safe to do so.

A debrief of the bushfire emergency situation and the procedures will be undertaken at an appropriate time shortly after the incident.

The principal will seek support for students and staff from counselors and social workers where appropriate. The front office SSO will replenish the Bushfire Emergency Kit supplies as necessary as soon as possible.

The principal will arrange for appropriate authorities to assess the safety of the site buildings once the area has been declared safe.

The principal will complete the relevant report from www.crisis.sa.edu.au as soon as practicable.

Action Plan Developed: November 2013: Ratified by Governing Council in December 2013.

Reviewed Oct 2014 by Principal Cheryl Glenie and Owen CFS Captain Jim Silkstone

Reviewed post the Pinery fire of 25th Nov 2015: Dec 2015



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