



Owen Primary School

Fourth Street, Owen, S.A. 5460

Principal: Ashley Gardner

Phone: 85286116 Fax: 85286004

Email: Ashley.Gardner224@schools.sa.edu.au

Mobile: 0408 571957

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
- Staff/Parent contact details

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).

During school hours the School Library is the point of refuge for Owen Primary School staff, students and other visitors on site.

The BAP is available on the Owen Primary School website in parent information. An updated Bushfire Action Plan will be sent home to families at the start of term 4 each year.

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

A Bushfire Emergency Kit will be updated in the last week of term 3 each year. The list for this kit will be stored **j:\common\principal\workplace health and safety\emergency documents\catastrophic bushfire plan.doc**

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 DfE expectations.

The emergency contact list will be updated in the school Emergency Action Guides in the front office and library, in the first term of each year. This will assist staff to contact all families in an efficient manner in the event of a bushfire that results in the school moving to the school safe refuge (Library). These emergency contact lists will also be updated as necessary, due to enrolment changes. Staff members will endeavor to contact parents in a timely manner with student safety being the priority during any situation.

CATASTROPHIC FIRE DAYS

Total Fire Ban days will be marked in RED in the staff day diary.

Playgroup, Visitors and Volunteers will be advised of emergency procedures

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

The staff and/or Principal will monitor ABC radio, the CFS Bushfire Information Hotline (1300 362 361), the CFS website, Facebook Page – *SA Country Fire Service* for information and warning messages throughout the day.

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 will be 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.

Staff will check all 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 nominated SSO will keep the principal updated and staff informed. The principal will advise the Educational Director that a bushfire has been reported in the local area.

Principal and/or staff will monitor ABC radio, the CFS Bushfire Information Hotline (1300 362 361), the CFS website, Facebook Page – *SA Country Fire Service* and the Security and Emergency Management and Bushfire Team on 1800 000 279 for information for bushfire advice and warning messages.

Staff will advise visitors or volunteers onsite of the situation and emergency procedures. If Playgroup is on site staff will advise.

The principal and/or nominated staff member will liaise with the local Emergency Services, Balaklava Primary School and the education director to obtain the latest information and advice about the likely impact on the school and school bus routes.

Confer with the enrolment map in the Emergency Action Guide to determine 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 principal and/or staff will contact parents and arrange safe care of the children by teachers should this be necessary.

Encourage students to fill water bottles and assemble personal belongings should a move to the safe refuge become necessary.

Minimise /cancel student movement outdoors including at recess and lunchtime if necessary.

If appropriate remind students of bushfire emergency procedures and evacuation drills.

Check school mobile phone for charge and plug in if necessary.

Access Bushfire Kit and supplies necessary for first point of refuge.

FIRE IN THE IMMEDIATE VICINITY OR IMPACTING ON THE SITE

When Emergency Services or the principal decide the fire is in the immediate vicinity or will impact on the site and we need to move to the school last resort refuge, the fire alarm will sound – *continuous short siren blasts*. Where appropriate and safe, staff and students will be advised of this decision face to face.

Staff will undertake their assigned roles and responsibilities.

If time permits staff will turn off all electrical appliances as they leave their rooms and close all doors.

All staff, students and visitors will move to the library and attendance will be completed for students, staff and visitors.

Access the Bushfire Emergency Kit and First Aid Kits and Student Medication which are to be always kept together.

Students, staff and visitors will walk to the library **OR** if advised by Emergency Services or the Principal (or Principal's delegate) to move to the *Last Resort Refuge* then students and staff will move together to Owen Town Hall after confirming that the path is safe. Any child or staff member with special needs will have their situation considered with respect to possible evacuation.

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 any other community members present. The principal will also advise if any Emergency Assistance is available and will liaise as appropriate if they are. The principal will keep the Regional Office informed as much as possible.

The principal or staff will monitor ABC radio, the CFS Bushfire Information Hotline (1300 362 361), the CFS website, Facebook Page – SA Country Fire Service and other communication channels (incl text messaging/UHF) for local information.

The principal and/or nominated SSO will inform families of this move using Facebook and the bushfire network list when safe to do so, with student safety being the priority.

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.

When possible, outline potential; plans of action after the fire front has passed with students and staff.

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.

Appropriate staff will remain on duty until all students are collected from the safe refuge by an appropriate adult family member or caregiver.

Staff will record all names of students and the person collecting them and the time as they leave the safe refuge and inform the principal when all students have left.

The principal will check the site for damage and 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 and the procedures will be undertaken at an appropriate time after the incident.

The principal will seek support for students and staff from counselors and social workers where appropriate. Staff will ensure that the Bushfire Emergency Kit supplies are replenished 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

Reviewed October 2017: Reviewed February 2018 : Reviewed October 2019

Reviewed February 2020:

Reviewed January 2021 and September 2021

Reviewed September 2023