

# 2018-2019 BUSHFIRE ACTION PLAN

Updated: 21 February 2018

Action	Who
During the fire danger season the CFS and Bureau of Meteorology websites will be monitored daily for weather or situation changes.	<b>WHS Leader: Kerrie Leong</b>
	<b>Backup Person: Principal's PA</b>

A decision to move all persons off-site or into the on-site Bushfire refuge will be made by the CFS or SAPOL when any of the following 'triggers' occurs:

- CFS Information and Warning messages broadcast on the local 891 ABC radio or CFS website indicate a fire is moving towards the township
- The local Emergency Services advise that a bushfire is likely to impact on the workplace
- Advice that a bushfire is burning in the "local area"
- A confirmed sighting of smoke or flame near the site

EMERGENCY RESPONSE TEAM		
Principal	Sharon Goldman	
Deputy Principal	Jason Loke	
Fire Warden	Lucas Johnson	
Deputy Fire Warden	Wesley Dennis	
WHS Leader	Kerrie Leong	
First Aid Officer	Karly Baum	
Business Manager	Chris Plummer	
BHS Helpline		
CFS Regional Contact	Region One	

The DECD Parent Bushfire Hotline is available on catastrophic fire danger days 1800 000 279

Blackwood High School remains opened during Catastrophic Fire Danger day

**The Emergency Signal for evacuation to the Blackwood Recreation Centre is:**

**CONTINUOUS siren for 5 minutes**

# 1. Preparations Before And During The Fire Danger Season

Action	Who
Induct members of the Emergency Response Team on their roles and responsibilities	Principal
Prepare/Review BAP	WHS Committee Term 1 Obtain Governing Council's approval
Identify staff members who travel through Fire Ban Districts on days of catastrophic fire danger rating, and work with them to determine personal survival plan needs.	Principal
Review the management of school buses on days of catastrophic fire danger rating, in line with the <a href="#">Site Bushfire Response Procedure (Feb2016)</a> attached	Principal
Allocate and document roles and responsibilities to staff at the various stages of the BAP. <a href="#">Emergency Evacuation Responsibilities Flowchart</a> attached.	<b>Executive Team:</b> <b>Sharon Goldman, Jason Loke, Mary Hodson, Mark Flynn and Chris Plummer</b>  <b>Fire Warden, Year Level Leaders, WHS Leader</b>
A current vegetation management and facilities maintenance plan is developed.	Business Manager
Ensure Corporate Preventative Maintenance tasks have been completed (e.g. Gutter cleaning, testing of fire equipment).	Business Manager
Complete online Bushfire Safety Audit and Checklist (R1 and R2 sites).	Not required
A kit of 'Emergency Supplies' is kept in the Bushfire refuge ( <a href="#">Emergency Supplies Kit Checklist</a> attached).	WHS Leader First Aid Officer
Allocate a fully stocked first aid kit for the Bushfire refuge.	WHS Leader First Aid Officer
Identify access to toilet facilities in the event of an emergency.	Executive Team
Conduct emergency bushfire drill with staff and students during the first two weeks of Term 4 and Term 1, including movement into Bushfire refuge.	Executive Team
Provide regular pre fire season updates to staff and families regarding site bushfire procedures, including the location of the Bushfire Refuge. ✓ Newsletters ✓ Information brochure for families	Executive Team
Develop a communication procedure to inform parents/caregivers of catastrophic fire days and/or of a bushfire threatening the site (attach to BAP).	Executive Team
Instruct nominated staff in the operation of bushfire pumps, sprinkler and grounds irrigation systems during the first two weeks of Term 4 and 1 Term 1 each year (if relevant).	Business Manager
Ensure student and staff medications can be easily transported to the Bushfire refuge.	First Aid Officer
Ensure student rolls and staff/visitor registers are readily available and identify at any time: <ul style="list-style-type: none"> <li>those present</li> <li>those who have left the workplace</li> <li>those who leave the workplace after the bushfire emergency has passed</li> </ul>	<b>Maintain Student Emergency Contact /Roll lists, Print Evacuation List from Daymap by WHS Leader</b> Excursion Lists by SSO at Student Wellbeing Visitor/Contractor and Staff In/Out Registers by Business Manager
Negotiate local arrangements with other parties in relation to use of the site's bushfire refuge	Principal Fire Warden
Ensure emergency signage including: 'Total Fire Ban' signs, Bushfire refuge signs, emergency evacuation signs are clearly visible.	Not Applicable
Assess school access points to ensure access for emergency services vehicles (e.g. CFS).	Fire Warden
Check levels in water storage tanks for fire fighting purposes (where applicable).	Business Manager
Check pumps, sprinkler systems and grounds irrigation are operating correctly and hoses are attached.	Business Manager
Ensure the Bushfire refuge can be easily and quickly reached from all areas of the school or preschool.	The Blackwood Recreation Centre - school side is Blackwood High's designated refuge
In Term 4, Bushfire information brochure is circulated to parent via the Year 7 transition package and information package for other year levels.	Principal's PA and Student Wellbeing

## 2. Total Fire Ban Day

Action	Who
Inform students and staff that a day of Total Fire Ban has been declared, display notice as required.	<b>WHS Leader/ ICT Team</b> <b>via TV screens &amp; Whiteboards</b>
Remind students at the start of the day of bushfire emergency procedures and safety drills and refer to emergency posters displayed in all classrooms	<b>All teachers to inform all students of the Emergency Evacuation Procedures:</b> <ul style="list-style-type: none"> <li>• before the start of the Bushfire season and</li> <li>• at the start of Term 1</li> </ul>
Remind students travelling by bus of relevant emergency bus procedures.	<b>Executive Team</b>
<a href="#">Monitor ABC Radio</a> and CFS website for CFS Information and Warning Messages	<b>WHS Leader</b> <b>Fire Warden</b>
Staff to monitor weather conditions while students are on breaks or outside and report any concerns	<b>Yard Duty staff</b>
Consider cancelling student excursions and any off-site meetings and notify the Regional Bushfire Coordinator.	<b>Principal</b>
Unlock and open all access and security gates around the site	<b>Business Manager</b>
Park school buses and private vehicles away from vegetation.	<b>Not Applicable</b>
Check and prepare the Emergency Supplies kit for transportation to the Bushfire refuge.	<b>WHS Leader</b> <b>First Aid Officer</b>
Update student and staff medication list and prepare medication for transportation.	<b>First Aid Officer</b>
Check that pumps, sprinkler systems and grounds irrigation are operating correctly and hoses are attached.	<b>Business Manager</b>
Ensure mobile phones/analogue phones/power fail phone are working correctly and spare batteries are available.	<b>Not Applicable</b>
Ensure that hazards are removed by staff from passages and walkways.	<b>Not Applicable (always kept clear)</b>
Close roller shutter to the half-way point, as applicable.	<b>Not Applicable</b>
Advise visitors and volunteers of the situation and emergency procedures.	<b>Business Manager</b>
Ensure snacks, drinking water; blankets, games, books etc. are readily available to move to the Bushfire Refuge for students waiting to be collected by their parents or caregivers.	<b>On a needs basis</b>

### 3. Fire Reported In Local District

Action	Who
Inform staff and students that a bushfire has been reported and advise Regional Bushfire Coordinator and School Care.	Principal
Activate the bushfire emergency procedures with the Emergency Response Team	Principal
Staff advised to undertake their assigned roles and responsibilities.	Principal
Monitor ABC Radio for CFS Information and provide the site leader with updates regarding the bushfire.	WHS Leader
Plug in and check power fail telephone and the alternative audible warning device (e.g. Air horn).	Voice Amplifier - Fire Warden
Advise the regional office that a bushfire has been reported.	Principal
Place the Emergency Supplies kit in the Bushfire refuge	First Aid Officer
Minimise/cancel student movement outdoors including recess and lunchtime.	<b>Executive Team: Sharon Goldman, Jason Loke, Mary Hodson, Mark Flynn and Chris Plummer</b>
Identify and list all students and staff who live in the area reported to be affected by the bushfire	Refer to individual students and staff
Record the names of students who have been collected by parents.	Persons assigned the role on the day by the Principal
Assess if it is safe to release students from the site at normal dismissal time	Principal in consultation with CFS
If deemed necessary and safe to do so, prepare and test bushfire pumps, sprinkler systems and grounds irrigation systems and turn on sprinklers and irrigation systems to dampen surrounds.	Not Applicable
Turn off all external gas cylinders	Not Applicable
Ensure all site computer back-up tapes are easily accessible and stored safely.	ICT Manager
Open and prepare your Bushfire refuge (e.g. close blinds and windows, wet towels, prepare drinking water, arrange appropriate locations for the possibility of local community members, collect fire extinguishers, remove hazards from passageways).	Not Applicable
Liaise with any other schools/preschools using the same bushfire refuge.	Not Applicable
Encourage students to fill water bottles and assemble personal belongings should a move to the Bushfire refuge become necessary.	All staff
Encourage students to use the toilet regularly during the day.	Supervising staff
Advise visitors and volunteers of the situation and emergency procedures.	Business Manager
Liaise with SAPOL, school bus coordinator and school bus drivers to determine any likely impact of the reported bushfire on school bus routes or taxi services	Not Applicable
Direct school buses and taxis not to leave the workplace unless a clear directive is given by the site leader, SAPOL or CFS.	Principal
Arrange to supervise the affected students if specific school bus routes, local roads or taxi services are impacted upon by the bushfire and contact parents.	Principal

## 4. Bushfire In Immediate Vicinity Or Impacting On Site

Action	Who
Call 000 and report that a bushfire is in the immediate vicinity or impacting on the site, activate alarm signal.	<b>Principal's PA</b>
Advise staff to undertake assigned roles and responsibilities	<b>Principal</b>
If it is safe to do so and time permits turn on all sprinklers and irrigation systems.	<b>Business Manager</b>
Fill available containers with water and take into the bushfire refuge	<b>Not Applicable</b>
Teachers follow Emergency Evacuation Procedures to move to the Bushfire refuge on hearing the alarm.	<b>All staff</b>
If time permits, close all doors and windows and turn off air conditioners as rooms are vacated	<b>All staff</b>
Teachers to conduct a roll call of students in their care and report <b>missing students</b> (do not include student already recorded as absent earlier) to their Year Level Manager.	<b>Teachers report missing students to Year Level Leader →WHS Leader or Fire Warden →Principal</b>
Communicate to parents, if possible, that students are moving into the Bushfire refuge.	Via message on school's answering machine. "You have reached Blackwood High School. Due to an emergency, all occupants have been evacuated from the school's premises. Please send a text message to our <b>Helpline 0437 453 112</b> and we will respond as soon as possible."
In the Bushfire refuge, turn off air conditioners and close air vents, block crevices, cracks and gaps as bush fire front approaches	<b>Not Applicable</b>
Ensure all site personnel and visitors are accounted for. Ensure all teaching staff are accounted for.	<b>SSOs not assigned duties /Visitors/Contractors/TRTs/Preservice Teachers and Canteen Staff – report to Business Manager</b> <b>Teaching Staff – report to Assistant Principal Daily Operations, Mark Flynn</b>
If safe to do so, initiate search procedures for missing persons.	<b>Principal</b>
Advise the regional office of the move to Bushfire refuge and provide information about: <ul style="list-style-type: none"> <li>The number of site students, staff and registered visitors taking shelter.</li> <li>The number of 'off-site' students and staff present.</li> <li>Emergency Services assistance immediately available.</li> </ul>	<b>Principal</b>
Liaise with CFS /MFS units and other Emergency Services if on site.	<b>Principal</b> <b>Fire Warden</b>
Prepare all persons sheltering in Bushfire refuge for arrival and passage of the fire front. The Emergency Response Team will: <ul style="list-style-type: none"> <li>listen to the ABC radio for local information</li> <li>ensure all persons are located away from windows and unnecessary movement is limited</li> <li>provide regular updates at an appropriate level to students and adults</li> <li>assist all students and adults to remain calm</li> <li>outline possible plans of action after the front has passed with the students</li> <li>prepare for unexpected toileting of students.</li> </ul>	<b>Emergency Response Team:</b> Principal – Sharon Goldman Deputy Principal – Jason Loke Fire Warden – Lucas Johnson Deputy Fire Warden – Wesley Dennis WHS Leader - Kerrie Leong First Aid Officer – Veronica Lowe / Karly Baum Business Manager - Chris Plummer

## 5. Recovery After The Fire Front Has Passed

Action	Who
Staff advised to undertake their assigned roles and responsibilities.	Principal
Check for and treat any injuries.	First Aid Officer
Ensure no one leaves the Bushfire refuge until after consultation with Emergency Services and the situation outside has been assessed as safe.	Principal
Evacuate the Bushfire refuge to an alternative safe location, if directed to do so by Emergency Services personnel.	Principal
The Emergency Response Team members to prepare to care for students for an extended period of time.	<b>Emergency Response Team:</b> Principal – Sharon Goldman Deputy Principal – Jason Loke Fire Warden – Lucas Johnson Deputy Fire Warden – Wesley Dennis WHS Leader - Kerrie Leong First Aid Officer – Veronica Lowe / Karly Baum Business Manager - Chris Plummer
Nominated staff will remain on duty until all students are collected from the site by their parents or caregivers.	Principal
Regularly advise the Regional Director and/or the regional office of the current situation.	Principal
Record names of students and person collecting them as they leave the site	Persons assigned the role on the day by the Principal
Arrange an assessment of the workplace buildings once the area is declared safe.	Business Manager
Undertake a debrief session of the bushfire emergency situation and the procedures undertaken at an appropriate time after the incident.	Principal
Seek support for students and workers from counsellors and social workers when appropriate.	Principal
Review the effectiveness of site bushfire procedures post emergency.	WHS Committee

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to be forwarded.

## Emergency Supplies Kit Checklist

- 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
- Hand held siren (not gas)
- Staff/student medications
- Mobile phone
- Drinking water
- Sweets/nibbles
- Blankets, towels
- Duct tape, plastic sheeting etc.

Governing Council Chairperson Name: Helen Keen      Signature:       Date: 21/2/2018

Principal Name: Sharon Goldman      Signature:       Date: 21/2/2018