

BUSHFIRE INFORMATION HOTLINE 1300 362 361 TTY 133 677

The following sites will be joining MBPS in the Bushfire refuge :

Mount Barker Kindergarten - Megan Barron, Director, 83910685

Mount Barker Dental Clinic – Julie Brown, 83910858

Members of the Emergency Response Team (ERT) are:

Title	Name	
○ The Principal/Preschool Director	○ Riley Smitheram ○ Meegan Barron	○
○ The Deputy Principal/Teacher	○ Cassie Ackland ○ Maureen Kennedy	○
○ Fire Warden / Health & Safety Rep	○ Jim Kimber ○ Ann Atkins	
○ The Front Office SSO/ Admin officer / ECW	○ Suzie Ham ○ Irmie Stichel	

This BAP has been prepared/reviewed by: *the ERT*

This BAP is to be reviewed during Term 3 each year and presented to the Governing Council for endorsement.

Endorsed by:

Role:

Date:

Endorsed BAP forwarded to:

- CFS – Local CFS Captain: *Brigade Captain, Mount Barker*,
Date sent:
- Regional Office – Regional Bushfire Coordinator: *Caroline Green*,
Date sent:
- DECD School Care
Date sent:
- Asset services –
Date sent:

Identify nearby Bushfire Safer Places (optional)

See CFS website for more information: <http://www.cfs.sa.gov.au>

Bushfire Safer settlement & precinct

Our nearest Bushfire Safer Settlement & precinct is: Mount Barker

Last Resort Refuge

Our nearest Last Resort Refuge is: MBPS Hall

1. Preparations before and during the fire danger season

Throughout the fire danger season the CFS and Bureau of Meteorology websites will be monitored daily for weather or situation changes. This monitoring will be undertaken by: Principal, Kindergarten Director, Deputy Principal, Admin Officer.

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 ABC radio 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

The emergency alarm to prepare for movement to the bushfire refuge is a continuous sounding of the alarm.

Action	Who	Date action taken
Induct members of the Emergency Response Team on their roles and responsibilities	Principal Kindy Director	
Prepare/Review BAP.	ERT	
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 Kindy Director	
Review the management of school buses on days of catastrophic fire danger rating, in line with the <i>School Bus Bushfire Risk Management Information</i> (Appendix.1)	Deputy Principal	
Allocate and document roles and responsibilities to staff at the various stages of the BAP.	ERT	
A current vegetation management and facilities maintenance plan is developed.	Principal Kindy Director	
Ensure Corporate Preventative Maintenance tasks have been completed (e.g. Gutter cleaning, testing of fire equipment).	Principal Kindy Director	
Complete online Bushfire Safety Audit and Checklist (R1 and R2 sites).	Principal Kindy Director	
A kit of ‘Emergency Supplies’ is kept in the Bushfire refuge (refer to Appendix.2: <i>Emergency Supplies Kit Checklist</i>).	ERT	Kindy & Dental Clinic prepare to bring roll, client list, medications, food & personal items to Hall

Action	Who	Date action taken
Allocate a fully stocked first aid kit for the Bushfire refuge.	AO & ECW	
Identify access to toilet facilities in the event of an emergency.	ERT	
Conduct emergency bushfire drill with staff and students during the first two weeks of Term 4 and Term 1, including movement into Bushfire refuge.	Principal Kindy Director	
Provide regular pre fire season updates to staff and families regarding site bushfire procedures, including the location of the Bushfire Refuge. <input type="checkbox"/> Newsletters <input type="checkbox"/> Information brochure for families <input type="checkbox"/> Website updates <input type="checkbox"/> Parent Information Book	AO, DP, KD	
Develop a communication procedure to inform parents/caregivers of catastrophic fire days and/or of a bushfire threatening the site. (Zapits – SMS.)	Principal Kindy Director	
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).	ERT	
Ensure student and staff medications can be easily transported to the Bushfire refuge.	AO, ECW	
Ensure student rolls and staff/visitor registers are readily available and identify at any time: <ul style="list-style-type: none"> • those present • those who have left the workplace • those who leave the workplace after the bushfire emergency has passed. 	AO, KD All staff- sign out book All staff- sign out book	
Negotiate local arrangements with other parties in relation to use of the site's bushfire refuge (if applicable).	Principal	
Ensure emergency signage including: 'Total Fire Ban' signs, Bushfire refuge signs, emergency evacuation signs are clearly visible.	ERT	
Assess school access points to ensure access for emergency services vehicles (e.g. CFS).	ERT	
Check levels in water storage tanks for fire fighting purposes (where applicable).	Principal	

Action	Who	Date action taken
Check pumps, sprinkler systems and grounds irrigation are operating correctly and hoses are attached.	Principal	
Ensure the Bushfire refuge can be easily and quickly reached from all areas of the school or preschool.	ERT	

2. TOTAL FIRE BAN DAY

Action	Who	Comments
Inform students and staff that a day of Total Fire Ban has been declared, display notice as required.	Principal Kindy Director Deputy Principal	P & KD make initial contact.
Remind students at the start of the day of bushfire emergency procedures and safety drills and refer to emergency posters displayed in all classrooms	All staff	
Remind students travelling by bus of relevant emergency bus procedures.	DP	
Monitor ABC Radio and CFS website for CFS Information and Warning Messages	Principal Kindy Director DP & AO	
Staff to monitor weather conditions while students are on breaks or outside and report any concerns	All staff	
Consider cancelling student excursions and any off-site meetings and notify the Regional Bushfire Coordinator. Principal or DP may, if necessary, attend another local DECD site.	Principal Kindy Director	
Unlock and open all access and security gates around the site; close ridge cap vent & windows in Hall.	Principal Kindy Director DP	
Park school buses and private vehicles away from vegetation.	DP	
Check and prepare the Emergency Supplies kit for transportation to the Bushfire refuge.	AO & ECW	
Update student and staff medication list and prepare medication for transportation.	AO & H&S Rep, KD	

Check that pumps, sprinkler systems and grounds irrigation are operating correctly and hoses are attached.	Principal Fire Warden	
Ensure mobile phones/analogue phones/power fail phone are working correctly and spare batteries are available.	ERT	
Ensure that hazards are removed by staff from passages and walkways.	All staff	
Advise visitors and volunteers of the situation and emergency procedures.	All staff	
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.	ERT All staff	

3. FIRE REPORTED IN LOCAL DISTRICT

Action	Who	Comments
Inform staff and students that a bushfire has been reported and advise Kindergarten, Dental Clinic, Regional Bushfire Coordinator and School Care.	Principal DP Kindy Director	Kindy & Dental Clinic prepare to bring roll, client list, medications, food & personal items to Hall
Activate the bushfire emergency procedures with the Emergency Response Team	Principal Kindy Director	ERT meet to allocate duties to available staff as per check list. Includes preparation for fire impacting on site and moving to hall.
Monitor ABC Radio for CFS Information and provide the site leader with updates regarding the bushfire.	P, KD, DP, AO ERT	
Plug in and check power fail telephone and the alternative audible warning device (e.g. Air horn).	ERT	
Cancel student movement outdoors including recess and lunchtime.	All staff	
Record the names of students who have been collected by parents.	All staff	Ensure students are signed out
Assess if it is safe to release students from the site at normal dismissal time	Principal Kindy Director	
If deemed necessary and safe to do so, prepare and test bushfire pumps, sprinkler systems and grounds	Principal	Both sites

irrigation systems and turn on sprinklers and irrigation systems to dampen surrounds.	Kindy Director Fire Warden	
Turn off all external gas cylinders	ERT	
Ensure all site computer back-up tapes are easily accessible and stored safely.	Kindy Director Ao IT manager	
Open and prepare your Bushfire refuge, wet towels, , remove hazards from passageways. Unlock and open all access and security gates around the site; close ridge cap vent & windows in Hall.	ERT All staff	
Liaise with any other schools/preschools/dental clinic using the same bushfire refuge.	DP	
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.	All staff	
Advise visitors and volunteers of the situation and emergency procedures.	All staff	
Liaise with SAPOL, taxi service and school bus driver to determine any likely impact of the reported bushfire on school bus route or taxi services.	DP	
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, Kindy Director, Deputy Principal, Staff volunteers	
<p>The DP will liaise with the Mt Barker Kindergarten & Dental Staff to begin preparations to transport their students/staff to the Mount Barker Last Resort Refuge should the pre determined 'triggers' be reached.</p> <ul style="list-style-type: none"> • CFS Information and Warning messages broadcast on the local ABC radio and/or CFS website indicate a fire is moving towards Mount Barker. • The local Emergency Services advise that a bushfire is likely to impact on the site. • We are advised that a bushfire is burning in any of the surrounding townships • There is a confirmed sighting of nearby smoke or flame from the site. 	DP	

4. BUSHFIRE IN IMMEDIATE VICINITY OR IMPACTING ON SITE

Action	Who	Comments
Call 000 and report that a bushfire is in the immediate vicinity or impacting on the site, activate alarm signal. If no power for alarm advise all parties including Dental Clinic to go to hall.	Principal ERT DP	Allocated Kindy, Dental Clinic & school staff to check all rooms are cleared
If it is safe to do so and time permits turn on all sprinklers and irrigation systems.	ERT	
All persons on site (including Kindy & Dental Clinic) to move to the Bushfire refuge on hearing the alarm or advised by ERT.	ERT All staff	
If time permits, close all doors and windows and turn off air conditioners as rooms are vacated	All staff	
When in hall Teachers conduct a roll call of students in their care and report to the fire warden.	Teachers	Kindy & Dental Clinic to bring rolls
In the Bushfire refuge, turn off gas and close air vents, block crevices, cracks and gaps as bush fire front approaches	ERT	
Ensure all site personnel and visitors are accounted for.	ERT	
If safe to do so, initiate search procedures for missing persons.	ERT	
Communicate to parents, if possible, that students are moving into the Bushfire refuge.	Principal Kindy Director	Zapits
Advise the regional office of the move to Bushfire refuge and if possible provide information about: <ul style="list-style-type: none"> • The number of site students, staff and registered visitors taking shelter. • The number of 'off-site' students and staff present. • Emergency Services assistance immediately available. 	Principal	
Liaise with CFS /MFS units and other Emergency Services if on site.	ERT	
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"> • listen to the ABC radio for local information • outline possible plans of action after the front has passed with the students 	ERT	

<ul style="list-style-type: none"> • ensure all persons are located away from windows and unnecessary movement is limited • provide regular updates at an appropriate level to students and adults • assist all students and adults to remain calm 	All staff	
---	-----------	--

5. RECOVERY AFTER THE FIRE FRONT HAS PASSED

Action	Who	Comments
Check for and treat any injuries.	First Aid Officer All trained staff	
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.	ERT	
The Emergency Response Team members to prepare to care for students for an extended period of time.	ERT	Identify volunteer staff
Nominated staff will remain on duty until all students are collected from the site by their parents or caregivers.	Volunteer staff	
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	All staff	
Arrange an assessment of the workplace buildings once the area is declared safe.	ERT	
Undertake a debrief session of the bushfire emergency situation and the procedures undertaken at an appropriate time after the incident.	Principal Kindy Director	
Seek support for students and workers from counsellors and social workers when appropriate.	Principal Kindy Director	
Review the effectiveness of site bushfire procedures post emergency.	Principal, Kindy Director, ERT, with all staff	

School Bus Bushfire Risk Management Information

PRE BUSHFIRE SEASON PLANNING

- Meet with bus driver and taxi service at the start of term 1 and 4 to ensure that bushfire procedures are understood.
- Pre plan emergency areas for each bus run (any farm/cleared property) that the bus can access during an emergency. Locations may change during each fire season.
- Ensure storage of sufficient woollen blankets under rear seats of the bus.
- Carry out emergency bushfire bus procedure drill with students and bus driver.
- Map mobile phones and UHF radio 'dead areas' on each run.

DURING BUSHFIRE SEASON

On days of forecast catastrophic fire danger rating, R1 and R2 bushfire risk rated schools and preschools in the affected Fire Ban Districts will be closed. School bus routes and taxi services travelling through the affected Fire Ban Districts will be cancelled for the period of the forecast. If the Fire Ban rating changes to 'Catastrophic' during the day, school buses will operate as normal.

If a bushfire is reported in the area during the day the site leader will contact local emergency services (SAPOL and/or CFS) for advice regarding accessibility of roads travelled by school buses. Affected bus runs are not to leave the school until the roads are declared safe by emergency services authorities. Parents will be notified and students will be supervised at school until buses can run or students are collected by parents.

- Bus driver has been advised of the following information:

If, during a bus run, the bus driver sights a bushfire and there is concern that it may affect the route ahead, then the bus driver:

- Has the authority to abandon the bus run and return to school or
- If safer to do so, drive to one of the pre-planned emergency areas and activate emergency bus procedure.
- Must contact the school by mobile phone or UHF radio and advise the principal of the decision taken

If the bus is overtaken by a fire and threatened by flame, ash, embers or thick smoke the driver should:

- Stop the bus in a safe location in the middle of the road, in an open area with no overhanging trees and as little road side vegetation as possible, ensure lights and hazard lights are turned on, close all windows and air vents, turn off the air conditioner and leave the engine running.
- Instruct students to get down as low as possible on the floor away from windows and cover their heads.
- When safe to do so, contact the school to advise the principal of the situation.

Once the fire front has passed, (and it is safe to do so) the driver:

- Can check the bus for any damage and use the extinguisher to put out any smouldering embers to enable the bus to safely travel away from the fire. Under no circumstances will the bus driver/passengers put themselves at risk to protect/save property (i.e. the bus). The safety of the bus driver and passengers is paramount.
- Must decide whether it is safe to move the students off the bus to a safer spot away (i.e.) from burning trees or to drive away from the fire
- Is to contact the school to advise the principal of the current situation
-

Emergency Supplies Kit Checklist Hall

- A copy of the BAP and staff roles and responsibilities
- Street directory
- Battery powered radio
- Spare batteries
- 2 Torch/lanterns
- First aid kit
- Hand held siren (not gas)
- Drinking water & cups (6 x 10l & 2 x 40l)
- 2 Blankets, 6 towels
- Duct tape, plastic sheeting etc.
- Scissors
- Gas cage key
-

Emergency Supplies Kit Checklist Office – take to Hall

- Student rolls, staff/visitor registers
- Student contact information, important telephone numbers
- Staff/student medications
- Mobile phone
- Sweets/nibbles
- Siren – non gas
- Laptop/ipad

Catastrophic (Code Red) Procedures

In the event of Catastrophic (or extreme) Level being declared, the school will close. The agreed procedures will be followed, i.e.

- Provide parents with an advance warning two days before possible site closure
- Provide confirmation of the closure the day before the proposed closure via SMS – after 4pm

In the event of late notification and where prior opportunity to notify parents has not been possible, parents will be notified via SMS by volunteer school staff (if possible) or by Regional Office Staff. Relevant contact information forwarded to Regional Office (Zapitsms).

CATASTROPHIC (CODE RED) PROCEDURES FOR OSHC INCLUDING BEFORE AND AFTER SCHOOL CARE VACATION CARE PROGRAMS

- The OSHC Director will induct all OSHC workers of the following policy.
- In the event of catastrophic (or Extreme) Level being declared, the OSHC service will close. The agreed procedures will be followed:
- Parents will be notified with an advance warning two days before possible SITE (including OSHC) closure
- Provide confirmation of the closure the day before the proposed closure via SMS – after 4 pm
- In the event of late notification and where prior opportunity to notify parents has not been possible, parents will be notified via SMS by the OSHC Director or volunteer OSHC staff (if possible).
- **No OSHC Staff are to be on site on days declared Catastrophic – or in some instances Extreme.**
- The OSHC Director will advise all OSHC staff of possible Service closure 2 days prior to Catastrophic Level being declared and confirmation after 4pm the day before.
- The OSHC Director will notify the Principal or the Deputy Principal of any issue regarding site closure and on being made aware of possible closure due to Catastrophic Level being declared.
- All new and existing OSHC parents will be notified in writing of the Mt Barker PS OSHC Catastrophic (Code Red Procedures) and that the OSHC Service will be closed on declared Catastrophic Level days.

Mt Barker PS OSHC Service Bushfire Action Plan

- The OSHC Director will induct all OSHC workers of the following policy.
- All existing and new users of the OSHC Service will be notified by the Director in writing of this policy.
- The Hall is nominated as the Last Resort Refuge for this site. It has been prepared for a bushfire emergency and will safely accommodate all persons normally attending OSHC Services.
- Children and staff in OSHC will move to the Mt Barker PS Last Resort Refuge when this district is threatened by bushfire.
- The OSHC Service will have a battery powered radio turned on during Summer Months tuned to ABC Radio 891 (AM) and have the CFS website on, to be alerted to bushfire warnings
- The OSHC Director will determine, in consultation with the Principal or Deputy Principal as to whether moving to the Last Resort Refuge is to occur.
- The OSHC Director and one other OSHC Staff member will turn the sprinklers on.
- The OSHC Director will stay with the children until collected by parents and when it is safe to allow children to leave with parents.
- Children are not permitted to be let out of the Last Resort Refuge until deemed safe to do so by the CFS or the OSHC Director after consultation with the Principal or Deputy Principal.
- The OSHC Director will be alerted to the dedicated telephone line in the Last Resort Refuge and use this in emergencies i.e. phoning parents. **The dedicated phone line is for calls out only.**