



Macclesfield Primary School

**BUSHFIRE
EMERGENCY
PROCEDURES**

CATASTROPHIC BUSHFIRE WEATHER DAYS

BUSHFIRE RISK - SCHOOL CLOSURE

Macclesfield Primary School and OSHC sites have been determined by DECD and the CFS as **HIGH (R-2)** potential bushfire risk and the following will apply on days classified by the CFS as **Catastrophic** high risk bushfire days;

Catastrophic bushfire days are days when the weather conditions mean a fire is more likely to start and be more difficult to control.

When a catastrophic bushfire weather day is forecast for the following day by the Bureau of Meteorology, all 'high risk' schools and OSHC services in the declared Fire Ban District will be closed and school buses will not operate.

Parents and carers will need to make alternative arrangements for their children on these days.

School / OHSC staff will inform families once a closure has been confirmed by SchoolStream message, letter and:

Parents / Caregivers will also be able to confirm a school / OSHC closure by;

- School Website
- Hotline 1800 000 279 which will operate the day before and through out school / OHSC closures
- Sign displayed out the front of the school (Vernon St.)
- Message on school / OSHC answering machine (8388 9338 school ABC 891 radio and television)

SCHOOL EMERGENCY RESPONSE TEAM

| | |
|---------------------|------------------|
| Principal | Lynne Noll |
| Fire Warden | Barbara Morphett |
| Health & Safety Rep | Barbara Morphett |
| Front Office SSO | Fee Matthews |
| Grounds person | Dylan Burdett |

SCHOOL PROCEDURES

Threat by bushfires in most cases allows time for decision-making and preparation.

The school site is considered to be a 'HIGH' R-2 risk site.

During days of extreme weather and high risk, the school / OSHC will operate on various levels of alert.

SCHOOL PROCEDURES FOR FIRE DANGER SEASON

Total Fire Ban

SCHOOL LEVEL 1

Severe / Extreme fire danger:

TOTAL FIRE BAN in MOUNT LOFTY RANGES

When a Fire is Reported in the Local District

SCHOOL LEVEL 2

Fire in local area / district

Bushfire in Immediate Vicinity or Impacting On Our Site

SCHOOL LEVEL 3

School site threatened by fire

TOTAL FIRE BAN DAY

(SCHOOL LEVEL 1)

These bans are broadcast on radio and television from 6.00pm and will apply for 24 hours from midnight to midnight the following day. If extreme weather conditions develop suddenly a Total Fire Ban could be announced as late as 7.00am on the morning of the ban.

ADMIN /CLASS TEACHER / OHSC STAFF RESPONSIBILITIES

INSTRUCTIONS

- On every day a total fire ban in the Mt Lofty Ranges occurs, the school will move to a TOTAL FIRE BAN school level 1 alert
- A total fire ban message will be placed in the school day book for staff
- Front office staff will monitor ABC radio broadcasts and access the CFS website throughout the day
- Any camp or excursion arrangements for these days are reviewed
- Relieving staff and visitors are informed of the TOTAL FIRE BAN and school procedures at sign on.

FIRE REPORTED IN LOCAL DISTRICT

(SCHOOL LEVEL 2)

A Bushfire Information Message (ALERT / WATCH & ACT) is issued by the CFS to the community to provide information about a bushfire, which has started and / or is yet to be brought under control and / or is threatening or has the potential to threaten public safety in the district. These are broadcast on ABC & 5AA radio and the CFS website; www.cfs.org.au

CLASS TEACHER / OSHC STAFF RESPONSIBILITIES

- Discuss with students what is happening
- Organise students to collect bags/drinks and lunch items and have readily accessible
- Arrange toileting opportunities
- Ensure Roll book/list of addresses information is ready
- Keep all students together (no student is to go with an instructor – music or small group work – restricted movement)
- Non-instructional teachers will take students in the students' classroom
- No activities with SSOs outside of the classroom
- No outdoor activity
- Be prepared to evacuate to Main building
- DO NOT dismiss any student unless collected by parents or person on nominated emergency list through the office
- Alert any helpers/volunteers and brief them
- Ensure physically disabled students are suitably prepared. Special Ed SSO assigned to these students where possible.

ADMINISTRATION STAFF RESPONSIBILITIES

- Front office S.S.O. checks CFS website and rings CFS Headquarters to ascertain the nature of the fire and informs DECD regional office
- Front office S.S.O. informs staff of school level 2 conditions (satellite phone, leadership / SSO walk around the school.
- Principal or delegate to notify staff about site of fire. Reassure students and staff – stay calm.
- Students will not be dismissed from school unless picked up by an authorised adult nominated on the bushfire emergency action nomination form (see further information below)
- Front Office SSO checks emergency pack is prepared in Bushfire Refuge (Gym Office)
(battery radio, Satellite phone, mobile phone, first aid kit, tissues, roll/address)
- SSOs to support students with disabilities

- Leadership to check all non teaching areas
- Teachers cancel all small group activities
- All other staff to support classroom teachers
- Ensure all site computer back up tapes are easily accessible and stored safely
- After 3.15 pm students will be supervised in the Bushfire Refuge (Main Building). Contact parents if possible

The children of this school will not be dismissed at 3.15 pm on any day in the event of a bushfire occurring within the district (Bridgewater, Verdun, Mylor, Heathfield, Mt.Barker, Littlehampton, Strathalbyn, Flaxley, Meadows, Echunga) which is yet to be brought under control and is threatening or has the potential to threaten public safety in the district.

Students will need to be picked up by an approved person who has been listed with the school. Students waiting to be collected will be supervised in the Main Building.

SATELLITE PHONE INFORMATION

The satellite phone is located in the Admin area. The contact number for the phone is **NOT** to be given to parents. The purpose of the phone is for making calls to parents and incoming calls from the Department or emergency services during and emergency or bushfire event.

BUSHFIRE IN IMMEDIATE VICINITY OR IMPACTING ON OUR SITE

(SCHOOL LEVEL 3)

*A bushfire warning message (EMERGENCY WARNING) will be issued when a major bushfire is burning out of control in very high to extreme fire weather conditions at the fire, and where you are in danger and need to take immediate action. **These are broadcast on ABC & 5AA radio and the CFS website; www.cfs.org.au***

CLASS TEACHER / OSHC RESPONSIBILITIES

1. Follow direction of principal / delegate
2. Take class list
3. Move all students to Bushfire Refuge (Main Building) with bags and drinks
4. If time, check
 - A. All buildings clear including toilets
 - B. All windows and doors closed
 - C. Place sign on inside of door indicating where students are located :
EMERGENCY – WE ARE IN THE BUSHFIRE REFUGE (Main Building)
 - D. If able collect near by fire extinguisher and take to Main Building

ADMINISTRATION STAFF RESPONSIBILITIES

- Front office SSO staff and leadership inform all staff of invacuation to the school Bushfire Refuge
- All windows and doors to be closed, but not locked
- Students and Staff will move to the Bushfire Refuge (Main Building)
- Front Office staff take emergency supplies to Bushfire Refuge (Main Building)
- All windows, doors, vents to be checked and closed as front approaches
- In the Bushfire Refuge (Main Building), students will sit with their class teacher.
- Teacher will have – class list, pen, address lists
- Any absences will be checked
- All staff and visitors will be accounted for
- Advise DECD regional office of numbers (83914705) / Bushfire & Emergency Management ph. 82263714 and 82262524
- If possible SMS parents that we have moved to Bushfire Refuge
- Principal to implement search if needed – toilets to be searched, but left unlocked.
- Only one door of the Bushfire Refuge (Main Building) will be open for dismissal – all students to be signed for by parent or designated emergency contact.
- Students access toilets under supervision if safe to use.
- Stay in Bushfire Refuge until front passes.

WHEN THE FRONT HAS PASSED

- Principal/leadership assesses situation, check Bushfire Refuge and surrounds for safety
- Check all buildings
- Stay inside Bushfire Refuge if safe / move to the centre of the oval area if building unsafe
- Keep all personnel together
- Hold all students until collected or emergency arrangements can be made

RECOVERY PHASE

- Assess injuries/trauma and ensure Duty of Care responsibilities
- Check building for hazards
- The Principal/preschool director will ensure no one leaves the Bushfire Refuge until the situation outside has been assessed as safe by the members of the Emergency Response Team or members of the Emergency Services.
- Nominated staff members will remain on duty until all students are collected from the site by their parents.
- Teacher will extinguish small fires in or near the Bushfire Refuge
- The Principal will liaise with Emergency Services on site as soon as possible.
- The Principal/preschool director will advise the Education Director and / or the regional office of the current situation as soon as the position becomes clear and it is safe to do so.
- The Principal/preschool director will refer media enquiries to the Educational Director.
- The Emergency Response Team members will determine if there is a need to evacuate the Bushfire Refuge / oval.
- The Emergency Response Team members will determine an alternative safe location if required.
- All staff members will begin to reunite families at a safe location when the situation has been declared safe and vehicles can safely access the site.
- The Front Office SSO will record names of students and person collecting them as they leave the site.
- The Principal, Emergency Response Team, staff and students (where appropriate) will undertake a debrief of the bushfire emergency situation and the procedures undertaken at an appropriate time shortly after the incident.
- The Emergency Response Team will review the effectiveness of staff instruction undertaken before the bushfire emergency in light of the experience in order to ensure that lessons learnt are captured for future benefit.
- The Principal will arrange to have fire fighting systems checked and readied for use again.
- The Front Office SSO will replenish the Emergency Supplies package.
- The Principal will arrange an assessment of the site buildings once declared safe and upload report to (IRMS) Incident Response Management Site.
- The Principal/Preschool Director will contact BEM for recovery support provisions. Bushfire & Emergency Management ph. 82263714 and 82262524