



Lyndoch Primary School

Bushfire Action Plan

Important Contacts

- In an **Emergency** dial **000**
- **Bushfire Information Hotline** - 1300 362 361
- Department for Education **Parent Emergency Info Hotline** - 1800 000279
- Department for Education **Media Unit**- 8226 7990
- **CFS Emergency** Hotline- 1800 362 361
- **SES**- 132 500
- **SafeWork SA Emergency** -1800 777 209
- **Poisons Information**- 131 126

Other Useful Contacts

- CFS Region Office Willaston- 8522 6088 Lyndoch- 8524 5623
www.cfs.sa.gov.au
- Police- 131 444 Gawler-8522 0400 Nuriootpa-8568 6620
- Gawler Hospital - 85 212 000
- **REGIONAL DIRECTOR** - **8522 0900**
Kathryn Bruggemann
kathryn.bruggemann@sa.gov.au
- Radio - ABC Local Radio 891 AM ABC News Radio 972 AM ABC National 729 AM

General Information

This Bushfire Action Plan (BAP) was been developed with consultation of the staff and Governing Council of Lyndoch Primary School.

The BAP is to be reviewed annually during Term 3 to reflect any changes that may have taken place in:

- site facilities
- personnel normally on site.

The BAP outlines required actions to prepare:

- the site before the bushfire season
- the building which has been nominated as the site Safe Refuge.

The Gym is the nominated bushfire Safe Refuge for this site.

It will safely accommodate all persons normally on the site.

It is anticipated that some members of the local Lyndoch community will want to shelter in the Primary School Safe Refuge during a bushfire.

The process to safely accommodate those people along with students and staff is included in the BAP.

The Principal will ensure that all new staff members, relieving staff and visitors are briefed about the requirements of the BAP during the site induction process.

Preparing Lyndoch P.S. for a bushfire

1. An Emergency Response Team has been established and members instructed on their roles and responsibilities. See attached sheet.

2. Tall trees within 20 metres of buildings have been trimmed of branches up to a height of 2 metres.

- The Groundsperson and Principal will inspect the site during Term 3 each year.
- Maintenance will be carried out by the Groundsperson or others as required.

3. Overhanging trees branches have been trimmed to a distance of 2 metres from building rooflines.

- The Groundsperson and Principal will inspect the site during Term 3 each year.
- A request will be made to the Facilities Manager for the site to safely remove any high level regrowth.

4. The gutters and roof gullies of buildings under or near overhanging trees are regularly cleaned and free of vegetation.

- The Groundsperson will attend to lower level gutters as required.
- High gutters and roof gullies are included in the Preventative Maintenance Schedule for the site and will be cleaned **at least** every six months.

5. Timber and paintwork on all buildings is well maintained.

- Breakdown maintenance is referred to the Site Facility Manager as required. (Hotline)
- The Site Facilities Manager can advise on condition projects with data from SAMIS reports.

Safe Refuge Kit

A Safe Refuge kit of 'Emergency Supplies' has been assembled in two containers which are stored in the Gym. The kit will contain

- copy of the BAP and staff roles and responsibilities,
- student rolls,
- visitors sign in registers
- student contact information,
- important telephone numbers,
- battery powered radio,
- spare batteries,
- torch,
- staff/student medications, and
- mobile phone.

In a '**Watch & Act**' situation staff will need to add-

- student rolls
- visitor sign in register
- student contact information
- staff/ student medications.

The kit is to be checked at the start of each term by SSO to ensure contents are fresh and operational.

The Safe Refuge

The school will remain open on all school days including catastrophic fire danger days. The Gym is the nominated bushfire Safe Refuge for this site.

It is likely that other members of the Lyndoch community will shelter in the site Safe Refuge during a bushfire. To ensure the appropriate supervision and safety of all students:

- Classes will sit on the floor with their teacher in the activity space of the building
- Community members will be required to remain in the store area of the building.

A wheelie bin labelled 'Safe Refuge' has been identified. Essential items for use during a bushfire emergency have been placed in it, including:

- A fully stocked first aid kit. It will be checked and restocked if necessary by the First Aid SSO at the start of each term.
- Cups are stored in the Safe Refuge kit.

There is access to drinking water in the Safe Refuge.

There are limited toilet facilities in the Safe Refuge. The nearest toilets are approximately 10 metres away from the building.

- All persons will be encouraged to use the toilet before moving to the Safe Refuge.
- There is a portaloos and tent for use if students or staff are unable to leave to use the toilet.

Student rolls and staff/visitor registers are readily available. SSO will accurately record:

- those present when the move to the Safe Refuge takes place
- those who have left the site before the move
- those who leave the site after the bushfire emergency has passed.

In order to ensure a safe and orderly operation, a decision to move all persons into the site Safe Refuge will be made when any of the following agreed 'triggers' are reached.

- CFS Information and Warning messages indicate a fire is moving towards Lyndoch.
- 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.

- A decision to move all persons from the Lyndoch Primary School to 'off site' Safe Refuge may also be made.

On High Risks Days (Severe, Extreme and Catastrophic)

Site Leader will

- Cancel off site excursions and off site meetings if going into High Risk areas.
- Unlock and open all access and security gates around the site.
- Maintain visual checks throughout the day.
- Monitor the CFS website regularly throughout the day.
- Ensure that the roll is up to date.

Teachers will

- Ensure that the Roll, Emergency Contact Information and Children's and Staff Medication is ready to take to Safe Refuge Building.
- Will monitor weather conditions while on yard duty and report any concerns to the Principal.
- Have their yard bag and student asthma packs readily available should the call be made to move to the safe refuge building.

SSOs will

- Ensure that the Safe Refuge Kit easily accessible in the Safe Refuge Building.
- Collect additional items for the Safe Refuge Kit as listed
 - mobile phone
 - student rolls
 - student contact details
 - staff / student registers
 - staff /student medication

Bushfire Reported in Local District 'Watch & Act' warning received

Site Leader will

- Inform staff of its location.
- Will advise the members of the site Emergency Response Team to put into place the predetermined bushfire emergency procedures.
- Maintain visual check of surrounding area.
- Assess if it is safe for children to be doing outside activities.
- The Principal will assess if it is safe for students to take outside recess and lunch breaks and notify all classes of their decision.
- The Principal will assess if it is safe to release students from the site at normal dismissal time.
- Inform Regional Office of Bushfire reported in local area.
- Liaise with Local CFS to obtain up to date information.
- Ensure that the Safe Refuge Building is unlocked and ready for use.

Teachers will

- Maintain visual check of surrounding area.
- Ensure that the roll, Emergency Contact Information and Children's and Staff Medication is ready to take to Safe Refuge Building.
- All classroom teachers will record the names of any students who may be collected from the site by parents during the day.
- Encourage children to have a drink and use the toilet in preparation to move to Safe Refuge Building.

SSOs will

- monitor the Bushfire Hot Line (1300 362 361) / CFS Website for information and warning messages and provide site leaders with updates concerning the latest location of the bushfire front and any impact it may have on the site.
- S.S.O.'s will also record the names of any students who may be collected from the site by parents during the day.
- Ensure that the Safe Refuge Kit readily accessible in the Safe Refuge.

- Collect additional items for the Safe Refuge Kit as listed
 - mobile phone
 - student rolls
 - student contact details
 - staff / student registers
 - student medication
- Gather Fire Extinguishers and Fire Blankets ready to take to Safe Refuge.
- Monitor register of visitors and alert them to the situation.
- Back up computer records.
- Turn off all external gas cylinders (when applicable).

Bushfire in the Immediate Vicinity or Impacting on the Site

Site Leader will

- Make a decision when to move to Safe Refuge Building.
- Inform all staff and visitors that we need to move to Safe Refuge Building.
- Alert Staff for the need to follow Emergency Evacuation Procedures as posted at Exits of School Site and as practiced with Staff and Children.
- Turn off air conditioners and close air vents in Safe Refuge as bush fire front approaches.
- The Principal will ensure all site personnel are accounted for and in Safe Refuge.
 - Classroom teachers will do a roll call of students in their care.
 - Front Office SSO will monitor visitors and volunteers.
- Ensure that local community members are accommodated appropriately in an area separated from students.
- Institute search procedures for missing persons if needed.

Teachers will

- Work as a team with the Principal to ensure that all children, staff and visitors follow the Emergency Evacuation Procedures and get safely to the Safe Refuge Building.
- If possible take Fire Extinguishers/Fire Blankets to Safe Refuge Building.
- If possible close all doors and windows and turn off air conditioners as rooms are vacated.
- Classroom teachers will do a roll call of students in their care.

SSOs will

- Quickly check the toilets and rooms of the School to ensure that everyone is leaving the building.
- Close all doors and windows and turn off air conditioners as we exit the school buildings.
- If possible take Fire Extinguishers/Fire Blankets to Safe Refuge Building.
- Front Office SSO will monitor visitors and volunteers.

The Safe Refuge Building is the Gym

In the Safe Refuge Building

Site Leader will

- Ensure that all staff, children and visitors are accounted for.
- Advise Regional Office and Local CFS that we have moved to Safe Refuge Building and the numbers of children, staff and visitors on site.
- Act in a calm way to reassure the children, staff and visitors.
- Check for and ensure treatment of any injuries.

Teachers will

- Seat the children in the Safe Refuge Building away from windows and call roll and report to Site Leader.
- Act in a calm way to reassure the children, staff and visitors.
- Actively monitor the children.

Recovery Phase

Site Leader will

- Ensure all staff and students are accounted for.
- Check for and ensure treatment of any injuries.
- Remain at the Safe Location until advised to relocate by emergency services.
- Move to an alternate location upon emergency services advice.
- Inform and liaise with the Education Director and or Dept. for Education Security, Bushfire and Emergency Management Team.
- Notify appropriate contacts (parents, caregivers etc.) of incident and action taken- Seek advice from Education Director and /or Dept for Education Security, Bushfire and Emergency Management Team regarding content and methods.
- Put into action the messaging of families to alert them to where their children can be picked up, once it is safe to do so.
- Monitor and document people leaving the Safe Refuge.
- Stay onsite until the last child is picked up.
- Check with SA Police for safe routes before driving anywhere.

Teachers will

- Document children leaving including time and who takes them.
- Reassure the ones that are left.
- Stay on site until the last child is picked up.

Post Incident Recovery

- Log information into IRMS.
- Contact Education Director to discuss requirements for additional support including psychological first aid.
- Arrange and conduct debriefing.
- Contact Facility manager/ Dept of Education corporate to arrange appropriate facility repair.
- Contact Facility Manager/ appropriate authority to assess safety and accessibility of facility and equipment.
- Restock Safe Refuge Kit.
- Review hazardous materials storage; test and repair or replace equipment.
- Review Emergency Management Plans, training procedures and modify where required.
- Refer media enquiries to the Education Director or Dept. of Education Media Unit.
- Be aware of staff personal bushfire or emergency plans.