



Eudunda Area School

BUSHFIRE RESPONSE PLAN 2023/24

Level 1	Level 2	Level 3
TOTAL FIRE BAN	FIRE REPORTED IN LOCAL DISTRICT	FIRE IN IMMEDIATE VICINITY OR IMPACTING ON SITE
<ul style="list-style-type: none"> - Notify staff and students - Check with leadership regarding excursions - Display "Total Fire Ban" signs on the front of school sign as well as post on Daymap and Class Dojo - Mark roll by 9:00am - Discuss with students – site bushfire emergency procedures and drills. - Remove all bags from passages and walkways 	<p>Do all of level 1 plus:</p> <ul style="list-style-type: none"> - Notify staff and students using internal phones that a bushfire has been reported in the local district - Cancel excursions and outdoor activities - Student fill water bottles and have belongings close to them - All students to return to their own classroom 	<p>Do all of level 1 & 2 plus:</p> <ul style="list-style-type: none"> - All staff and students move to SAFE REFUGE – GYM on hearing a CONTINUOUS BLAST of the siren - Students take bags and drink bottles with them - Take portable fire extinguishers from classrooms to Safe Refuge. Fire extinguishers are placed on the floor inside the doorway on arrival - Close and lock doors and windows and turn off air conditioners as rooms are vacated. Check areas allocated to your room - Ensure everyone is accounted for and in the Safe Refuge.

KEY PERSONNEL & CONTACT DETAILS

Emergency Phone	000
South Australian Police	131444
Education Director (Tanya Oshinsky)	08 85220913 0402 452 552
Department for Education Emergency Information Hotline	1800 000 279
CFS Bushfire Information Hotline	1800 362 361
Eudunda CFS	08 85811301
Eudunda CFS Chief – Thomas Prior	0407 322 340
CFS Website – cfs.org.au	
Bureau of Meteorology – bom.gov.au	

EUDUNDA AREA SCHOOL RESPONSE TEAM

Role/Position	Name	Contact Number (daytime)	Mobile Number
Site Leader	Anna Roebuck	08 8581 1500	0427 811 662
Fire Warden/WHS	Dane Pfitzner	08 8581 1500	0427 793 529
First Aid Officer 1	Chantel Schutz	08 8581 1500	0427 201 361
First Aid Officer 2	Amy Mepstead	08 8581 1500	0417 347 591
Front Office Coordinator	Terry Sloper	08 8581 1500	0412 872 992
Grounds Staff	Damien Cameron	08 8581 1500	0428 801 378

BUSHFIRE SEASON PREPARATION

Prior to bushfire season, the Bushfire Incident Response Group will:

GROUNDS

- Make sure that the ovals are well-maintained and watering is kept up.
- Ensure all gardens are well-pruned and tidy.
- Check that the gutters have been cleared.
- Check hoses and water supply connections.

LEADERSHIP

- Ensure that all staff are clear about their duties and that practices have taken place.
- Ensure that the telephone list is up to date for contacting parents and send test message in Terms 1 & 4.
- Have a list of numbers that need to be individually rung to ensure that parents are kept informed.
- Check Bushfire Audit and Emergency is up to date.
- Provide TRTs with folders when they sign in that include emergency procedures.

CATASTOPHIC OR CODE RED DAYS

FRONT OFFICE STAFF

- Send home notice to parents warning that there is a possibility of a Catastrophic Fire Day, which could result in the school being closed. Have a standard letter ready on Staff Shared Drive/Bushfire
- Remind parents that in this case there will be no school buses.
- Let parents know that a text message will be sent once confirmation is received from DfE after 4pm on the day before the closure via SMS from Daymap.
- All telephone numbers entered on the mobile and an SMS sent to all parents via the group contact list.
- Parents not on the list will be rung via landline or emailed depending on arrangement with parents.
- Prepare the school for fire and remove valuable and irreplaceable items, such as pictures that cannot be replaced. Terry to take back-up discs home.
- Lock all bins in the shed/ sports shed.
- Display Code Red sign on front fence and change front sign board to School Closed with date.

STAFF RESIDENCES

Many of the staff live in bushfire prone areas. Staff will be requested that if their home is under threat, they should make arrangements for their class to be covered before they stay at home for the day to ensure duty of care is met. They should in this case:

1. Seek clarification from their local CFS as to the (Fire Danger Index) FDI regarding their home
2. Ascertain from their local CFS if they should operate their bushfire plan and/or evacuate Eudunda Area School
3. Ensure class/office is supervised by:
 - another staff member
 - TRT if early in the day, before he/she leaves the school.
4. There is a strong emphasis on the staff member to remember the effect of individual staff actions on the remainder of the group and the added weight of responsibility on those at school if understaffed.
5. Staff should have a clear bushfire plan of their own and be prepared to implement it on Catastrophic or extreme fire days. Staff should not be travelling on these days and will not be expected to attend school.

RESPONSIBILITIES OF SITE LEADER (INCIDENT CONTROLLER)

Ensure that parents are informed of procedure and authorised person status. Ensure that gutters are cleaned, overhead branches are lopped and regular fire drills are held twice in Terms 1 & 4. (see Bushfire Preparation – previous page)

LEVEL 1 ALERT	LEVEL 2 ALERT	LEVEL 3 ALERT
Day of Extreme Fire Danger	Fire in Area of Concern	Fire Front Threatens
<ol style="list-style-type: none"> 1. Cancel all excursions/assess swimming lesson status/teacher meetings. 2. Check access to and from classrooms. 3. Staff and children informed – discuss fire drills – monitor radio ABC 891 & CFS Website 4. Ensure that hoses are near to Shelter-In-Place refuge area taps. 5. Check that there is no bushfire in area of concern at 3.00pm before children are dismissed. 	<ol style="list-style-type: none"> 1. Set sprinklers going around refuge. 2. Close rubbish bins tightly (with help from senior students) and move them inside storage sheds/outdoor learning area shelter. 3. Cancel all lessons that may be outside of classrooms. 4. Check that Master Roll is established. Print from Daymap at each break. 5. Check that Bushfire Shelter-In-Place Emergency supplies are accessible and prepared 	<ol style="list-style-type: none"> 1. Initiate 'Shelter-in-Place' procedures – Principal 2. Permission is required for anyone to leave school premises. 3. Switch on all watering systems on the oval/around area of refuge. 4. Assess exits and surrounds prior to moving to safe area. 5. Block gaps under doors to prevent smoke entering. 6. Inform DfE and follow administration procedures.

CATASTROPHIC OR CODE RED DAYS

SITE LEADER

- Ensure that all staff, students and parents are informed of the possibility of a code red day which could result in closure. The onus is on every family to operate their bush fire plan.
- Take care to make sure the school is as safe as it can be and remove irreplaceable objects to a safer place.
- Make sure all objects that can be moved inside are moved so that it cuts down the fuel load.
- Put School Closed sign on the front fence and change front sign to 'School Closed' with date.
- Ensure that Daymap/Class Dojo message has been sent to all parents and ring those who do not have Daymap/Class Dojo app.
- Ensure that staff / SSO's, cleaner etc. are aware of the fire status.

RESPONSIBILITIES OF FRONT OFFICE COORDINATOR AND FIRST AID OFFICERS

LEVEL 1 ALERT	LEVEL 2 ALERT	LEVEL 3 ALERT
Day of Extreme Fire Danger	Fire in Area of Concern	Fire Front Threatens
<ol style="list-style-type: none"> 1. Monitor radio (with spare batteries) 891 on AM band and CFS website. 2. Cancel school excursions, assess swimming lesson status. 3. Inform staff and children of Level 1 alert. 4. Review attendance at beginning of day. 5. Keep record of children, staff and any volunteers leaving school – students released to parent/caregivers or person with written permission (please note destination) 6. Print Daymap roll at 9:15. 7. Ensure mobile phone is charged. 	<p>(all Level 1 actions to be completed)</p> <ol style="list-style-type: none"> 1. Inform staff and students. 2. Children collected by authorised persons have destination and time marked. 3. Gym to be cleared ready for Level 3 4. Monitor CFS website and 891 on AM band. 5. Establish a master roll (in office) check for absences. 6. Record destination on printed Daymap master roll of children collected by authorised persons and time. 7. Prepare parent contact numbers/medical files for removal to refuge. 8. Prepare first aid backpacks. 9. Close windows and unlock any locked doors but keep closed. 10. First Aid Officer to ensure Refuge Supplies are accessible (in gym store room) as per list. <ul style="list-style-type: none"> - Drinking water/ biscuit snacks - Plastic buckets - Check for fire extinguishers in refuge area - Torch (batteries) - Bucket with water and damp cloths (Chux) and to cover mouth/noses - Buckets (toilets) & Toilet paper - Sick bags Seal windows – masking tape, towels - First Aid kits and personal medication & Personal Health Care plans (will be taken from front office if needed). - Jelly beans 	<p>(all level 1 and 2 actions to be completed)</p> <ol style="list-style-type: none"> 1. Confirm with CFS if possible – notify staff. 2. Check refuge items are in place. 3. Lock front office doors. 4. Move emergency records/files/computer backup discs to refuge area. 5. Add any parent / visitor names to master roll. Give to Fire Warden. 6. Move to Shelter-in-place/refuge area, close doors – do not lock, monitor radio. 7. Check master roll and implement search procedures should children or staff be missing. 8. Close all doors (do not lock) permission required to leave refuge. Collect and take to refuge: <ul style="list-style-type: none"> • Emergency and medical information • Radio (batteries) • Personal valuables • Printed Daymap rolls/class lists

RESPONSIBILITIES OF TEACHERS & SUPPORT STAFF

Safety of children is our first responsibility.
 All staff should know what to do, what their responsibilities are and where equipment is kept.
 Place fire drill procedure in class teacher folder in a prominent place.
 Familiarise with fire extinguisher (use and location)/fire exits/drills.
 Maintain clear fire exits.
 Be prepared to remove irreplaceable personal belongings or resources from the school and keep them at home during fire danger season.

LEVEL 1 ALERT	LEVEL 2 ALERT	LEVEL 3 ALERT
Day of Extreme Fire Danger	Fire in Area of Concern	Fire Front Threatens
1. Check class lists early via Daymap. 2. Discuss procedure with children. 3. Check access to and from classroom. 4. Keep record of children leaving school in office – mark in destination for those going with authorised person (holding a note signed by parent/caregiver). All children to be signed out through front office. 5. Be prepared to cancel excursions.	(all level 1 actions to be completed) 1. Close windows and doors (do not lock). Move things away from the windows. 2. Set fire extinguishers outside transportable classrooms – clear flammable material from classroom exteriors. 3. Review Daymap roll in classes. 4. Move cars away from main building and repark to clear the entrance for emergency vehicles (cars parked near auto will need to be clear of water connection point). Contractors to remove vehicles if parked near buildings. 5. Ready absentee book/children's medication and bags/records/personal valuables. 6. Cancel excursions and outdoor activities. 7. Maintain class list and send to the office, anyone leaving to check off master roll.	(all level 1 and 2 actions to be completed) 1. Take children and bags to Shelter-in-Place/refuge area – mark roll again. 2. Mark roll and implement search for missing students. 3. Take fire extinguishers from class to refuge area. 4. Emphasise calmness, restrict movement and unnecessary noise 5. If smoke is entering the building hand out damp cloths to cover mouth and nose. 6. If fire/smoke imminent instruct children to lie flat on floor. 7. Pair up older children with younger children / family groups and keep a positive and calm attitude.

AFTER FIRE HAS PASSED

Emergency response team will:

1. Assess exits and surrounds.
2. Check master roll.
3. Attend to injuries.
4. Keep together.
5. Contact C.F.S. and DfE Education Director as soon as possible.
6. Hold children until collected by parents or authorised persons. Mark off master roll, note time, person and destination.
7. Assemble in class groups, return to class if recommended – reassure children.
8. Keep in class groups.
9. Hold children until collected by parents/caregivers.
10. Mark children off both class and master list.

ROLES & RESPONSIBILITIES

Levels of Response

ACTIONS	FIRE SUPPORT TEAM	FIRST AID OFFICER (Chantel/Amy)	FRONT OFFICE COORDINATOR (Terry)	FIRE WARDEN / GROUNDS (Dane/Damien)
Level 1: Day of Extreme Fire Danger				
Monitor CFS website + add notice to Daymap				
Mark attendance sheet at beginning of day				
Keep record of students, staff and volunteers in school or leaving school				
Keep absentee records and class list on desktop				
Ensure mobile phone is charged and in Office				
Check TRTs working are aware of procedures when they sign in for the day.				
Place the total fire ban sign on school notice board				
Ensure sprinklers are ready for use on grass areas				
Send notice of level 1 to all parents via Daymap SMS				
Level 2: Fire in Area of Concern				
Inform Site Leader there is a fire in the local area.				
Cancel all excursions/outdoor activities.				
Send notice of level 2 to all parents via Daymap SMS				
Child collected by authorised persons have destination and time marked.				
Ensure all site personnel and visitors are accounted for				
Monitor CFS website				
Establish a master roll (in Office) check for absences.				
Prepare parent contact numbers to removal to refuge.				
Gym to be cleared for Level 3.				
Check windows and doors locked.				
Prepare medical records, personal Health Care plans and medications for removal to fire refuge.				
Ensure refuge supplies are accessible in Bushfire refuge.				
Ring all classrooms to inform of fire in the area				
Level 3: Fire Front threatens – move to Shelter-in-Place				
Confirm with CFS if possible- notify Site				

Leader				
Move emergency records/files, computer backup tapes to refuge area.				
Add any parent and visitor names to master roll. Give list to Fire Warden.				
Move to Shelter-in-Place/refuge area, close office doors. Take radio to refuge area.				
Deputy and BM to check all doors are locked.				
Communicate to parents, as soon as possible, that students are moving into the Bushfire refuge via Daymap/Class Dojo service.				
Prepare for unexpected toileting of students.				
Set up camp toilet				
Check refuge items are in place, have water and damp cloths ready to cover mouths, noses.				
After master roll is checked, help with search procedures should students, staff or visitors be unaccounted for.				
Help Fire Warden to seal windows with masking tape. Place wet towels in doorways.				
Before/on Catastrophic or Code Red Days				
Monitor the radio and email				
Put the Code Red Day School Closed sign outside the school fence and change front sign to school closed with date.				
Send Daymap/Class Dojo message to families confirming closure.				
Take back up disks and any other essential data/artefacts out of the school to a place of safety.				
Assist the Principal contacting parents/staff.				
Maintain and check sprinklers and irrigation system is working.				

ON ARRIVAL AND PASSAGE OF FIRE FRONT

ACTION	SITE LEADER	FIRST AID OFFICER	FRONT OFFICE COORDINATOR	TEACHERS & SUPPORT STAFF	EMERGENCY RESPONSE TEAM
Call 000 and report that a bushfire is in the immediate vicinity or impacting on the site, activate alarm signal (continuous blast)					
Advise staff to undertake assigned roles and responsibilities					
If it is safe to do so and time permits turn on all sprinklers and irrigation systems					
Teachers assist students to move to the Bushfire refuge on hearing the alarm					
If time permits, close and lock all doors and windows and turn off air conditioners as rooms are vacated					
Teachers to conduct a roll call of students in their care and report to the site leader					
Communicate to parents, as soon as possible, that students are moving into the Bushfire refuge					
In the Bushfire refuge, turn off all air conditioners and close air vents, block crevices, cracks and gaps as bush fire front approaches					
Ensure all site personnel and visitors are accounted for					
If safe to do so, initiate search procedures for missing persons					
Advise the Education Director of the move to Bushfire refuge and provide information about:					
The number of students, staff and registered visitors taking shelter					
The number of 'off site' students and staff present					
Emergency services assistance immediately available					
Liaise with CFS units and other Emergency Services if on site					
Prepare all persons sheltering in Bushfire refuge for arrival and passage of the fire front. The Emergency Response Team will:					

Monitor all 'stay informed' emergency communication channels for local information					
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					
Outline possible plans of action after the front has passed with the students					
Prepare for unexpected toileting of student					

EUDUNDA AREA SCHOOL

INTERNAL FIRE POLICY

The staff member who discovers the fire, or is informed of it by a child:
 ⇒ Evacuates the class, taking the class list and roll book (laptop).
 ⇒ Gives fire warning and location and reports to front office who sound continuous long blast of siren.

TEACHERS	OFFICE STAFF/SSO	PRINCIPAL
1. Take students in an orderly manner through an exit away from the fire to no mans land. 2. Close and lock doors as rooms are vacated if possible. 3. Call roll and report to Principal/Teacher in charge. 4. Remain in class groups until all clear is given.	1. Ring 000 2. Check all rooms in administration area. 3. Take first aid equipment and emergency files to oval, if possible admin; backup computer tape. 4. Take class rolls and TRT/ Visitor sign in sheets 5. Close doors on exit.	1. Receive roll call information – initiate a search if necessary. <ul style="list-style-type: none"> • Deploy staff to – • Supervise children • Fight fire if practicable • Inform CFS of location of fire • CFS patrol fire affected area as appropriate • Arrange security if and as required. 2. Emergency drills – once a semester.