

LENSWOOD PRIMARY SCHOOL
BUSHFIRE POLICY 2013—Page 1/8

RURAL ADDRESS; - 1554 MAIN RD, LENSWOOD, SA
LENSWOOD CFS GENERAL ENQUIRIES 83898002
EMERGENCY PHONE NO. 000
POLICE ASSISTANCE 131444
School phone No– 08 83898278
SCHOOL MOBILE PHONE NO. 0408022109
Lenswood CFS Captain Carey Schultz 0417800790

Staff has a “DUTY OF CARE”.

Safety of students is the first responsibility.

Students to be kept at school unless discharged directly into the care of parents or legal guardians or person/s nominated by parent/caregiver to collect student/s.

Teacher-in-Charge recognises the responsibility to respond to the legal authority of the C.F.S. Officers, and authorised officers under the **State Coordinator** in a State of Disaster situation.

Locality of Concern – Surrounding areas of Adelaide Hills – 10km radius. If there is a major fire which is causing concern that is under 10 km away as the crow flies, the decision will be taken to close the school.

Alert Status

Level 1	Day of Severe/Extreme or Catastrophic Fire Danger are Total Fire Ban days
Level 2	Fire in Area of Concern (refer to definition above)
Level 3	A fire comes up without warning and the School needs to be used as a Refuge during approach and passage of fire front

Catastrophic or Code Red – FDI of 100+ all schools closed in Adelaide Hills. Notified by 5pm the day before NB this could also be an extreme day because of the particular conditions prevailing in the Adelaide Hills. CFS and DECD will advise.

Information to Parent Community:

- All parents given a copy of the Bush Fire Information document via the website.
- All parents on a telephone contact list – test text message sent out in term 4 and term 1. Mobile Phone with all parents telephone numbers in school at all times.
- Form on the website for parents to use to organise who will pick their children up if they are not available.
- All parents who do not reply are contacted and contacts checked.
- **Our priority concern if there is a major fire in the vicinity which necessitates closing the school will be to unite children and parents/carers and keep students that have not been collected safe in the refuge until parents or designated adult/s are able to collect them.**
- Catastrophic Fire Day Notice for the front of the school.
- Fire Policy (including Bush Fire policy) passed at Governing Council in Term 1.
- Bush Fire Reminders are included in the newsletter. **Local CFS and Area CFS both sent a copy of the Fire Plan.**

Safe Refuge Main Stone School Building – Library area

Drills 2 per annum – terms 1 and 4

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BUSHFIRE - FIRE SAFETY PROCEDURE

Prior to bushfire season:

- Check fuel levels around the oval are under control.
- Make sure that the oval is well-maintained and watering is kept up.
- Ensure that native garden is well-pruned and tidy.
- Check that gutters have been cleared.
- Ensure that all staff are clear about their duties and that practices have taken place.
- Check hoses and water supply and connections.
- Ensure that telephone list is up to date for contacting parents for school closure days etc.
- Check Bush Fire audit and Bush fire policy is up to date.
- Check Parent telephone numbers and contact details are up to date and in the phone for SMS emergency texts
- Ensure that the collection roll in the Fire Book is up to date with all children including visitors on it.

Level 1 Alert - Day of Severe or Extreme Fire Danger – Total Fire Ban Day

- Mark attendance sheet at beginning of day.
- Cancel all excursions/assess swimming lesson status/teacher meetings.
- Check access to and from classrooms.
- Staff and children informed (Total Fire Ban Notice in roll boxes)— discuss fire drills – monitor radio
- ABC 891 – keep spare batteries, monitor CFS and MOB sites.
- Keep record of children, staff and any volunteers leaving school – students released to parent/ caregivers or person with written permission (please note destination), staff will not be released to return home to fight fires around their own property – duty of care to children comes first.
- Keep absentee book and class list on desktop.
- Reminder to staff to reverse park at the rear of the church—keeping the front, staff car park and church laneway free of vehicles.
- Record all actions in the Fire Record Book— Principal's Office

Level 2 Alert - Fire in Area of Concern

- Rope off staff carpark so CFS can access Fire Tanks
- Establish master roll (in office) – re-check attendance sheet,
- Set up collection sheets on clip boards and tables
- Follow order of actions as listed in Fire Record book.
- If danger is threatening, Principal and Front Office Staff to ring parents to inform them of the situation
- Children collected by authorised persons have destination and time marked.
- Open gates and put the bollards out to keep area free in order to maintain access for emergency vehicles.
- While safe to do so keep all students in the school hall where there is a toilet and drinking water available.
- Seal windows—close blinds, close window between kitchen and library above door

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Level 3 Alert - If we are unable to evacuate the school and the Fire Front Threatens the school and the CFS and authorities ask for the school to be used as a refuge.

Library to be cleared ready for Level 3—

Collect and take to refuge area:

Drinking water

Extinguishers set out

Plastic bins filled with water

Portaloos

Buckets and towels from art room area

Toilet paper

First aid kits and personal medication (asthma puffers, EpiPen)

Check master roll and implement search procedures should children or staff be missing.

Toilet roster if time permits.

Place fire extinguishers inside refuge area.

Move tables and chairs in library to create space

Take children and their bags to refuge – recheck master roll.

Close all doors (do not lock) permission required to leave refuge.

Collect and take to refuge:

Emergency and medical information

Radio (batteries)

Personal valuables

Absentee books/class lists

Fire extinguisher

Wind up torch

Emergency Jacket

Two adults to maintain external vigilance as long as possible with hoses/buckets.

AS FIRE PASSES

Emphasise calmness place children in family and friendship groups.

Lie flat on floor.

Use damp cloth to cover nose and mouth.

Restrict movement, unnecessary noise and irresponsible comment.

Stay in refuge until fire front passes.

AFTER FIRE HAS PASSED

Assess exits and surrounds.

Children move under veranda if it is safe – take necessary refuge items.

Check master roll.

Attend to injuries.

Keep together.

Contact **C.F.S.** and **DECD Hills District Director** as soon as possible.

Adults attend to accessible spot fires.

Hold children until collected by parents or authorised persons. Mark off master roll, note time, person and destination.

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RESPONSIBILITY OF OFFICE STAFF/ SSO ASSIGNED TO OFFICE

Level 1 Alert – Day of Extreme Fire Danger

Monitor radio **891 on AM band**.

Cancel school excursions, assess swimming lesson status.

Inform staff and children of Level 1 alert—put notice in roll boxes or take them around to teachers

Ensure mobile phone is charged.

Ensure all cars are shifted away from the buildings

Level 2 Alert – Fire in Area of Concern

- Check with **Lenswood Fire Station General Enquiries (83898002)** as to position. If no answer, contact **Woodside CFS/Onkaparinga Base (83899022)**.
- Inform staff and students.
- Carry out listed duties as per check list
- Establish a master roll – check for absences – give class teachers copy to maintain.
- Record destination on master roll of children collected by authorised persons and time.
- Prepare parent contact numbers/medical files for removal to refuge.
- Close windows and unlock any locked doors but keep closed.
- Move first aid kits to refuge area.
- Fire Phone set up in Principal's office—bright red

Level 3 Alert – Fire Front Threatens

- Confirm with CFS if possible – notify staff.
- Check refuge items are in place.
- Help with toilet roster if there is time.
- Lock files.
- Move emergency records/files/computer backup tapes to refuge area.
- Add any parent names to master roll.
- Move to refuge area, close doors – do not lock, monitor radio.

Catastrophic or Code Red Days

- Monitor the radio and email
- Keep parents calm when they call and go through the procedures – remind them to implement their own fire plan.
- Put DECD Code Red Day School Closed sign on the school fence.
- Send home notice afternoon before if warning comes out in time.
- Send out text message to all families evening before identified Catastrophic Day
- Take back up discs and any other essential data/ artefacts etc out of the school to a place of safety.
- Assist principal with the preparation and printing of notices/sending and ringing of parents and staff to inform them that the school will be closed the following day.

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RESPONSIBILITIES OF PRINCIPAL/STAFF MEMBER IN CHARGE

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.

Level 1 Alert – Day of Extreme Fire Danger

- Monitor radio, CFS and BOM sites
- Move hose to refuge area taps.
- Check that there is no bushfire in Area of Concern at 3.00pm before children are dismissed.
- Arrange for students who are walking or riding home to be collected by parents.
- Arrange for all teachers/ SSO's to move their cars out of the car park and clear of school buildings so that area is clear for emergency vehicles.

Level 2 Alert – Fire in Area of Concern

- Ensure that all procedures for Level 2 fire are followed.
- **Make decision re the distance of the fire, wind and weather conditions re informing parents that there is a fire in the area of concern and that it would be wise to pick their children up.**
- **Evacuate the school.**

Level 3 Alert – Fire Front Threatens

- Permission is required for anyone to leave school premises.
- Wet down and monitor exterior as long as possible with another adult, keep staff informed.
- Principal or other Fire Warden collect each class to take them to the refuge—please see check list

AS FIRE FRONT PASSES

- Assess exits and surrounds prior to moving to safe area.
- Attend to spot fires.
- Inform DECD and follow administration procedures.
- Organise and maintain 24-hour patrol over school buildings.

CATASTROPHIC OR CODE RED DAYS

- 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 families to operate their bush fire plan.
- Have template ready for printing and distributing.
- Have text messages ready in phone for sending once information is received 4pm on the day before.
- 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.
- Prepare the building for fire.
- Send out text message to all parents and ring those who do not have a mobile phone.
- Ensure that staff / SSO's, cleaner etc are aware of the fire status.

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RESPONSIBILITY OF 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 – Day of Extreme Fire Danger

- Check class lists early.
- Discuss procedure with children.
- Check access to and from classroom.
- Keep record of children leaving school in office/teacher on yard duty – mark in destination for those going with authorised person (holding a note signed by parent/caregiver).
- Paperwork is to be kept in Fire Ban Day Folder which is on the window sill in the Principal's Office
- Be prepared to cancel excursions.

Level 2 Alert – Fire in Area of Concern

- Close windows and doors (do not lock). Move things away from the windows.
- Set fire extinguishers outside transportable classrooms – clear flammable material from classroom exteriors.
- Class names on master roll.
- Move cars away from main building and repark in the church car park at rear of church to clear the entrance for emergency vehicles.
- Ready absentee book/children's medication and bags/records/personal valuables.
- Regular toilet sessions rostered.
- Maintain class list and send to the office, anyone leaving to check off master roll.
- During playtime children are not to use the oval area.
- Monitor children's responses to smoke etc. keep them calm and occupied
- Keep children together—ensure you know where they are at all times.
- Move to hall if appropriate with bags and belongings in preparation for early collection by parents/caregivers.
- Ensure that no child walks or rides home.
- When all children are safely united with parents/caregivers then the school building should be locked.
- Gates should be left unlocked so the CFS can access the grounds and the water tanks
- All staff need to go home to operate their bushfire plans where appropriate.
- Principal or site leader to let the District office know that all students and staff are clear of the building.

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Level 3 Alert – Fire Front Threatens and it is no longer safe to evacuate.

Mark roll and implement search for missing students.—Always search in pairs of adults

Take children and bags to refuge area – mark roll again.

Emphasise calmness, restrict movement and unnecessary noise

Hand out damp cloths to cover mouth and nose.

Instruct children to lie flat on floor.

Pair up older children with younger children and keep a positive and calm attitude

AFTER BUSH FIRE EVENT

Assemble in class groups – reassure children,

Attend to injuries.

Keep in class groups.

Hold children until collected by parents/caregivers.

Mark children off both class and master list.

After a Bush Fire or other Fire Event – Principal’s Responsibility is to:-

- A. Check that all fire-fighting equipment is checked and ready.—Preventative Maintenance
- B. Check that all emergency supplies etc are replenished.
- C. Ensure that all buildings and site in general are assessed for safety before returning to the building.
- D. Ensure that all paper work and record keeping is undertaken and sent to appropriate authorities.
- E. Send feedback to Regional Office and School Care.
- F. Readdress policies based on learning from incidents.
- G. IF APPROPRIATE ensure that Counsellors are called into the school to de-brief and work with students and staff .
- H. Ensure that all staff know about the free telephone counselling service that is available to them.

POSSIBLE CONFLICTS OF INTEREST RE STAFF RESIDENCES ON BUSHFIRE DAYS

- 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.
- Staff should have a clear bushfire plan of their own and be prepared to implement it on Catastrophic or extreme fire days.
- Staff are not able to leave school during fire alert days due to duty of care requirements. If the FIRE DANGER INDEX AND ADVICE FROM THE CFS INFORMS THEM THAT their home is under threat, they must make arrangements WITH THE PRINCIPAL for their class to be covered before they stay at home for the day.
- Staff are not expected to travel to school or be at school on Catastrophic Days.

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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.

Gives fire warning and location and short blasts on siren/bell for 10 to 15 seconds if accessible.

If the siren is not working then an SSO, teacher or the Principal will go to each class to inform teacher and students in order to move them to a safer area.

TEACHERS

Take students in an orderly manner through an exit away from the fire to edge of oval – take class list and absence books.

Close doors as rooms are vacated if possible.

Call roll and report to Principal/Teacher in charge.

Remain in class groups until all clear is given.

AVAILABLE STAFF IN MAIN BUILDING

Check library, all classrooms, staffroom and porch if possible.

TEACHER IN TOP ROOM

Check toilets on way to the oval.

OFFICE STAFF/SSO/TEACHER IN CHARGE

Ring 000

OUR RAPID NO. 011333

Our Roadside No. is 1554

Turn off main power source.

Check all rooms in administration area.

Take first aid equipment and emergency files to oval, if possible admin. backup computer tape.

Close doors on exit.

PRINCIPAL/TEACHER IN CHARGE

Receive roll call information – initiate a search if necessary.

Deploy staff to -

- Supervise children
- Remove cars from the car park to make way for emergency vehicles
- Fight fire if practicable
- Inform CFS of location of fire
- CFS patrol fire affected area as appropriate
- Arrange security if and as required.
- Smoke alarms – check batteries are working beginning of each term.
- Fire drills – two per annum, terms 2 and 3.

After a Fire Event – Principal's Responsibility is to:-

1. Ensure that Counsellors are called into the school to debrief and work with students and staff.
2. Ensure that all staff are aware of the free telephone counselling service that is available to them.
3. Check that all fire-fighting equipment is checked and ready.
4. Check that all emergency supplies etc are replenished.