

SEM Bushfire Response Plan

SEM Bushfire Response Plan 2024/2025

Site information

1. Please select your site details.

Site Name	Lenswood Primary School
Address	1554 Lobethal Road LENSWOOD SA 5240
Site ID	136
Site Leader Name	Christie Evans
Site Leader Email	Christie.Evans848@schools.sa.edu.au
Site Leader Mobile	0419038493
Site Email	dl.0136.leaders@schools.sa.edu.au
Risk Rating	R2

Alternative contact information

2. Alternative emergency contact during bushfire season (including over school holidays and weekends).

Name	<input type="text" value="Julia Cowlam"/>
Position	<input type="text" value="Finance Manager"/>
Email	<input type="text" value="Julia.cowlam857@schools.sa.edu.au"/>
Mobile	<input type="text" value="0439007153"/>

Out of School Hours Care (OSHC) / Vac Care

All vacation care, out of school hours care (OSHC/vacation care) operating must be contactable in the event of an emergency.

This includes third party and governing council operated OSHC services.

You must have an accurate contact list and be aware of the hours of operation for these services for before school hours, after school hours and term breaks.

3. Do you have OSHC service operating at your site?

Yes

No

Rural Care

All rural care services operating must be contactable in the event of an emergency.

You must have an accurate contact list for these services for before school hours, after school hours and term breaks.

Contacts must be available during bushfire season including after hours and term breaks.

8. Do you have Rural Care at your site?

Yes

No

Rural Integrated Services and Children's Centres

All children's centres operating must be contactable in the event of an emergency.

You must have an accurate contact list for these services for before school hours, after school hours and term breaks.

Contacts must be available during bushfire season including after hours and term breaks.

13. Do you have Rural Integrated Services and Children's Centres at your site?

Yes

No

Additional services operating on site (non-department)

18. Are there after school activities such as clubs, sports, music, community groups, play groups occurring on the site?

Yes

No

19. Contact list for activities

Activity

Lego League

Contact name

James Waddington

Mobile

Days operating

Times operating

20. Do you have on-department services located on site? *(Not including OSHC, integrated services and rural care) i.e. Dental Services SA*

No

Yes

21. Contact list for activities

Activity

Contact name

Mobile

Days operating

Times operating

22. How are you ensuring additional services **operating out of school hours and on term breaks** have access to and can operate the site allocated satellite phone?

23. How are you communicated to the additional services **operating out of school hours and on term breaks** where the site **shelter in place building** is?

Satellite phone

24. What is your satellite phone number?

25. Where is your satellite phone located?

The satellite phone is located in the library cabinet behind the desk

26. How are you ensuring additional out of hours services have access to and can operate the satellite phone?

a trained staff member will attend all of the Lego League sessions

27. Who is responsible for maintaining and testing the satellite phone? [Satellite phone guidelines](#)

Name

Position

Contact number

Animal care and welfare

28. Does your site have animals on site?

Yes

No

29. Animals need to be cared for appropriately at all times, including during weekends and vacation periods. The [Animal Ethics Focus Person](#) has a duty of care to ensure the wellbeing of all animals kept on sites during these times. All sites where animals are housed should have a procedure for managing animals before, during and after emergencies. Refer to [Ongoing care of animals at schools and preschools](#) for further advice. **Consider:**

- welfare of animals in the event of an emergency, or ahead of days of forecasted Extreme and / or Catastrophic fire conditions
- how your site's animals will be managed during school holidays and on days of school closures
 - Enclosure and animal hygiene
 - Feed and water schedules
 - Early relocation if required
 - Heat stress

Outline how your Animal Ethics Focus person will plan to manage the health and welfare of animals at all times, including during weekends and vacation periods?

Chicken will be taken off site during holidays, weekends and school closure days. They are caged during emergencies and taken in doors

Bushfire safety systems

30. Sites may have dedicated bushfire safety systems strategically positioned on or around buildings, such as roof mounted sprinklers, external fire hose reels and associated pumps etc. Does your site have any dedicated bushfire safety systems

- Yes
- No

31. **ONLY** if it is **SAFE** to do so, these types of bushfire safety systems are intended to be activated prior to the arrival and impacts of a fire, or after a fire has passed the site. If your site has one or more bushfire safety systems consider:

- What is the actual system or systems?
- How are you ensuring the system is maintained and operating correctly?
- Who may be required to know how to activate them?
- What training and how often is it being undertaken for the people who may choose to activate/use the systems?

Outline your site's dedicated bushfire safety systems - preparedness and activation processes.

Fire tanks for CFS water storage

Bushfire shelter information

32. Where is your bushfire shelter located? Use google to provide GPS coordinates, and provide as much detail as possible including localised building references i.e. the Library To create GPS coordinates:

- open <https://maps.google.com/>
- Search your site, change to satellite images, find the Shelter in Place building
- Right click on where your Shelter in Place building is located,
- Click the first row with the numbers
- This will "save copy to clipboard"
- Then paste the coordinates into the box below

The pasted numbers will look like this EXAMPLE; -34.171212543348034, 140.74257541440818

Localised building reference

Lenswood Primary Library

GPS Coordinates

-34.921488194813925, 138.82445456318598

33. Bushfire Shelter in Place building being clearly identifiable to all persons on site, or emergency services if attending? **Consider:**

- is it identified on Evac Diagrams?
- is it outlined in an Induction process?
- is there signage on the actual building?

Outline how your Site's Bushfire Shelter in Place building is clearly identifiable to all persons on site, or emergency services if

Building clearly signposted - Bushfire Refuge

Shelter preparation

34. In addition to the R1 & R2 risk rated sites Bushfire Vegetation Management program, **ALL** sites have a duty of care to prepare, minimise and maintain the site from potential ember attack points. **Consider:**

- Maintaining asset protection space of up to 20 metres (where possible) around your buildings i.e.
 - removal of dead vegetation/weeds,
 - review proximity of mulched garden beds to buildings
 - review ignitable items stored up against walls/window sills e.g. drying mops, boxes etc.

The SACFS webpage [Preparing your home & property](#) provides valuable information which can be contextualised to your school property and surrounding buildings. **Have the following bushfire considerations been completed:**

- Vegetation management around (or overhanging) buildings has been cleared
- Gutters cleaned and maintained
- Defendable spaces have been reviewed
- Flammable materials / items have been moved away from buildings (in particular the bushfire shelter building)

35. Does your site bushfire shelter, have incorporated access to toilets and hand washing facilities?

- Yes
- No

37. **Food consideration** Your site may consider having a supply of non-perishable, snack style food products (e.g. biscuits, cereals, items for low blood sugar or non perishable snack bars) that do not require refrigeration, cooking, water or special preparation. **Consider:**

- inclusion of a can opener and eating utensils (e.g. paper cups/plates, plastic spoon/fork).
- items should be checked periodically to ensure they are not expired
- awareness of known food allergies for individuals
- how will waste disposal be managed?

Outline your site's food management contingencies and procedures during a bushfire emergency?

Rations box with dried goods and boxed water.

38. **First Aid Supplies** It is essential you have first aid supplies readily accessible in your bushfire shelter. A minimum of one person should be responsible for maintaining the First Aid supplies either stored in, or to be transported to the bushfire shelter in the event of a bushfire threat emergency. **Consider:**

- If your first aid supplies are located in another area onsite, it is important to have nominated staff who are responsible for moving them to the bushfire shelter in the event of a bushfire emergency.
- Where are the First Aid supplies located currently?
- Where should they be taken to?
- Are your First Aid supplies (and or any other first aid equipment) in date?
- How often are the First Aid supplies (which are to be in the Bushfire shelter) checked?
- Do any OSHC or other services / other activity groups require access to those same First Aid supplies in a bushfire threat emergency?
- How will / could they access them if those First Aid supplies are not already in the bushfire shelter?

Outline your site's First Aid supplies contingencies and procedures for prior to and or during a bushfire emergency?

First Aid supplies are located in the staffroom in same building, moved to library in the event of an emergency.

39. Medications management When moving into a Bushfire Shelter in Place building, you must consider how you will manage the medications and medical administration plans of staff and students who may need to have those medications with them. **Consider:**

- who will be tasked to transfer the medications and administration plans?
- how will medications be transferred to the shelter?
- how will medications be safely and securely stored in the shelter i.e. including 'sharps' disposal?
- how will medications be temperature controlled in the shelter i.e. cooled?

Outline your site's medical management procedures during a bushfire emergency?

Nicola will move the student medications and plans to the library

40. **Drinking water supply** Your bushfire shelter must have sufficient drinking water provisions, that are not reliant on mains power or mains water supply. There should be provisions for at least 1 litre of drinking water per person who could be sheltering in place. **Consider:**

- how many people could be expected to be sheltering in place?
- if you elect to buy bottled water - what size will you purchase?
- can the required quantity to sustain 1 litre per person, be stored in a safe and accessible location in the event of bushfire emergency?
- if using an alternative to bottled water, will that require drinking cups?
- how will drinking water be kept from warming up? i.e. not left on a pallet in an open air lock up or in the shed against the tin walls
- will staff / students be encouraged to utilise their own drinking containers to refill?
- what arrangements need to be in place for waste disposal items?

Outline your Site's contingencies and procedures for ensuring effective drinking water provisions during a bushfire emergency?

Boxed water to be moved to the library. Water supply from mains located in adjoining building. Students may have water bottles, cups to be supplied.

41. **Personal Emergency Evacuation Plan (PEEP)** In accordance with the DfE [Emergency Management procedure](#) your Site may have pre-identified staff, students, or other scheduled visitors who have a developed PEEP. Under bushfire emergency conditions, those PEEP's must still be followed, and therefore may require additional planning and / or provisions to be factored into the preparation of the bushfire shelter. This is to enable an efficient, effective and the least impactful transition for the people who have a PEEP to make their way into the bushfire shelter. **In preparing to activate moving into the bushfire shelter, consider:**

- who has a PEEP?
- what are the details and support requirements of the individuals PEEP's?
- is there any support requirements from any of the PEEPS which can be pre-staged on days of Extreme fire conditions?
- will your contingencies and procedures include a dedicated person to coordinate the movement of the people with a PEEP
- how will you ensure all people with a PEEP are safely in the bushfire shelter and accounted for?
- do any of the people with a PEEP require additional or specific notifications to parents or caregivers?
- how will people in OSHC or other on site services with PEEPS be managing the safe moving of those people into a bushfire shelter?

Outline below how your Site's contingencies and procedures for managing and coordinating the people with a PEEP, safely into the bushfire shelter?

Business Continuity Planning - Staffing

42. **Personal Bushfire Survival Plans (PBSP) - For staff who may have one** Refer to the EDiportal [Bushfire preparation procedure](#) for detailed information. Staff are expected to attend their usual place of work on total fire ban days (including 'extreme & catastrophic' fire danger days) **unless their workplace has been authorised to close**, or there are grounds to believe the journey would place the staff member in harm's way. The development of a PBSP or the requirement to travel through a declared 'catastrophic' fire ban district to attend work, does not automatically entitle a staff member to take leave on a day of extreme or 'catastrophic' fire danger. Staff seeking to be absent from work on a day of extreme or 'catastrophic' fire danger have a responsibility to provide a clear indication to their Line Manager of the circumstances under which they intend to exercise their PBSP so that forward planning can be included in the school's bushfire response plan. **Confirm your Site business continuity planning for staff who may have PBSP has been reviewed**

- Staff with a PBRP have registered their plans with Site Leader
- Staff trigger points for activating their PBRP have been discussed with the Site Leader
- Impact of multiple staff with PBRP activated has been risk assessed for business continuity planning for the site

Camps and Excursions

43. Camp or excursion planning must take into consideration designated bushfire phone areas during fire danger season. This must also take into consideration the excursion planning undertaken by OSHC and other services operating over term breaks or out of hours within their excursion risk assessments. If a bushfire is burning prior to departure or a catastrophic day is declared in the area of travel, then the excursion/camp **must be cancelled**. Further information can be found in the Camps and [Excursions Policy](#) and [procedure](#). The following must be included in planning for camps and excursions conducted in bushfire prone areas during fire danger season:

- Inform the SEM unit of camp and excursion details on 1800 000 279, or email education.securityandemergency@sa.gov.au

- Identify nearby bushfire shelter locations and safer spaces including those at the campsite
- Inform parents of the procedures the site will adopt on total fire ban days or in the event of a fire
- Ensure staff are aware of fire precautions and restrictions
- Discuss a prearranged signal tone or alarm to notify participants of an emergency and what will occur
- Ensure an emergency survival kit is packed including a battery-operated radio, torch, spare batteries, woollen blankets.

More information can be found on the CFS website <https://www.cfs.sa.gov.au> **Outline your site's excursion management plan during a bushfire emergency?**

All excursions are cancelled if previous day forecast extreme or catastrophic fire danger for the day of the excursion.

44. If operating an OSHC, Rural Care or Integrated Rural Care service how are you ensuring their excursion risk assessments are inclusive of bushfire management?

NA

45. Camps and Excursions - Dates and Locations If known - please provide a list of dates, locations and key note points of camps and excursions

Year 6 camp Nov 11th and 12th

Bushfire Response Plan - activation

In this section we explore how your site will respond in an emergency.

Site trigger points for bushfire emergencies:

It is the responsibility of the site's leadership to determine trigger points that will be used to determine when to respond to a potential or actual bushfire threat and enact your Bushfire Response Plan.

SEM staff will support your site during a potential or actual bushfire emergency.

We ask you to work with the SEM unit as the primary conduit point for the accuracy and consistency of emergency information provided by emergency services such as SAPOL SACFS / SAMFS.

It is important to nominate who at your site is responsible for monitoring your site's trigger points for bushfire emergencies. This includes a number of staff able to undertake this role as a contingency.

If your local bushfire response plan trigger points have been reached, or your immediate situational risk assessment indicates it would be safer to move into your Bushfire Shelter building, do so!

Inform the SEM unit as soon as it is safe to do so: 1800 000 279.

Sites DO NOT need to wait for direction from SEM to enact emergency procedures including their Bushfire Response Plan

46. Method tone/duration to notify of in shelter Each site should have a unique or distinct alarm tone / sound (emergency notification method) that is distinguishable from any other emergency alarm tones used onsite. While the same tone or sound may be used for a variety of emergency incidents (eg, your site's bell system), the pattern and duration used for "bushfire shelter in place" emergencies should be

unique, so everyone is aware they are required to enact those procedures for moving to your site's bushfire shelter in a calm and orderly manner. **Consider:**

- does the tone/sound/method vary for OSHC / other services/ after hours activity user groups?
- if yes, what are they using and is that captured in the Site's BRP?

Outline your Site's tone/sound/method to notify staff, students and visitors to move into the bushfire shelter? *

3 long blasts of the siren, SSO representative to visit all 3 classes.

47. Trigger points: During the fire danger season your Incident Response Group must know the Site's specific trigger points to enable a calm and coordinated move into your Bushfire Shelter In Place building if / when required. **When identifying what your Site's trigger points would be, consider:**

- The site is being impacted smoke and / or embers - e.g. move into the shelter
- A fire is within line of sight i.e. flames can be seen in the distance - e.g. move into shelter
- A SACFS "**Bushfire Advice**" message has been issued in close proximity to the site - e.g. monitor information and local conditions
- A SACFS "**Bushfire Watch & Act**" message has been issued and the site is located within the Warning Polygon - e.g. monitor information and local conditions / prepare to move into Shelter
- A SACFS "**Bushfire Emergency Warning**" message has been issued and the site is located within the Warning Polygon - e.g. move into Shelter
- An "**Emergency Alert**" message has been issued. Follow the Emergency Service advice - e.g. move into Shelter
- You receive a specific direction from a SAPOL Officer, or a SACFS/SAMFS Officer (who is authorised to give such direction for that emergency)
- Your immediate situational risk assessment indicates it would be safer to move into your Bushfire Shelter building

Your site may have other localised trigger points. **Outline the trigger points your site will use to activate the Bushfire Response Plan, and / or move into the Bushfire Shelter In Place building**

Smoke or flames sighted, bushfire in the area advice, watch and act message or emergency warning.

48. Communication Having a basic communications structure pre-identified, will enable efficient internal and external communications before, during and after the impact of a bushfire. **When developing your Site's communication structure, consider:**

- is an up-to-date list of key contacts in your bushfire shelter?
- who will be tasked with making which calls / notifications?
 - notifying any classes / students off site, that you are going into shelter
 - notifying the parents / caregivers
 - notifying SEM 1800 000 279,
- how will these calls / notifications be actioned i.e. SMS platform, direct phone calls etc.?
- will you establish a frequency pattern of outgoing calls on a satellite phone, if regular incoming phone lines are not reaching you?
- will this reflect the communications which the OSHC / other services / other activity groups need to follow or make?

Outline your Site's communication structure

Class lists with contact details are in classroom folders and in the central folder in the shelter. Contact details are checked and updated each term.

Julia or Lisa will take and make all calls, emails and SMS notifications.
SSOs Nicola and Kylie will go to each class and advise them of movements to the shelter.

If a fire is in the area

Parent SMS from site *SCHOOL ALERT* A fire is active near our school. Our bushfire response plan is in place. Children are safe. Do not attend. Info @ 1800 000 279