



Australian Government



Government of South Australia

Department of Education and  
Children's Services



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## **DECD BUSHFIRE RISK MANAGEMENT STRATEGY**

### **BUSHFIRE ACTION PLAN**

- Dates, lists of names, and additional roles and responsibilities inserted where appropriate
- The Bushfire Hazard Management Plans should be included as an attachment
- The Staff Roles and Responsibilities document should be included as an attachment
- The District Director and / or District Office should be kept fully informed of the situation at your site in the event of a bushfire

## **TEMPORARY CLOSURE OF SCHOOLS ACROSS THE FIRE BAN DISTRICT**

If the Bureau of Meteorology and the Country Fire Service issue a forecast of *catastrophic* (**Code Red**) bushfire weather conditions within the Fire Ban District, Eden Hills Primary School will be closed.

Pamphlets and newsletters outlining the DECD school closure policy on days of catastrophic bushfire weather conditions have been distributed to parents and caregivers.

Where possible, the Regional Director will distribute information about the potential for closure on the day before the forecast period.

The Emergency Response Team should **prepare** to advise all parents and care givers about the closure and cancellation of bus routes by telephone and by follow-up written notification.

The Regional Director will confirm decision by the Chief Executive to close Eden Hills Primary School within the Fire Ban District for a period as determined by emergency services.

The Emergency response Team will **contact** all Governing Council members who will contact parents by telephone, to inform them of the decision. A template letter will be provided with key messages to parents and care givers.

- The letter will provide parents and caregivers with an emergency hotline telephone number and a web address to obtain closure and reopening details about Eden Hills Primary School.
- Parents will also be reminded to listen to ABC radio for further warnings and advice messages.

**Eden Hills PRIMARY SCHOOL**  
**BUSHFIRE ACTION PLAN**

**GENERAL INFORMATION**

<p>This Bushfire Action Plan (BAP) has been developed during Term 4 2009 after consultation with:</p> <ul style="list-style-type: none"><li>• families of students attending Eden Hills Primary School</li><li>• members of the Eden Hills Country Fire Service (CFS)</li></ul>
<p>The BAP is to be reviewed annually during Term 2 each year to reflect any changes that may have taken place in:</p> <ul style="list-style-type: none"><li>• DECD or Government Policy</li><li>• site facilities</li><li>• personnel normally on site.</li></ul>
<p>The BAP outlines required actions to prepare:</p> <ul style="list-style-type: none"><li>• the site before the bushfire season</li><li>• the building which has been nominated as the Bushfire Ready Building</li></ul>
<p>The BAP also outlines activities to be undertaken by staff and students at the different levels of a bushfire emergency:</p> <ul style="list-style-type: none"><li>• on Catastrophic Days</li><li>• on days of Total Fire Ban</li><li>• when there is a fire in the local district</li><li>• when a bushfire is threatening or impacting on the site</li><li>• during the period immediately after a bushfire has impacted on the site (known as the 'Recovery Phase').</li></ul>
<p>The Sports Arts Centre is the nominated bushfire Ready Building for this site.</p> <ul style="list-style-type: none"><li>• It has been prepared for a bushfire emergency and will accommodate all persons normally on the site.</li></ul>
<p>It is anticipated that some members of the local community will want to shelter in the Bushfire Ready Building during a bushfire.</p> <ul style="list-style-type: none"><li>• The process to safely accommodate those people along with students and staff is included in the BAP.</li></ul>
<p>The Principal will hold discussions with members of the Eden Hills CFS during Term 3 each year about the bushfire preparedness of the site</p>
<p>The Principal will forward a copy of the site BAP to the District Director to be held in the District Office</p>
<p>The Principal will forward a copy of the site BAP to the Eden Hills CFS by Week 2 of Term 4 each year</p>
<p>The Front Office SSO will forward a modified copy of the BAP to all families of students of the site at the beginning of Term 1 each year.</p> <ul style="list-style-type: none"><li>• The BAP is explained to the families of new students by the Principal during the enrolment process.</li></ul>
<p>The Principal will include bushfire season reminders and information in site newsletters at least three times in each of Term 4 and Term 1. The Eden Hills Primary School Information Booklet, updated in Term 1 each year, includes detailed information about actions and procedures included in the BAP.</p>
<p>All staff members receive pre fire season updates during Term 3 and ongoing information and instruction about the contents and requirements of the BAP during Term 4 and Term 1 staff meetings.</p>
<p>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.</p>

## PREPARING EDEN HILLS PRIMARY SCHOOL FOR A BUSHFIRE

<p>An Emergency Response Team has been established and members instructed on their roles and responsibilities. The members are:</p> <ul style="list-style-type: none"><li>• The Principal</li><li>• The Assistant Principal</li><li>• The Front Office SSO</li><li>• Teacher</li></ul> <p>Their roles and responsibilities are detailed throughout the BAP.</p>
<p>A Bushfire Action Plan has been developed.</p> <ul style="list-style-type: none"><li>• It will be reviewed during Term 2 each year by the staff and presented to the Governing Council for endorsement at the final meeting in Term 3.</li></ul>
<p>The Principal will ensure that emergency bushfire drills are carried out by students and staff during the first 2 weeks of Term 4 and Term 1 each year.</p>
<p>The members of the Emergency Response Team will provide all staff and regular visitors with pre fire season updates during Term 3 each year and instruction about any changes to the contents and requirements of the site Bushfire Action Plan during the first two weeks Term 4 and Term 1.</p>
<p>The Emergency Response Team has nominated an area (see attached map) as the 'local district' in this BAP.<b>OHS&amp;W</b></p>
<p>All staff members have been allocated roles and responsibilities at the various stages of the Bushfire Action Plan.</p> <ul style="list-style-type: none"><li>• Details of individual roles and responsibilities are included in later sections of the BAP.</li></ul>
<p>The Emergency Response Team are instructed in the operation of bushfire pumps, shutters and grounds irrigation systems during the first two weeks of Term 4 and Term 1 each year.</p>
<p>Nominated staff members will monitor local ABC radio, <a href="http://www.bom.sa.gov.au">www.bom.sa.gov.au</a> and <a href="http://www.cfs.sa.gov.au">www.cfs.sa.gov.au</a> for CFS Bushfire Information and Warning Messages on days of high bush fire danger and pass on relevant messages to the Principal and Assistant Principal.</p> <ul style="list-style-type: none"><li>• Front Office SSO</li></ul>
<p>An area of unmaintained vegetation in the neighbouring property along the eastern boundary could impact on school facilities during a bushfire.</p> <ul style="list-style-type: none"><li>• Mitcham Council is consulted in Term 3 each year and notices are issued if necessary.</li></ul>
<p>A defendable space within 20 metres of buildings around the site has been established</p> <ul style="list-style-type: none"><li>• The Groundsperson and Governing Council Grounds Committee will inspect the site during Term 3 each year.</li><li>• Maintenance will be carried out by the Groundsperson or others as required.</li></ul>
<p>Tall trees within 20 metres of buildings have been trimmed of branches up to a height of 2 metres.</p> <ul style="list-style-type: none"><li>• The Groundsperson and Governing Council Grounds Committee will inspect the site during Term 3 each year.</li><li>• Maintenance will be carried out by the Groundsperson or others as required.</li></ul>
<p>Overhanging tree branches have been trimmed to a distance of 2 metres from building rooflines.</p> <ul style="list-style-type: none"><li>• The Groundsperson and Governing Council Grounds Committee will inspect the site during Term 3 each year.</li><li>• A request will be made to the Facility Manager for the site to safely remove any high level regrowth.</li></ul>
<p>The eaves and open air vents on all timber transportable buildings have been sealed.</p> <ul style="list-style-type: none"><li>• The Facility Manager will be requested to carry out an annual inspection to ensure the integrity of the buildings is maintained.</li></ul>

<p>The gutters and roof gullies of buildings under or near over hanging trees are regularly cleaned and free of vegetation.</p> <ul style="list-style-type: none"> <li>• The Groundsperson will attend to lower level gutters each month.</li> <li>• High gutters and roof gullies are included in the Preventative Maintenance Schedule for the site and will be cleaned <i>at least</i> every three months.</li> </ul>
<p>Open areas under the raised timber decking around the eastern timber transportable building have been sealed to prevent entry of sparks and embers. An entry space to allow for inspection by CFS personnel after a bushfire has been constructed.</p>
<p>Timber and paintwork on all buildings is well maintained.</p> <ul style="list-style-type: none"> <li>• Breakdown maintenance is referred to the Site Facility Manager as required. (Hotline)</li> <li>• The site Facility Manager can advise on condition projects with data from SAMIS reports</li> </ul>
<p>A portable pressure pack gas siren and spare gas canisters have been purchased for use in signalling a move to the Safe Refuge during periods of electricity blackout.</p> <ul style="list-style-type: none"> <li>• It is stored in the Emergency Supplies kit</li> </ul>
<p>A Safe Refuge kit of 'Emergency Supplies' has been assembled in a single container and is stored in the Sport Arts Centre  A supplementary kit will be stored in the front office and taken to the Sport Arts Centre during invacuation</p>
<p>The supplementary kit will contain – A copy of the BAP and staff roles and responsibilities, student rolls, staff/visitor registers, student contact information staff/student medications, mobile phone,, important telephone numbers, street directory, battery powered radio,  The Emergency Kit housed in the SAC will contain:  spare batteries, lanterns, first aid kit ,gas siren and spare canisters, drinking water, sweets/nibbles, blankets, face washers, duct tape, spray back-pack, masks, protective clothing etc.</p>
<p>The kit is to be checked at the start of each term by SSO to ensure contents are fresh and operational.</p>

## THE BUSHFIRE READY BUILDING

<p>The Sport Arts Centre is the nominated Bushfire Ready building for this site</p>
<p>The Bushfire Ready has been clearly identified and signed.</p> <ul style="list-style-type: none"><li>• Laminated A3 size posters have been placed in the windows and on the western door.</li><li>• Students are reminded of the location during bushfire drills.</li><li>• Articles in the Parent Information Book and site newsletters reinforce the location of the Bushfire Ready Building.</li></ul>
<p>The Bushfire Ready Building is a building of solid construction. All open spaces in the façade and roof have been sealed to prevent entry by embers and ash during a bushfire. The top vents are sealed but will let some smoke into the building</p>
<p>This site has been assessed as being in an area of 'High' fire danger. Windows in the building have been fitted with toughened glass, and security shutters</p>
<p>The SAC (Sport Arts Centre) can be easily and quickly reached from all areas of the site and safely hold the 240 persons normally present.</p>
<p>Students and staff practise using the Bushfire Ready building and moving to it from a number of areas around the site during emergency bushfire drills carried out during the first 2 weeks of Term 4 and Term 1 each year.</p> <ul style="list-style-type: none"><li>• The Principal determines the timing of the drills after consultation with staff.</li></ul>
<p>Wilpena Street, and the school car park which enters from it, allow access to the Safe Refuge by vehicles after an intense bushfire.</p> <ul style="list-style-type: none"><li>• . Newsletter bushfire updates will remind families of the alternative parking points and the need to make their way on foot to the SAC to pick up children after a bushfire</li></ul>
<p>It is possible that other members of the Eden Hills community will shelter in the site Safe Refuge during a bushfire. To ensure the appropriate supervision and safety of all students:</p> <ul style="list-style-type: none"><li>• Classes will sit on the floor with their teacher in the main body of the SAC</li><li>• Community members will be required to remain in a separate area at the western end.</li></ul>
<p>A tub labelled 'Refuge' has been identified in the SAC. Essential items for use during a bushfire emergency have been placed in it.</p>
<p>A fully stocked first aid kit will be kept permanently in the Refuge cupboard in the SAC. It will be checked and restocked if necessary by the First Aid SSO at the start of each term.</p>
<p>There is access to mains drinking water in the SAC. However in case this is compromised</p> <ul style="list-style-type: none"><li>• Cartons of spring water and cups have been located in the Refuge cupboard.</li><li>• Fresh cartons of water will be purchased by SSO at the start of each school year.</li><li>• A purpose bought bin is filled with water on days of extreme fire danger</li></ul>
<p>Toilet Facilities are available in the SAC.</p>
<p>An Emergency Supplies kit is stored in the SAC and a supplementary one has been assembled in a single container for ease of collection and transportation to the Bushfire Ready Building by the Front Office SSO.</p>
<p>Student and staff medications have been listed, and are easily assembled and transported to the Bushfire Ready Building by the Front Office SSO.</p>
<p>Student rolls and staff/visitor registers are readily available. SSO will accurately record:</p> <ul style="list-style-type: none"><li>• those present when the move to the Bushfire Ready building takes place</li><li>• those who have left the site before the move</li><li>• those who leave the site after the bushfire emergency has passed.</li></ul>
<p>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 '<b>triggers</b>' are reached.</p> <ul style="list-style-type: none"><li>• CFS Information and Warning messages broadcast on the local ABC radio indicate a fire is moving towards Eden Hills Primary School</li><li>• The local Emergency Services advise that a bushfire is likely to impact on the site.</li><li>• We are advised that a bushfire is burning in any of the surrounding areas</li></ul>

- There is a confirmed sighting of nearby smoke or flame.

## **TOTAL FIRE BAN DAY**

<p>The Principal/Assistant Principal will inform students and staff in the 'Morning Notices' and on the white board that a day of Total Fire Ban has been declared.</p>
<p>'Total Fire Ban' signs will be displayed in the staff room, classrooms, on student notice boards and at all site entrances.</p> <ul style="list-style-type: none"><li>• 'Total Fire Ban' sandwich boards are stored in the Office.</li><li>• Laminated A3 signs kept in all classrooms will be placed in visible locations by all classroom teachers before 8.30am.</li></ul>
<p>During the first lesson, students will be reminded of site bushfire emergency procedures and drills and referred to laminated bush fire emergency posters displayed in all classrooms.</p>
<p>The nominated staff members will monitor ABC Radio and the CFS website for CFS Information and Warning Messages.</p>
<p>A risk assessment will be carried out if student excursions away from the site are planned for the day.</p>
<p>Off site meetings for all staff will be cancelled.</p>
<p>Staff members on yard duty will monitor weather conditions while students are on breaks or outside and report any concerns to the Principal/Assistant Principal.</p>
<p>The supplementary container of Emergency Supplies will be prepared by the Front Office SSO and be ready for transportation to the Safe Refuge.</p>
<p>The Front Office SSO and First Aid SSO will update student and staff medication list and prepare medicines for transportation.</p>
<p>Teacher will check that pumps, sprinkler systems and grounds irrigation are operating correctly and hoses are attached.</p>
<p>SSO will ensure mobile phones are working correctly and spare batteries are fully charged.</p>
<p>All staff will ensure that all hazards (eg bench seats, bags etc) have been removed from passages and walkways and stored in a safe location.</p>



## **FIRE REPORTED IN LOCAL DISTRICT**

When a bushfire has been reported in the nominated local district, (the Principal/Deputy Principal will visit all classes and inform students and staff of its location.
The members of the site Emergency Response Team will be called together to put into place the pre determined bushfire emergency procedures.
The Principal/Assistant Principal will maintain a visual check of the surrounding area.
The nominated staff members will carefully monitor ABC Radio and the CFS website for CFS 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.
The site telephone system may not operate when the electricity supply is cut off. <ul style="list-style-type: none"><li>• The Front Office SSO will ensure all mobile phones are charged and operational.</li></ul>
The Principal will advise the District Office that a bushfire has been reported in the nominated local district.
The Principal will liaise with local CFS to obtain the latest information and advice about likely effect of the bushfire on the site.
The Front Office SSO will place the Supplementary Emergency Supplies kit in the Refuge.
The Principal will cancel all outdoor activities for students.
The Front office SSO will identify and list all students and staff who live in the area reported to be affected by the bush fire.
All class room teachers and the Front Office SSO will record the names of any students who may be collected from the site by parents during the day.
The Principal/Deputy 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/Deputy Principal will assess if it is safe to release students from the site at normal dismissal time. <ul style="list-style-type: none"><li>• If local roads are impacted upon or threatened by the bushfire, they will make arrangements to supervise the affected students until Emergency Services report that the situation is safe to release them from the site. <b>Map of where our children live</b></li></ul>
Prepare and test bushfire pumps, sprinkler systems and grounds irrigation systems.
The nominated teacher will turn on sprinklers and irrigation systems hourly to dampen surrounds.
The SSO will turn off all external gas cylinders.
The Front Office SSO will back up all site computer records.
The Principal/Assistant Principal will open and prepare the Safe Refuge. <ul style="list-style-type: none"><li>• eg close blinds and windows, wet face washers, prepare drinking water, arrange appropriate locations for local community members, ready fire extinguishers, remove hazards from passageways etc</li></ul>
The SSO will ensure the alternative audible warning device is ready for use and operating correctly should power fail.
All class teachers will encourage students to top up personal water bottles during the day so that they have adequate drinking water should a move to the Bushfire Ready Building become necessary.
All class teachers will encourage students to assemble personal belongings (books, pencils, games, clothing, bags etc) and keep them close by should a move to the Bushfire Ready building become necessary. Students will be reminded to sit with their buddy classes
All class teachers will encourage students to use the toilet regularly during the day.
All staff undertake their assigned roles and responsibilities.
The Front Office SSO will alert visitors and volunteers of the situation during the registration process and advise them of action to take should a move to the Bushfire Ready Building become necessary.

If a bushfire prevents students leaving the site The Principal, Assistant Principal, and Teacher will supervise students remaining on site until they are collected by parents.

## **BUSHFIRE IN IMMEDIATE VICINITY OR IMPACTING ON SITE**

<p>The 'triggers' for a move to the Safe Refuge have been detailed above. All staff, students, visitors and parents are aware and prepared for the move that will take place when the 'triggers' are reached.</p>
<p>When a 'trigger' is reached, the agreed alarm signal, phone call or the gas powered siren will be sounded continuously by the Principal / Assistant</p>
<p>All staff will assist students to move to, and assemble in, the Safe Refuge.</p> <ul style="list-style-type: none"><li>• Students should sit with their buddy classes away from doors and windows</li></ul>
<p>Principal will turn on grounds irrigation systems after ensuring students in his/her care are safely in the SAC and determining that the task can be undertaken without placing themselves in undue danger.</p>
<p>SSO will notify key parents via the pre arranged telephone tree that students are moving into the SAC</p>
<p>All staff will take the fire extinguishers with them from their classrooms to Refuge.</p> <ul style="list-style-type: none"><li>• The fire extinguishers are to be placed inside the doorway on arrival.</li></ul>
<p>Staff will close all doors and windows and turn off air conditioners as rooms are vacated.</p>
<p>The Principal will turn off air conditioners and close air vents in Bushfire Ready building as bush fire front approaches.</p>
<p>The Principal will ensure all site personnel are accounted for and in Safe Refuge.</p> <ul style="list-style-type: none"><li>• Classroom teachers will do a roll call of students in their care.</li><li>• Front Office SSO will monitor visitors and volunteers.</li></ul>
<p>The Assistant Principal will ensure that any local community members are accommodated appropriately in an area separated from students.</p>
<p>The Emergency Response Team members will institute search procedures for missing persons if needed.</p>
<p>The Principal will advise the District Office of the move to the Bushfire Ready building and provide information about:</p> <ul style="list-style-type: none"><li>• The 'trigger' that has been reached and likely impact on the site.</li><li>• The number of site students, staff and registered visitors taking shelter.</li><li>• The number of 'off site' students and staff present.</li><li>• The number of community members present.</li><li>• Emergency Services assistance immediately available.</li></ul>
<p>The Emergency Response Team members will liaise with CFS units and other Emergency Services if on site.</p>
<p>All persons sheltering in the Bushfire Ready Building will prepare for arrival and passage of the fire front. The Emergency Response Team will:</p> <ul style="list-style-type: none"><li>• ensure all persons are located away from windows and unnecessary movement is limited.</li><li>• provide regular updates at an appropriate level to students and adults</li><li>• describe the situation that can be safely observed outside the building to all persons in the Bushfire Ready building.</li><li>• assist all students and adults to remain calm.</li><li>• outline possible plans of action after the front has passed with the students.</li></ul>
<p>The Emergency response Team members will check for and attempt to extinguish spot fires in side or impacting on the Bushfire Ready building as necessary.</p> <ul style="list-style-type: none"><li>• It is not expected that they will undertake major fire fighting activities.</li><li>• They are not expected to put themselves in any dangerous situations.</li></ul>
<p>All staff will undertake their assigned roles and responsibilities.</p>

## **RECOVERY AFTER THE FIRE FRONT HAS PASSED**

The Principal will ensure no one leaves the Bushfire Ready Building until the situation outside has been assessed as safe by the members of the Emergency Response Team or members of the Emergency Services.
The Emergency Response Team members will make an assessment of the need for, and if necessary, begin preparations to care for students for an extended period of time.
Nominated staff members will remain on duty until all students are collected from the site by their parents.
Snacks, drinking water, blankets, games, books etc are available to meet immediate and extended needs of students waiting to be collected by their parents.
The First Aid SSO will check for and treat any injuries.
The Emergency Response Team members will check the building for damage and burning embers.
Teacher will extinguish small fires in or near the Safe Refuge.
The Principal will liaise with Emergency Services on site as soon as possible.
The Principal will advise the District Director and / or the District Office of the current situation as soon as the position becomes clear and it is safe to do so.
The Principal will refer media enquiries to the District Director.
The Emergency Response Team members will determine if there is a need to evacuate the Bushfire Ready Building
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 Class Teacher / SSO will record names of students and person collecting them as they leave the site.
All staff undertake their assigned roles and responsibilities.
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 Principal will seek support for students and staff from counsellors and social workers when appropriate.
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 the area is declared safe.
The Principal will complete the relevant DECD report, available from <a href="http://www.crisis.sa.edu.au">www.crisis.sa.edu.au</a>