

Scotch College Bushfire Action Plan

Action	Who
During the fire danger season (typically November – April) the CFS and Bureau of Meteorology websites will be monitored daily for weather or situation changes.	Senior School Secretary Cathy Deans
	Backup Person: Finance Julie Dolphin

Onsite

A decision to move all persons into the on-site Bushfire refuge will be made by the CFS or SAPOL when any of the following ‘triggers’ occurs:

- CFS Information and Warning messages broadcast on the local 891 ABC radio or CFS website indicate a fire is moving towards the suburb
http://www.cfs.sa.gov.au/site/prepare_for_bushfire/know_what_to_do/stay_informed.jsp
- The local Emergency Services advise that a bushfire is likely to impact on the workplace
- Advice that a bushfire is burning in the “local area”
- A confirmed sighting of smoke or flame near the site

The onsite Bushfire refuge is: TPC - the Chapel. MC The JS gym.

In the unlikely event of a Bushfire emergency impacting the people and/or buildings of the school ALL Students, Staff and Visitors onsite will follow the existing evacuation plan. The evacuation signal for the school is the continuous ringing of the bell. If required (as determined by the Chief Fire Warden all people on site will be directed to shelter in the nominated Bushfire refuge until the situation is no longer considered a threat to life.

Scotch College remains open during Catastrophic Fire Danger days.



Preparations Before the Fire Danger Season

No.	ACTION	RESPONSIBLE	BY WHEN
1	Prepare and review the Bushfire Action Plan (BAP): 1. Allocate and document roles and responsibilities to staff at the various stages of the BAP. 2. Induct members of the Emergency Response Team on their roles and responsibilities.	Chief Fire Warden	End of Term 3
2	Develop a communication procedure to inform parents/caregivers of catastrophic fire days and/or of a bushfire threatening the site (attach to BAP).	WHS team	End of Term 3
3	Identify staff members who travel through Fire Ban Districts on days of catastrophic fire danger rating, and work with them to determine personal survival plan needs.	Director of HR	End of Term 3
4	A vegetation management and facilities maintenance plan is developed and implemented.	Infrastructure Manager	End of Term 3
5	Ensure relevant Preventative Maintenance tasks have been completed (e.g. Gutter cleaning, testing of fire equipment).	Infrastructure Manager	End of Term 3
6	Instruct nominated staff in the operation of bushfire pumps, sprinkler and grounds irrigation systems	Infrastructure Manager	First 2 weeks of Term 4 and Term 1
7	Check levels in water storage tanks for fire fighting purposes (where applicable).	Infrastructure Manager	Term 3 and throughout season
8	Check pumps, sprinkler systems and grounds irrigation are operating correctly and hoses are attached.	Infrastructure Manager	Term 3 and throughout season
9	Ensure a kit of 'Emergency Supplies' is stocked and kept in the Bushfire refuge (refer to Appendix.2: Emergency Supplies Kit Checklist).	Chief Fire Warden	Start of Term 4
10	Allocate a fully stocked first aid kit for each Bushfire refuge.	College Nurse	Start of Term 4
11	Ensure student and staff medications can be easily transported to the Bushfire refuge.	College Nurse	Start of Term 4
12	Remind staff & students of bushfire emergency procedures and safety drills and refer to emergency lockdown and evacuation posters displayed in all classrooms	Teachers and Line Managers	First 2 weeks of Term 4 and Term 1
13	Conduct emergency bushfire drill with staff and students including movement into Bushfire refuge.	Chief Fire Warden	First 2 weeks of Term 4 and Term 1
14	Provide regular pre fire season updates to staff and families regarding site bushfire procedures, including the location of the Bushfire Refuge. <ul style="list-style-type: none"> • Enews • Website • Email on Extreme and Catastrophic fire days • Bushfire information brochure is circulated to all parents 	Chief Fire Warden and Community	Term 3 and throughout season
15	Negotiate local arrangements with other parties in relation to use of the site's bushfire refuge	WHS team nominate other parties	End of Term 3
16	Assess school access points to ensure access for emergency services vehicles (e.g. CFS).	As per standard operating procedure	End of Term 3
17	Ensure the Bushfire refuge can be easily and quickly reached from all areas of the school or ELC on each site	WHS	End of Term 3
18	Implement pre-season actions with bus contracts as per appendix 1	Chief Fire Warden	First 2 weeks of Term 4 and Term 1

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Preparations During the Fire Danger Season

No	ACTION	RESPONSIBLE	BY WHEN
1	Identify new staff members who travel through Fire Ban Districts on days of catastrophic fire danger rating, and work with them to determine personal survival plan needs.	Director of HR	Throughout season
2	Review the management of school buses on days of catastrophic fire danger rating, in line with the School Bus Bushfire Risk Management Information	Head of Campus (together)	Throughout season
3	Identify access to toilet facilities in the event of an emergency.	Deputy Chief Fire Warden	When required
4	Remind staff & students of bushfire emergency procedures and safety drills and refer to emergency lockdown and evacuation posters displayed in all classrooms	Teachers and Line Managers	First 2 weeks of Term 4 and Term 1
5	Conduct emergency bushfire drill with staff and students including movement into Bushfire refuge.	Chief Fire Warden	First 2 weeks of Term 4 and Term 1
6	Provide regular pre fire season updates to staff and families regarding site bushfire procedures, including the location of the Bushfire Refuge. <ul style="list-style-type: none"> Enews Website Email on Extreme and Catastrophic fire days In Term 4, Bushfire information brochure is circulated to all parents 	Chief Fire Warden and Community	Term 3 and throughout season
7	Ensure student rolls and staff/visitor registers are readily available and identify at any time: those present <ul style="list-style-type: none"> those who have left the workplace those who leave the workplace after the bushfire emergency has passed 	Usual procedures followed as per Evacuation	Throughout season
8	Instruct nominated staff in the operation of bushfire pumps, sprinkler and grounds irrigation systems	Infrastructure Manager	First 2 weeks of Term 4 and Term 1
9	Check levels in water storage tanks for fire fighting purposes (where applicable).	Infrastructure Manager	Term 3 and throughout season
10	Check pumps, sprinkler systems and grounds irrigation are operating correctly and hoses are attached.	Infrastructure Manager	Term 3 and throughout season
11	Implement pre-season actions with bus contracts as per appendix 1	Chief Fire Warden	First 2 weeks of Term 4 and Term 1



Actions on Total Fire Ban Days

No	ACTION	RESPONSIBLE
1	Inform students and staff that a day of Total Fire Ban has been declared, display notice as required.	Senior School Secretary through Staff absence email and Student Daily Notices - SEQTA
2	Remind students at the start of the day of bushfire emergency procedures and safety drills and refer to emergency lockdown and evacuation posters displayed in all classrooms	All teachers
3	Remind students travelling by bus of relevant emergency bus procedures.	Chief Fire Warden and Senior School Secretary
4	Monitor ABC Radio and CFS website for CFS Information and Warning Messages	Senior School Secretary
5	Staff to monitor weather conditions while students are on breaks or outside and report any concerns	Yard Duty staff
6	Consider cancelling student excursions and any off-site meetings	Chief Fire Warden
7	Unlock and open all access and security gates around the site	Infrastructure Manager, or if out of hours, campus staff residents i.e. Principal, Heads of Boarding
8	Check and prepare the Emergency Supplies kit for transportation to the Bushfire refuge.	College Nurse
8	Update student and staff medication list and prepare medication for transportation.	College Nurse
10	Check that pumps, sprinkler systems and grounds irrigation are operating correctly and hoses are attached.	Infrastructure Manager
11	Ensure mobile phones/analogue phones/power fail phone are working correctly and spare batteries are available.	Person responsible for each phone
12	Ensure that hazards are removed by staff from passages and walkways.	All Staff
13	Advise visitors and volunteers of the situation and emergency procedures.	Reception/General staff
14	Ensure snacks, drinking water; blankets, games, books etc. are readily available to move to the Bushfire Refuge for students waiting to be collected by their parents or caregivers.	Canteen (MC) and Kitchen Manager (TPC)



Actions for when Fire/s Reported in local area

No	ACTION	RESPONSIBLE
1	Inform staff and students that a bushfire has been reported	Chief Fire Warden
2	Activate the bushfire emergency procedures	Chief Fire Warden
3	Staff advised to undertake their assigned roles and responsibilities.	Chief Fire Warden
4	Monitor ABC Radio for CFS Information and provide the site leader with updates regarding the bushfire.	Senior School Secretary
5	Plug in and check power fail telephone and the alternative audible warning device (e.g. Air horn).	Voice Amplifier – Chief Fire Warden
6	Advise parents that a bushfire has been reported and actions being taken	Senior School Secretary
7	Place the Emergency Supplies kit in the Bushfire refuge	College Nurse Kitchen Manager Canteen Manager
8	Minimise/cancel student movement outdoors including recess and lunchtime.	Head of Campus
9	Identify and list all students and staff who live in the area reported to be affected by the bushfire	Middle School Secretary
10	Record the names of students who have been collected by parents.	Persons assigned the role on the day by the Chief Fire Warden
11	Assess if it is safe to release students from the site at normal dismissal time	Chief Fire Warden in consultation with CFS
12	Ensure all site computer back-up are easily accessible and stored safely.	ICT Manager
13	Open and prepare your Bushfire refuge (e.g. close blinds and windows, wet towels, prepare drinking water, arrange appropriate locations for the possibility of local community members, collect fire extinguishers, remove hazards from passageways).	Heads of Faculty
14	Liaise with any other schools/preschools using the same bushfire refuge.	Head of Community
15	Encourage students to fill water bottles and assemble personal belongings should a move to the Bushfire refuge become necessary.	All staff
16	Encourage students to use the toilet regularly during the day.	Supervising staff
17	Advise visitors and volunteers of the situation and emergency procedures.	Reception Staff
18	Liaise with SAPOL, school bus coordinator and school bus drivers to determine any likely impact of the reported bushfire on school bus routes or taxi services	Chief Fire Warden
19	Direct school buses and taxis not to leave the workplace unless a clear directive is given by the site leader, SAPOL or CFS.	Chief Fire Warden
20	Arrange to supervise the affected students if specific school bus routes, local roads or taxi services are impacted upon by the bushfire and contact parents.	Chief Fire Warden with Heads of Boarding

Actions for when Bushfire in Immediate Vicinity or Impacting the site

No	ACTION	RESPONSIBLE
1	Call 000 and report that a bushfire is in the immediate vicinity or impacting on the site, activate alarm signal.	RECEPTION
2	Advise staff to undertake assigned roles and responsibilities	CHIEF FIRE WARDEN
3	If it is safe to do so and time permits turn on all sprinklers and irrigation systems.	Infrastructure Manager
4	Fill available containers with water and take into the bushfire refuge	Area Wardens but only after students located in refuge and deemed safe
5	All staff follow Emergency Evacuation Procedures and evacuate to refuge hearing the alarm.	All staff
6	If time permits, close all doors and windows and turn off air conditioners as rooms are vacated	All staff
7	Communicate to parents, if possible, that students are moving into the Bushfire refuge. Via message on school's answering machine. "You have reached Scotch College Adelaide. Due to an emergency, all occupants have been evacuated from the school's premises. Please call your Head of House and leave a message and we will respond as soon as possible."	Reception staff
8	In the Bushfire refuge, turn off air conditioners and close air vents, block crevices, cracks and gaps as bush fire front approaches	Chief Fire Warden
9	Ensure all site personnel and visitors are accounted for as per Evacuation procedure	Chief Fire Warden
10	If safe to do so, initiate search procedures for missing persons.	Chief Fire Warden
11	Advise the regional emergency services office of the move to Bushfire refuge and provide information about: <ul style="list-style-type: none"> The number of site students, staff and registered visitors taking shelter. The number of 'off-site' students and staff present. Emergency Services assistance immediately available. 	Chief Fire Warden
12	Liaise with CFS /MFS units and other Emergency Services if on site.	Chief Fire Warden
13	Prepare all persons sheltering in Bushfire refuge for arrival and passage of the fire front. The Emergency Response Team will: <ul style="list-style-type: none"> listen to the ABC radio 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 students. 	ALL STAFF TO ASSUME ROLES as per Evacuation procedure when activated



Actions for Recovery after first front has passed

No	ACTION	RESPONSIBLE
1	Staff advised to undertake their assigned roles and responsibilities.	Principal
2	Check for and treat any injuries.	College Nurse
3	Ensure no one leaves the Bushfire refuge until after consultation with Emergency Services and the situation outside has been assessed as safe.	Chief Fire Warden and SLT
4	Evacuate the Bushfire refuge to an alternative safe location, if directed to do so by Emergency Services personnel.	Chief Fire Warden
5	Nominated staff will remain on duty until all students are collected from the site by their parents or caregivers.	SLT and if needed Heads of Faculty will be nominated staff
6	Record names of students and person collecting them as they leave the site	SLT on site
7	Arrange an assessment of the workplace buildings once the area is declared safe.	Chief Operating Officer
8	Seek support for all personnel from psychologists, Youth Pastor and Heads of House as appropriate.	SLT
9	Implement the Critical Incident Procedure	Principal
10	Review the effectiveness of site bushfire procedures post emergency.	Chief Fire Warden

Endorsed by

Date: / /

Principal:

Chief Fire Warden:



Appendix 1: School Bus Bushfire Risk Management Information

PRE BUSHFIRE SEASON PLANNING

Meet with bus contractors and bus drivers at the start of Term 1 and 4 to ensure that bushfire procedures are understood.

Pre plan emergency areas for each bus run (any farm/cleared property) that the bus can access during an emergency. Locations may change during each fire season.

Ensure storage of sufficient woollen blankets/fire blankets under rear seats of the bus.
Carry out emergency bushfire bus procedure drill with students and driver of each bus. Map mobile phones and UHF radio 'dead areas' on each run.

Ensure bus contractors and parents who use bus services are aware of school procedure

Bushfire Travel Policy

Travel During Fire Danger Period

Responsible Officer's Responsibilities:

1. See that students and bus drivers are, before departure, briefed on any fires in the area and decide whether buses should be delayed or re-directed.
2. Prepare a plan to notify parents when students are delayed.
3. Plan a safe refuge for students should it be needed. Usually the College is the safest place if all prevention measures have been carried out.

When the fire risk for students returning home is deemed too great the Responsible Officer or authorized person will sound the evacuation bell (continuous ringing). Once all students are accounted for, students living in fire threatened areas and particularly those in the Adelaide Hills zone (defined by post codes ?) will be moved to the Chapel/Junior School Gym.

1. If the evacuation is near the conclusion of the school day students will be advised of the danger and informed that they are not permitted to leave the College grounds either by College bus, public transport or private vehicle without recorded permission of a parent/guardian (generally by telephone).
2. If the evacuation due to fire risk occurs during the day students will be advised that they cannot leave the College grounds but must gather in the Chapel/Junior School Multipurpose Hall at 3.10pm to ensure they have recorded parent/guardian permission to leave. To assist in this process a roll of Adelaide Hills Zone and other fire risk areas is to be kept in the Reception area Torrens Park and in the Junior School Office.

NB It is desirable for buses to remain at the College or alternative transport be available on days of extreme fire danger.

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Bus Driver's Responsibilities:

1. Where it is known that bush fire is likely to threaten part of a route, bus drivers, under no circumstances, should depart the College before obtaining clearance from the Responsible Officer.
2. Where unexpected bush fire threatens a route and drivers approach obvious signs of the fire no attempt should be made to drive along roadway obscured by smoke or flame, unless a clear direction to do so is given by a Fire Control Officer. In the event that no direction is received the driver should reverse the route, return to a safe refuge and notify, as soon as possible, the Responsible Officer or local emergency service.
3. In the event that homes to which students are being delivered by College bus are likely to be at risk by nearby fire, drivers must ensure that students can be delivered into the hands of parents BEFORE allowing them to off-load. If parents are not at the bus stop, the students must not be off-loaded, but kept on the bus and taken to a safe refuge.
4. Notify urgently to the College the safety and whereabouts of the students.
5. Should the fire front hit the bus:
 - a. Stop the bus on bare ground or the roadway area as clear as possible of undergrowth and vegetation.
 - b. Ignition off, handbrake on, engine in gear, and headlights and hazard warning lights on.
 - c. Close windows and vents and block draughts.
 - d. Students to lie on floor.
 - e. Cover with approved protective materials.
 - f. Assess exits, ordinary or emergency, when the fire has passed.
 - g. Evacuate the bus and locate the students in a previously burnt out area.
 - h. Check the bus before allowing students to re-enter.
6. A copy of these directions together with contact numbers of Police, CFS etc. will be posted at the front of the bus.

Parents Responsibility:

1. On days of declared extreme fire danger, parents will be present to collect their students when the bus arrives.
2. Parents will have a pre-arranged policy in case they are not able to care for their students themselves.
3. Parents will be familiar with all of the College's emergency procedures.
4. Parents will monitor local radio stations on a battery operated radio to receive information about possible decisions to hold buses at College.



Appendix 2

Emergency Supplies Kit Checklist

A copy of the BAP and staff roles and responsibilities Student rolls, staff/visitor registers
Student contact information, important telephone numbers Street directory

Battery powered radio Spare batteries Torch/lanterns
First aid kit

Hand held siren (not gas) Staff/student medications Mobile phone

Drinking water Sweets/nibbles

Blankets, towels, Duct tape, plastic sheeting etc.