

## **Hawthorndene P. S.** **Staff Bush Fire Emergency Roles and Responsibilities**

### **Emergency Response Team**

- **Preparing Hawthorndene P.S. for a bush fire**
  - 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.
  - Plan appropriate locations for students and staff likely to be using the Safe Refuge.
- **Fire reported in local district**
  - Determine if bush fire is reported in pre determined boundaries of nominated local district eg Hawthorndene, Glenalta, Belair, Coro. Valley. and Upper Sturt.
- **Fire in the immediate vicinity or impacting on site**
  - Institute search procedures if persons are unaccounted for after a move to the Safe Refuge.
  - Liaise with Emergency Services members on site.
  - Prepare persons sheltering in the Safe Refuge for the arrival and passage of the bush fire front by assisting all to remain calm, checking safety within the building, providing regular information about situation outside, outlining possible actions after front has passed.
- **Recovery after the front has passed**
  - Check for and extinguish spot fires in side or impacting on the Safe Refuge.
  - Assess the safety of the area outside the Safe Refuge before any one leaves the building.
  - Make an assessment and if necessary the preparations required for extended care of students.
  - Check the building for damage and burning embers.
  - Determine if there is a need to evacuate the Safe Refuge.
  - Determine an alternative location if required.
  - Review effectiveness of staff instruction in light of the experience.

### **Principal**

- **General Information**
  - Explain the BAP to the families of new students during the enrolment process.
  - Include bushfire season reminders and information in site newsletters in each of Term 4 and Term 1

- Ensure that all new staff members, relieving staff and visitors are briefed about the requirements of the BAP during the site induction process.
- **Safe Refuge**
  - Arrange Emergency Bush Fire drills during the first 2 weeks of Term 4 and Term 1 each year.
  - Advertise alternative pick up points and vehicle access points to be used after a bush fire.
  - Ensure 'triggers' for movement to Safe Refuge are well understood by students and staff and have been made well known to parents.
  - Ensure 'off site' Safe Refuge is open and ready for use by school.
- **Total Fire Ban day**
  - Inform students and staff in Morning Notices.
  - Cancel student off site excursions and staff off site meetings.
- **Fire reported in local district**
  - Maintain visual check of surrounding area.
  - Inform District Office of fire reported in local area.
  - Liaise with local CFS to obtain up to date information.
  - Cancel outdoor student activities.
  - Assess if it is safe for students to take outside recess and lunch breaks and inform staff.
  - Assess if it is safe to release students from site at normal time and inform staff.
  - Arrange for supervise of any students remaining on site and until they are collected by parents.
- **Fire in immediate vicinity or impacting on site**
  - Ensure all site personnel are accounted for and in the Safe Refuge.
  - Advise District Office of 'triggers' reached, numbers of students, staff and community members on site, Emergency Services assistance immediately available.
- **Recovery after the front has passed**
  - Ensure no one leaves the Safe Refuge until situation outside has been assessed as safe.
  - Liaise with Emergency Services on site as soon as possible.
  - Advise District Office of current situation.
  - Refer media enquiries to district Director.
  - At an appropriate time after the incident, lead a debrief of the bush fire emergency situation and procedures undertaken at the time.
  - Seek support for students and staff from counsellors and social workers.
  - Complete the relevant report available on [www.crisis.sa.edu.au](http://www.crisis.sa.edu.au)

## **Deputy Principal**

- **General information**
  - 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.
  - In conjunction with the groundsperson, unlock and open gates on Total Fire Ban days and if a fire is reported in the local district.

- **Preparing Hawthorndene PS for a Bush fire**
  - Develop and review Bush Fire Hazard Management Plans for on site vegetation, Mitcham Council vegetation and neighbours vegetation during Term 3.
  - Arrange annual inspection of buildings to ensure all openings and cavities in the façade and roofs are sealed.
  - Ensure maintenance of high gutters included in Programmed Maintenance plan.
  - Ensure all timber and paintwork is well maintained.
  - Seek funding to remove surplus buildings or maintain them to an appropriate standard.

**Safe Refuge**      **Ensure students and staff from Rms. 14, 15, 16 are safely settled in their designated Safe Refuge.**

- **Total Fire Ban day**
  - Inform students and staff of Total Fire Ban day in Morning Notices.
- **Fire reported in local district.**
  - Maintain visual check of surrounding area when fire reported in district.
  - Assess if it is safe for students to take outside recess and lunch breaks and inform staff.
  - Assess if it is safe to release students from site at normal time.
  - Supervise any students remaining on site after hours.
- **Fire in immediate vicinity or impacting on site**
  - Sound agreed alarm when 'triggers' are reached.
  - Turn off air conditioner and close all air vents in Safe refuge as the bush fire front approaches.

**Recovery after the front has passed**

- Arrange to have fire fighting systems checked and readied again for use.
- Arrange to have appropriate authorities assess safety of site buildings.

**Front Office SSO**

- **General Information**
  - Forward a copy of the Bush Fire Action Plan to all families of students on site at the beginning of Term 1 each year.
  - Monitor local ABC radio for CFS Bushfire Information and Warnings Messages.
  - Assemble Emergency Supplies kit.
- **Safe Refuge**
  - Make laminated A3 Safe Refuge posters for display on Resource Centre windows.
  - Make laminated A3 Total Fire Ban posters for display in classroom windows.
  - Establish a labelled Safe Refuge cupboard for storage of essential items.
  - List and assemble student and staff medications.

- **Total Fire Ban day**

- Update student medication list and prepare medication for transportation to Safe Refuge.
- **Fire Reported in local district**
  - Monitor local CB radio network when fire reported in local district.
  - Identify and list all students and staff who live in affected area.
  - Record names of students collected during the day.
  - Back up all computer records.
  - Alert visitors and volunteers of situation and actions to take if move to Safe Refuge is signalled.
- **Fire in immediate vicinity or impacting on site**
  - Monitor register of visitors and volunteers on site and report to Principal.
- **Recovery after the front has passed**
  - Replenish the emergency Supplies pack.

## **SSO**

### **• General Information**

- Monitor local ABC radio for CFS Bushfire Information and Warnings Messages.
- Check Emergency Supplies kit every three months.
- Check the contents of the Safe Refuge first aid kit at start of each term.

### **• Total Fire Ban day**

- Ensure student rolls, visitor registers are up to date.
- Record student movements as parents come to collect them after a bush fire.

### **• Fire reported in local district**

### **• Fire in immediate vicinity or impacting on site**

- Inform parents via pre arranged telephone tree that students are in the Safe Refuge.

### **• Recovery after the front has passed**

- Check for and treat any injuries.

## **All Staff Members**

### **• General information**

- Undertake pre fire season updates during Term 3 and receive ongoing information and instruction about the contents and requirements of the BAP during Term 4 and Term 1 staff meetings.
- Undertake allocated roles and responsibilities.

### **• Total Fire Ban day**

- Remind all students of bush fire emergency drills and procedures on Total Fire Ban days.
- Monitor weather conditions during breaks and outdoor sessions.
- Ensure hazards are removed from passages and walkways.

### **• Fire reported in district**

- Record names of students collected during the day.
- Encourage students to keep water bottles filled, personal belongings handy and to use toilet as required.

### **• Fire in immediate vicinity or impacting on site**

- Aware of 'triggers' and signal for move to Safe Refuge.
- Close all classroom doors and windows and turn off air conditioners on leaving rooms 14, 15, 16 & the German & Music rooms.
- Check student roll when seated in Safe Refuge and report to Principal.
- Prepare for unexpected toileting of students
- Park private vehicles on southern asphalt area away from vegetation on days when a fire is reported in the local district.

### **• Recovery after the front has passed**

- Reunite families in a safe location.

## **Teacher**

- Monitor local ABC radio for CFS Bushfire Information and Warnings Messages
- Remain on duty to supervise students for an extended period of time.
- Extinguish small fire in or near the Safe Refuge using on-site fire extinguishers.
- Record names of students and persons collecting them as they leave the site.
- Puts up Total Fire Ban A3 signs in classroom.

## **Grounds person**

- Undertake regular inspections of vegetation around buildings and maintain required clearances during the year.
- Inspect vegetation around buildings with Grounds Sub Committee in Term 3 each year.
- Clean low level gutters each month.
- Test and run grounds irrigation systems weekly during Term 4 and Term 1.
- On days when a fire threatens the District, unlock & open all gates, including oval.