

# CAMBRAI PRIMARY SCHOOL BUSHFIRE ACTION PLAN

## Cambrai Primary School BUSHFIRE ACTION PLAN

### GENERAL INFORMATION

This Bushfire Action Plan (BAP) has been updated during Term 3 after consultation with:

- Sites WHS Committee
- members of Cambrai Country Fire Service (CFS)

The BAP is to be reviewed annually during Term 3 each year to reflect any changes that may have taken place in:

- DE or government policy
- site facilities
- personnel normally on site.

The BAP outlines required actions to prepare:

- the site before the bushfire season
- the building which has been nominated as the site Bushfire Refuge building.

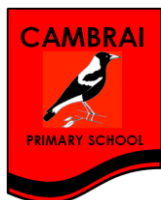
The BAP also outlines activities to be undertaken by staff and students at the different levels of a bushfire emergency:

- on days of Total Fire Ban
- when there is a fire in the local district
- when a bushfire is threatening or impacting on the site
- during the period immediately after a bushfire has impacted on the site (known as the 'Recovery Phase').

The Cambrai Primary School Home Ec is the nominated **Bushfire Refuge** building for Cambrai Primary School which is onsite.

- It has been prepared for a bushfire emergency and will safely accommodate all persons normally on our site.

Actual review date	12 September 2018
Ratified by Governing Council	
Scheduled Review Date	<b>12 September 2019</b>



# CAMBRAI PRIMARY SCHOOL

## BUSHFIRE ACTION PLAN

The Cambrai Primary School Home Ec is the nominated **Bushfire Refuge** building. Students, staff and visitors present at Cambrai Primary School and Preschool when a bushfire threatens the site will move together to the Home Ec when 'triggers' detailed later in this BAP are reached.

- Students and staff from Cambrai Primary School and Preschool will move to the Cambrai Primary School Home Ec and shelter in the Bushfire Refuge building when this district is threatened by bushfire.
- The process is included later in this BAP.

The Principal and WHS Committee will hold discussions with members of the Cambrai CFS during Term 3 each year about the bushfire preparedness of the site.

The Principal will forward a copy of the site BAP to the Education Director to be held in the regional office and also a copy of the BEM (Bushfire Emergency Management).

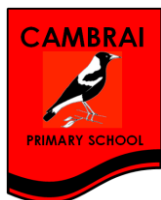
The Principal will forward a copy of the site BAP to the Cambrai CFS by Week 2 of Term 4 each year.

The Principal will include bushfire season reminders and information in site newsletters at least once in each of Term 4 and Term 1. The Cambrai Primary School Information Booklet, updated in Term 1 each year, includes detailed information about actions and procedures included in the BAP.

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.

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.

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## 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 (Murray lands), the Cambrai Primary School, Preschool and School/Community Library will be closed and school bus routes cancelled.

Pamphlets and newsletters outlining the DE school closure policy on days of catastrophic bushfire weather conditions are distributed to parents and caregivers in Term 1 & Term 4.

Where possible, the Education 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.

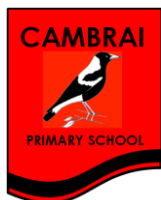
The Education Director will confirm decision by the Chief Executive to close Cambrai Primary School and Preschool and cancel school bus routes within the Fire Ban District for a period as determined by emergency services.

The Emergency response Team will **contact** all parents and school bus operators, by telephone, to inform them of the decision.

A leaflet will provide parents and caregivers with an emergency hotline telephone number and a web address to obtain closure and reopening details about Cambrai Primary School and Preschool. This leaflet will be distributed to parents through the 'beginning of year packages' and given to new students who enrol during the year, also extra copies during Term 4 and Term 1.

Parents will also be reminded to listen to ABC radio for further warnings and advice messages.

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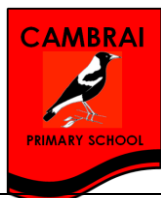
# CAMBRAI PRIMARY SCHOOL

## BUSHFIRE ACTION PLAN

### PREPARING THE CAMBRAI PRIMARY SCHOOL AND PRESCHOOL 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>• SSO's listed on Code Red Communication Tree</li><li>• Fire Warden</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 3 each year by the staff and presented to the Governing Council for endorsement at the final meeting in Term 3.</li></ul>
<p>The WHS committee will ensure that emergency bushfire drills and evacuation drills are carried out by students and staff during the early 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 4 each year about any changes to the sites Bushfire Action Plan.</p>
<p>All Emergency Response Team 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>All Emergency Response Team members are instructed in the operation of sprinklers and grounds irrigation systems during the first two weeks of Term 4 and Term 1 each year.</p>
<p>Nominated members from the Emergency Response Team will monitor local ABC radio for CFS Bushfire Information and Warnings Messages and the CFS website on days of high bush fire danger and pass on relevant messages to the Principal.</p> <ul style="list-style-type: none"><li>• Front Office SSO,</li><li>• Emergency Response Team</li><li>• Fire Warden</li></ul>

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# CAMBRAI PRIMARY SCHOOL

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Term 1 and 4 will see the Groundsman and WHS Committee do an inspection of yard and surrounding boundaries of the school and assess what is needed to be done in preparedness for a bushfire.

- Slashing grass
- Maintenance of tall trees which could be a threat.

All grasses which is 10cm high and up to 20m from the building will be cut

Trees to be cut down to 2m high

All trees will be 2m away from the rooflines of the **Bushfire Refuge** building

The gutters and storm drains of buildings are regularly cleaned and free of vegetation.

- This is included in the Preventative Maintenance Schedule for the site and will be cleaned every six months.

A megaphone with a siren and spare batteries is used for signalling a move to the **Bushfire Refuge** building during periods of electricity blackout.

- It is stored in the Fire trolley (Front Office).

A **Bushfire Refuge** building kit of 'Emergency Supplies' will be assembled in a single container and stored with the Fire trolley in the Front Office.

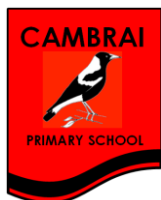
- It will be taken to the **Bushfire Refuge** building by the Emergency Response Team at times detailed in the BAP.

**Emergency Supplies Kit** contents.

- A copy of the BAP and staff roles and responsibilities
- student rolls, staff/visitor registers, morning notices
- student contact information , important telephone numbers
- battery powered radio
- spare batteries
- torch
- red phone
- first aid kit
- megaphone and batteries
- staff/student medications
- mobile phone
- bushfire 1<sup>st</sup> aid record
- collection student sheet

The kit is to be checked at the start of each term by SSO's to ensure contents are fresh and operational.

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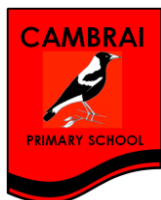
# CAMBRAI PRIMARY SCHOOL

## BUSHFIRE ACTION PLAN

### THE BUSHFIRE REFUGE BUILDING

The Cambrai Primary School Home Ec is the nominated <b>Bushfire Refuge</b> building for this site.	
<p>The <b>Bushfire Refuge</b> building has been clearly identified.</p> <ul style="list-style-type: none"> <li>• The Home Ec building has a permanent sign attached to it "Bushfire Safety House"</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 <b>Bushfire Refuge</b> building.</li> </ul>	
The <b>Bushfire Refuge</b> building is a building of solid construction.	
The WHS committee will ensure that emergency bushfire drills are carried out by students and staff during the early weeks of Term 4 and Term 1 each year and are notified of the Bushfire Refuge building.	
<p>The Cambrai Primary School Home Ec building which enters from Curio Road, allows easy access to the <b>Bushfire Refuge</b> building by vehicles after an intense bushfire.</p> <ul style="list-style-type: none"> <li>• Tall vegetation has been cleared in and around the <b>Bushfire Refuge</b> building.</li> <li>• Mid Murray Council has a pruning program for tall street trees along all streets.</li> </ul>	
<p>The <b>Bushfire Refuge</b> building is situated behind the change rooms which have the toilets in it; this has an oval on the other side for protection as well.</p> <p>The <b>Bushfire Refuge</b> building also has running water and food preparation area.</p>	
Cambrai Primary School has a portable toilet for unexpected toileting of students during the bushfire. This will be placed in the teacher office for privacy.	
A <b>Bushfire Refuge</b> building kit of 'Emergency Supplies' will be assembled in a single container and stored with the fire trolley in the Front Office. It will be taken to the <b>Bushfire Refuge</b> building by the Emergency Response Team. Boxes of activities, books etc are stored in the PCW office for students to keep themselves occupied during the emergency.	
A fully stocked first aid kit will be collected from the first aid room in the front office with the pillows and blankets and taken with the fire trolley to the <b>Bushfire Refuge</b> building. It will be checked and restocked if necessary by the First Aid SSO at the start of each term.	
Mains water provides drinking water to numerous taps in the Cambrai Primary School Home Ec. Cups are stored in the kitchen cupboards.	
Student and staff medications have been listed, and are easily assembled and transported to the <b>Bushfire Refuge</b> building by the Front Office SSO.	

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## BUSHFIRE ACTION PLAN

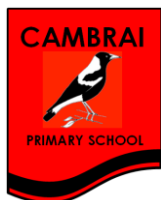
Student rolls and staff/visitor registers are readily available. Staff will accurately record:

- those present when the move to the **Bushfire Refuge** building takes place
- those who have left the site before the move
- those who leave the site after the bushfire emergency has passed.

In order to ensure a safe and orderly operation, a decision to move all persons from the Cambrai Primary School and Preschool to the 'on site' **Bushfire Refuge** building at the Cambrai Primary School Home Ec building, will be made when any of the following agreed 'triggers' are reached.

- CFS Watch & Act messages broadcast on the local ABC Radio indicate a fire is moving towards Cambrai.
- The local CFS or Police advise us that we need to move
- Sight of smoke and/or information from adults coming into the school saying the fire is in the vicinity.
- Classrooms will be informed by short blasts on siren, to move to the **Bushfire Refuge** (Home Ec building)
- In the event that the phone line is damaged, the Principal or Fire Warden will walk around with the megaphone/siren.

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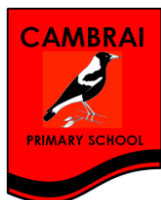
# CAMBRAI PRIMARY SCHOOL BUSHFIRE ACTION PLAN

## TOTAL FIRE BAN DAY

The Principal will inform students and staff in the 'Morning Notices' that a day of Total Fire Ban has been declared. All entrances to the school will have "Total Fire Ban" signs displayed.
The nominated Emergency Response Team members will monitor ABC Radio for CFS Information and Warning Messages and the CFS Website.
Student excursions will be cancelled for the day and rescheduled by teacher and SSO.
The container of Emergency Supplies will be prepared by the Front Office SSO and be ready for transportation to the <b>Bushfire Refuge</b> building.
The Front Office SSO and First Aid SSO will update student and staff medication list and prepare medicines for transportation.
SSO will ensure mobile phones are working correctly and spare batteries are fully charged.

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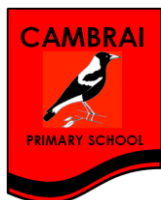
# CAMBRAI PRIMARY SCHOOL

## BUSHFIRE ACTION PLAN

### FIRE REPORTED IN LOCAL DISTRICT

When a bushfire has been reported in the nominated local district, (Cambrai), the Principal or Emergency Response Team will inform 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 nominated Emergency Response Team member will carefully monitor ABC Radio for CFS Information and Warning Messages & CFS website and provide site leaders with updates concerning the latest location of the bushfire front and any impact it may have on the site.
The Principal will advise the Bushfire & Emergency Management team that a bushfire has been reported in the nominated local district. A phone call to the Gawler Education Director will be made to make them aware.
The Principal will liaise with local CFS to obtain the latest information and advice about likely effect of the bushfire on the site.
The Emergency Response Team will have the Emergency Supplies kit and fire trolley on standby to take to the <b>Bushfire Refuge</b> building.
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 will assess if it is safe to release students from the site at normal dismissal time. <ul style="list-style-type: none"><li>• If specific school bus routes or local roads are impacted upon or threatened by the bushfire, the Principal will make arrangements to supervise the affected students until Emergency Services report that the situation is considered safe enough to release them from the site.</li></ul>
The Groundsman or Emergency Response Team will check sprinkler systems and grounds irrigation systems.
The groundsman or Emergency Response Team member will turn on sprinklers and irrigation systems hourly to dampen surrounds.
The Front Office SSO will back up all site computer records.

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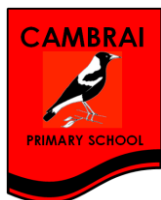


# CAMBRAI PRIMARY SCHOOL

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The Principal or Emergency Response Team will open the 'on site' <b>Bushfire Refuge</b> building.
The Emergency Response Team will ensure the megaphone 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 <b>Bushfire Refuge</b> 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 <b>Bushfire Refuge</b> building become necessary
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 <b>Bushfire Refuge</b> building become necessary.
The Principal/Emergency Response Team will liaise with Police, school bus operator and school bus drivers to determine any likely impact of the reported bushfire on school bus routes.
School buses will not leave the site unless a clear directive is given to the Principal by Police or CFS Incident Management indicating bus routes are safe to travel.
If a bushfire prevents school buses leaving the site, the Principal and teachers will supervise students remaining on site until they are collected by parents.

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# CAMBRAI PRIMARY SCHOOL

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

The 'triggers' for a move to the **Bushfire Refuge** building 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.

When a 'trigger' is reached, the agreed alarm signal or the megaphone siren will be sounded continuously by the Principal or member of the Emergency Response Team.

All students, staff and visitors will move to the **Bushfire Refuge** building on hearing short blasts on the siren or being informed personally by the Principal or Primary Coordinator or Fire Warden.

All staff will assist students to move to and assemble in the designated class areas in the **Bushfire Refuge** (Home Ec building)

Staff will be prepared for the unexpected toileting of students during the bushfire, a portable chemical toilet will be provided in the teacher area of the Bushfire Refuge (Home Ec building).

The groundsman or a member of the Emergency Response Team will turn on sprinklers and grounds irrigation systems after ensuring students are safely heading to the Bushfire Refuge building and following a determination that the task can be undertaken without individuals placing themselves in undue danger.

Staff will close all doors and windows and turn off air conditioners as rooms are vacated.

The Fire Warden will ensure all site personnel are accounted for and in **Bushfire Refuge** building

- Classroom teachers will do a roll call of students in their care.
- Front Office SSO will monitor visitors and volunteers.

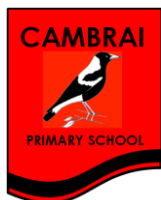
The Fire Warden or an Emergency Response Team member will search for missing persons if needed.

The Principal or Emergency Response Team will advise the Bushfire & Emergency Management Team and of the move to the **Bushfire Refuge** building and provide information about:

- The 'trigger' that has been reached and likely impact on the site.
- The number of site students, staff and registered visitors taking shelter.
- The number of community members present.
- Whether Emergency Services assistance is immediately available.

(A call will be made to the Education Director just advising that we have moved to bushfire refuge building). The Emergency Response Team members will liaise with CFS units and other Emergency Services if on site.

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All persons sheltering in the **Bushfire Refuge** building will prepare for arrival and passage of the fire front. The Emergency Response Team will:

- 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.

The Emergency response Team members will check for and attempt to extinguish spot fires inside or impacting on the **Bushfire Refuge** building as necessary

- It is **not** expected that they will undertake major fire fighting activities
- They are **not** expected to put themselves in any dangerous situations

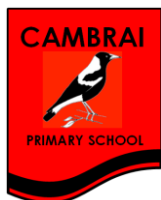
All staff will undertake their assigned roles and responsibilities.

### OFF SITE EVACUATION

- If we need to move off site, students will be taken to **Cambrai Sports Ground**, Sports Ground road, Cambrai by bus & staff cars

If not safe to be in town, wait for instructions from Emergency Services on where to depart to.

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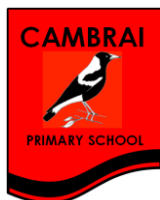
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### RECOVERY AFTER THE FIRE FRONT HAS PASSED

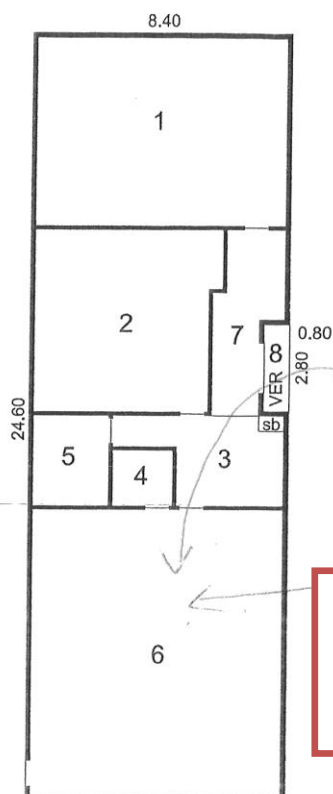
The Principal will ensure no one leaves the <b>Bushfire Refuge</b> building until the situation outside has been assessed as safe by the members of the Emergency Services.
The Emergency Response Team members will make an assessment of the need for longer term student care and will begin preparations should this prove necessary.
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 Principal will liaise with Emergency Services on site as soon as possible.
The Principal will advise the Bushfire & Emergency Management team and the Education Director of the Barossa Regional 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 Bushfire & Emergency Management Team.
The CFS and Police will determine if there is a need to evacuate the <b>Bushfire Refuge</b> building.
The CFS and Police 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 Front Office SSO will record names of students and the person(s) 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 Principal /Fire Warden will arrange to have fire fighting systems checked and readied for use again.
The Emergency Response Team 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 DE report, available from <a href="http://www.crisis.sa.edu.au">www.crisis.sa.edu.au</a>

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Enter through front door  
and into kitchen.

All classes to line up in  
alphabetical roll classes.

Asset Name					<b>CAMBRAI AREA SCHOOL</b>			<b>Government of South Australia</b>	
Building Use					<b>HOME ECONOMICS</b>			Department for Administrative and Information Services	
Created by.		Archink	Drawn	R Joyce	Date	Jul 2006	Building Asset Information Drawing		
Modified by.		Archink	Drawn	R Joyce	Date	Jul 2006			
Bldg area m <sup>2</sup>		204	Ver area m <sup>2</sup>	2	Plan ref.	-			
							<b>SAMIS 00747-04-1</b>		

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