Government of South Australia
Department for Education

2021/2022 - Bushfire Response Plan

Your site's bushfire response plan is critical to ensure everyone at your sites knows what action to take on days of increased fire danger or in the event of a potential or actual bushfire threat.

This plan forms part of your site's local emergency management procedures.

The Security and Emergency Managment (SEM) unit will support your site in the event of a potential or actual bushfire emergency. The bushfire reponse plan assists the SEM unit in notifying emergency services the key location students and staff will be located during a bushfire emergency.

Site overview

This provides an overview of the key contacts at your site, and if there are other sites or services that are co-located.
This may include both departmental or external sites and services.

1. Site name *

    Gladigau Park Kindergarten

2. Does you have any **non-departmental** sites or services co-located or delivered from your site? *

    ○ Yes

    ⦿ No

Your site's bushfire shelter

The term 'bushfire shelter' has been adopted by the Department for Education to reduce confusion with terminology used by the Country Fire Service (CFS).

Bushfire shelters are a building on your site (on rare occasions this may be an off site location) that has been identified as the safest location for staff and students to shelter in response to an imminent bushfire threat.

There may be some exceptions to this; for example, where a parent may attempt to collect their child during the bushfire emergency and it is safer for them to remain onsite until the bushfire risk has reduced sufficiently to ensure a safe exit on the road.

The term 'Last Resort Refuge' is identified in each council for community members as a space which could be used as a place of last resort for individuals to go to and remain during the passage of fire through their neighbourhood.

A 'Last Resort Refuge' is intended to provide a place of relative safety during a bushfire but does not guarantee the survival of those who assemble there and should only be used when personal Bushfire Survival Plans cannot be implemented or have failed.

No Department for Education sites have been identified by the CFS as a Last Resort Refuge.

3. Nominate your site's bushfire shelter

   Please include as much detail as possible. For example: Building 1 - Library *

   > Main room in the one building on site.

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.

Ideally, sites will have several trigger points to account for the varying degrees of urgency associated to the bushfire emergency.

The department understands sites have strong relationships with local community emergency service workers and volunteers, but we ask that you follow official and authorised advice from emergency services.

The SEM unit will also be in contact with your site during a potential or actual bushfire emergency and we ask you follow the directions given as these will be provided in consultation with the CFS

and SAPOL.

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.

HELPFUL HINT
During the fire danger season, it is helpful to consider using a roster so staff are aware who is responsible for monitoring your trigger points each day. This also allows you to easily manage any absences by ensuring a back-up is also listed. If the back up is required to undertake the role, ensure you have a clear process in place in how this will be communicated.

4. My site's trigger points to enact and prepare for movement to the bushfire shelter area are: *

- ☑ Becoming aware of a threat - notification of a total fire ban day in local area.

- ☑ CFS 'watch and act' advice for a fire on an extreme fire danger day for any fire 25km away from the school.

- ☑ CFS 'watch and act' advice for a fire on a severe fire danger day for any fire 15km away from the school.

- ☐ Advice from the SEM unit to move to the bushfire shelter.

- ☐ Fire in close proximity etc.

- ☐ | Other |

5. The following positions are responsible for identifying the conditions and events that trigger the bushfire response plan at our site. *

- ☑ Site leader

- ☐ Business Manager

- ☐ Student Services Officer

- ☐ Groundsperson / facility manager

- ☐ Finance Officer

- ☐ ICT manager

- ☐ Administration staff

- ☐ | Other |

Advising staff and students to move to the bushfire shelter

Each site should have an unique or distinct alarm tone 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 emergencies needs to 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.

6. Method used to alert your site of a bushfire emergency *

○ Bell system

○ Emergency warning system

○ Intercom system

○ Text messaging

◉ | Whistle blows |

7. What is the duration/pattern of the alarm tone *

| Constant ringing of bell - In-vacuation.
 Whistle in 3 sharp blows, breath, 3 sharp blows. etc - Evacuation. |

8. How do you ensure everyone onsite follows the most appropriate route to the bushfire shelter, depending on their location at the time of the bushfire emergency? *

☑ The emergency route to the bushfire shelter is clearly identified and displayed around the site.

☐ Our site undertakes simulations prior to the commencement of the fire danger season.

☐ Our site undertakes simulations throughout the fire danger season.

☑ It is documented in our local procedures.

> ✓ | Our site undertakes simulations in wks 3 & 7 ev

Drinking water contingency plan

Drinking water that is not reliant on your mains (water or power) must be readily available in your bushfire shelter.

It is vital there is a sufficient drinking water supply in your bushfire shelter that is not reliant on mains power or water.

For some sites, a gravity fed rainwater tank may already be connected to your bushfire shelter and used for drinking water. In most instances, site will have external supplies such as boxed or bottled water to ensure there is drinking water available at the location.

Ideally, there should be about 4 litres of water allocated to each person. As a minimum, there should be at least 1 litre of water allocated per person.

HELPFUL HINT
Encourage the use of personal water bottles for students and staff that are filled up at designated times on extreme and severe fire danger days.
**Please note, this does not account for the minimum 1 litre of water per person requirement.
Please be aware that if you are using electronically operated pumps for any of your essential water supplies, you should consider replacing this with a diesel generator to continue powering these in the event you lose electricity.

9. Will your water supply be affected in the event of a power loss? *

 ◉ Yes

 ◯ No

10. What arrangements are in place to ensure your site has access to water during this time? *

> Our site has a supply of boxed water.

11. What is your site's contingency plan for drinking water during a bushfire emergency situation? *

Emergency drinking water is stored in boxes in the adult toilet. (As well as the children having their own water bottles each day)

Water for ablutions and sanitary purposes

There is no requirement for for a designated bushfire shelter to be fitted with toilets and other sanitary facilities.

Sites and services who do not have direct access to toilets and hand washing facilities within their bushfire shelter must develop contingency plans in the event of an extended bushfire threat.

HELPFUL HINT
If you don't have ablutions located within your bushfire shelter, consider the use of portable options such as camping toilets. It is also important to consider privacy when using these temporary facilities. Consider setting up a designated area with these portable options that includes having a curtain or sheeting for privacy at the start of the fire danger season.

In some instances, sites may have the opportunity to go to adjoining buildings to safely use toilet facilities. If unable to access toilet facilities safely, consider using portable options.

If your bushfire shelter has tank fed ablutions, consider the need for buckets for manual flushing and how much water supply will need to be allocated for this.

12. What are your site's ablution options during a bushfire emergency situation? *

> Toilet facilities are available internally within the main building. Children do not need to go outside.
> Laundry & Toilet exit doors will be locked by a Teacher. Front and kitchen doors to be kept unlocked. Children's kitchen short door to be locked.

13. Do you have an adequate supply of toilet paper available in your bushfire shelter? *

(●) Yes

(○) No

(○) [Other]

14. Do you have an adequate supply of hand sanitiser (or similar) available in your bushfire shelter? *

   ⊙ Yes

   ◯ No

   ◯   Other

First aid supplies

It is essential you have first aid supplies in your bushfire shelter. These should be easy to locate and readily accessible.

HANDY HINT
If your first aid supplies are located in another area onsite, it is important to have nominated staff who are responsible for moving this to the bushfire shelter in the event of a bushfire emergency.

15. First aid supplies in the bushfire shelter   *

   ◯ Are in another location on site, and moved to the shelter when the emergency warning is sounded.

   ◯ Are stored in there each day during the fire season.

   ◯ The bushfire shelter has designated supplies all year around.

   ⊙ First Aid facilities are available internally within t

16. Where are your first aid supplies stored in your bushfire shelter? *

First Aid facilities are available internally within the main building.
First Aid is also available in the Red Emergency Backpack.

Communications and and key contact information

Is it vital you have an up-to-date list of key contacts and a working satellite phone in your bushfire shelter.

Mobile phones may not always work in a bushfire emergency, especially if mobile towers have been impacted by fire.

PLEASE NOTE: Your satellite phone **will not** work inside your bushfire shelter. The purpose of the satellite phone is to allow you to communicated with the SEM unit after the bushfire threat has passed and you are able to go outside.

HANDY HINT
If your satellite phone is located in another area onsite, it is important to have nominated staff who are responsible for moving this to the bushfire shelter in the event of a bushfire emergency.

17. Key contact listings in the bushfire shelter are: *

   ○ Updated at the commencement of the fire danger season and displayed throughout.

   ○ Updated at the commencement of the fire danger season and only displayed in the event of a bushfire emergency.

   ◉ | Updated at the commencement of the fire dang |

18. Please list your site's satellite phone number *

   | N/A |

19. Our site's satellite phone is located: *

   ○ In the bushfire shelter for the duration of the first danger season.

   ○ In another area on site, and moved to the shelter when the emergency warning is sounded.

   ◉ | N/A |

20. How do you ensure your satellite phone is working and staff know how to use it in an emergency? *

   ☐ The phone is checked each day during the fire danger season by a member of staff to ensure it is fully charged.

   Our site undertakes simulations prior to the commencement of the fire danger

☐ season and this includes testing the reception, making and receiving a call using the satellite phone and training staff in the use of the satellite phone.

☐ Our site undertakes simulations throughout the commencement of the fire danger season and this includes testing the reception, making and receiving a call using the satellite phone and training staff in the use of the satellite phone.

☑ | N/A |

Bushfire hardening and safety equipment

Some sites may have installed bushfire hardening measures and safety equipment on the nominated bushfire shelter. These may include, but are not limited to, roof irrigation system, roller shutters or ember proof mesh.

It is important that all staff to know how to use the equipment onsite and when it needs to be activated.

HANDY HINT
During the fire danger season, it is helpful to consider using a roster so staff are aware who is responsible for activating your bushfire hardening measures and safety equipment. This also allows you to easily manage any absences by ensuring a back-up is also listed. If the back up is required to undertake the role, ensure you have a clear process in place in how this will be communicated.

21. Does your bushfire shelter or site have any hardening measures or safety equipment installed? *

○ Yes

◉ No

○ | Other |

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