



BUSHFIRE PLAN

Reviewed: August 2024

LEVEL 1 – CATASTROPHIC FIRE BAN CHECKLIST

FIRE WARDEN (Bec)

- Check conditions via radio and website for “Catastrophic Total Fire Ban” day
- Notifications to go on each class door
- Record “Catastrophic Total Fire Ban” day in day Book

FRONT OFFICE (Bett)

- Check each class for any absentees
- Check torches and radio – all working and replacement batteries available
- Monitor local radio broadcasts and advise Principal of any fire updates -30km radius
- If Admin person has to leave office – radio is to be taken so monitoring continues
- Keep record in office of any children away or collected on the day (time left, destination and collected by)
- Put on sprinklers – oval & front of JP rooms

PRINCIPAL

- Double check “Catastrophic Total Fire Ban” day recorded in Day Book
- School mobile phone to be fully charged and on site

TEACHERS

- Electronic roll to be marked at 9.00am
- Teacher to notify children that it is a Level 1 Day
- Children to be reminded of fire drills
- All teachers to check roll after each break (brain break/recess/lunch)

LEVEL 2 – FIRE IN SCHOOL DISTRICT 30KM MOVING IN GENERAL DIRECTION OF SCHOOL

School bus service will not operate in these conditions. Parents of this school are to be made aware of these arrangements, and would expect to find their children here at school should the bus not arrive after school as expected. Mt Gambier High School will notify parents re the operation of the school bus.

Children are able to go with parents or with another child’s parent or authorised persons only if:

- A. there is prior written approval by the child’s parent
- B. there is confirmed oral consent by Front Office staff or Principal

FIRE WARDEN (Bec)

- Notify all staff that a Level 2 alert has been declared
- Go unlock the hall – leave closed but unlocked
- Take lost property supplies over to the hall – as extra clothing for kids or to wet and block up spaces

FRONT OFFICE (Bett)

- Record all children taken by parent or authorised persons on master list, with details of time, who collected and where they were going
- Pack torches, batteries, first aid kits, gloves and radio – should all be in Fire Container in compactus
- Collect back up tape from Admin computer and lock in fire section of safe and ensure all money tins are locked into safe

PRINCIPAL

- If Principal off site, he/she shall make every effort to return to site
- Releases staff to move cars onto oval – if time allows and they wish to



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TEACHERS

- All children return to classroom and teachers retake their own class
- Teacher notifies children that Level 2 alert has been declared
- Discuss fire drills again – factual information and reassurance
- Complete jobs:
Upper Primary - Water containers – bins for water over at hall for spot fires.
All Classes: Children to have drink bottles filled up and backpacks packed (books, readers and pencil cases) and ready to go
- Send any parents or authorised persons to office to record children leaving the school
- Pack up a tub of class games and activities to bring over to the hall

LEVEL 3 – FIRE THREATENING SCHOOL, WITHIN 20KM AND MOVING IN GENERAL DIRECTION OF SCHOOL

FIRE WARDEN/ PRINCIPAL (Bec)

- Notify all staff that a Level 3 Alert has been declared
- Take first aid and personal medications over to the hall
- At the hall fill containers and sinks with water and cover up any cracks or gaps with wet sheets/blankets
- Cover windows on the fire side with wet blankets
- Have the school mobile on hand at all times

FRONT OFFICE (Bett)

- Isolate electricity to all areas of the school
- Take list of absent or removed students and staff as well as parent contact and emergency phone numbers
- Take visitor sign in/out book
- Divert school phone to school mobile phone
- Record all children taken by parents or authorised persons on master list with details of who, destination and what time
- Keep all written confirmations
- Take class list and absentee list and re check at the Hall

TEACHERS

- Teacher to notify children that a level 3 Alert has been declared (calmly)
- Teachers to double check that all water containers, extinguishers, ladders, blankets and sheets and lost property is over at the hall
- All classes and staff to move to Compton Hall in orderly fashion – reminding children to cover mouth and protect their eyes if necessary
- Children to assemble in class groups for teacher to double check names
- At the hall have children cover exposed body with clothes and blankets
- Fire extinguishers to be placed by doors with the surplus placed in a central location in hall
- When the fire front has passed, should the hall threaten to become unsafe, the children and staff would move in an orderly fashion via the quickest safe route to the school oval, where the sprinklers would be running (mains supply). The grassed area with the sprinkler running would be deemed to be the next safest area.
- As for Level 2 – children are to stay in fire safe area with teachers until collected by parent or other authorised person.

EVACUATION PROCEDURE

If ordered to evacuate the school, contact would be made with Mount Gambier High School to provide buses and drivers. We would relocate staff and children to Mt Gambier High School where they would be supervised by staff until collected by parents or authorised adult.

We will contact parents to let them know to collect children from Mount Gambier High School.