

SRC Bushfire plan 2016/2017 - Summary

This plan is for *Southern River College* and has been designed to assist staff to prepare for a total fire ban, catastrophic fire danger rating, or a bushfire. **The safety and wellbeing of students, staff and visitors is at all times the Department's main priority. Staff are not expected to fight bushfires**

The BP outlines required actions to prepare the school before the bushfire season as per the *Principal's Guide to Bushfire*

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

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

1. Preparing for Bushfire Season

- The Principal or delegated officer will publish a copy of the school's bushfire plan on the school's website at the beginning of Term 1 each year. Details of the website to be provided to families of new students by the Principal or delegated officer during the enrolment process.
- The Principal will ensure that all new staff members, relieving staff and visitors are briefed about the requirements of the BP during the site induction process.
- The Principal will also include bushfire season reminders and information in site newsletters at least three times each term when applicable. The School's Information Booklet, updated in Term 1 each year, includes detailed information about actions and procedures included in the BP.

An article about preparing for Bushfire season will be posted on the school website indicating what will happen at the school in the event of a Bushfire notification. This article will also be placed in the school website. Information on what to do in the event of a bushfire at the school will also be read to students in Community groups at the start of term 3, term 4 and term 1 including information about the safer location and how to evacuate from there. A practice drill for evacuation to the safer location may be undertaken in term 3.

2. In the event of a Pre-emptive closure of the school for a bushfire threat in the area

- The Department of Education Incident Controller will make the decision to close a school based upon advice from Emergency Services and this will be relayed to the Principal via the Regional Executive Director.
- The Principal notifies staff and parents of closure using emergency contacts and the telephone tree. Parents will be contacted by letter (email) being mindful of parents' level of literacy and understanding of English and referring the parents to the school website.
- All other necessary parties are advised including (but not limited to) primary, community users of the school facilities, on site contractors and Parents and Citizens Association (P & C). If appropriate, bus contractors will be contacted to arrange for the evacuation of students to a designated area.
- Notice of Planned Temporary School Closure should be posted as per the *Principal's Guide to Bushfire*, both physically at the school and electronically on the website.

3. If there is a need to evacuate to a safer location during school time. (School to remain on site on advice from DFES.)

The school will be notified of a bushfire via teachers being notified by the PA system and them then verbally alerting students to the potential of a bushfire evacuation and reminding them of what to do. In the event of a move to the safer site, the evacuation signal will be sounded accompanied by a notice on the PA to "move to the safer site now"

- The safer location for SRC will be the gym for as it is a stand alone building with water attached and is closest to external and clear evacuation routes should they be needed. It also has good access for emergency

vehicles. Evacuation from there will be to Anaconda Drive at the back of the school as it has good pick up access for parents.

- All classes remain with their teachers and allocated education assistants.
- All classes in transportable buildings to be relocated to **the library**.
- All other staff and visitors report to the Front Office.
- Teachers account for each child and identify students and support staff with known respiratory conditions.
- Doors, roof vents and windows must be closed and **evaporative air coolers turned off**. Students and staff are to remain in classrooms unless directed otherwise by their fire warden.
- Fire wardens are designated to manage evacuation routes and liaise with staff.
- The Principal and fire wardens, will control this response until the arrival of the DFES or emergency services who will then take over.
- Students and adults with known respiratory conditions will be identified and given special consideration
- The school will contact their Regional Executive Director and the Department's Media Unit.
- The school will contact parents via phone or email, ensuring they have a mobile phone contact number for the school (It would be preferable that parents restrict calling the school at this time to emergency calls only).
- The school will notify bus contractors and out of school programs.
- The official broadcaster of Emergency Events is ABC radio. Your local station will be ABC local radio. They will provide up to date information during a bushfire event in your area.
- The DFES website provides up to date information on fire events. Refer to <http://www.dfes.wa.gov.au/>

In the event of a move to the safer location, rather than rely on electronic sources, teachers will take planner with class rolls to safer location. Student Services officers will take information concerning students late to school, left school and possibly returning to school after appointments to safer location. Front office school officers will take staff and visitor logs to safer location.

In the event of a full school evacuation to an alternative location, normal school evacuation processes apply. L3 Administrators as floor wardens, teachers as marshals at safer location

4. If there is a need for a full evacuation on the advice of DFES (School to evacuate off-site on advice from DFES)

Has the evacuation to the off-site safer location been approved and how long will it take to get there?

- All classes remain with their teachers and allocated education assistants.
- All other staff and visitors report to the Front Office.
- Teachers account for each child and identify students and support staff with known respiratory conditions.
- Doors, roof vents and windows must be closed **and evaporative air coolers turned off**.
- Students and staff are to remain in classrooms unless directed otherwise by their fire warden.
- Fire wardens are designated to manage evacuation routes liaise with staff.
- The Principal and fire wardens, will control this response until the arrival of DFES or emergency services who will then take over.
- Students and adults with known respiratory conditions will be identified and given special consideration.