GENERAL INFORMATION

This Bushfire Action Plan (BAP) has been developed in consultation with the CFS, MFS, AISSA and DECD and endorsed by the Board of Governors.

The BAP outlines required actions to prepare the site and the building nominated as the School's Bushfire Ready Building before the bushfire season commences.

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

- days of Total Fire Ban or a Catastrophic Fire Danger rating
- 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

As deemed by the MFS, the Arts Centre has been nominated as the Bushfire Ready Building for St Peters Girls School.

COMMUNICATION

The Principal will provide regular bushfire season reminders and information in the weekly newsletters throughout Term 1 and 4 of each year. The BAP will be placed on the St Peter's Girls’ website [www.stpetersgirls.sa.edu.au/resources-reports/](http://www.stpetersgirls.sa.edu.au/resources-reports/) and included in the Staff Handbook.

All staff members will receive pre-bushfire season updates early in Term 4 and ongoing information and instruction about the content and requirements of the BAP during Terms 1 and 4 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.

PREPARING ST PETER'S GIRLS' SCHOOL FOR A BUSHFIRE

An Emergency Response Team has been established and members instructed on their roles and responsibilities. The members are the Principal, Deputy Principal, Business Director and Head of Middle School. Their roles and responsibilities are detailed throughout the BAP.

Mobile phone numbers for all families will be checked to ensure they are up to date to enable the effective usage of the MGM Wireless bushfire alert and school closure alert system. The MGM Wireless bushfire alert system will be tested to ensure it is operating effectively at the start of Terms 1 and 4.

The Principal will ensure that emergency bushfire drills are carried out by students and staff during Terms 1 and 4 each year.

The Principal will provide all staff and regular visitors instruction about any changes to the content and requirements of the site Bushfire Action Plan during Terms 1 and 4.

The Principal’s PA will monitor local ABC radio and the CFS website for Bushfire Information and Warning Messages on days of high bushfire danger and pass on relevant messages to the Principal and other members of the Emergency Response Team.
PREPARATION OF THE SITE

Preparation of the site includes:

- An audit and response to excessive vegetation.
- Tall trees within 20 metres of buildings have been trimmed. Overhanging trees close to buildings have been trimmed.
- The Fergusson Park boundary has a 10 metre border clear of major vegetation.
- The gutters and roof gullies of buildings under or near overhanging trees are regularly cleaned and free of vegetation.
- Principal reminds all staff about the BAP. The Head of Junior School identifies roles and responsibilities of staff for Vacation Care and Out of School Hours Care.
- A Safe Refuge Kit of ‘Emergency Supplies’ has been assembled in a single container and is stored in the Front Office. It will be taken to the Bushfire Ready Building by the Receptionist at times detailed in the BAP.
- The kit will contain – A copy of the BAP and staff roles and responsibilities, student rolls, staff/visitor registers, student contact information, important telephone numbers, battery powered radio, spare batteries, torch, first aid kit, gas siren and spare canisters, staff/student medications, mobile phone, drinking water, sweets/nibbles, blankets and towels.
- The kit is to be checked at the start of each fire season by the Receptionist to ensure contents are fresh and operational.

THE BUSHFIRE READY BUILDING

The Arts Centre is the nominated Bushfire Ready Building.

- The Bushfire Ready Building has been clearly identified and signed.
- School communication reinforces the location of the Bushfire Ready Building to staff, students and families.

The Bushfire Ready Building is a building of solid construction. All open spaces in the façade and roof have been sealed to prevent entry by embers and ash during a bushfire.

The Bushfire Ready Building can be easily and quickly reached from all areas of the site and safely hold the number of persons at the School.

Students and staff practice using the Bushfire Ready Building and moving to it from a number of areas around the site during emergency bushfire drills, carried out during Terms 1 and 4 each year.

DAYS OF TOTAL FIRE BAN

On days of Total Fire Ban, the PA to the Principal will monitor the ABC Radio and CFS website for Information and Warning Messages.

Student excursions into the Adelaide Hills (or other high fire danger areas) will be postponed and rescheduled. Off-site meetings for all staff will be negotiated.

Staff members on yard duty will monitor weather conditions while students are on breaks or outside and report any concerns to the Principal.

The Safe Refuge Kit will be prepared by the Receptionist and be ready for transportation to the Bushfire Ready Building. Current student medication lists and medicines are included.

The Receptionist will ensure the mobile phone is working correctly and spare batteries are fully charged.

FIRE IN IMMEDIATE VICINITY OR IMPACTING ON SITE
In order to ensure a safe and orderly operation, a decision to move all persons into the Bushfire Ready Building will be made when any of the following agreed ‘triggers’ are reached.

- CFS Information and Warning Messages broadcast on the local ABC radio or CFS website indicate a fire is moving towards St Peter’s Girls’ School.
- The local Emergency Services advise that a bushfire is likely to impact on the site.
- There is a confirmed sightings of nearby smoke or flame.

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 siren will blast 3 times. (This may be a gas siren).

All students, staff and visitors will move to the Bushfire Ready Building on hearing the siren.

All staff will assist students to move to, and assemble in, the Bushfire Ready Building. Students to assemble as for an assembly.

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

The Principal will ensure all site personnel are accounted for and are in the Bushfire Ready Building.

- Classroom/Home Group teachers will do a roll call of students in their care and immediately inform the Principal.
- Deputy Principal will monitor visitors and volunteers.

The Emergency Response Team members will institute search procedures for missing persons if needed.

The Principal will advise the MFS/CFS of the move to the Bushfire Ready 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 ‘off site’ students and staff present.
- The number of community members present.
- Emergency Services assistance immediately available.

The Principal will then make a decision to either relocate students and staff to an alternative venue or remain in the Bushfire Ready Building. This decision will be made on the advice of Emergency Services personnel.

**PROCEDURE FOR STAFF**

- The Arts Administrator, on hearing siren, to put the retractable seating out.
- Musical instrumental staff will meet with Arts Administrator on rear of stage, opposite the lectern.
- Students are to sit in Home Groups with their Home Group teacher as per assembly, and the associated staff member as per an evacuation should sit with the Home Group.
- The Home Group teacher is to take the roll and then hand the completed roll to the appropriate Head of Sub School, i.e. Junior School, Middle School and Senior School.
- Administration staff should sign off with the Director of Business to the rear of the stage, behind the lectern.
- All visitors and volunteers to meet in the Development office in the area between the lower and upper section to the western side.
- ELC staff and students will gather in the area between the lower and upper section to the Eastern side.
- The Principal will then take all rolls and communicate with the School. Please note in the absence of the Principal, the Deputy will take this role and the Director of Teaching and Learning will collect the Senior School rolls.

**IF STAFF AND STUDENTS REMAIN ON SITE**

The Principal will ensure no-one leaves the Bushfire Ready Building until the situation outside has been assessed as safe by the members of the Emergency Response Team or members of the Emergency Services.

Staff members will remain on duty until all students are collected from the site by their parents.

The School Nurse will check for, and treat any injuries.

The Emergency Response Team members will check the building for damage and burning embers.

The Principal will liaise with Emergency Services on site as soon as possible.

All parents will be informed via SMS of the situation on the advice of the Emergency Services.

All staff members will begin to reunite families when the situation has been declared safe and vehicles can safely access the site.

**IF STAFF AND STUDENTS ARE RELOCATED TO AN ALTERNATIVE VENUE**

The Emergency Response Team members under the advice of the Emergency Services will determine an alternative safe location.

The Principal will advise the MFS or CFS of the current situation as soon as the position becomes clear and it is safe to do so.

All parents will be informed via SMS of the evacuation and the new safe refuge location on the advice of the emergency personnel.

The School Nurse will check for, and treat any injuries.

Staff members will remain on duty until all students are collected from the site by their parents.

The Principal will liaise with Emergency Services on the new site as soon as possible.

All staff members will begin to reunite families when the situation has been declared safe and vehicles can safely access the site.

**RECOVERY AFTER A BUSHFIRE**

The Principal, Emergency Response Team, staff and students (where appropriate) will undertake a de-brief 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 Emergency Response Team will review the effectiveness of staff instruction undertaken before the bushfire emergency in light of the experience in order to ensure that lessons learned are captured for future benefit.

The Principal will arrange to have fire-fighting systems checked and buildings assessed for damage.

The Receptionist will replenish the Safe Refuge Kit.
<table>
<thead>
<tr>
<th>Policy authorised by:</th>
<th>Principal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date policy implemented:</td>
<td>20 / 1 / 2014</td>
</tr>
<tr>
<td>Responsibility of updating Policy/Procedure:</td>
<td>Deputy Principal</td>
</tr>
<tr>
<td>Date Introduced:</td>
<td>29 / 1 / 2014</td>
</tr>
<tr>
<td>Date Revised:</td>
<td></td>
</tr>
</tbody>
</table>