



# BUSHFIRE ACTION PLAN

2016 /2017

# HEATHFIELD HIGH SCHOOL BUSHFIRE ACTION PLAN - 1

## GENERAL INFORMATION

### EMERGENCY RESPONSE TEAM

The role is to coordinate school procedures, parent communication and liaison with the police and emergency services. They communicate via mobile phones. The team consists of Principal, Assistant Principals, School Business Manager, Fire Wardens and Work, Health and Safety Coordinator.

### BUSHFIRE REFUGE - Mt Lofty Community Sports Centre (MLCSC)

- Large bushfire-ready building which will accommodate the full school
- Includes inside girls and boys toilets and showers
- Access to canteen and water supply
- Easy access to the Longwood Road and emergency vehicles

### FIRE READY KIT

The following items are stored in the MLCSC as part of the Evacuation procedure: radio / battery loud hailer with siren, towelling, riggers gloves, face mask and goggles, duct tape and plastic sheeting, street directory, torches, drinking water, buckets and disposable cups, non-perishable food, games.

First aid kit, medications, student attendance information, staff sign in / out, daily relief sheets and student contact information will be brought to the MLCSC at the time of the evacuation.

The Kit will be checked every 3 months to ensure the contents are fresh and operational.

### Information for staff, relieving / student teachers, site personnel / visitors - 2

- Updated annually Term 4. Included in the Staff Induction Package on the HHS Moodle site

### Emergency Evacuation Procedure to the Mt Lofty Community Sports Centre - 3

- Rehearsed Term 1 and 4. Included in the Staff Induction Package on the HHS Moodle site. Staff roles defined

### Teacher Checklist - 4

- Updated Term 1 and 4. Included in the Staff Induction Package on the HHS Moodle site.

### **Administration / SSO Checklist - 5**

- Updated Term 1 and 4. Included in the Staff Induction Package on the HHS Moodle site.

### **Information for Parents and Caregivers - 6**

- Printed in Newsletter at start of year and early Term 4. Available on school website, and HHS Moodle site.

### **Bus Procedures for Bushfires - 7**

- Reviewed annually. Supplied to students at the beginning of Term 1 and again in Term 4. Included in the Staff Induction Package on the HHS Moodle site.

### **Bushfire Preparation/Grounds/Hazard Plan - 8**

- Updated annually Term 4. Included in the Staff Induction Package on the HHS Moodle site.

### **Bushfire Recovery Plan - 9**

- Updated annually Term 4. Included in the Staff Induction Package on the HHS Moodle site.

## HEATHFIELD HIGH SCHOOL BUSHFIRE ACTION PLAN - 2

### INFORMATION FOR STAFF, RELIEVING / STUDENT TEACHERS / SITE PERSONNEL / VISITORS

Heathfield High School has very strict policies and procedures (in line with the Government of South Australia Bushfire Guide) to manage the threat of bushfire.

We conduct evacuation drills each year to ensure appropriate procedures are in place for the safety of students, staff and others in the event of a bushfire.

Schools in South Australia have been issued with a **site fire audit rating** that is Extreme or Very High or High. Heathfield High School has been assessed as **R1 – Extreme to Very High-risk**.

In addition Australian fire services have agreed to the following fire danger ratings:

Category	Fire Danger Index	Action for schools and preschools
<i>Catastrophic (Code Red)</i>	100+	<i><b>CLOSED: In the Adelaide Hills on days of declared catastrophic Code Red bushfire weather, schools and preschools with a site fire audit rating of extreme, very high or high fire risk, will be closed. Any services operating from these sites will also be closed. CANCELLED: School bus services will be cancelled.</b></i>
Extreme	75-99	The Department of Education and Child Development will take advice of fire authorities regarding possible school closures
Severe	50-74	Open: normal bushfire plan procedures apply
Very High	25-49	Open: normal bushfire plan procedures apply
High	12-24	Open: normal bushfire plan procedures apply
Low-Moderate	0-11	Open: normal bushfire plan procedures apply

**Fire Danger Index (FDI)** is not to be confused with the temperature of the day. The FDI is calculated on the basis of the degree to which vegetation has cured, the wind speed, and the forecast temperature.

#### **SCHOOL CLOSURE - Catastrophic (Code Red) FDI 100+**

Confirmation of the school closure will be provided after 4:00pm on the day before the closure (following CFS advice). Notice of confirmation will be available on

- The school website [www.hhs.sa.edu.au](http://www.hhs.sa.edu.au)
- The school telephone answering service (phone 8139 9300)
- The school noticeboard at the front of the school on Longwood Road.

- A Parent Information Hotline (1800 000 279) will operate during days of catastrophic fire danger ratings or during an actual bushfire.
- Media services eg Radio ABC 891, or CFS [www.cfs.sa.gov.au](http://www.cfs.sa.gov.au), or CFS Bushfire Information Line 1300 362 361
- A SMS text message will be sent to all staff and families on the advice of the Education Director. School staff will attempt to make telephone contact with families who do not have mobile phone numbers currently in school records.

## **SCHOOL OPEN**

The Principal is responsible for decision-making regarding the safety and movement of students and staff and all persons on the school site, unless Police and Emergency Services intervenes directly or through an authorised officer, whose authority to act has been established beyond reasonable doubt.

## **FIRE BAN DAY / HIGH FIRE DANGER**

The site Fire Wardens are Chris Wright and Kevin McKenny. However as part of their duty of care, staff should assume the responsibility of Deputy Fire Wardens for students in their care during an emergency.

The school will be on bushfire alert on days when a total fire ban is in place for the Mt Lofty Ranges. Confirmation of the status of the fire danger / ban will be confirmed by the Fire Warden or delegate and the Principal (following CFS reports) before 8:30am.

The school constantly checks radio ABC AM 891, and the CFS website. Staff are notified (via whiteboard in staffroom) and teachers discuss with students. The Principal may decide to call a whole school assembly.

The Principal will assess the risk for all excursions. It is highly likely they will be cancelled. Staff should not proceed without the Principal's approval or without the school mobile phone.

The accurate monitoring and recording of student, staff and visitors attendance / departures / arrivals throughout the day is very important. All students, staff and visitors must ensure they sign in / out at reception.

School Business Manager to inform all School Services Officers of situation. See Administration and SSO Bushfire Action Plan. SSO Checklist available from SSO "sign in" book.

- ACE Group teachers check DayMap for notes from parents authorising collection of students in the event of a fire.
- ACE Group teachers check DayMap for notes re early departure and remind all students of the requirement to check out at the Attendance Office.
- Subject teachers update DayMap at the start of each lesson.

Staff, students and visitors advised to avoid parking private vehicles in areas close to vegetation.

School Buses to remain parked in the bus zone by the MLCSC, given that this is an open area away from vegetation.

## **FIRE IN DISTRICT**

If the Bushfire Information and Warning Messages issued by the Police and Emergency Services advise potential threat to safety for students, the Principal will enact Emergency Evacuation to the Bushfire Refuge (Mt Lofty Community Sports Centre) using the emergency evacuation siren. Emergency procedures will then be implemented.

Alert any volunteers and helpers on site of the situation.

ACE Group absentee books taken to assembly in MLCSC by Front Office SSO.

Parents may elect to collect their child(ren) from the school. Formal authorisation must be provided to the school by parents who make arrangements for other people to collect their child(ren) from the school. This will be managed by the Front Office.

It may be necessary to delay school bus departures at the end of the day if potential threat continues. The School will seek advice from the Police and Emergency Services.

The Principal will endeavour to keep parents informed of school procedures via the official fire information radio station ABC AM 891 and the school website: [www.hhs.sa.edu.au](http://www.hhs.sa.edu.au) and SMS text messages.

## **FIRE IMPACTING ON SITE**

If there is a direct threat to the school (eg fire in the school's building or adjoining scrub areas, or as a result of a bushfire warning message to advise that a bushfire in the district presents a direct threat to the school grounds and building(s) or any other emergency, the Principal will enact an Emergency Evacuation to the Bushfire Refuge (MLCSC) by using the emergency evacuation siren. Emergency procedures will then be implemented.

## HEATHFIELD HIGH SCHOOL BUSHFIRE ACTION PLAN - 3

### EMERGENCY EVACUATION PROCEDURE TO THE BUSHFIRE REFUGE – (MT LOFTY COMMUNITY SPORTS CENTRE)

#### **ALERT SIGNAL** - an intermittent 'beep'

If you hear this alert signal, open your door and listen to instructions, prepare for evacuation by switching off computers and any other equipment and closing windows. You will be advised on the PA system during the alert as to the safest evacuation assembly point.

#### **EVACUATION SIGNAL** - a 'whooping' tone

If you hear a 'whooping tone, which is the evacuate signal, leave by the nearest and safest exit route or as instructed by a staff member and go to the assembly venue in the Mt Lofty Community Sports Centre.

Evacuation must be conducted in **complete silence**. It must be possible to give voice instruction to students and be immediately heard.

Windows and doors to be closed not locked as part of evacuation procedure by the teacher.

Teachers and SSO's who are 'free' at the time of signal are asked to close doors / windows in staffroom and preparation rooms and check doors and windows in unoccupied classrooms and report their check to 'fire warden' or delegate.

Staff with allocated duties to check for students, locked doors, windows before leaving the building.

Subject classes move as a group, under the direction of their teacher, to the assembly venue in the MLCSC.

- Students and staff in the **Top Floor, Lewis Wing** move down stairs at the Trade School end of the building, turn right exit via the door then proceed to the stairs by Piltarilla then to the MLCSC.
- Students and staff in **First Floor, Lewis Wing** move downstairs at Front Office end of the building and then either through the Foyer or by the Library Landing stairs to the courtyard then proceed via the double stairs to the MLCSC.
- Students and staff in the rooms below the road proceed along the lower pathway to the MLCSC.
- Students and staff in other areas move to the MLCSC via nearest direct safe route.
- If not possible as above, go via nearest direct safe route.

Once at the MLCSC, **Senior Years (11-12) and VET students to enter via the main front entrance. Middle School Years (8-10) to enter via the side door.**

Students assemble in alphabetical order in ACE Groups adjacent to appropriate numbered cone. VET students remain with VET Group and together with International students assemble in the last row after the Yr 12s.

**All staff report to Check-in Officer immediately** on reaching the Evacuation Centre (MLCSC or Oval)

ACE gp Teachers go and stand with their ACE Gp.

Year Level SSOs (with yellow vests) take the ACE Group list to the ACE Teachers for marking, noting unexplained absences.

Year level SSO reports any **absent ACE Group teachers** to delegated AP.

Teachers return marked list along with any **unexplained absences** to Year Level SSO, then return to ACE Group.

Year Level SSO works with appropriate AP for follow up action on missing students if required.

Unassigned staff and visitors assemble at the front of MLCSC / cricket pitch (as appropriate) behind the Year Level SSOs.

On direction from the Principal or delegate a further evacuation check of areas, if required is to be conducted from the assembly.

**ALL CLEAR SIGNAL** - '3 blasts' of the siren – students and staff to return to classes as per timetable.

(N.B. Following each 'evacuation / lock down drill' staff and students will be invited to contribute to a debriefing report.)



## HEATHFIELD HIGH SCHOOL BUSHFIRE ACTION PLAN - 4

### TEACHER CHECKLIST

*(NB This is a check list of actions only and not necessarily in chronological order)*

#### FIRE BAN DAY / HIGH FIRE DANGER

##### ACE Group

- ACE Group teachers take special care in marking the roll in DayMap.
- ACE Group teachers notify students that High Fire Danger / Fire Ban has been declared and discuss the schools' Emergency Procedures including assembly instructions, signals and the need for **silence** during an emergency.
- ACE Group teachers check DayMap for notes from parents authorising collection of students in the event of fire.
- ACE Group teachers check DayMap for notes re early departure and remind all students of the requirement to check out at the Attendance Office.

##### During the Day

- Subject teachers to update DayMap at the start of each lesson.
- Teachers check emergency exits from their teaching rooms.
- If any student arrives late, teachers must check that he / she has reported to the Attendance Office.

#### FIRE IN DISTRICT

An assembly will be held to inform all staff and students. It may be necessary to instigate the emergency evacuation procedures to the Bushfire Refuge (Mt Lofty Community Sports Centre-MLCSC).

- ACE Group Teachers to update class lists when students arrive or depart their area of care.
- Teachers and all staff should carry out their assigned roles and responsibilities and any procedures listed in above in Fire Ban Day / High Fire Danger that have not been previously completed
- Discuss with students the procedures if the fire reaches the school buildings.
- Encourage students to keep water bottles full throughout day.
- Students to collect water bottles and assemble any appropriate personal belongings eg mobile phones, ipods etc. Does not include bags.
- Cancel any 'on site' outdoor activities and calmly supervise work in any subjects for which students have brought books and materials. Be prepared to release any students to parents or authorised substitutes, stressing that they must check out through the central foyer or attendance office.
- If the emergency evacuation procedures are instigated ACE Gp teachers will be given ACE Gp lists from the year level SSO and conduct a roll check noting any unexplained absences, then return the completed list to the yr level SSO. If necessary they then report any missing students to the delegated AP.
- If the situation continues beyond the normal dismissal time, staff will be encouraged to assist with supervision of quiet activities in the MLCSC.

- Some staff may later be required to assist in a range of relief operations as deemed necessary by the Emergency Services, or until all students are collected from the school by parents.

## **FIRE IMPACTING ON SITE**

School will be advised by the appropriate emergency evacuation signal.

- Bring your class lists if given at previous assembly.
- Close all doors, windows and turn off air conditioners.
- Follow the published **EVACUATION PROCEDURES** and go to the Bushfire Refuge (MLCSC), walking at the rear of your group, to ensure that no-one is left behind.
- Once at the MLCSC, **Senior Years (11-12) and VET students to enter via the main front entrance. Middle School Years (8\_10) to enter via the side door.**
- Students assemble in alphabetical order in ACE Groups adjacent to appropriate numbered cone. VET students remain with VET Group and together with International students assemble in the last row after the Yr 12s.
- **All teachers report to Check-in Officer immediately** on reaching the Bushfire Refuge (MLCSC)
- Year Level SSOs (with yellow vests) take the ACE Group list to the ACE Teachers for marking, noting unexplained absences.
- Teachers return marked list along with any **unexplained absences** to Year Level SSO, then return to ACE Group.
- Remain with your class and assist to ensure calm and order until the fire is past.
- Unassigned teachers assemble at front of MLCSC behind the Year Level SSOs.

## HEATHFIELD HIGH SCHOOL BUSHFIRE ACTION PLAN - 5

### ADMINISTRATION / SSO CHECKLIST

(NB This is a check list of actions only and not necessarily in chronological order)

#### FIRE BAN DAY / HIGH FIRE DANGER

*(Where the specified person is not in the school the delegated person will assume responsibility for the duties described.)*

- Principal will notify all staff that it is a fire ban day / high fire danger by placing a notice on the board at Staff Room entrance and / or at an Assembly.
- Principal will assess risk and make final decision re excursions and bus bookings.
- Business Manager to regularly check the official fire information radio station ABC AM 891.
- Business Manager to ensure that mobile phones are charged and ready for use.
- Front Office staff to constantly monitor the radio ABC AM 891, and the CFS website [www.cfs.sa.gov.au](http://www.cfs.sa.gov.au).
- Front Office staff to monitor weather conditions whilst students are on breaks or undertaking outside activities.
- Daily Relief Manager ensures Temporary Relieving Teachers (TRT's) have access to relevant information.
- Front Office staff / Grounds Person to advise visitors and volunteers of the situation and emergency procedures.
- Attendance Office staff to prepare two full sets of ACE Group lists.
- Attendance Office or designated "back up" Front Office staff to have absentee information at the assembly if required.
- Front Office staff to print a list of student / staff medical conditions and requirements. Prepare medications for transportation if required
- Grounds Person / Fire Warden ensure that hoses and knapsacks are accessible and ready for use inside the MLCSC.
- Grounds Person / Fire Warden to ensure access gates, security gates and bollards are unlocked and opened.
- Encourage staff to park cars / buses away from vegetation where possible.

#### FIRE IN DISTRICT

- Call together the site emergency response team.
- Principal to cancel all outdoor activities and excursions for students.
- Identify staff and students who live in the affected area.
- Ensure that school mobile phones are charged and ready for emergency use.
- IT technician to ensure backup for all site computer records.
- Prepare Bushfire Refuge - MLCSC by ensuring the Fire Ready Kit is collected, including the loud hailers.
- Grounds Person / Fire Warden to ensure access gates, security gates and bollards are unlocked and opened.
- Grounds Person / Fire Warden to turn on sprinklers and irrigation systems hourly where possible and to dampen down the surrounds.
- Grounds Person / Fire Warden to turn off all external gas cylinders,

- If possible Business Manager to regularly check official fire information radio station ABC AM 891.
- If possible Front Office Staff to regularly check radio station ABC AM 891 and CFS website [www.cfs.sa.gov.au](http://www.cfs.sa.gov.au) and to undertake constant visual checks of the surrounding area
- Principal to determine if it is safe for students to take outdoor recess and lunch breaks.
- An assembly will be held to inform all staff, students, visitors and contractors.
- Designated SSO to take 2 copies of the ACE gp lists to assembly.
- Students assemble in alphabetical order in ACE Groups adjacent to appropriate numbered cone. VET students remain with VET Group and together with International students assemble in the last row after the Yr 12s.
- **All staff report to Check-in Officer immediately** on reaching the Evacuation Centre (MLCSC or Oval)
- Year Level SSO displays the year level sign and takes the ACE Group list to the ACE teachers for marking, noting unexplained absences.
- Year level SSO reports any **absent ACE Group teachers** to delegated AP.
- Teachers return marked list along with any **unexplained absences** to Year Level SSO, then return to ACE Group.
- Year Level SSO works with appropriate AP for follow up action on missing students if required.
- Unassigned staff and visitors assemble at front of MLCSC behind the Yr Level SSOs.
- Principal in contact with Education Director, DECD Safe Schools, CFS, Emergency Services, official radio station, re matters such as school's procedures, school and Southlink / LinkSA bus services re possible impacts on bus routes and holding students at school beyond normal dismissal time.
- Principal to contact Scott Creek Primary School and Heathfield Primary School re LinkSA School Bus Service.
- Senior Leader set up a check-out point in the main foyer of MLCSC to record departure time (and with whom) for any student collected by parent or authorised substitute. Use ACE group lists to record when, with whom, or on which bus student departed the site.
- If situation continues beyond normal dismissal time, Principal or delegate to contact Education Director re dismissal of students and best possible ways to inform parents of school decision eg SMS text messages, radio station ABC AM 891. CFS to advise the best possible procedure.

## **FIRE IMPACTING ON SITE**

- School will be advised by the appropriate emergency evacuation signal. Emergency Evacuation Procedures to be followed by all students, staff, visitors and contractors. All persons evacuate to the Bushfire Refuge (Mt Lofty Community Sports Centre).
- Business Manager will contact Emergency Services 000 if not already contacted.
- Business Manager will advise Education Director of the evacuation to the Bushfire Refuge (MLCSC), and of the numbers of people involved.
- Emergency Procedures to be followed to ensure a comprehensive check of all persons is conducted, and if safe initiate search procedures for any missing persons.
- The Front Office staff to print a list of student / staff medical conditions and requirements. Prepare medications for transportation to the MLCSC.

- Chief Fire Warden to assess possibility of combating fire, turning off power and fuel where possible, including air conditioners and air vents / windows in classrooms and MLCSC.
- Grounds Person / Fire Warden to turn on ground irrigation systems and sprinklers where possible.
- Staff to bring portable fire extinguishers from classrooms and corridors.
- Use SMS text messaging system if possible to notify parents that students are moving into the Bushfire Refuge (MLCSC).
- Principal and Senior Leader oversee procedures and liaise with Emergency Services on site.

### **WHILE BUSHFIRE FRONT IS APPROACHING OR PASSING**

- Grounds Person / Fire Warden fix hose to internal tap (in boys toilet in MLCSC) to provide potential cover inside MLCSC. Knap sack spray to be brought to MLCSC. Close windows and eventually doors. Staff stand by with fire extinguishers
- Stress calm, quiet, restrict movement; seat all students/ staff on floor (easier to see them; less likely to faint) away from windows where possible.
- Isolate any hysterical children (or adults) if possible to office area or designated First Aid area.
- Use spray if heat excessive or sparks enter; if smoke excessive, issue towelling to support breathing.
- Provide regular and appropriate updates to students and staff.

### **AFTER FIRE FRONT HAS PASSED**

- Principal authorise unlocking of door(s) in preparation for exit after the fire has passed.
- When Emergency Services and / or Principal judge that the fire front has passed and that the outdoor areas or oval are safer and more comfortable than the MLCSC, authorise exit from MLCSC. Take First Aid kit and class lists.
- Principal to regularly advise the Education Director of the current situation.
- School to send SMS text message to parents that the fire front has passed and that students have been accommodated in appropriate location.
- Student health and wellbeing will be assessed by teachers and further support eg First Aid or counselling to be administered where appropriate.
- When deemed appropriate the Principal to advise parents by SMS text that students may be collected from school OR it may be possible to advise parents by text message that school buses and / or Southlink / LinkSA buses will resume for transporting students home. This will be dependent on advice from the relevant authorities.
- Nominated staff will remain on duty until all students are collected from the school by parents.

## HEATHFIELD HIGH SCHOOL BUSHFIRE ACTION PLAN – 6

School website: [www.hhs.sa.edu.au](http://www.hhs.sa.edu.au)

### INFORMATION FOR PARENTS AND CAREGIVERS

Heathfield High School has very strict policies and procedures (in line with the Government of South Australia Bushfire Guide) to manage the threat of bushfire.

We conduct evacuation drills each year to ensure appropriate procedures are in place for the safety of students, staff and others in the event of a bushfire.

Schools in South Australia have been issued with a **site fire audit rating** that is Extreme or Very High or High. Heathfield High School has been assessed as **R1- Extreme to Very High-risk**.

In addition Australian fire services have agreed to the following fire danger ratings:

Category	Fire Danger Index	Action for schools and preschools
<i>Catastrophic (Code Red)</i>	<b>100+</b>	<b><i>CLOSED: In the Adelaide Hills on days of declared catastrophic Code Red bushfire weather, schools and preschools with a site fire audit rating of extreme, very high or high fire risk, will be closed. Any services operating from these sites will also be closed.</i></b> <b><i>CANCELLED: School bus services will be will be cancelled.</i></b>
Extreme	75-99	The Department of Education and Child Development will take advice of fire authorities regarding possible school closures
Severe	50-74	Open: normal bushfire plan procedures apply
Very High	25-49	Open: normal bushfire plan procedures apply
High	12-24	Open: normal bushfire plan procedures apply
Low-Moderate	0-11	Open: normal bushfire plan procedures apply

#### Fire Danger Index (FDI)

The Fire Danger Index (FDI) is not to be confused with the temperature of the day. The FDI is calculated on the basis of the degree to which vegetation has cured, the wind speed, and the forecast temperature.

#### Planning ahead

It is essential that all families who live in bushfire prone areas have a bushfire action plan and that part of the plan needs to address what action will be taken when the school is closed. Possibilities may include staying with a parent at home or at work, local arrangements with neighbours or friends or taking the child to another school should this be required.

The CFS is very clear that for survival in a bushfire, leaving is the best option. The new fire danger index ratings have been introduced to make it easier for people to decide when to leave their home, particularly when there is a forecast of catastrophic fire danger. In such

cases a bushfire action plan should include the need to leave the night before or the morning of such a day.

### **SCHOOL CLOSURE Catastrophic (Code Red) FDI 100+**

Confirmation of the school closure will be provided after 4:00pm on the day before the closure (following CFS advice). Notice of confirmation will be available on

- The school website [www.hhs.sa.edu.au](http://www.hhs.sa.edu.au)
- The school telephone answering service (phone 8139 9300)
- The school noticeboard at the front of the school on Longwood Road.
- A Parent Information Hotline (1800 000 279) will operate during days of catastrophic fire danger ratings or during an actual bushfire.
- Media services eg Radio ABC AM 891, or CFS [www.cfs.sa.gov.au](http://www.cfs.sa.gov.au), or CFS Bushfire Information Line 1300 362 361
- A SMS text message may be sent to all families on the advice of the Education Director. School staff will attempt to make telephone contact with families who do not have mobile phone numbers currently in school records.

### **SCHOOL OPEN**

The school will be on bushfire alert on days of extreme fire danger. The school monitors updates on Radio ABC AM 891, and CFS website. Staff are notified and teachers will discuss with students. The Principal may decide to call a whole school assembly.

The Principal will assess the risk for all excursions. It is highly likely they will be cancelled.

If the Bushfire Information and Warning Messages issued by the Police and Emergency Services advise potential threat to safety for students, the Principal will enact Emergency Evacuation to the Bushfire Refuge (Mt Lofty Community Sports Centre). There are processes in place to ensure that all students can be accounted for.

Parents may elect to collect their child(ren) from school. Formal authorisation must be provided to the school by parents who make arrangements for other people to collect their child(ren).

It may be necessary to delay school bus departures at the end of the day if potential threat continues. The School will seek advice from the Police and Emergency Services.

The Principal will endeavour to keep parents informed of school procedures via the official fire information radio station ABC AM 891, the Parent Information Hotline (1800 000 279), school website: [www.hhs.sa.edu.au](http://www.hhs.sa.edu.au) and SMS text messages.

The Principal is responsible for decision-making regarding the safety and movement of students and staff and all persons on the school site, unless Police and Emergency Services intervene directly or through an authorised officer, whose authority to act has been established beyond reasonable doubt.

## HEATHFIELD HIGH SCHOOL BUSHFIRE ACTION PLAN - 7

### BUS PROCEDURES FOR BUSHFIRES

#### PRE BUSHFIRE SEASON PLANNING

- Meet with bus contractors and bus drivers at start of term 1 and 4 each year. Ensure bushfire procedures are understood and meet current circumstances.
- A copy of the Bus Procedures for Bushfires to be stored in the driver's folder.
- Pre plan emergency pull off areas on each bus run, (any farm/cleared property along the bus route). Arrangements and locations may change during fire season.
- Emergency pull off areas identified on Bus Run Plan and stored in driver's folder.
- Carry out emergency bushfire procedures drill with students and driver of each bus.
- Map mobile phones 'dead areas' on each run and add to the Bus Run Plan.

#### DURING BUSHFIRE SEASON

Scheduled school buses will not run on 'Catastrophic' Fire Ban Days as the School will be closed. On days where the School is open and the rating changes to 'Catastrophic' during the day school buses may operate as normal after consulting with Emergency Services. Parents will be notified and students will be supervised at school until buses can run or students are collected by the parents.

#### FIRE IN DISTRICT

If a bushfire is reported in the area during the day the Principal will contact the local Emergency Services (SAPOL and/or CFS) to determine if any roads normally travelled by school buses are closed or affected. Any bus runs affected will not leave the school until the roads are declared safe by the emergency authorities. Parents will be notified and students will be supervised at school until buses can run or students are collected by the parents.

#### FIRE IMPACTING ON ROUTE

If, during a bus run, a bushfire is noted by the bus driver and there is concern that it may affect the route ahead, then the bus driver:

- has the authority to abandon the bus run & return to school.
- should, if safe, drive to one of the pre-planned emergency pull off areas and put emergency procedures on the bus into place.
- must contact the school by mobile phone and advise the Principal of the decision taken.



## **WHILE BUSHFIRE FRONT IS APPROACHING OR PASSING**

If the bus is overtaken by a fire unexpectedly and threatened by flame, ash, embers or thick smoke the driver should:

- pull up in a safe location in the middle of the road in an open area with no overhanging trees and as little road side vegetation as possible, ensure lights and hazard lights are on, close all windows and air vents, turn off the air conditioner and leave the engine running.
- The bus driver is to instruct students to get down as low as possible (on the floor).
- When safe to do so, contact the school via mobile phone etc & advise the Principal of the situation.

## **AFTER THE FIRE FRONT HAS PASSED**

Once the fire front has passed, the driver:

- is to keep the students as calm as possible by reassuring them.
- is to get out & check the bus for any damage (can use the extinguisher to put out any smouldering embers etc).
- must decide whether to get the students out of the bus & get them to a safe spot away from burning trees etc, or to drive away from the fire.
- is to contact the school advising the Principal of the current situation.

**Under no circumstances is the bus driver and / or any staff member on board expected to put themselves at further risk to save/protect property ie the bus. The safety of students, passengers & the bus driver is paramount.**

**HEATHFIELD HIGH SCHOOL BUSHFIRE ACTION PLAN - 8**

**BUSHFIRE PREPARATION / GROUNDS / HAZARD PLAN**

(NB This is a check list of actions only and not necessarily in chronological order)

- Emergency Response Team has been established and members instructed on their roles and responsibilities.
- Bushfire Action Plan has been developed.
- Regular emergency bushfire drills are carried out by students and staff.
- All staff and regular visitors have received pre fire season updates and instruction about the contents and requirements of the Heathfield High School Bushfire Action Plan.
- Staff have been allocated roles and responsibilities at the various stages of the Bushfire Action Plan.
- Fire Warden / Grounds Person instructed in the operation of knapsack, hoses.
- Grounds Person to prepare and test ground irrigation systems.
- Business Manager and Front Office staff nominated to monitor official fire information radio station ABC AM 891 and the CFS website [www.cfs.sa.gov.au](http://www.cfs.sa.gov.au)
- Bushfire Hazard Management Plan developed:
  - Dense undergrowth cleared especially area behind Home Economics (Piltarilla) and in area behind school gymnasium leading down to Mt Lofty Community Sports Centre.
  - Ensure all access roads in school grounds are cleared of undergrowth, overhanging branches and dense vegetation.
- Ongoing preventative maintenance to clear flammable debris, roof gutters, branches overhanging buildings and sheds, dry grass and vegetation cleared to the boundaries, fuel reduction zone around the site to best possible in the Heathfield High School environment.
- Bushfire Refuge (Mt Lofty Community Sports Centre) identified by DECD (Oct 2011) has been upgraded to be compliant with R1 specifications. Ensure ongoing maintenance to ensure Bushfire Refuge is fully prepared.

## HEATHFIELD HIGH SCHOOL BUSHFIRE ACTION PLAN - 9

### BUSHFIRE RECOVERY PLAN

- Ensure no one leaves the Bushfire Refuge - Mt Lofty Community Sports Centre (MLCSC) until the situation is assessed to be safe by the Principal or delegate or as advised by the Emergency Services.
- Make preparations to care for students for an extended period of time.
- Nominated staff members will remain on duty until all students are collected from the school.
- Principal will endeavour to coordinate appropriate use of resources to meet student and staff immediate and extended needs eg food, water
- Principal will delegate staff to check for and treat any injuries
- Fire Warden will coordinate check of MLCSC for damage and burning embers, extinguish small in or near the Sports Centre.
- Principal to liaise with Emergency Services / CFS.
- Principal to advise Regional Office of the current situation.
- Principal to refer media enquiries to the Education Director.
- Principal to determine if there is a need to evacuate the MLCSC, and then determine an safe location if required
- Assistant Principals coordinate students to be collected by families at safe location when the situation has been declared safe. Record name of students and authorised person collecting them as they leave.
- All staff undertake assigned roles and responsibilities
- Principal to coordinate the debrief of the situation and processes when appropriate, including a review of the effectiveness of staff instruction undertaken in the light of the experience
- Principal to seek support from counsellors and social workers when appropriate
- Fire Warden to ensure firefighting systems checked and readied for use again
- Business Manager to replenish Fire Ready Kit
- Business Manager to ensure appropriate authorities assess the safety of site buildings once the area is declared safe
- Principal to complete the relevant IRMS report available from [www.crisis.sa.edu.au](http://www.crisis.sa.edu.au)