

# Bushfire Response Plan 2023-2024 R1 and R2 sites

Site contacts must be available throughout bushfire season for emergency response

## 2023 - 2024 Bushfire Response Plan



Your site's bushfire response plan is critical to ensure everyone at your site 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 Management (SEM) unit will support your site in the event of a potential or actual bushfire emergency. The bushfire response plan also assists the SEM unit in providing emergency services key information regarding the location of students and staff during a bushfire emergency.

Days when a Catastrophic fire danger has been declared for R1 and R2 sites no persons, staff, contractors or service providers are permitted to be on site. If a Catastrophic day is forecast on the day of operations, sites are to continue as normal, closely monitor conditions keep an eye on CFS <https://www.cfs.sa.gov.au>, tune into ABC Radio 89.7, and stay in contact with SEM (1800 000 279).

Please ensure your families receive an electronic copy of 'Bushfire and your Child's school or preschool' to assist families in preapring for the fire danger season

<https://www.education.sa.gov.au/docs/infrastructure/security-and-emergency-management/bushfire-and-your-childs-school-or-preschool-brochure.pdf>

### 1. Site Overview

This provides important information about your site in an emergency. \*



What is your site name?

## Saddleworth Primary School

2. What is your site's address? \*

7 Saddle Rd Saddleworth SA 5413

3. What is your site's asset number? \*

0389

4. Who is your primary contact during bushfire season, please note they must be available during entire bushfire season including holidays and weekends.

Full Name? \*

James Bryant

5. What is the primary contacts phone number? \*

0428517166

6. What is your primary contacts email? \*

james.bryant395@schools.sa.edu.au

7. Who is your alternative emergency contact during bushfire season including over school holidays and weekends?

Full name \*

Melissa Nash

8. What is your alternative emergency contact's phone number? \* 

0484243119

9. What is your alternative contact's email address? \* 

melnashh95@gmail.com

10. What is your satellite phone number? \* 

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. Satellite phones work best when one has a clear view of the sky. The purpose of the satellite phone is to allow you to communicate if it is safe to go outside.

**HANDY HIT:** To call mobile phones use +61 first but to call SEM on 1800 000 279 remove +61 from the screen

0147167845

11. Where is your satellite phone located? \* 

**HANDY HINT**

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

At the front desk in plain sight.

12. Is your satellite phone operational? \* 

\*If your phone is not operational or you do not know how to use it please call 1800 000 279

Yes

No

13. How confident are staff at operating the satellite phone? \*

Everyone should feel comfortable and confident in charging, checking and using the satellite phone.



### After hours Programs on Site

This information will assist the SEM unit in providing emergency services key information regarding the location of students and staff during a bushfire emergency.

14. Does your site operate an OSCH or after-hours care? \*

Yes

No

15. What is the name of the after hours program? \*

OSHC

16. What building or address is your after hours program located in? \*

The main school building

17. Who is the primary contact and alternative contact for the program who will be available all bushfire season including after hours weekends and holidays?

Full Name \*

Melissa Nash

18. What is your primary contacts phone number? \*

0484243119

19. What is your primary contacts email address? \*

melnashh95@gmail.com

20. Who is your alternative emergency contact during bushfire season including afterhours?

Full Name \*

James Bryant

21. What is your alternative contacts phone number? \*

0428517166

22. What is your alternative contacts email address? \*

james.bryant395@schools.sa.edu.au

23. Do you have any other services on site? Eg: Dental, Services SA, sports hire on weekends etc. \*

Yes

No

## Bushfire Preparedness and Planning



This section refers to your site and shelter to ensure you are as prepared as possible in the event of a bushfire.

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 that has been identified as the safest location for staff and students to shelter in response to an imminent bushfire threat.

If a parent attempts to collect their child during an emergency it maybe safer for them to remain onsite in shelter until the emergency has passed to ensure a safe exit on the road.

### 24. Bushfire Fighting Equipment:

Excluding fire extinguishers, sprinklers and fire blankets.

Does your site have any bushfire fighting equipment for CFS: e.g: water storage tanks, fire hoses, etc...?

\*

Yes

No

### 25. Shelter Information:

Where is your bushfire shelter located?

Use google GPS coordinates and provide as much detail as possible including address and building numbers.

\*

To provide GPS coordinates open <https://maps.google.com/>


Search your site, change to satellite images, find the equipment

Right click where your firefighting equipment is and select the first row with the numbers by left clicking the coordinates.

Then paste the numbers below, it will look like this:


-34.171212543348034, 140.74257541440818


-34.08135368152612, 138.7838723272114

26. Please insert a pin on google maps and provide a screenshot of where the shelter is located. (Non-anonymous question) \* 

Please ensure the whole building and entrance, exits are clearly visible.

**HANDY HINT** take a screenshot and save on a word document and upload

 Saddleworth School\_James Bryant.png

27. Does your shelter get regularly serviced and checked? eg: gutters cleaned, vegetation managed, emergency kit checked? \* 

\*It is a site responsibility to manage, maintain and check your bushfire shelter and emergency kit.

Yes

No

## 28. Staff Bushfire Survival Plans

Staff are expected to attend their usual place of work on total fire ban days (including 'catastrophic' fire danger days) unless their workplace has been authorised to close or there are grounds to believe that the journey would place the staff member in harm's way. Factors that may contribute to such determination include the relative safety of the employee's residence and workplace, the distance required to be travelled, the types of roads to be used and the types of vegetation along those roads.

The CFS recommends that members of the community residing in designated bushfire prone areas develop a personal bushfire survival plans (PBSP). In many instances, a PBSP may involve a person relocating to a safer area or caring for a vulnerable family member in response to the deceleration of an 'extreme' or 'catastrophic' total fire ban in their area or in the event of a bushfire.


Staff seeking to be absent from work on a day of 'extreme' or 'catastrophic' fire danger have a responsibility to provide a clear indication of the circumstances under which they intend to exercise their PBSP so that forward planning can be included in the school's bushfire response plan. This should happen at the start

of term 3 (well ahead of the commencement of the fire season).

The development of a PBSP or the requirement to travel through a declared catastrophic fire ban district to attend work does not automatically entitle a staff member to take leave on the day of extreme or catastrophic fire danger. The decision to grant leave must be related to the risk posed by the prevailing conditions and CFS advice.

In instances where the number of staff approved to take personal leave or special leave as a consequence of PBSPs impacts upon a school or preschool's ability to safely deliver 'normal business', the site leader may seek an authority to close which can be facilitated by SEM to the delegated approver.

A standing pre-emptive authority to close will not be issued to a school or preschool on the basis that a high percentage of staff are expected to request a leave of absence on total fire ban days. An authority to close must be sought on the day that the forecast total fire ban is issued by the CFS. Site leaders may be required to explain why alternate staffing arrangements could not have been arranged.

Have you discussed your staff's PBSPs and have a plan prepared if your site cannot deliver normal business? \* 

Yes

No

**29. Camps and excursions**

Camp or excursion planning must take into consideration designated bushfire phone areas during fire danger season.

If a bushfire is burning prior to departure or a catastrophic day is declared in the area of travel then the excursion/camp must be cancelled.

Further information can be found in the Camps and Excursions Policy and Procedures.

The following must be included in planning for camps and excursions conducted in bushfire prone areas during fire danger season.

\* 

Inform the SEM unit of details of camp and excursion details on 1800 000 279  
education.securityandemergency@sa.gov.au



- Notify the nearest Country Fire Service or Metropolitan Fire Service Station of the camp and excursion details
- Identify nearby bushfire shelter locations and safer spaces including those at the campsite
- Inform parents of the procedures the site will adopt on total fire ban days or in the event of a fire
- Ensure staff are aware of fire precautions and restrictions
- Discuss a prearranged signal tone or alarm to notify participants of an emergency and what will occur
- Ensure an emergency survival kit is packed including a battery operated radio, torch, spare batteries, woollen blankets. more information can be found on the CFS website <https://www.cfs.sa.gov.au>

## Shelter preparation



There is no requirement 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.

### HANDY HINT

If you don't have toilets and other sanitary facilities located within your bushfire shelter, consider the use of portable options such as camping toilets, buckets and kitty litter.

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.

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

30. What are your site's toilet and other sanitary facilities options during a bushfire emergency? \*

We have indoor toilets in the same building as the shelter. If these become in-operational we have a store room in the shelter for privacy and kitty litter trays.

31. Will you have adequate supply of toilet paper and hand sanitiser in your shelter? \*

Yes

No

### 32. **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.

Does your site have up to date emergency equipment in your shelter? Who supplies it, where is it located? Eg first aid, wool blankets, water, medications, rolls etc. \*

All first aid supplies, water, snacks, blankets etc. are stored in the store which is part of the shelter.

### 33. **Water Supply**

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, sites will have external supplies such as boxed or bottled water to ensure there is drinking water available at the location.

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

### **HANDY 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.

Will your water supply be affected in the event of a power loss?  
What arrangements are in place to ensure your site has access to water?

\* 

Our water supply will not be affected by power loss. We also have bottled water in the shelter.

## **Bushfire Response Plan**



In this section we explore how your site will respond in an emergency.

### **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.

The SEM unit will be in contact with your site during a potential or actual bushfire emergency. This support is provided to ensure the best possible outcome during an emergency. We ask you to work with the SEM unit as the conduit for information and direction as provided by emergency services being 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.

### **HANDY 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.

Sites DO NOT need to wait for direction prior to enacting emergency procedures including their Bushfire Response Plan. If at anytime you feel unsafe or want to go in shelter it is important you do so and inform the SEM unit as soon as safe to do so: 1800 000 279.

### 34. Method tone/duration to notify of in shelter

Each site should have a 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 In Shelter 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.

What is your tone/sound to notify staff, students and visitors to move in shelter?

\*

We are a small school with 3 classrooms and only 2 are ever in use at the same time. These classrooms are only a short 5m-15m walk from the shelter and main office. The Principal or front desk will phone and/or visit both classrooms if students need to be brought to the shelter

### 35. In Shelter Trigger

When would you prepare to go into shelter? (a minimum of three options is required) \*

- Feeling unsafe.
- Advice from the SEM unit to move to the bushfire shelter.
- Fire in close proximity etc. (can physically see the fire).
- CFS 'watch and act' advice for a fire on an extreme fire danger day for any fire 25km away from the school.
- Emergency Warning from CFS

Other

36. Power and internet often go out in a bushfire what is an alternative way to communicate or raise the alarm about the need to go in shelter?

\* 

We are a small school with 3 classrooms and only 2 are ever in use at the same time. These classrooms are only a short 5m-15m walk from the shelter and main office. The Principal or front desk will phone and/or visit both classrooms if students need to be brought to the shelter.

37. **Communication - Internal and External:**

It is vital you have an up-to-date list of key contacts in your bushfire shelter.

How do you communicate to any class/student off site that you are going in shelter?

How do you communicate to parents you are going in shelter?

\* 

We have phone numbers for each parent. There are only 18 families to call. We would send a group text message.

38. **Communication - SEM:**

How and when do you communicate to SEM?

#### **HANDY HINT**

SEM can support you during a bushfire emergency however timely notification to SEM is vital.

Notify Emergency services of your emergency.

Enact your emergency management plans then contact SEM as soon as it is safe to do so.

\* 

We would enact our emergency management plans then contact SEM as soon as it is safe to do so via phone or Sat phone.

### 39. **Communication - SEM:**

SEM can be contacted Monday - Friday, 8:30am to 4:30pm on 1800 000 279. Outside of these hours this line is monitored, therefore please leave a message and SEM will return your call.

If the matter is urgent please contact your Education Director.

Email: [education.securityandemergency@sa.gov.au](mailto:education.securityandemergency@sa.gov.au) \*

Do you have any questions for us?

No questions

## Bushfire Response Plan R1 and R2 Sites



This marks the completion of your bushfire response plan.

**Before you submit the survey** Please ensure you save and/or print a copy for your records.

**Please tick the box below, to receive an email a receipt of your responses.**

**Security and Emergency Management are not responsible for the storing of your sites plans.**

For any further support or information about Bushfire and emergency management please call 1800 000 279 or email: [education.securirtyandemergency@sa.gov.au](mailto:education.securirtyandemergency@sa.gov.au)

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