

Bushfire Response Plan

St Joseph's School,
Clare



2024 - 2025

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RATIONALE:

This Bushfire Response Plan aims to ensure that all members of the St Joseph's School Community are well prepared in the event of a bushfire in the region that requires the evacuation of the school buildings.

The aim of this procedure is to provide guidance to preserve life and property; to mitigate the potential impact upon students, staff and visitors, in our care.

PURPOSE:

The purpose of the Bushfire Response Plan procedure is to:

- Clearly define the requirements and responsibilities of the site for annual preparation for fire danger season.
- Ensure that staff, students, families, and associated communities are appropriately informed, and effectively prepared for the annual fire danger season.
- Establish clear timelines and critical dates for the completion and regular review of all relevant documentation in collaboration with the school Board.

GENERAL

School authorities have ensured that the school conforms with all Fire Safety requirements of the SA Education Standards Board.

The Principal as Chief WHS Safety Officer on behalf of the School Board, is responsible for the safety and welfare of staff, pupils and visitors to the school and therefore will conduct or delegate authority to ensure that risk management includes:

- 1. Identifying potential dangers;**
- 2. Assessing the Level of Risk;**
- 3. Eliminating the danger or minimising potential negative impacts;**
- 4. Monitoring and reviewing risks;**

Officers have a duty of care and must exercise due diligence with regard to ensuring safety. In order to meet due diligence an officer must:

- 1. Gain an understanding of their school's operations and associated hazards and risks;**
- 2. Ensure that their school is taking appropriate steps and providing appropriate resources to manage risks;**
- 3. In the context of preparing for emergencies, setting up appropriate structures and procedures for dealing with emergencies forms part of the requirement for meeting due diligence.**

Due Diligence

Meeting due diligence for preparation for fire season forms part of an overall risk mitigation plan. This can be found at Appendix A.

PHONE: 000 IN AN EMERGENCY

Policy & Guidelines

In the event that the school site is at risk of being affected by a bushfire, the school is required to follow the direction of authorities. No school should cease or suspend operations without the approval of the relevant Director/Executive Director (or their delegate being the SPL or the Manager: System Safeguarding & Development).

School Bus operations on days of **Catastrophic fire danger**

When a **Catastrophic** fire danger rating is forecast for a Fire District on the next day, all Department for Education (DfE) school bus and taxi services travelling through the affected Fire District will be cancelled (even if not all schools in the District will be closed). Catholic schools which engage private transport contractors should also cancel bus services.

Please be aware that if the CFS issue a **Catastrophic** fire danger rating later than 4.30pm for the next day, it may be too late for DfE to cancel its morning school bus and taxi services; however, the afternoon bus services will be cancelled.

Travel/Excursions/Camps on days of **Catastrophic or **Extreme** fire danger**

Camps and excursion planning must take careful account of contingency procedures during times of bushfire danger. Where possible avoid camp/excursion activities in bushfire prone areas during summer. Safer venues should be sought when it is feasible. The school will conduct risk assessments for Extreme rated days.

If a bushfire is burning prior to departure for an excursion/camp and is likely to threaten the intended excursion/camp site or the path of travel to/from the site, then the excursion/camp must be cancelled.

The following strategies should be adopted by all schools if camps/excursions are conducted in bushfire prone areas during fire danger season:

- i. Travel through areas of high risk should not occur on days of **Catastrophic** fire danger in the specific Fire District and should be avoided on days of **Extreme** fire danger.
- ii. In advance of departure – Inform the nearest CFS or MFS station of the dates the group will be in the area, identify nearby or campsite safe bushfire refuge locations, when seeking parental consent for the camp/excursion inform them of the procedures that will be adopted on Total Fire Ban days or in the event of a fire.
- iii. Prior to and on arrival at the excursion/camp – Give instructions to all participants about fire precautions and procedures in the event of a fire, identify the alarm signal that will be used in the event of a fire and make known the assembly area on the hearing of the alarm, listen to CFS broadcasts or use the 24 hour information hotline: 1300 362 361.
- iv. On declared Total Fire Ban days in the district and/or if a fire is burning – Cancel trips into bushfire-prone areas. If already on camp, maintain close contact with CFS, seek advice from emergency services on evacuation to a safe area, maintain close contact with the Principal and school.
- v. Communication – If a party deviates from an itinerary lodged with the school or relevant authorities, then these changes must be made known. Emergency services may need to respond in the case of an incident and this information is vital for the safety of staff and students.

Arrangements for Staff

The CFS recommends that community members living in bushfire prone areas, develop a personal bushfire survival plan. If such a plan impacts on a staff member's ability to attend, or remain at work, it should be made known in advance to the Principal.

On days of temporary school closure due to **Catastrophic** Fire Danger, school staff are considered to be "working from home" and therefore expected to undertake any professional duties they can reasonably perform at home.

On days when a school is open, staff members who are emergency service volunteers (CFS, SES) or whose family members or properties are affected by a bushfire, may be released from school duties (with pay) providing that such release does not compromise the school's duty of care to students or unduly disrupt the operations of the school.

Staff members who decide to remain away from school due to bushfire risk, as distinct from an actual fire affecting their property, should apply for Leave Without Pay in the usual way. However, staff are expected to sensibly manage their own circumstances. Staff should not put themselves at risk to travel to work. If there is a risk, staff should discuss this with their Principal or delegate.

Schools in Mt Barker, Stirling, Clare, Yorketown and Gladstone

These five Catholic schools are regarded as having a high/very high/extreme risk of bushfire affecting their school on **Catastrophic** fire danger days in their respective Fire Districts (that is, they are the equivalent as those DfE schools designated as R1/R2).

Specific procedures apply to these five schools as follows:

Catastrophic Fire Danger Day declared in advance of a school day

The CFS usually advises the CEO on the next day's Fire Danger Rating for each Fire Ban District at 4.30pm each day.

Where a **Catastrophic** Fire Danger rating is advised to the Catholic Education Office (CEO) as affecting the school on the next day, this will be advised to the Principal who will communicate that the school will be closed on the next day and that no one is to attend the site (including hirers and contractors, OSHC and other on-site services). Additionally, school organised bus services are to be cancelled if they are scheduled to travel through the relevant fire ban district.

The Schools Performance Leader (SPL) and Principal are to remain in close contact, prior to, and during the declaration of the period of closure. Any relevant information provided to the CEO by DfE or CFS will be communicated to the Principal when it is available. Principals are to use their own local sources of information to be apprised of local conditions and keep the SPL and Manager: System Safeguarding and Development informed of any changed circumstances.

Catastrophic Fire Danger Day declared during a school day

Although **Catastrophic** days are usually declared in advance, it is possible for this status to be declared on a day when staff and students are already on the way to, or present at school. In this case the Principal will liaise with the SPL and Manager: System Safeguarding regarding keeping the school open until such time as all students can be safely taken off site, if it is safe to do so by a parent/ caregiver. *An authority for an alternative adult to collect a child must be obtained, preferably in writing (eg. via email or text message).*

All extra-curricular activities (OSHC, sports, drama/music etc) should be cancelled and this action should be communicated to all those affected.

The Principal will liaise with relevant bus services to ensure parents are fully aware of any transport changes.

The school will remain as a Bushfire Shelter in Place location for staff and students until such time as the safety of all students can be assured. Action plans should be developed to ensure the availability of staff to care for children. In some cases, the school may need to remain fully open until the end of a normal school day to ensure duty of care. Advice from SAPOL and other authorities should, of course, be heeded on these occasions.

Requirement to provide a copy of the school's Bushfire Response Plan (BRP)

A copy of the schools up to date BRP is to sent to our SPL by no later than 1 November each year. Added to Appendix A Risk Mitigation Plan.

Action for Bush Fires

PROCEDURES FOR DAYS OF CATASTROPHIC and EXTREME FIRE DANGER IN THE MID NORTH REGION




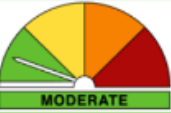
Bushfire Warning System for SA

A Bushfire Information and Bushfire Warning System has been developed by the Police and Emergency Services to alert the community to bushfires and provide advice on what to do during a bushfire. The system is based on two forms of message, distributed by multiple means of communication.

- **BUSHFIRE INFORMATION MESSAGES** will be issued when there is a potential threat to public safety in the immediate area of a bushfire.
- **BUSHFIRE WARNING MESSAGES** will be issued when a bushfire, burning out of control under very extreme conditions, requires an immediate response from the public to ensure their safety and survival.

The School Office and the community should listen out for these messages. With the broadcast of a Bushfire Warning Message, the Standard Emergency Warning Signal (a distinctive siren), will be aired on the radio (ABC Radio Adelaide 891 or ABC North and West SA 639) to assist in drawing people's attention to the situation.

For the management of Bushfire Danger, St Joseph's School follows the Australian Fire Danger Ratings System:

Category	General Advice	Action for schools
 CATASTROPHIC	<p>For your survival, leave bushfire risk areas</p> <p>If a fire starts and takes hold, lives are likely to be lost</p>	<p>SCHOOL CLOSURE and CANCELLATION OF SCHOOL BUS SERVICES for schools in the affected Fire Ban District which have an extreme, very high or high risk rating.</p>
 EXTREME	<p>Take action now to protect your life and property</p> <p>Fires will spread quickly and be extremely dangerous</p>	<p>Catholic Education SA to take advice of fire authorities for Adelaide Hills and other high-risk areas regarding potential for school closure.</p>
 HIGH	<p>Be ready to act</p> <p>Fires can be dangerous</p>	<p>SCHOOL OPEN: normal bushfire plan procedures apply</p>
 MODERATE	<p>Plan and prepare</p> <p>Most fires can be controlled</p>	<p>SCHOOL OPEN: normal bushfire plan procedures apply</p>

Bushfire Risk Ratings

Clare Schools are rated as R2 – High Risk

Gladstone, Yorketown, Stirling and Mt Barker (CESA schools) also rated R2

Procedure for when fire threatens our area

- a. Our fire drill arrangements are based on our knowledge that the new Middle School Hall would provide the safest refuge in the immediate vicinity in the event of a **bushfire** likely to impact the school. The Astro-Turf Court is a safe refuge in the event of a fire **in our building(s)**.
- b. In the event of a fire in our 'area' we shall make every effort to ensure that **no student is allowed to leave the school to go home** to an area threatened by fire.
- c. **No student** will be able to leave the school before their normal dismissal time **unless previous authority has been received from a parent or guardian**. Parents must not collect any other child/ren unless they have written authority from their parents.
- d. **All** excursions/trips will be cancelled on an Extreme Fire danger-rating day.
- e. The Clare Council Office (8842 2700) and Police (8842 2711) will be informed that the children are being held at the school, by the designated Communications Officer (refer Appendix D).
- f. No parents, staff or children should move into a risk area. Parents in threatened areas are strongly encouraged to delay collecting children from the school until the danger has passed.
- g. School staff are on duty and the safety of children in their care (and their own safety) is first priority before concerns for property.

See Appendix I – Bushfire Guide

Fire Actually Threatening The School

1. Follow fire drill procedures for a bushfire.
2. Maintain *Shelter In Place* (SIP) until the fire passes.
3. Wet cloths from the water in the buckets are distributed to students. These can be put around neck or head for comfort purposes. Water boxes opened for replenishing drinks, etc
4. Staff take lead in keeping children calm and occupied eg: small group games.
5. Ensure as best as is possible, that all persons are located away from the windows and that unnecessary movement is limited
6. Remain in *Shelter in Place* (SIP) until further instructions are given.

Staff to follow checklist for designated role/area

Total Fire Ban Day

Total Fire Bans may be declared in some Fire Ban Districts or across the whole state on days when high temperatures, strong winds and low humidity could cause fires to become uncontrollable.

See Appendix I – Bushfire Guide

TEACHER'S CHECKLIST

COPIES OF THIS CHECKLIST ARE TO BE PASTED IN CLASS FOLDERS. YOU WILL BE NOTIFIED VIA SCHOOL INTRANET BY THE FIRE WARDEN, WHEN A CATASTROPHIC or EXTREME FIRE DANGER RATING HAS BEEN DECLARED.

Staff are encouraged to develop and maintain routines throughout the fire season to be prepared, eg: each day children fill their water bottles after each break.

Catastrophic Fire Danger Rating

Our school is rated as high fire risk (R2) and **WILL CLOSE** on days forecast **CATASTROPHIC** fire danger. An SMS will be sent to all parents regarding school closure, if there is a rating of **CATASTROPHIC** for the following day. Buses do not run on catastrophic days.

In the event that a Catastrophic day is called during the school day when staff and students are present at school, the Emergency Evacuation Bell will sound (1 x 30 second continuous bell). Staff are to walk students to the Evacuation point in a calm manner. Staff will be advised that a Catastrophic day has been declared and the Principal or second in charge will direct teacher/Students to their classroom, where teacher will advise students of the rating change. Classes will then be asked to collect school bags and make their way to the Middle School Hall with their teacher. Students will be collected by their parent/s. Admin Staff will notify parent/s. and check students off as they leave from the hall.

Extreme Fire Danger Day

The actions of this checklist are to be automatically implemented when: -

- A day of extreme fire danger is proclaimed in the Mid North Region or statewide,
 - The Chief Fire Warden and/or fire committee deem such action warranted.
1. Cancel excursions planned for the day
 2. Record absences at the beginning of every day. (via SEQTA)
 3. Check access to and from all rooms. Unlock all doors. Remove obstructions.
 4. Notify Office Administration via SEQTA roll or other correspondence promptly in the morning.
 5. Admin staff to print hard copy of attendance and absences in case of power failure.
 6. Notify students that an Extreme fire danger rating has been declared.
 7. Remind students of fire drills (both internal and bushfire).
 8. Keep a record of those children who are taken from the school throughout the day by their parents or authorised substitutes (Record at Front Office).
 9. Designated Fire Warden ensures hoses are connected to external taps on all Extreme Fire Warning days.

Bushfire Reported in the Immediate Local District

1. Avoid panic and stay calm.
2. Notify students that a bushfire is threatening. Remind the children of need for orderly movement.
3. Communications Warden sends SMS to families
4. Use Emergency Folder check roll and account for all students.

5. Discuss fire drill procedures with students.
 6. Close Windows.
 7. If time permits collect
 - Classroom Folder
 - Classroom extinguisher
 - Protective clothing, valuables, spectacles
 - Cloths (chux), blankets, towels, art smocks
 8. Students line up at the door.
 9. Fill water bottles if able.
 10. Walk to designated *Shelter In Place* (Middle School Hall).
 11. Take charge of your own class group.
 12. Collect and re-mark class roll and notify Principal or POR (designated authority) of missing children.
 13. Pass class roll to Principal or POR (designated authority).
 14. Seat students in predetermined area of the Hall and keep them occupied quietly (eg: reading stories).
 15. Remind children of the procedures to be implemented when fire front passes through the school.
 16. Talk through the likely course of events and subsequent actions you will take.
 17. Stress the need for calmness and orderly movement.
 18. If students are collected by parents, they must be signed out for the day by parents so that school know students' whereabouts.
- Designated Wardens station themselves at Entry & Exit points.

Fire Actually Threatening The School

1. Follow fire drill procedures for a bushfire (as above).
2. Maintain *Shelter In Place* (SIP) until the fire passes.
3. Wet cloths from the water in the buckets are distributed to students. These can be put around neck or head for comfort purposes. Water boxes opened for replenishing drinks, etc
4. Staff take lead in keeping children calm and occupied eg: small group games.
5. Ensure as best as is possible, that all persons are located away from the windows and that unnecessary movement is limited
6. Remain in *Shelter in Place* (SIP) until further instructions are given.

ADMINISTRATION CHECKLIST

To be displayed in Front Office area and be readily available

Catastrophic Fire Danger Rating

St Joseph's School Clare is closed. No-one is present on site.

Signage informing school closure to be displayed on Front Door and main site entrance.

In accordance with DE Emergency Management Framework, all school bus routes are cancelled on a day forecast 'catastrophic' fire danger provided the school exists in the relevant fire ban district.

St Joseph's and Clare DofE schools are in the R2 category of High Risk.

In the event that a Catastrophic day is called during the school day when staff and students are present at school, the Emergency Evacuation Bell will sound (1 x 30 second continuous bell). Administration team are to notify parents via SMS or email to collect students if safe to do so. An authority for an alternative adult to collect a child must be obtained, preferably in writing (via email or text message). Administration staff to bring hard copy of all class roles to the hall foyer. Parents will be asked to enter via the Northern door of the middle school hall, collect their student/s and be ticked off when exiting via the Southern door of the middle school hall (foyer on Victoria Road).

Extreme Fire Danger Rating

Administration Checklist

1. Principal to notify staff (via intranet) that an Extreme fire danger rating has been declared and those checklist actions must be followed.
2. Ensure radio is switched on and tuned into ABC and monitored by Fire Warden at all times.
3. Wardens to monitor phones and ensure they are constantly charged.
4. Review safe area. Clear doorways.
5. Admin Fire Warden checks that absentee lists are marked and all available. Takes note of early departures and collects sign in/out book

Bushfire Reported In the Immediate Local District

Administration Checklist

1. Stop. Think. Avoid panic.
2. Chief Fire warden notifies staff and teachers that a fire is threatening our area of concern.
3. Admin Fire Warden - ensure attendances and absentees are printed from SEQTA in case of power failure
4. Collect:
 - Absentee lists and attendance by roll class
 - Medical records
 - Additional Assistance Register
 - First aid kits and refrigerated medications
 - Fire protection blankets
 - Fire Warden has ensured hoses connected to external taps on Extreme Fire days

Fire Actually Threatening The School

Administration Checklist

1. Remember to stay calm.
2. Ensure radio is on and tuned to (ABC Radio Adelaide 891 or ABC North and West SA 639)
3. Keep written record of parent pick-ups prior to evacuation
4. Advise CFS (000) if not already done so.
5. Notify all staff, with the 30 sec bell, that a fire is threatening the school and to implement *Shelter in Place* mobilization immediately.
6. Check that all staff, teachers, students and visitors are accounted for.
7. Students may sit in family groups when checklists have been completed if this is deemed appropriate and beneficial.
8. Implement search procedures should anyone be unaccounted for.
9. Isolate electricity in all buildings if possible.
10. School phone is diverted to Principal's mobile as a matter of course. If Principal is absent from site, divert phone to mobile of next Senior Warden on site.
11. Collect and take the additional following items to safe area – Middle School Hall.
 - Absentee lists
 - Medical records
 - Additional Assistance Register
 - Fire protection blankets
 - Extra First aid kits and **refrigerated** medication
 - Mobile phone + charger, Laptop + charger
12. Locate students in the area of the room away from the fire front if possible.
13. Follow the drills.

FIRE WARDENS:

Chief Fire Warden:

APRIM
Helen Hay



Fire Warden:

Bursar
Sarah Werfel



Fire Warden:

Assistant Principal
Tom Gilligan



Fire Warden:

Principal
Joseph Hicks



Date: January 2025

Review date: July, Term 3, 2025

Appendix A: - RISK MITIGATION PLAN

Ensure:

- There are six-monthly checks of fire extinguishers, blankets and fire hose reels;
- There are six-monthly checks of emergency fire equipment in Front Office;
- All Wardens to have up to date Fire Warden training
- There are regular checks of emergency fire equipment in Front Office; including signage, supplies, contact lists, First Aid kits, emergency supplies including battery powered radios.
- Test communications, SMS and email to parents & staff at the beginning of the school year and prior to the start of fire season.
- Classroom Emergency contact folders updated at the beginning of Term 1 and Term 3.
- Staff are familiar with the placement and use of fire equipment;
- Emergency drills occur approximately four (4) times/year, during the first weeks of each term. All staff and children learn to react immediately and appropriately to the siren. One of these drills will be a *Shelter in Place* practice procedure with all students and staff proceeding to Middle School Hall;
- Bushfire procedures will be reviewed and updated by the Emergency Response Team before the end of Term 3.
- Regular bush fire season reminders will be included in the School Newsletter during Terms 1 and 4
- Fire awareness – fire safety lessons regarding bushfire procedures are included in the curriculum at certain year levels
- Regular maintenance of buildings and grounds is carried out to ensure a safe environment eg: fire prone areas are cleared, gutters cleaned regularly, trees lopped and trimmed, windows and doors fit snugly, timber surfaces are painted etc, and documented appropriately.
- In regard to students travelling by bus, St Joseph's School follows Clare High School's '*Bushfire Action Plan*'. Refer Appendix B (Attached);
- All of the above checks are documented and signed off annually, at the end of Term 3, in readiness for the next fire danger season.
- In the event of a Catastrophic rating during the school holidays. Senior Warden to contact staff and contractors to notify them that they CANNOT be onsite.
- While all schools should maintain a Bushfire Response Plan as a subset of the school's Emergency Management Plan, **the five schools which have been identified as having the highest bushfire risk on Catastrophic fire danger days must also forward a copy of their up to date BRP to their SPL by no later than 1 November each year.**

PHONE: 000 IN AN EMERGENCY

Appendix Ai: - RISK MITIGATION – EQUIPMENT LIST

Fire Hoses

Primary School: Corridor between Library and Star Fish Room.

Middle School: In cupboard by northern entrance (double doors) in Hall

Rainwater Tank

At rear of Boy's Toilets (JP) , adjacent New Hall (eastern side), at end of carpark ramp (Cnr Gleeson/King Sts)

Mains Water Points

Bottom Oval-Strickland St, outside Yr. 7 Room, Victoria Rd.

Oval –is well maintained

Communication

Telephones: -

1. Front Office
2. Bursar's Office
3. Principal's Office
4. APRIM / Assistant to Principal Office
5. Staff Room
6. Computer Room
7. All classrooms
8. Mobile phones carried by Senior and Deputy Fire Wardens
9. Middle School classrooms, staffroom, staff prep room, offices
10. Middle School Kitchen
11. New Hall storage area

Signage:-

Pre-prepared (laminated) and held by designated wardens in their classroom kits (eg: instructions for public to be placed on gates, front door, or other determined locations.

Extinguishers

Every Room

2 Radios - Battery operated in are held in the Front Office

- 1 – held in kit and batteries checked/replaced regularly (Term 3)
- 2 – Radio powered and on during fire season at Fire Warden's desk

First Aid Kit

1. General in First Aid Room (Front Office)
2. Portable Kit (in First Aid Room)
3. Portable Kit (Hall Kitchen)
4. Middle School First Aid Room
5. Middle School Kitchen

Candles –

- Front Office for use in event of blackout
- In Staffroom
- In Kit

Torch – in Front Office (battery checked in Term 3)

Bins

Class rubbish bins – plastic for filling with water on Level 2 or 3 alert

Warning Signal – 1x30 second continuous burst.

Back-up Signal - Air Horn in Front Office or old hand bell

Emergency Fire Box	Safe Refuge Kit
Copy of Evacuation Plan	Emergency torch (2)– Small dolphin AA batteries and spare batteries, dolphin 6 volt
List of Key contact numbers	Paper Filter Masks x 20
Class lists	Baby wipes
Town map	Sick bags x 11
Battery Powered radio + spare batteries	Female sanitary items
Air Horn + spare air canister	Chux cloth
Asthma Puffer / cardboard spacer	Medium Glad bags
Epi Pen	Roll of Duct tape
Zip ties	Hi Viz vests – 3xorange, 1xyellow
Candles/matches	Gloves
Scissors/pen/highlighter	Face masks
Emergency Response Note	Hand sanitizer
A4 exercise book	Black plastic sheet
	Drinking cups x 110
	Flannels x 5
	Bath Towels x 4
	Blankets 90% wool x 5
	Bottled water x 236
	Large Plastic rubbish bins with lids x 3

DVDs

- * Safe Refuge Kit located in Middle School Hall (Female changeroom)
- * Safe Refuge Kit to be checked & updated annually in Term 3
- * Bottled water packs to be stored with Safe Refuge Kit [check expiry date on bottles each year]

Appendix Aii: Safe Refuge Kit - Essential Items Supply Plan

During an emergency, utilities such as power, water supply and communications may be affected. Maintaining a stock of items at the SIP location as well as in your Warden's kit may assist in alleviating trauma experienced by the occupants and aid the recovery process after an event.

Some items for inclusion are:

√	ITEMS	Checked or Replacement date	Sign Initials
	Battery powered radio		
	Waterproof torches		
	Back-up charged Mobile Phone		
	Battery powered radio and spare batteries for all devices		
	First Aid Kits including guidebook and asthma kit		
	Toiletries (soap, handwash, alcohol wipes, toilet paper, tissues, sanitary products)		
	Bottled drinking water		
	Wool blankets		
	Flannels/Towels		
	Candles with matches		
	Dust masks, plastic sheeting and duct tape (for Shelter-In-Place)		
	Children's Activities (board games, colouring in books and pencils, toys, etc)		
	DVDs (G) – if able to run AV equipment		
	Megaphone		
	Whistle (to signal for help)		
	Notebook & Pen		
	Emergency Medication Kit [Epipen, Asmol, Zyrtec, Panadol]		
	Bins for water		
	Air horn		
	RECORD COMMENTS re: activity usage/adapt for next event		

Appendix B: - Bus Transport

CLARE HIGH SCHOOL & BUS TRAVEL

As part of the bushfire strategy where Clare High School is a safe site, they may have to keep the buses here at the school in an emergency, if this occurs during school hours. Bus students will remain at school supervised by teachers.

If an emergency arises, the buses *will be grounded* at Clare High School until the “all clear” has been given from the police according to their evacuation procedures.

Announcements of the “all clear” will be broadcast on ABC Radio Adelaide 891 or ABC North and West SA 639 and possibly 1044 (5CS).

These notifications are informed advice made by the CFS to the media.

The Principal will make the decision in consultation with the **Work Health & Safety** Representative and the Bus Coordinator. If buses are held at Clare High School, parents should be instructed to come to school only after the “all clear” has been given.

Parents are not to come to school if there is a fire danger.

Footnotes

1. Chief Fire warden or **Communications Officer** from St Joseph’s will ring Clare High School to ascertain if buses are cancelled, and to receive “all clear” that buses are reinstated to travel. NB: it may be that a particular bus route remains cancelled.
2. The determination regarding cancellation of buses is to be made by the DfE transport unit under advice from the CFS. If a bus presents for student pickup, children *may* not be released for transport. Before relinquishing students from their care, St Joseph’s school will check, and only act upon official notification via Clare High School.



Bushfire Action Plan

VISION: Clare High School is a learning community that inspires, supports and challenges every young person to engage in achieving success, fostering education, social development and wellbeing.

First Developed: November 2007

Last Reviewed: March 2017

RATIONALE:

The Bushfire Action Plan Policy (BAP) has been developed to ensure that the members of the school community are well prepared in the event of a bushfire in the region. The Bushfire Action Plan Policy has been developed in conjunction with CFS 'Bushfire Action Plan' recommendations and DECD External Fire (Bushfire) Preparedness Safety Checklist and Compliance Audit and the Clare Country Fire Service. This Bushfire Action Plan has been developed using a DECD template.

AIMS:

- Protect and preserve life
- Protect and preserve property

GENERAL INFORMATION:

1. The BAP outlines required actions to prepare the site before the bushfire season and the building nominated as the site Safe Refuge.
2. The BAP also outlines activities to be undertaken by staff and students at the different levels of a bushfire emergency:
 - on Catastrophic – Code Red ratings
 - on days of Total Fire Ban
 - 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 (known as the 'Recovery Phase')
3. The school Gymnasium is the nominated bushfire Safe Refuge for this site. It has been prepared for a bushfire emergency and will safely accommodate all persons normally on the site. Students, staff and visitors present at Clare High School will move to the Gymnasium when a bushfire threatens the site. The CHS Gymnasium is also the nominated Safe Refuge for members of the Clare Valley Children's Centre and members of Clare Valley Children's Centre.
4. The Principal/Delegate will forward a copy of the site BAP to the Clare CFS Brigade, DECD and school families each time an amendment is made to BAP.
5. The BAP is published annually.
6. The Principal/Delegate will include bushfire season reminders and information in site newsletters during term one and four. The Clare High School Information Booklet includes detailed information about actions and procedures included in the BAP.
7. All staff members receive BAP information/training each year through the role of the school's WHS committee. The Principal/Delegate 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 CLARE HIGH SCHOOL FOR A BUSHFIRE:

1. An Emergency Response Team has been established and members instructed on their roles and responsibilities. Their roles and responsibilities are detailed throughout the BAP. The members are:-
 - The Principal/Delegate
 - WHS Safety Officer
 - School Fire/Emergency Services Officer
 - School Groundsman
 - Any staff CFS volunteers
 - Student Services Officer
2. The Emergency Response Team will review the Bushfire Action Plan annually
3. The WHS Safety Officer will ensure that an emergency bushfire safety drill is carried out annually by students and staff
4. The Emergency Response Team will provide all staff and regular visitors with annual BAP training.
5. The Emergency Response Team has the nominated nearby townships and areas surrounding Clare, Spring Gully, Blyth, Armagh as the 'local district' in this BAP.
6. All staff members have been allocated roles and responsibilities at the various stages of the Bushfire Action Plan. These individual roles and responsibilities are included in later sections of the BAP.
7. The school Senior Admin Office will monitor local ABC radio for CFS Bushfire Information and Warnings Messages on days of high bush fire danger and pass on relevant messages to the Principal and other members of the Emergency Response Team.
8. An External Fire (Bushfire) Preparedness Safety Checklist and Compliance Audit will be completed annually. This document will be signed by the Governing Council, Site WHS Representative and The Principal. It will also be forwarded to DE for appropriate authorisation.
9. During a bushfire threat, the school siren will sound continuously. Staff and students will follow standard evacuation procedures moving efficiently to the Safe Refuge area (School Gymnasium). A portable pressure pack gas siren and spare gas canisters have been purchased for use in signalling a move to the Safe Refuge during periods of electricity blackout. It is stored in the Emergency Supplies kit located in the front office of the school.
10. During a bushfire evacuation, staff will follow standard evacuation administration procedures.
11. A Safe Refuge kit of emergency supplies is stored in the School Gymnasium. The kit contains a copy of the BAP and staff roles and responsibilities, important telephone numbers, street directory, battery powered radio, spare batteries, torch, first aid kit, gas siren and spare canisters, drinking water, sweets/nibbles, blankets, towels, duct tape, plastic sheeting etc. This kit is located in the equipment storage area of the gymnasium.
12. The kit is to be checked annually by the school's WHS committee to ensure contents are fresh and operational.

THE SAFE REFUGE:

1. The School Gymnasium is the nominated 'on site' bush fire Safe Refuge for use by Clare High School students and staff. The Safe Refuge has been clearly identified and signed. Students are reminded of the location during bushfire drills, and articles in the Parent Information Book and site newsletters reinforce the location of the Safe Refuge.
 2. The Safe Refuge 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. This site has been assessed as being in an area of 'Moderate' fire danger. Windows in the building have been fitted with toughened glass.
 3. The School Gymnasium can be easily and quickly reached from all areas of the site and safely hold the 600 persons normally present.
 4. Students and staff practise using the Safe Refuge and moving to it from a number of areas around the site during emergency bushfire drills annually.
 5. Blyth Road and the school car park which enters from it, allow easy access to the Safe Refuge by vehicles after an intense bushfire. An alternative entry point to provide vehicle access to the Safe Refuge will be through the school oval gate on Eastern Boundary (Jim Barry's Private Access Road) or entry to the school oval via Elliott Street.
-

6. Newsletter bushfire updates will remind families of the alternative entry point. Parents are advised in school publications to park cars on the school oval north of the Gymnasium and make their way to the school on foot when the area is declared safe by the Emergency Services.
7. It is likely that other members of the Clare community (including CVV) will shelter in the site Safe Refuge during a bushfire. To ensure the appropriate supervision and safety of all, students will remain seated with their class and roll class teacher
8. A safe 'Refuge' kit containing essential items for use during a bushfire emergency is found in the equipment storage area of the gymnasium. This kit also contains a fully stocked first aid kit.
9. Mains water, toilets and showers are supplied in the Safe Refuge area.
10. An Emergency Supplies kit has been assembled in a single container for ease of collection and transportation to the Safe Refuge by the Front Office SSO.
11. Student and staff medications have been listed, and are easily assembled and transported to the Safe Refuge by the Front Office SSO.
12. Student rolls and staff/visitor registers are readily available. SSO will accurately record :-
 - those present when the move to the Safe Refuge takes place
 - those who have left the site before the move
 - those who leave the site after the bushfire emergency has passed.
14. In order to ensure a safe and orderly operation, a decision to move all persons into the site Safe Refuge will be made at the discretion of the Emergency Response team when any of the following agreed 'triggers' are reached.
 - CFS Information and Warning messages broadcast on the local ABC radio indicate a fire is moving towards Clare.
 - The local Emergency Services advise that a bushfire is likely to impact on the site.
 - There is a confirmed sighting of nearby smoke or flame.
15. Staff, students and visitors will not be permitted to leave the Safe Refuge area until instructed to do so by the School Principal, Emergency Services Personnel or the Police.

CATASTROPHIC – CODERED ANNOUNCEMENT:

1. The school student services officer and/or the receptionist notifies all feeder schools to Clare High School via fax that a 'Catastrophic – Code Red' rating has been declared for the Mid North region. This fax requests that feeder schools notify bus families that all bus services will be cancelled for the following day
2. The school bus manager notifies all CHS families by email that a Code Red rating has been declared for the Mid North region and that all bus services have been cancelled for the following day.
3. The Leadership Support (ICT Coordinator / AP) notifies all CHS families by SMS text messaging that a Code Red rating has been declared for the Mid North region and that all bus services have been cancelled for the following day.
4. The Leadership Support (ICT Coordinator / AP) notifies all CHS staff and students by memo/email that a Code Red rating has been declared for the Mid North region and that all bus services have been cancelled for the following day.
5. The principal/delegate ensures that the Bushfire Emergency Response Team is prepared in the event of a bushfire.
6. The principal/delegate ensures that adequate supervisory/duty of care provisions are in place to ensure the safety/wellbeing of students is maintained in a Catastrophic – Code Red day.

TOTAL FIRE BAN DAY

1. The Principal/Front Office staff will inform students and staff in the 'Morning Notices' that a day of Total Fire Ban has been declared.
2. During the roll class, students will be reminded of site bushfire emergency procedures and drills and referred to laminated bush fire emergency posters displayed in all classrooms.
3. Students will be reminded of the procedures to be followed if a school bus is overtaken by a bushfire.
4. The school Senior Admin Officer will monitor ABC Radio for CFS Information and Warning Messages.
5. Student excursions away from the site may be cancelled for the day and rescheduled if the excursion destination and travel route are likely to be impacted by a bushfire.

6. Off site meetings for all staff may be cancelled if the meeting destination and travel route are likely to be impacted by a bushfire.
7. Staff members on yard duty will monitor weather conditions while students are on breaks or outside and report any concerns to the Principal/Delegate.
8. The container of Emergency Supplies kit will be prepared by the Front Office SSO and be ready for transportation to the Safe Refuge if required.
9. The Front Office SSO and First Aid SSO will update student and staff medication list and prepare medicines for transportation.
10. Grounds staff will check that pumps, sprinkler systems and grounds irrigation are operating correctly and hoses are attached.
11. All staff will ensure that all hazards (eg bench seats, bags etc) have been removed from passages and walkways and stored in a safe location.

FIRE REPORTED IN THE LOCAL DISTRICT:

1. If a bushfire has been reported in the nominated local district, (Blyth, Spring Gully, Clare, Armagh), the Principal/Delegate will inform students and staff of its location and to remain on bushfire alert.
2. The members of the site Emergency Response Team will be called together to put into place the pre determined bushfire emergency procedures. These team members will maintain a visual check of the surrounding area.
3. The school Senior Admin Officer will carefully monitor ABC Radio for CFS Information and Warning Messages and provide site leaders with updates concerning the latest location of the bushfire front and any impact it may have on the site.
4. The Principal/Delegate will advise the District Office that a bushfire has been reported in the nominated local district. The Principal/Delegate will liaise with local CFS Brigade to obtain the latest information and advice about likely effect of the bushfire on the site.
5. The Principal/Delegate will cancel on site outdoor activities for students.
6. The Front office SSO will identify and list all students and staff who live in the area reported to be affected by the bush fire. The Front Office SSO will record the names of any students who may be collected from the site by parents during the day. The Computing Technical SSO will back up all site computer records.
7. The Emergency Response Team will assess if it is safe for students to take outside recess and lunch breaks and notify all classes of their decision. The ER Team will assess if it is safe to release students from the site at normal dismissal time. If specific school bus routes or local roads are impacted upon or threatened by the bush fire, they will make arrangements to supervise the affected students until the Emergency Services report that the situation is safe to release them from the site.
8. Ground staff will prepare and test bushfire pumps, sprinkler systems and grounds irrigation systems. These personnel will turn on sprinklers and irrigation systems hourly to dampen surrounds and they will turn off all external gas cylinders.
9. The ER Team will check and prepare the Safe Refuge, close blinds and windows, wet towels, prepare drinking water, arrange appropriate locations for local community members, ready fire extinguishers, remove hazards from passageways etc.
10. All class teachers will encourage students to top up personal water bottles during the day so that they have adequate drinking water should a move to the Safe Refuge become necessary.
11. All class teachers will encourage students to assemble personal belongings (books, pencils, games, clothing, bags etc) and keep them close by should a move to the Safe Refuge become necessary. All class teachers will encourage students to use the toilet regularly during the day and all staff will undertake their assigned roles and responsibilities.
12. The Front Office SSO will alert visitors and volunteers of the situation during the registration process and advise them of action to take should a move to the Safe Refuge become necessary.
13. The ER Team will liaise with SAPOL, the school bus operator and school bus drivers to determine any likely impact of the reported bush fire on school bus routes.

14. School buses will not leave site unless a clear directive is given to the Principal by SAPOL or CFS Incident Management indicating bus routes are safe to travel. If a bush fire prevents school buses leaving the site or students from boarding public buses, the school staff will supervise students remaining on site until they are collected by parents.

FIRE IN IMMEDIATE VICINITY OR IMPACTING ONSITE:

1. The 'triggers' for a move to the Safe Refuge have been detailed above. All staff, students, visitors and parents are aware and prepared for the move that will take place when the 'triggers' are reached.
2. When a 'trigger' is reached, the agreed alarm signal or the gas powered siren will be sounded continuously by front office staff on the direction of the Principal/Delegate.
3. All students, staff and visitors will move to the Safe Refuge on hearing the siren or being informed personally by members of the ER Team.
4. All staff will assist students to move to, and assemble in, the Safe Refuge.
5. Grounds staff will turn on bushfire sprinklers and grounds irrigation systems only after determining that the task can be undertaken without placing themselves in undue danger.
6. Front Office Staff will notify parents via the pre arranged SMS mobile phone message that students are moving into the Safe Refuge. District Office will also be alerted that staff and students have been ordered to move to the Safe Refuge.
7. All staff will take the fire extinguishers with them from their classrooms to Safe Refuge. The fire extinguishers are to be placed on the floor inside the doorway on arrival.
8. Staff will close all doors and windows and turn off air conditioners as rooms are vacated.
9. The Principal/Delegate will ensure all site personnel are accounted for and in Safe Refuge. Classroom teachers will do a roll call of students in their care. Front Office SSO will monitor visitors and volunteers.
10. The Emergency Response Team members will institute search procedures for missing persons if needed. The Emergency Response Team members will liaise with CFS /MFS units and other Emergency Services if on site.
11. All persons sheltering in the Safe Refuge will prepare for arrival and passage of the fire front. The Emergency Response Team will :-
 - ensure all persons are located away from windows and unnecessary movement is limited.
 - provide regular updates at an appropriate level to students and adults
 - describe the situation that can be safely observed outside the building to all persons in the Safe Refuge.
 - assist all students and adults to remain calm.
 - outline possible plans of action after the front has passed with the students.
12. The Emergency response Team members will check for and attempt to extinguish spot fires in side or impacting on the Safe Refuge as necessary. It is not expected that they will undertake major fire fighting activities. They are not expected to put themselves in any dangerous situations.
13. All staff will undertake their assigned roles and responsibilities.

RECOVERY AFTER THE FRONT HAS PASSED:

1. The Principal will ensure no one leaves the Safe Refuge until the situation outside has been assessed as safe by the members of the Emergency Response Team or members of the Emergency Services.
 2. The Emergency Response Team members will make an assessment of the need for, and if necessary begin preparations to care for students for an extended period of time.
 3. Nominated staff members will remain on duty until all students are collected from the site by their parents.
 4. Snacks, drinking water, blankets, games, books etc are available to meet immediate and extended needs of students waiting to be collected by their parents.
 5. The Front Office staff will check for and treat any injuries.
 6. The Emergency Response Team members will check the building for damage and burning embers and extinguish small fires in or near the Safe Refuge.
-

7. The Principal/Delegate will liaise with Emergency Services on site as soon as possible.
8. The Principal/Delegate will advise the District Office of the current situation as soon as the position becomes clear and it is safe to do so.
9. The Emergency Response Team members will determine if there is a need to evacuate the Safe Refuge.
10. The Emergency Response Team members will determine an alternative safe location if required.
11. All staff members will begin to reunite families at a safe location when the situation has been declared safe and vehicles can safely access the site.
12. The Front Office staff will record names of students and person collecting them as they leave the site.
13. All staff undertakes their assigned roles and responsibilities.
14. The Principal, Emergency Response Team, staff and students (where appropriate) will undertake a debrief of the bush fire emergency situation and the procedures undertaken at an appropriate time shortly after the incident.
15. The Principal will seek support for students and staff from counsellors and social workers when appropriate.
16. The Emergency Response Team will review the effectiveness of staff instruction undertaken before the bush fire emergency in light of the experience in order to ensure that lessons learnt are captured for future benefit.
17. The ER Team will arrange to have fire fighting systems checked and readied for use again.
18. The Front Office staff will replenish the Emergency Supplies package.
19. The Principal will arrange to have the appropriate authorities assess the safety of site buildings once the area is declared safe.
20. The Principal will complete the relevant report available from www.crisis.sa.edu.au

OTHER REFERENCES:

- Standard School Evacuation Policy / Procedures.

EVALUATION:

This policy will be reviewed as part of the school's three year review cycle.

The school's Leadership Team and Governing Council last ratified this policy in...

March 2017

Appendix C: - Designated Evacuation Routes

ROUTES

Each area has two evacuation routes, **which will be reviewed annually.**

OPTION 1

Junior Primary Classes:

Evacuate through main door and proceed between the Hall and Church to Assembly Point. Modified for 24/25 season to be the same as Middle Primary.

Middle Primary Classes:

Evacuate through door and proceed between the Church and Main Building to Assembly Point.

Upper Primary Classes:

Evacuate through door and proceed to the Assembly Point via stairs and asphalt/shade area.

Middle School

Ground Floor: students to exit via northern doors, or breezeway in direction of oval (north) or Victoria Rd (South) depending on location of fire.

First Floor: Students to exit via stairway on northeast of building, or via internal stairs to exit on south-western side of building, nearest Victoria Rd.

Administration:

Evacuate through the nearest exit and after responsibilities are completed, proceed to Assembly Point.

Hall:

Evacuate through side door to Assembly Point.

Library:

Evacuate through front door and make way along paving adjacent to Victoria Rd to Assembly Point.

Church:

Evacuate through main doors to Assembly Point.

Adaptive Ed/ESO Rooms:

Evacuate through rear door and continue between Church and Administration Area to the Assembly Point.

Rainbow Reading & Quick Smart Rooms:

Evacuate through rear door and continue between Church and Administration Area to the Assembly Point.

Middle School

Evacuate through doors to oval and make way to Assembly Point.

OPTION 2: as shown on the map displayed in each room.

Refer Appendix F Site Plan – Option 2 displayed with blue arrows.

Appendix D: - ROLE ALLOCATION & STAFF DESIGNATED RESPONSIBILITIES

Roles will be revised REGULARLY – as part of the annual review in Term 3.

Roles are allocated in correlation with proximity so that all areas can be checked efficiently and responsibility is shared. Area checks should not be the sole responsibility of a given person. The allocation of deputies is advisable to ensure coverage of staff /leader absence.

The **Chief Warden** remains free to oversee and direct evacuation or shelter in place/lockdown.

Chief Fire Warden

Helen Hay

- Leads and directs Evacuation/shelter in place/lockdown
- Observes daily warnings in conjunction with Communication Officer
- Ensures annual reviews occur in a timely manner
- Liaises with CESA/DE representatives



Communications Officer

Sarah Werfel

- Check Fire warnings daily and communicates accordingly
- When required to take shelter (SIP) Close gate and post signage
- Ring the siren for 30 consecutive seconds for evacuation



Location Wardens:

Junior Primary, Front Office, Administration Buildings & First Aid Officer

Gabrielle Kitschke / Nicola McMurray

- Check all classrooms empty
- Check St Michael's Hall, Church, Maintenance Shed
- Conduct audit checks annually on all equipment, kits and documents



Middle Primary

Joseph Hicks

- Check all classrooms empty
- Check JP Toilets, Literacy Room, Quicksmart, Adaptive Ed/ESO, Library



Upper Primary

Joseph Hicks

- Check all classrooms empty
- Check UP Toilets, Uniform Shop, Music Room

Middle School / Deputy Warden

Tom Gilligan

- Check all classrooms including Maker Space & Science Room empty
- Check staff areas are empty
- Check MS Toilets, Hall, Agriculture block



Grounds – Allocated to available personnel at Evacuation Point

Michelle Edmondson

- Attend to gate duties – Position self at gate to communicate with visitors
- When required to take shelter (SIP) Close gate and post signage



Appendix E: - GLOSSARY OF TERMS

Where practical, the school has aligned terminology with DfE schools' Emergency Response Procedure, to support shared communications and a consistent message to all families.

Evacuation	An emergency response to a scenario where there is an evident or suspected threat to a building or facility that results in all building occupants relocating to an external area or location for safety (eg: internal fire, bomb threat, noxious gas escape)
Evacuation Assembly Point 1	Usually an open space on the school site eg: Oval / Astro-Turf Court
Evacuation Assembly Point 2	A designated site away from the school, should hazards created by the emergency (eg: smoke or fumes) require further evacuation to ensure safety.
“Shelter in Place” (SIP)	<p>An emergency response intended to utilise a structure and its indoor atmosphere to protect occupants from a threat or danger external to their location (eg: external fire, bushfire, chemical fumes, disruptive student/visitor/resident)</p> <p>The construction and design of a campus or building will invariably dictate the execution of a Shelter In Place procedure. It is not essential for all building occupants to move to a singular building or specific location. In the vast majority of cases, it shall be sufficient for all persons to enter their nearest building.</p>
Lockdown Or DfE Precautionary Building Confinement (PBC)	<p>(both terms are used here as SAPOL & media refer to lockdowns)</p> <p>An emergency response to the evident or suspected threat of serious unlawful violence by an intruder or building occupant, necessitating the physical securing of rooms and buildings for the safety and protection of all occupants</p> <p>In rare cases, it may be apparent that an emergency incident will require a higher level response at the outset (e.g. serious unlawful violence on site / armed offender). In most instances, a Shelter In Place procedure will be the initial response to incidents necessitating a ‘lockdown’. Additional tasks or processes are then enacted to transition from Shelter In Place to Precautionary Building Confinement. Appropriate to their construction and design, some sites may elect to designate a specific building or location for Precautionary Building Confinement responses. Unless safe to do so, building occupants should not be moved to an alternative location as part of a transition to a Precautionary Building Confinement.</p>
Bushfire Refuge	<p>Generally a building on site that can provide short-term shelter from a bushfire to the site occupants only. NB a term adopted by DfE sites to reduce confusion with terminology used by the CFS.</p> <p>NB: NO De sites are determined as CFS last resort refuges.</p>
Designated Bushfire Prone Area	Areas defined by each state and territory in Australia as being greater risk of bushfire than other areas by virtue of their vegetation, topography and other factors. In South Australia, these areas are also referred to as Bushfire Protection Areas.
R1	Extreme and Very High Risk
R2	High risk – CATASTROPHIC days – schools close automatically. Chief Fire Warden and/or Senior staff member attend site to provide communications
R3	Medium/Low Risk
NR	Non-rated

Appendix F: - Site Profile

Site Name			
Street Address	29 Victoria Road Clare SA 5453		
School email Address	adminstaff@stjoclar.catholic.edu.au		
School Telephone Landline:	8842 4400	Chief Warden Mobile:	
Name of Principal /Chief Warden	Helen Hay - Chief Warden Joseph Hicks – Principal	Name of Deputy Warden	Tom Gilligan
Site open time	8am	OSHC service opening time	N/A
Site closing time	4pm	OSHC service closing time	N/A

Student/Staff Information

Number of current enrolments	321
Number of staff (actual)	40
Proportion of staff disability/health factors % (1 staff member with hearing aids)	2.5%
Proportion of student disability/Special Education Needs % (1 student with Downs Syndrome, 1 visually impaired child)	0.62%

Building Information

Do you have a monitored security alarm?	Yes	Make/ model	<i>SA Monitoring</i>
List buildings not covered by security alarm	1.		2.
Do you have a fire alarm system connected to Emergency Services?	No	Make/ Model	
Do you have a separate Fire Alarm System?	Yes	Make/ Model	<i>SA Monitoring</i>
List Buildings NOT covered by fire alarm	1		2.
3.	4.		5.
Select method used for “alert” tone warnings (if not addressed above)	N/A		
Is there an emergency telephone? No	Type		
List on site hazards (eg: gas, pool chemicals)	Location	Middle School Science Prep Room Canisters for Bunsen Burners in Science Room	
Gas cylinders (2)		Southern side of St Michael’s Hall	

Site Profile (cont)

Emergency Power System – NOT APPLICABLE

Back-up supply for use on site in the event of emergency eg: generator. Include information such as where to access supply, what system is connected to supply, and basic operational information if applicable

Include basic information regarding the main utility supplies connected to the school site. Include information such as how to locate, operate or switch off these facilities in the event of an emergency. Ensure that more than one delegate is familiar with plant.

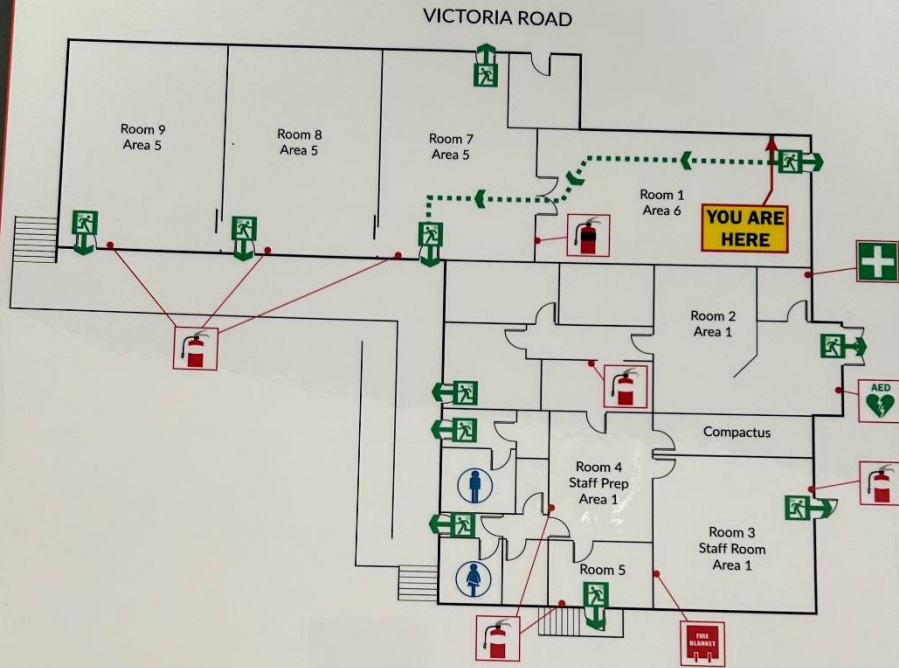
Utilities

Utility	Location of shut-off valve/switch	Special Instructions
Gas (mains or bottled?)	2 gas cylinders on Southern side of St Michael's Hall 3-4 small BBQ gas cylinders in Grounds Shed	Shut off valve on each cylinder
Water	3 mains shut off valves: <ul style="list-style-type: none"> • Victoria Rd adjacent to Yr 5/6 classroom • Victoria Rd – front of New Hall • Oval (Strickland St end) 	
Electricity	Main Switch Board cabinet adjacent to Eastern exterior wall of Staff Room	Main isolator switch in RH cabinet. Key for cabinets in School Front Office (labelled <i>Meter Distributor Box</i>)
Sprinkler systems	Back wall of Science Rm By Yr 4 classroom Eastern wall of Yr 2 classroom	
Heating/Cooling system	Primary: Switch in School Front Office on Eastern wall next to Bursar Office glass panel Middle School: controls in every room	

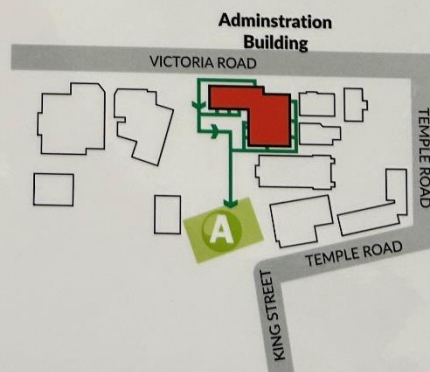
EVACUATION DIAGRAM

Issue Date:
10 December 2024
(Valid for a period of 5 years)

GROUND FLOOR AREA 1 - ADMINISTRATION BUILDING ST JOSEPH'S SCHOOL - 29 VICTORIA ROAD, CLARE, SA 5453



ASSEMBLY AREA



RESPONSE TO AN EMERGENCY

- R REMOVE** If safe to do so, remove or rescue any persons in immediate danger.
- A ALERT** Notify appropriate personnel or combating authority. This usually involves calling the Emergency Number and operating the nearest fire alarm.
- C CONTAIN/CONTROL** Close doors, and if safe to do so, deal with the threat.
- E EVACUATE/EXTINGUISH** Remove all other persons from danger. Evacuate to the Assembly Area and remain there until advised otherwise by the Chief Warden.



DRY CHEMICAL FIRE EXTINGUISHER	CARBON DIOXIDE FIRE EXTINGUISHER	FIRE BLANKET	AUTOMATED EXTERNAL DEFIBRILLATOR	FIRST AID KIT	EMERGENCY EXIT	EXIT ROUTE	ALTERNATIVE EXIT ROUTE	ASSEMBLY AREA

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ADM-G.5(P)

Appendix H: - Student Collection Protocol

The site leader has the primary responsibility for duty of care of students and therefore should be able to account for them at all times. It is essential that parents or caregivers have a reliable and open line of communication with the school on a day-to-day basis as well as in emergency situations. It is also essential that parents provide up-to-date emergency contact information and formally notify administration of any changes. Communications should not be dependent on a single mode as the power supply, internet, telephone or mobile phone connectivity may be affected during an emergency. Similarly, school methodology for recording student presence/absence, cannot rely solely on electronic means as these may be affected or inaccessible when in shelter-in-place.

The school's driving priority that influences action in emergency procedures is the immediate and ongoing safety of students and staff in their care.

Guidelines:

1. The school has a system in place to record children's attendance in a timely and accurate manner on a daily basis
2. The school has a system that provides for up to date records of contact information and of nominated or otherwise approved persons for collection on a daily basis. This information is part of the kit, and forms the backbone of the collection protocol before or after an emergency;
3. The school will communicate via their usual whole school communications methods, any update as necessary or appropriate, or practical - during an emergency activation, ongoing shelter, or external evacuation.
4. The school communicates regularly throughout the year to families that the General Advice is: Parents and caregivers **will not** ordinarily be directed to collect children **during an active** emergency situation.
5. If not possible or necessary during an activation, parents will normally be advised, post event, that an emergency activation or drill occurred on a given day.

Student Collection Protocol:

1. In response to changes to CFS warnings. eg: 'extreme' changed to 'catastrophic' by CFS during the day, the school remains open until such time as all students can be safely taken off site, if it is safe to do so by parent/caregiver.
2. All student collections must take place at the front foyer of the Middle School Hall by authorised persons only, using the usual sign out process;
3. The school will not fetch and release children **during an active** evacuation. Anyone on the property during an emergency procedure may have to include themselves in the evacuation/shelter in place protocol, and remain on site.
4. If signage is posted on the gates and the access/egress is no longer stationed by a staff member, **parents must NOT COME ON SITE, until the 'all clear' is signaled.**

If bushfire is threatening the near vicinity and shelter-in place procedures have been activated at school, children will not be relinquished.

5. A student collection protocol will be set-up as part of the "All Clear" post-incident conclusion activities. It is essential that children are released into that care of authorized persons in an orderly manner and all departures recorded. Children cannot go home with other persons without prior and sighted written consent, or via text message.

Appendix I: - Bushfire Guide

The following actions are a guide only and provide considerations for sites to include in their emergency management processes. The suggested actions are *not* in sequential order, and may or may not be relevant site and procedures. For bushfire risk rated sites, please refer to the site's Bushfire response procedure and this document to assist with developing and reviewing your specific response actions.

Total Fire ban day

- Advise visitors and volunteers of the situation and emergency procedures
- Check that pumps, sprinkler systems and grounds irrigation are operating correctly and hoses are attached
- Consider cancelling student excursions and any off-site meetings and notify the SPL and Manager SSD
- Ensure mobile and analogue phones are working correctly and spare batteries are available
- Ensure hazards are removed by staff from passages and walkways (at all times)
- Inform students and staff that a Total Fire ban day has been declared, display notice as required
- Monitor ABC radio and CFS website for CFS Information and Warning messages
- Park school buses and private vehicles away from vegetation facing towards exit
- Remind students at the start of the day of bushfire emergency procedures and safety drills and refer to emergency posters displayed in all classrooms.
- Remind students travelling by bus of relevant emergency bus procedures and the protocols.
- Staff to monitor weather conditions while students are on breaks or outside and report any concerns
- Unlock and open all access and security gates around site.
- Undertake updates with staff on a regular basis in staff meetings

Fire Reported in Local District

- Advise CESA personnel (Mark Battistella) and Manager SSD (Elysia Ryan)
- Advise visitors and volunteers of the situation and emergency procedures
- Arrange to supervise affected students if specific school bus routes, local roads and taxi services are impacted upon by the bushfire and contact relevant parents
- Direct school buses and taxis not to leave the workplace unless a clear directive is given by the site leader after consultation with Education Director, (IE: for CESA schools: You would need to receive a clear directive from the site leader of the transport host school)
- Encourage students to fill water bottles and assemble personal belongings should sheltering in place or an evacuation become necessary.
- Ensure all management of site technology back-ups is ongoing and up to date
- Identify and list all students and staff who live in the area reported to be affected by bushfire
- If necessary and safe to do so, prepare and test sprinkler systems and ground irrigation systems and turn on sprinklers and irrigations systems to dampen surrounds.
- Liaise with Transport Host school, school bus coordinator to determine any likely impact of the reported bushfire on school bus routes or taxi services.
- Minimise/cancel student movement outdoors including recess and lunchtime.
- Monitor emergency service communication channels for CFS Bushfire Advice warning messages. Provide site leader or ER Team with any updates regarding bushfire
- Have student collection protocol and checklist/ recording templates in place for pre and post event movement of students
- Review actions and responses as soon as practical after a threatened event with team AND all staff