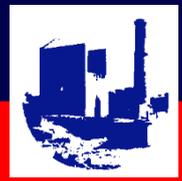




# Fire Danger Season

## Information for Families



Department for Education is currently working in conjunction with Alert SA for school closures to appear on their website and mobile app. We strongly recommend you download the Alert SA app on your mobile device to keep up to date of real-time event and warning information.

The fire danger season can be an anxious time for children and families, Department for Education schools and preschools in high risk bushfire areas have Emergency and Bushfire Response Plans to keep everybody as safe as possible in the event of a bushfire or other emergency.

We hope that we will never have to enact our plans; however we are working with parents, carers, and our community to ensure we are prepared for a bushfire emergency and trust we will have your support. Please help us prepare for the Fire Danger Season by:

- Reading all bushfire information provided to you
- Talk to your children about what will happen if a bushfire occurs when they are at school or preschool
- Make sure your emergency contact details are updated before the start of the Fire Danger Season
- Make a personal Bushfire Survival Plan for your family and let us know if this will affect your child's attendance

By being prepared, and acting now, you will help us to be Fire Danger Season ready and keep your children as safe as possible. We thank you for your support.

### Approaching Bushfire

If our site is open and a bushfire is approaching, the safety of children is our highest priority. Our designated [Bushfire Refuge](#) is the safest place for staff and students to be. We will not evacuate unless there are no other options or as advised by CFS or other emergency services. When we move to our [Bushfire Refuge](#) we:

- Move everybody inside, close windows, doors, and turn off the air-conditioning
- Fill available containers with water
- If it is safe and time permits, turn on all sprinklers and irrigation systems
- Remain inside with the children until the main fire-front passes
- Listen to local radio or monitor the CFS or AlertSA website for bushfire updates and information

Liaise with Department for Education Security, Bushfire and Emergency Management team and CFS to be informed about changing conditions.

### Further Information

The **Department for Education Parent Bushfire Information Hotline 1800 000 279** will be activated during days of forecast catastrophic fire danger ratings or an actual bushfire

### CFS Bushfire Information Hotline 1300 362 361

Department for Education Bushfire and Emergency Management Website:

[www.crisis.sa.edu.au](http://www.crisis.sa.edu.au)

SA Country Fire Service (CFS) Website

[www.cfs.sa.gov.au](http://www.cfs.sa.gov.au)

Alert SA [www.alert.sa.gov.au](http://www.alert.sa.gov.au)

Moonta Area School **has a 'high risk' bushfire rating**. This means on days of a forecast catastrophic fire danger rating, our site will be **closed**.

School buses and taxis will not operate within the Fire Ban District.

**Site Phone Number:** 88 252 088

Note: This number may be engaged during an emergency situation. If you are unable to get through please contact the **Department for Education Parent Bushfire Information Hotline - 1800 000 279**

### Forecast Catastrophic – Fire Danger Rating Catastrophic

Fire Danger Days occur when conditions are the worst for a bush or grass fire and if a fire starts and takes hold it will be extremely difficult to control. When a catastrophic fire danger rating is forecast for the following day by the Bureau of Meteorology, all 'low/medium risk' schools and preschools in the declared Fire Ban District will remain open. School bus and taxi services operating through the affected Fire Ban District will not operate. Parents and carers will need to make alternative transport arrangements for their children on these days.

**MOONTA AREA SCHOOL**  
**BUSHFIRE ACTION PLAN**

UPDATED: 16/09/11

**GENERAL INFORMATION**

<p>This Bushfire Action Plan (BAP) has been developed during Term 3/4 2006 after consultation with :-</p> <ul style="list-style-type: none"><li>• families of students attending the Moonta Area School</li><li>• Members of the Moonta Fire Service (CFS) Brigade.</li></ul>
<p>The BAP is reviewed annually to reflect any changes that may have taken place in :-</p> <ul style="list-style-type: none"><li>• site facilities</li><li>• Personnel normally on site.</li></ul>
<p>The BAP outlines required actions to prepare :-</p> <ul style="list-style-type: none"><li>• the site before the bushfire season</li><li>• The building nominated as the site Safe Refuge.</li></ul>
<p>The BAP also outlines activities to be undertaken by staff and students at the different levels of a bushfire emergency :-</p> <ul style="list-style-type: none"><li>• on days of Total Fire Ban</li><li>• when there is a fire in the local district</li><li>• when a bushfire is threatening or impacting on the site</li><li>• During the period immediately after a bushfire has impacted on the site (known as the 'Recovery Phase').</li></ul>
<p>The Gymnasium is the nominated bushfire Safe Refuge for this site.</p> <ul style="list-style-type: none"><li>• It has been prepared for a bushfire emergency and will safely accommodate all persons normally on the site.</li></ul>
<p>Students and staff from the Moonta Kindergarten will move to the Moonta Area School and shelter in the Safe Refuge when this district is threatened by bushfire.</p> <ul style="list-style-type: none"><li>• The process is included later in this BAP.</li></ul>
<p>It is anticipated that some members of the local Moonta community will want to shelter in the School Safe Refuge during a bushfire particularly those using the Community Library.</p> <ul style="list-style-type: none"><li>• The process to safely accommodate those people along with students and staff is included in the BAP.</li></ul>
<p>The Principal/Senior Leader Admin will hold discussions with members of the Moonta MFS Brigade during Term 3 each year about the bushfire preparedness of the site.</p>
<p>The Principal/Delegate will forward a copy of the site BAP to the Moonta MFS Brigade by Week 2 of Term 4 each year.</p>
<p>The Front Office SSO will forward a copy of the BAP to all families of students on site at the beginning of Term 1 each year.</p> <ul style="list-style-type: none"><li>• The BAP is explained to the families of new students by the Principal during the enrolment process and will be included in the Parent/Staff Handbook.</li></ul>
<p>The Principal will include bushfire season reminders and information in site newsletters at least three times in each of Term 4 and Term 1. The Moonta Area School Information Booklet, updated in Term 1 each year, includes detailed information about actions and procedures included in the BAP.</p>

All staff members receive pre fire season updates during Term 3 and ongoing information and instruction about the contents and requirements of the BAP during Term 4 and Term 1 staff meetings.
The Principal will ensure that all new staff members, relieving staff and visitors are briefed about the requirements of the BAP during the site induction process.

## **PREPARING MOONTA AREA SCHOOL**

An Emergency Response Team has been established and members instructed on their roles and responsibilities. The members are :-

- The Principal
- The Senior Leader (Admin)
- The Front Office SSO (Manager)
- OHS&W Rep
- Fire Warden

Their roles and responsibilities are detailed throughout the BAP.

A Bushfire Action Plan has been developed.

- It will be reviewed during Term 2 each year by the staff and presented to the Governing Council for endorsement at the final meeting in Term 3.

The Senior Leader will ensure that emergency bushfire drills are carried out by students and staff during the first 2 weeks of Term 4 and Term 1 each year.

The Senior Leader will arrange for the students and staff of Moonta Kindy to visit the Moonta Area School during Term 4 and Term 1 to become familiar with the Safe Refuge.

The members of the Emergency Response Team will provide all staff and regular visitors with pre fire season updates during Term 3 each year and instruction about any changes to the contents and requirements of the site Bushfire Action Plan during the first two weeks Term 4 and Term 1.

All staff members have been allocated roles and responsibilities at the various stages of the Bushfire Action Plan.

- Details of individual roles and responsibilities are included in later sections of the BAP.

Relevant staff are instructed in the operation of sprinkler and grounds irrigation systems during the first two weeks of Term 4 and Term 1 each year.

Grounds staff, the Senior Leader, OHS&W Rep and Fire Warden are instructed in the operation of sprinkler and grounds irrigation systems during the first two weeks of Term 4 and Term 1 each year.

Nominated staff members 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 Senior Leader.

Nominated staff for this area is the library SSO.

An area of vegetation on the eastern side of the site could impact on school facilities during a bushfire.

- A Bushfire Hazard Management Plan has been developed in conjunction with the District Council of the Copper Coast.
- A copy is attached to the BAP.
- The plan is reviewed annually during Term 3 to allow required remedial action to take place before the start of the bushfire season.

An area of vegetation running along the road verge on the southern side of the site could impact on school facilities during a bushfire particularly the Kindergarten.

- A Bushfire Hazard Management Plan has been negotiated with the District Council.
- A copy is attached to the BAP.
- The plan is reviewed annually during Term 3 to allow required remedial

<p>action to take place before the start of the bushfire season.</p>
<p>All grasses and shrubs more than 10 cm in height and growing within 20 metres of buildings around the site have been removed.</p> <ul style="list-style-type: none"> <li>• The Grounds person and Senior Leader (Admin) will inspect the site during Term 3 each year.</li> <li>• Maintenance will be carried out by the Grounds person or parent working bees as required.</li> </ul>
<p>Tall trees within 20 metres of buildings have been trimmed of branches up to a height of 2 metres.</p> <ul style="list-style-type: none"> <li>• The Grounds person and Senior Leader(Admin) will inspect the site during Term 3 each year.</li> <li>• Maintenance will be carried out by the Grounds person or parent working bees as required.</li> </ul>
<p>Overhanging trees branches have been trimmed to a distance of 2 metres from building rooflines.</p> <ul style="list-style-type: none"> <li>• The Grounds person and Senior Leader (Admin) will inspect the site during Term 3 each year.</li> <li>• A request will be made to the site Facilities Manager to remove any high level regrowth.</li> </ul>
<p>The eaves and open air vents on all timber transportable buildings have been sealed.</p> <ul style="list-style-type: none"> <li>• The site Facilities Manager will be requested to carry out an annual inspection to ensure the integrity of the buildings is maintained.</li> </ul>
<p>All cavities and openings in the facades and roofs of other buildings have been sealed.</p> <ul style="list-style-type: none"> <li>• The site Facilities Manager will be requested to carry out an annual inspection to ensure the integrity of the buildings is maintained</li> </ul>
<p>The gutters and roof valleys of buildings under or near to over hanging trees are regularly cleaned and free of vegetation.</p> <ul style="list-style-type: none"> <li>• Higher gutters and roof gullies are included in the site Regular Maintenance Plan and will be cleaned every three months.</li> </ul>
<p>Timber and paintwork on all buildings is well maintained.</p> <ul style="list-style-type: none"> <li>• The site Facilities Maintenance Plan provides information about future maintenance.</li> <li>• Emergency maintenance is referred to the Site Facilities Manager as required.</li> </ul>
<p>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.</p> <ul style="list-style-type: none"> <li>• It is stored in the Emergency Supplies kit</li> </ul>
<p>A Safe Refuge kit of 'Emergency Supplies' has been assembled in a single container and is stored in the Library.</p> <ul style="list-style-type: none"> <li>• It will be taken to the Safe Refuge by the Library SSO at times detailed in the BAP.</li> </ul>
<p>The kit will contain – A copy of the BAP and staff roles and responsibilities, student rolls, staff/visitor registers, student contact information, important telephone numbers, street directory, battery powered radio, spare batteries, torch, lanterns, first aid kit ,gas siren and spare canisters, staff/student medications, mobile phone, drinking water, sweets/nibbles, blankets, towels,</p>

duct tape, plastic sheeting etc.

The kit is to be checked at the start of each term by SSO to ensure contents are fresh and operational.

## **THE SAFE REFUGE**

<p>The School Gymnasium is the nominated 'on site' bush fire Safe Refuge for use by Moonta Area School and Moonta Kindergarten students &amp; staff.</p>
<p>The Safe Refuge has been clearly identified and signed.</p> <ul style="list-style-type: none"><li>• Laminated A3 size posters have been placed on the walls and on the northern door.</li><li>• Students are reminded of the location during bushfire drills.</li><li>• Articles in the Parent Information Book and site newsletters reinforce the location of the Safe Refuge.</li></ul>
<p>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.</p>
<p>This site has been assessed as being in an area of 'Extreme' fire danger.</p>
<p>The Gymnasium (Safe Refuge building) can be easily and quickly reached from all areas of the site and safely hold the 500 persons normally present.</p>
<p>Students and staff practise using the Safe Refuge and moving to it from a number of areas around the site during emergency bushfire drills carried out during the first 2 weeks of Term 4 and Term 1 each year.</p> <ul style="list-style-type: none"><li>• The Senior Leader (Admin) determines the timing of the drills after consultation with the Principal.</li></ul>
<p>The Blanche Terrace school car park, allows easy and safe access to the Safe Refuge by vehicles after an intense bushfire.</p>
<p>It is likely that other members of the Moonta community will shelter in the site Safe Refuge during a bushfire. To ensure the appropriate supervision and safety of all students :-</p> <ul style="list-style-type: none"><li>• Classes will sit on the floor with their teacher at the eastern end of the Resource Centre.</li><li>• Community members will be required to remain in a separate area at the western end.</li></ul>
<p>A cupboard labelled 'Safe Refuge' has been identified in the Library. Essential items for use during a bushfire emergency have been placed in it.</p>
<p>A fully stocked first aid kit will be kept permanently in the Library cupboard in the Library. It will be checked and restocked if necessary by the First Aid SSO at the start of each term.</p>
<p>There is access to drinking water in the change rooms of the gym and cartons of spring water and cups have been located in the Safe Refuge disabled toilet area.</p>
<p>There are toilet facilities in the Gymnasium, these will be open.</p>
<p>An Emergency Supplies kit has been assembled in a single container for ease of collection and transportation to the Safe Refuge by the Library SSO.</p>
<p>Student and staff medications have been listed, and are easily assembled and transported to the Safe Refuge by the Front Office SSO.</p>
<p>Student rolls and staff/visitor registers are readily available. SSO will accurately record :-</p> <ul style="list-style-type: none"><li>• those present when the move to the Safe Refuge takes place</li><li>• those who have left the site before the move</li><li>• those who leave the site after the bushfire emergency has passed.</li></ul>
<p>In order to ensure a safe and orderly operation, a decision to move all persons</p>

into the site Safe Refuge will be made when any of the following agreed 'triggers' are reached.

- CFS/MFS Information and Warning messages broadcast on the local ABC radio indicate a fire is moving towards Moonta.
- The local Emergency Services advise that a bushfire is likely to impact on the site.
- We are advised that a bushfire is burning in the area bounded by Adelaide bypass road, Karkarilla Rd.

The Front Office SSO will notify the staff of the Moonta Kindy that Moonta Area School is moving to the Safe Refuge when the 'triggers' listed above are reached.

When the staff and students of Moonta Kindergarten arrive at the school, they will be met by the Principal or Senior Leader and directed to the Safe Refuge.

- They will be positioned closely to the Junior Primary and Pre School classes at the western end of the Gymnasium.

## **TOTAL FIRE BAN DAY**

The Principal/Senior Leader (Admin) will inform students and staff in the 'Daily Bulletin' that a day of Total Fire Ban has been declared.
'Total Fire Ban' signs will be displayed in the staff room, classrooms, on student notice boards and at all site entrances. <ul style="list-style-type: none"><li>• 'Total Fire Ban' sandwich boards are stored in the Admin Building and will be put out at all entrance gates before 8.00am by the Senior Leader (Admin).</li><li>• Laminated A3 signs kept in all classrooms will be placed in visible locations by all classroom teachers before 8.00am.</li></ul>
During the first lesson, students will be reminded of site bushfire emergency procedures and drills and referred to laminated bush fire emergency posters displayed in all classrooms. This will be done on school intercom and by class teachers.
Students will be reminded of the procedures to be followed if a school bus is overtaken by a bushfire.
The nominated staff members will monitor ABC Radio for CFS/MFS Information and Warning Messages.
Student excursions away from the site will be cancelled for the day and rescheduled by Teacher and SSO.
Off site meetings for all staff will be cancelled.
The Senior Leader (Admin) will unlock and open all access and security gates around the site.
Staff members on yard duty will monitor weather conditions while students are on breaks or outside and report any concerns to the Principal/Deputy Principal/Senior Leader (Admin).
School vehicles will be parked in the middle of the oval away from vegetation. Student/Staff vehicles may need to be moved here.
The container of Emergency Supplies will be prepared by the Library SSO and be ready for transportation to the Safe Refuge.
The Front Office SSO and First Aid SSO will update student and staff medication list and prepare medicines for transportation.
The Senior Leader ( Admin) and Grounds Person will check that sprinkler systems and grounds irrigation are operating correctly and hoses are attached.
The SSO Manager. will ensure mobile phones are working correctly and spare batteries are fully charged.
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 LOCAL DISTRICT**

When a bushfire has been reported in the nominated local district, (south of Moonta/Adelaide bypass, west of Karkarilla Rd, east of Bay Rd) the Principal/Deputy Principal /Senior Leader will visit all classes and inform students and staff of its location.
The members of the site Emergency Response Team will be called together to put into place the pre determined bushfire emergency procedures.
The Principal/Deputy principal/Senior Leader will maintain a visual check of the surrounding area.
The nominated staff members will carefully monitor ABC Radio for CFS/MFS 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.
The site telephone system does not operate when the electricity supply is cut off. <ul style="list-style-type: none"><li>• The SSO Manager will check that alternative line/mobiles are working.</li></ul>
The Principal will advise the District Office that a bushfire has been reported in the nominated local district.
The Principal will liaise with local MFS/CFS Brigade to obtain the latest information and advice about likely effect of the bushfire on the site.
The Library SSO will place the Emergency Supplies kit in the Safe Refuge.
The Principal will cancel on site outdoor activities for students.
The SSO Manager will identify and list all students and staff who live in the area reported to be affected by the bush fire.
All class room teachers and the Front Office SSO will record the names of any students who may be collected from the site by parents during the day.
The Principal/Deputy principal/Senior Leader will assess if it is safe for students to take outside recess and lunch breaks and notify all classes of their decision.
The Principal/Deputy Principal/Senior Leader will assess if it is safe to release students from the site at normal dismissal time. <ul style="list-style-type: none"><li>• 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.</li></ul>
Prepare and test, sprinkler systems and grounds irrigation systems.
The Grounds person will turn on sprinklers and irrigation systems hourly to dampen surrounds.
The Groundsperson will turn off all external gas cylinders.
The Front Office SSO will back up all site computer records.
The Principal/Deputy Principal/Senior Leader will open and prepare the Safe Refuge. <ul style="list-style-type: none"><li>• eg close blinds and windows, wet towels, prepare drinking water, arrange appropriate locations for local community members, ready fire extinguishers, remove hazards from passageways etc</li></ul>
The Librarian SSO will ensure the alternative audible warning device is ready for use and operating correctly should power fail.
The Front Office SSO will liaise with the Moonta Kindergarten staff and warn

<p>them of the bush fire in the district and for the staff to begin preparations to transport their students to the Moonta Area School Safe Refuge should the pre determined 'triggers' be reached.</p> <ul style="list-style-type: none"> <li>• CFS/MFS Information and Warning messages broadcast on the local ABC radio indicate a fire is moving towards Moonta.</li> <li>• The local Emergency Services advise that a bushfire is likely to impact on the site.</li> <li>• We are advised that a bushfire is burning south of Moonta/Adelaide Road or west of Karkarilla Road or east of Bay Road.</li> </ul>
<p>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.</p>
<p>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</p>
<p>All class teachers will encourage students to use the toilet regularly during the day.</p>
<p>All staff undertake their assigned roles and responsibilities.</p>
<p>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.</p>
<p>The Senior Leader(Admin) will liaise with SAPOL, school bus operator and school bus drivers to determine any likely impact of the reported bush fire on school bus routes.</p>
<p>School buses will not leave site unless a clear directive given to the Principal by SAPOL or CFS Incident Management indicating bus routes are safe to travel.</p>
<p>If a bush fire prevents school buses leaving the site or students from boarding public buses, the Principal, Deputy Principal/Senior Leader will supervise students remaining on site until they are collected by parents.</p>

## **FIRE IN IMMEDIATE VICINITY OR IMPACTING ON SITE**

<p>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.</p>
<p>When a 'trigger' is reached, the agreed alarm signal or the gas powered siren will be sounded continuously by the Principal / Senior Leader (Admin).</p>
<p>All students, staff and visitors will move to the Safe Refuge on hearing the siren or being informed personally by the Principal/ Deputy Principal/Senior Leader.</p>
<p>All staff will assist students to move to, and assemble in, the Safe Refuge.</p> <ul style="list-style-type: none"><li>• A laminated A3 seating plan is located on the wall near the doorway.</li></ul>
<p>The Grounds person or Senior Leader (Admin) will turn on bushfire sprinkler and grounds irrigation systems after ensuring students in his/her care are safely in the Safe Refuge and determining that the task can be undertaken without placing themselves in undue danger.</p>
<p>SSO will notify key parents via the pre arranged telephone tree that students are moving into the Safe Refuge.</p>
<p>All staff will take the fire extinguishers with them from their classrooms to Safe Refuge.</p> <ul style="list-style-type: none"><li>• The fire extinguishers are to be placed on the floor inside the doorway on arrival.</li></ul>
<p>Staff will close all doors and windows and turn off air conditioners as rooms are vacated.</p>
<p>The Principal will ensure all site personnel are accounted for and in Safe Refuge.</p> <ul style="list-style-type: none"><li>• Classroom teachers will do a roll call of students in their care.</li><li>• Front Office SSO will monitor visitors and volunteers.</li></ul>
<p>The Deputy Principal and Senior Leader will ensure that staff and students from other associated sites are accounted for and accommodated appropriately.</p>
<p>The Deputy Principal and Senior Leader will ensure that local community members are accommodated appropriately in an area separated from students.</p>
<p>The Emergency Response Team members will institute search procedures for missing persons if needed.</p>
<p>The Principal will advise the District Office of the move to the Safe Refuge and provide information about:-</p> <ul style="list-style-type: none"><li>• The 'trigger' that has been reached and likely impact on the site.</li><li>• The number of site students, staff and registered visitors taking shelter.</li><li>• The number of 'off site' students and staff present.</li><li>• The number of community members present.</li><li>• Emergency Services assistance immediately available.</li></ul>
<p>The Emergency Response Team members will liaise with CFS /MFS units and other Emergency Services if on site.</p>
<p>All persons sheltering in the Safe Refuge will prepare for arrival and passage of the fire front. The Emergency Response Team will :-</p> <ul style="list-style-type: none"><li>• ensure all persons are located away from windows and unnecessary movement is limited.</li><li>• provide regular updates at an appropriate level to students and adults</li><li>• describe the situation that can be safely observed outside the building to all persons in the Safe Refuge.</li></ul>

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|---|
| <ul style="list-style-type: none"><li>• assist all students and adults to remain calm.</li><li>• outline possible plans of action after the front has passed with the students.</li></ul> |
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Classroom teachers will prepare for unexpected toileting of students.
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The Emergency response Team members will check for and attempt to extinguish spot fires in side or impacting on the Safe Refuge as necessary.
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| <ul style="list-style-type: none"><li>• It is not expected that they will undertake major fire fighting activities.</li><li>• They are not expected to put themselves in any dangerous situations.</li></ul> |
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All staff will undertake their assigned roles and responsibilities.
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## **RECOVERY AFTER THE FRONT HAS PASSED**

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.
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.
Nominated staff members will remain on duty until all students are collected from the site by their parents.
Snacks, drinking water, blankets, games, books etc are available to meet student immediate and extended needs of students waiting to be collected by their parents.
The First Aid SSO will check for and treat any injuries.
The Emergency Response Team members will check the building for damage and burning embers.
Teacher will extinguish small fires in or near the Safe Refuge.
The Principal will liaise with Emergency Services on site as soon as possible.
The Principal will advise the District Office of the current situation as soon as the position becomes clear and it is safe to do so.
The Principal will refer media enquiries to the District Director.
The Emergency Response Team members will determine if there is a need to evacuate the Safe Refuge.
The Emergency Response Team members will determine an alternative safe location if required. This will be the main Stone Building.
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.
The Front Office SSO will record names of students and person collecting them as they leave the site.
All staff undertake their assigned roles and responsibilities.
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.
The Principal will seek support for students and staff from counsellors and social workers when appropriate.
The Emergency Response Team will review the effectiveness of staff instruction undertaken before the bush fire emergency in light of the experience in order to ensure that lessons learnt are captured for future benefit.
The Principal will arrange to have fire fighting systems checked and readied for use again.
The SSO Manager will replenish the Emergency Supplies package.
The Principal will arrange to have the appropriate authorities assess the safety of site buildings once the area is declared safe.
The Principal will complete the relevant report available from <a href="http://www.crisis.sa.edu.au">www.crisis.sa.edu.au</a>