

BELLEVUE HEIGHTS PRIMARY SCHOOL BUSHFIRE ACTION PLAN (BAP) Short Version

The Bellevue Heights staff, in consultation with the CFS, have compiled a comprehensive Bushfire Action Plan. Procedures are in place to deal, safely and confidently with a fire burning in the local district or impacting on the site. This statement is an outline of the plan. The full plan is available for perusal in the school office. There are some clear instructions for families in this document. Please read it carefully and return the Parent Authorisation Form. In some situations it is better that you do not collect your child from school as driving on roads may be dangerous to you and to Emergency Services.

The likelihood of a bushfire directly impacting on the school is low; however, embers and smoke may impact in certain weather conditions.

RELEASE OF CHILDREN

- On days of Extreme Bush Fire Danger, parent/guardian or authorised adults may collect children from the class teacher at any time during the day.
- **We will not release children** at home time if we know a fire is burning in or threatening the district unless parents or authorised adults come for the children. If you arrive at school and find the situation has worsened you will be better to stay in the designated school safe refuge, the Gym.
- Children will **NOT** be dismissed on a telephone call request.

We will only release children to parents/guardians or those adults authorised on the Parent Authorisation Form. The onus for notifying changes of authorised adults is on the parents. This must be done in writing – no telephone message will be taken as authority.

PROCEDURES

- Children will remain in their classrooms.
- In the case of a fire actually threatening, the school children will move to the designated safe refuge, the Gym and remain in there until the fire has completely passed.
- At the discretion of the Principal, staff with homes/property in a fire area may be allowed to proceed to their property; remaining staff will assist in total supervision.
- At all times, the Emergency Response Team, consisting of the Principal, The Assistant Principal, the Occupational Health and Safety Committee and the Level 3 School Support Officer, is in control.

BUSHFIRE PROCEDURES

(Teachers will keep a copy in their Roll Book Folder)

There are four stages in this plan – Total Fire Ban Days, Fire Reported in Local District, Fire in the immediate vicinity or impacting on the site and Recovery. Teachers will discuss these four stages with their children early in Terms 1 and 4 each year.

TOTAL FIRE BAN DAY

School actions:

- ◆ Check the Roll carefully. Class teachers will make a note of any child taken from the school during the day and take particular care to know where all your class is during the day.
- ◆ Discuss the Bushfire Drill with the students.
- ◆ Reconsider any excursions.

Family action

- ◆ Listen to 891 local ABC radio for any bushfire warning messages.

FIRE REPORTED IN LOCAL DISTRICT

The designated local district is: Sturt Gorge, Flinders University, Eden Hills and Craighburn Farm.

The school actions:

- ◆ Administration staff to distribute Parent Authorisation forms to each class teacher and those forms will be kept in class roll book folders.
- ◆ Children in spaces other than their classroom will return to their classroom for supervision by the class teacher.
- ◆ Class Teachers will check the roll.
- ◆ Class Teachers will discuss with their children the Level of Alert and route to the Gym if it is necessary.
- ◆ Teachers will have roll books and Parent Authorisation Forms ready.
- ◆ No child is to be released unless to a parent or a person nominated on the Parent Authorisation Form.
- ◆ Class teacher will record each child who leaves on the absence page and who has taken them.
- ◆ Class Teachers will be responsible for their classes and all other teachers will report to the Principal.
- ◆ NAP Assistant Principal prepares taxi information to assist with possible travel implications.

Family Actions:

- ◆ Listen to 891 local ABC radio for bushfire messages that may start to designate local areas and streets.
- ◆ Decide to collect children if safe (ensure you have returned the Parent Authorisation form)
- ◆ If smoke and embers have caused the closure of some roads DO NOT leave home – the children will be safe at school
- ◆ NAP families aware that children will be kept at school

FIRE IN IMMEDIATE VICINITY OR IMPACTING ON SITE

School Actions:

- ◆ All students, staff and visitors will move to the Gym on hearing the siren or being informed personally by the Principal or Assistant Principal.
- ◆ The Principal will ensure all site personnel are accounted for and in Gym.
 - Classroom teachers will do a roll call of students in their care.
 - Front Office SSO will monitor visitors and volunteers.
- ◆ All persons sheltering in the Gym 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 Gym.
 - assist all students and adults to remain calm.
 - outline possible plans of action after the front has passed with the students
- ◆ Any other adults on the property are to report to the Principal for instructions.
- ◆ Emphasise calmness. Restrict movement and restrict irresponsible comment.
- ◆ Ensure that windows are closed tightly.
- ◆ Stay in rooms until fire front passes even if roof and window frames are alight.
- ◆ The Emergency Response Team will signal when it is safe to leave the refuge.

RECOVERY STAGE

School action:

- ◆ Staff will remain with the students at all times
- ◆ Class teachers will mark students off the roll as they are collected.
- ◆ All staff members have a designated job and they will complete that so that all members are accounted for and safe
- ◆ Small fires will be extinguished
- ◆ The Emergency Response Team will determine when people should leave the Hall
- ◆ NAP Assistant Principal liaise with Taxi contractors to determine safe travel arrangements.

Family Action:

- ◆ Listen to local 891 ABC radio and determine when it is safe to come to school to collect your children – **DO NOT** travel on roads unless they are safe – the children are safe at school
- ◆ When you come to collect children please adhere to the “One-Way” rule along Vacluse Crescent (no matter what time of day it is)

**BELLEVUE HEIGHTS PRIMARY SCHOOL
BUSHFIRE ACTION PLAN (BAP)
PARENT AUTHORISATION**

PLEASE COMPLETE AND RETURN THIS FORM TO THE SCHOOL OFFICE

All schools in the Adelaide Hills are required to have a defined policy and clear procedures to be implemented in case of bushfire.

CHILD'S LAST NAME: **FIRST NAME:**
.....

ADDRESS:
.....Postcode

Year Level: Year 20..... Teacher's Name:

Names of brothers and sisters attending this school:

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RELEASE OF CHILDREN

1. On days of Total Fire Ban parents/guardian or authorised adults may collect children from the class teacher at any time during the day.
2. We will not release children at home time if we know a fire is burning in or threatening the district unless parents or authorised adults come for the children.
3. Children will **NOT** be dismissed on a telephone call request.
4. We will only release children to parents/guardians **or those adults authorised below:**

I authorise the following adults to pick up my child from the class teacher:

.....
.....
.....

I have received and read the Bushfire Action Plan Outline for Bellevue Heights Primary School.

Parent's Signature: **Date:**