



KINGSTON COMMUNITY SCHOOL

BUSHFIRE ACTION PLAN

DAYS WITH NO TOTAL FIRE BAN

Staff need to carry out a thorough risk assessment before proceeding with excursions camps in or out of the 'town' on days of extreme temperature if a total fire ban warning has not been issued.

Staff must be extremely cautious of approving activities out of town (particularly sleepovers or camps) if the forecast is for temperatures of extreme heat for consecutive days.

All excursions off site must have a risk analysis conducted by the staff member and signed by the Principal (or nominee).

DAYS OF TOTAL FIRE BAN

A) Rating - EXTREME / SEVERE – This school will remain open on all Fire Ban rating days)

If a total fire ban is declared in the Lower South East fire ban region, the following procedures must be adhered to:

1) **Staff will:**

- Remind students in home group of evacuation procedures.
- Remind students that they must sign in and out through the front office area if leaving school during the day.
- Conduct a risk analysis for excursions travelling away from the site.
- Negotiate staff attendance at off site meetings with the Principal.
- Monitor weather conditions while students are on breaks or outside.
- Remind all visitors to classrooms of the alert and evacuation procedures.
- Record the attendance of all students in all lessons.
- Ensure that walkways and exit doors are accessible and free from hazards.

2) **Principal will:**

- Liaise with Regional Office as necessary
- Liaise with media as necessary
- Conduct a risk assessment for excursions already away from site and contact teacher present at that excursion

EXTREME

SEVERE

3) **Front office will:-**

- Display “Total Fire Ban” signs on front office door, library door and staff notice board.
- Monitor ABC Radio for CFS information and warning messages.
- Ensure attendance records, parent contact information, bus driver contact information, bus routes and students catching buses is readily available.
- Ensure school mobile phones are working correctly.
- Have a portable audible warning device available for a fire warning in the event of a power supply disruption.
- “Safe Refuge” kit ready to be moved to the safe refuge area at our site i.e. the gymnasium.

4) **Fire Warden will:**

- Alert front office to display “Total Fire Ban” signs on front office, library door and staff notice board.
- Be prepared to answer staff and student queries regarding school policies

5) **Groundsperson will: -**

- Ensure that any available water storage tanks for fire fighting are full.
- Check that pumps, sprinkler systems and grounds irrigation are operating correctly, hoses attached if necessary.
- Check duties on DECD bushfire checklist

DAYS OF TOTAL FIRE BAN- Catastrophic

B) CATASTROPHIC – the school is open at this rating. However buses will be cancelled and bus parents will be advised by phone if a catastrophic day is announced on the proceeding day.

(If a catastrophic day is announced at 7.00am on the day, buses will still run).

1) Staff will: -

- Remind students in home group of evacuation procedures.
- Remind students that they must sign in and out through the front office area if leaving school during the day.
- Cancel all excursions away from the school site.
- Negotiate staff attendance at off site meetings with the Principal.
- Monitor weather conditions while students are on breaks or outside.
- Remind all visitors to classrooms of the alert and evacuation procedures.
- Record the attendance of students in all lessons.
- Ensure that walkways and exit doors are accessible and free from hazards.

2) Principal will:-

- Bring together the school Emergency Management Team at 8.00am
- Liaise with Regional Office
- Cancel **All** bus services and alert parents if a day of catastrophic fire ban rating is announced on the proceeding day.
- Prepare to evacuate school if necessary
- Liaise with media
- Conduct a risk assessment for excursions already away from site and contact teacher present at that excursion
- Determine and supervise the equipment to be sent to “refuge site”.

3) Front office will:-

- Display “Total Fire Ban” signs on front office door, library door and staff notice board.
- Monitor ABC Radio for CFS information and warning messages.
- Ensure attendance records, parent contact information, bus driver contact information, bus routes information and name of students catching buses are all readily available.
- Ensure school mobile phones are working correctly.
- Have a portable audible warning device available for a fire warning in the event of a power supply disruption.
- “Safe Refuge” kit ready to be moved to “safe refuge” site.

4) Fire Warden will:

- Alert front office to display “Total Fire Ban” signs on front office, library door and staff notice board.

5) Groundsperson will: -

- Ensure that any available water storage tanks for fire fighting are full.
- Check that pumps, sprinkler systems and grounds irrigation are operating correctly, hoses attached if necessary.

The school’s Emergency Procedure policy applies if a bushfire is impacting on the school (see separate Emergency Procedures Policy)