

## Truro Primary Bushfire Action Plan 2016

Truro Primary School has approximately 40 students and 9 staff (some part-time), with volunteers through the week. Staff members live in Barossa towns and as such, some travel through bushfire prone areas. The school is surrounded by a park, houses and in close proximity to farming land. The site structures consist of 2 timber classroom blocks, a main stone building, sundry sheds and at the far end of the oval, a large gymnasium. Truro Primary School is classified as a Low/Moderate (R3) fire risk, however recent years have seen the town evacuated and close proximity fires have been a cause for concern, as well as having fire affected families, hence the need for a more comprehensive plan than required by DECD.

**Truro Primary School *does not* have authority to close on a forecast Catastrophic fire danger day.**

Truro Primary School consider that responsibility of bushfire prevention and readiness lies with the community for keeping the school and its occupants safe and fire ready in the event of fire.

Below is a sequence of events to describe the **READINESS** for and **ACTION** in a fire event.

<b>Bushfire <i>Readiness</i> is in place between October 31 and April 31.</b>			
<b>Timeline</b>	<b>Responsibility</b>	<b>Action</b>	<b>Complete</b>
October 31- April 31	Grounds Person	Ensure grounds are free of dead wood, leaf litter and bark, including the playground area and grass is kept green and short.	
As needed	Admin staff	Contact Mid Murray Council to remove dead wood and bark on the adjacent boundaries outside the fence	
See Prev Main Schedule	Admin staff/facilities	Gutters are kept free from debris as per our site maintenance Schedule	
Extreme/Catastrophic days	Admin staff	Monitor CFS bushfire alerts and have 891 ABC radio turned on for passive information.	
Induction, enrolment and from Oct 31- April 31	Admin staff	Ensure all staff, TRT's, contractors and volunteers are familiar with this document or receive document on sign in. It is displayed for visitors from this date.	
Term 1 Wk 0	Principal	Identify staff who travel through catastrophic fire areas and consider risk to travel to school via a risk assessment	
Term 1 Wk 0	Admin staff	This document will be published and sent home with book packs.	
Term 1 Wk 1 Term 3 Wk 1	Fire Warden/Principal	Call a practise date for Bushfire response plan by all staff and students, including a review of roles and responsibilities of participants.	
Term 4	Principal	Invite CFS to talk to students and staff re fire prevention and response	
By Oct 31st	Admin staff	Ensure the school mobile phone has all parent, staff and regular TRT mobile numbers added to it	
October 31- April 31	Principal	Ensure buildings are as fire safe as practical with no fuel near buildings	
	Principal	Ensure water supply (water container in Main Building and fire extinguishers are up to date in all buildings as per Preventative Maintenance Schedule.	
By Oct 31	Admin staff	Ensure CFS warnings are received via school mobile phone	
By Oct 31	Admin staff	Purchase and maintain battery powered radio	
By Oct 31	First Aid Officer	Ensure first aid kits are stocked with appropriate dressings and equipment in Main Building as well as student medications and health plans	
By Oct 31	Teachers and office staff	Ensure Roll Books and sign in book include the Class Organisation, school map and full names and contact details of all students and are in an accessible place on the desk.	
	Teachers	Ensure students refill drink bottles at break times	

<b>Bushfire <i>Emergency Action Plan</i> if fire is posing risk to site and occupants</b>			
<b>Timeline</b>	<b>Responsibility</b>	<b>Action</b>	<b>Complete</b>
On Activation of Action Plan as advised by Principal/Admin	Principal/Admin (if PR is absent)	Assess need to move to Main Stone Admin Building in consultation with CFS; obvious nearby smoke/fire causes alarm; CFS advises that fire is moving toward Truro or fire message advises to activate survival plan for Truro area. DECD Bushfire & Emergency Management can also be liased with and must be contacted to advise of movement. (see number below)	
As above	Principal/Admin	Sound siren and hall bell and phone classes to move all occupants to Main Stone Admin Building as quickly as possible. Ring 000 for Fire Emergency assistance if needed. Inform teachers on excursion of danger of returning.	
As above	Teachers	Take Roll Book to the Main Stone Admin Building with students in current class, ensuring that students in another location are accounted for. <i>Any students collected by parents or with written/verbal permission of parents is to be clearly marked in Roll Book</i>	
As above	Teachers	Inform students to take drink bottles with them to Main Stone Admin Building	
As above	Principal/SSO	Ensure all windows and doors are closed and air conditioners turned off.	
As above	SSO First Aid	Ensure first aid kit is in close proximity to students and staff	
As above	Teachers	Inform Principal of unaccounted for students/staff/volunteers and continue to supervise allocated students	
As above	Fire Warden/Admin staff (if FW is absent)	Activate oval sprinklers if safe to do so	
As above	Allocated admin office staff	SMS all parents with message: <i>"Truro Primary School Bushfire Action Plan has been activated. Students are being supervised in the Main Stone Admin Building (identified Refuge) for their safety. Please follow CFS advice for movement in this area or contact the Parent Bushfire Information Hotline 1800 000 279"</i>	
When fire front has passed	Principal	Assess the safest option – if building is burning, move to oval burnt ground if safer to do so.	
Fire has passed	Principal	Keep contact CFS to assess further threat to site	
Fire has passed	Fire Warden Principal Admin staff/SSO	Assess the safest area and ensure spot fires near safe area are extinguished if safe to do so	
Fire has passed	First Aid Officer/Teachers	Treat injuries as required/called ambulance 000 if needed	
Fire has passed and site fires are out	Allocated admin staff	If children are safe, SMS all parents with message: <i>"Truro Primary School Bushfire Action Plan was activated. Threat to students has now passed as advised by the CFS"</i>	
When CFS deems it is safe	Teachers	Record clearly on Roll Book if students leave site with <i>parent permission</i> . Continue to supervise students.	
ASAP	Principal	Assess site damage in consultation with Bushfire & Emergency Management, Regional Facilities Manager, Emergency Services and have it secured.	
ASAP within 24 hours	Principal	Inform Education Director and enter critical incident on IRMS	
Within 48 hours	Principal	Contact Erin Labados (Bushfire & Emergency Management) for reporting	
After incident	Principal	Arrange for renewal of fire fighting systems	
After incident	Principal	Refer media to Education Director and Bushfire & Emergency Management Ph: 82262524, 82263714, 0407 402 407	
After incident	Principal	Debrief with staff and engage Counsellors as required	

Emergency: 000

Bushfire & Emergency Management Phone: 82262524

Education Director: Con Karvounarias

Parent Bushfire Information Hotline: 1800 000 279