### GENERAL INFORMATION

This Bushfire Action Plan (BAP) has been reviewed in Term 3 2013 after consultation with:
- ✔ Staff
- ✔ Governing Council
- ✔ Wirrabara CFS

The BAP is to be reviewed annually during Term 3 to reflect any changes that may have taken place in:
- ✔ Site facilities
- ✔ Personnel on site

The BAP outlines required actions to prepare:
- ✔ The site before the bushfire season
- ✔ Procedures to follow if the site is threatened by bushfire.

The BAP also outlines activities to be undertaken by staff and students at the different levels of a bushfire emergency:
- ✔ On days of Total Fire Ban or days rated as extreme or catastrophic (code red)
- ✔ 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’).

The Town Hall is the nominated Bushfire Refuge for members of this rural community during a bushfire. Students, staff and visitors present at Wirrabara Primary School when a bushfire threatens the site will move together to Town Hall if the principal (or the Front Office SSO, if the principal is absent) decides an evacuation is needed or it is advised by Emergency Services.

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.
- ✔ The BAP is explained to the families of new students by the Principal during the enrolment process.

The Principal will include bushfire season reminders and information in site newsletters at least twice in each of Term 4 and Term 1. The WPS booklet includes detailed information about actions and procedures included in the BAP.

All staff members receive pre fire season updates during Term 3 and ongoing information and instructions 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.

### TOTAL FIRE BAN DAYS

Total Fire Ban sign will be displayed in the staff room

At the beginning of teaching time, students will be reminded of site bushfire emergency procedures and drills and referred to the posters displayed.

Front Office SSO will monitor ABC radio for CFS information and warning messages.

Staff members on yard duty will monitor weather conditions during fitness, lunch and recess and report any concerns to the Principal.
**TEMPORARY CLOSURE OF SCHOOLS ACROSS THE FIRE BAN DISTRICT**

<table>
<thead>
<tr>
<th>All families will be contacted once it is known that the following day has been rated Catastrophic and that the school will be closed.</th>
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<tbody>
<tr>
<td>If Catastrophic conditions are declared during the school day all families will be contacted and advised to collect their children.</td>
</tr>
<tr>
<td>A member of teaching staff will be on site from 8am until 9am to check that no students arrive for the day.</td>
</tr>
<tr>
<td>A sign will be put in the front door to inform the public that the school is closed due to catastrophic conditions.</td>
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</tbody>
</table>

**PREPARING WIRRABARA PRIMARY SCHOOL FOR A BUSHFIRE**

<table>
<thead>
<tr>
<th>Full time staff members will have roles and responsibilities, which will be detailed throughout the BAP.</th>
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<tbody>
<tr>
<td>The Principal 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.</td>
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<tr>
<td>All staff and regular visitors will be provided 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.</td>
</tr>
<tr>
<td>The front office SSO will monitor local ABC radio for CFS Bushfire Information and Warnings messages and the CFS website on days of high bushfire danger and pass on relevant messages to the Principal.</td>
</tr>
<tr>
<td>In order to ensure a safe and orderly operation, a decision to move all persons to the community Bushfire Refuge will be made when any of the following ‘triggers’ are reached.</td>
</tr>
<tr>
<td>✓ CFS information and warning messages broadcast on the local ABC radio indicate a fire is moving towards the Wirrabara township</td>
</tr>
<tr>
<td>✓ The local Emergency Services advise that a bushfire is likely to impact on the site</td>
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<tr>
<td>✓ There is a confirmed sighting of nearby smoke or flame.</td>
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**FIRE REPORTED IN LOCAL DISTRICT**

<table>
<thead>
<tr>
<th>When a bushfire has been reported in the local district the Principal will let staff know of its location.</th>
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<tbody>
<tr>
<td>Front Office SSO will monitor ABC radio and the CFS website for CFS information and warning messages and provide updates concerning the latest location of the bushfire front and any impact it may have on the site.</td>
</tr>
<tr>
<td>The Principal will advise the Education Director.</td>
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<tr>
<td>The Principal or Front Office SSO will liaise with the local Emergency Services to obtain the latest information and advice about the likely effect of the bushfire on the site.</td>
</tr>
<tr>
<td>The Front Office SSO will identify and list all students and staff who live in the area reported to be affected by the bushfire.</td>
</tr>
<tr>
<td>The Front Office SSO will check that all external gas cylinders are turned off.</td>
</tr>
<tr>
<td>All class teachers will encourage students to top up personal water bottles during the day so that they have adequate drinking water if a move to the Bushfire Refuge is necessary.</td>
</tr>
<tr>
<td>All class teachers will encourage students to assemble personal belongings and keep them close by should a move be necessary.</td>
</tr>
<tr>
<td>The Front Office SSO will alert visitors and volunteers of the situation during the sign in process and advise them of action to take should using the Bushfire Refuge become necessary.</td>
</tr>
</tbody>
</table>
### FIRE IN IMMEDIATE VICINITY OR IMPACTING ON SITE

When a ‘trigger’ (described previously) is reached, the alarm will be sounded by the Principal and all staff, students and visitors will move to the veranda area outside of main building. Rolls will be called before the school moves to the Bushfire Refuge.

Staff will turn off air conditioners and close all doors and windows as rooms are vacated.

All students will be transported to the Bushfire Refuge by staff in their cars.

A teacher will collect the key for the Town Hall from the IGA.

Principal will turn on grounds irrigation systems after ensuring that all people are off the site and after determining that the task can be undertaken without placing themselves in undue danger.

On arrival at the Bushfire Refuge, the Principal will ensure all site personnel are accounted for, teachers will do a roll call, and Front Office SSO will monitor visitors and volunteers.

The Principal will inform the Regional Office of the move to the Bushfire Refuge and provide information about:

- The ‘trigger’ that has been reached and likely impact on the site
- The number of students, staff and visitors taking shelter.
- The number of community members present

All persons sheltering in the Bushfire Refuge will prepare for arrival and passage of the fire front. All staff will:

- Ensure all persons are located away from windows and unnecessary movement is limited.
- Assist all students and adults to remain calm.

### RECOVERY AFTER THE FRONT HAS PASSED

The Principal will ensure that no one leaves the Bushfire Refuge until the situation outside has been assessed as safe.

Teaching staff will remain on duty until all students are collected from the Bushfire Refuge by their parents.

The Front Office SSO will record names of students and person collecting them as they leave the Bushfire Refuge.

The Principal will check the site for damage and burning embers.

The Principal will liaise with Emergency Services on site as soon as possible.

The Principal will advise the Education Director of the current situation as soon as the position becomes clear and it is safe to do so.

A debrief of the bushfire emergency situation and the procedures undertaken will be held at an appropriate time shortly after the incident.

The Principal will seek support for students and staff from counsellors and social workers where appropriate.

The Front Office SSO will replenish Emergency supplies as necessary.

The Principal will arrange to have the appropriate authorities assess the safety of the site buildings once the area is declared safe.

The Principal will contact BEM for recovery support provisions. Bushfire & Emergency Management Ph. (08) 8226 3714 and (08) 8226 2524.

Reviewed August 2014
Next Review – August 2015