**MINTABIE AREA SCHOOL**  
**BUSHFIRE ACTION PLAN**

### General Information

The Bushfire Action Plan (BAP) is to be reviewed annually during Term 3 each year to reflect any changes that may have taken place in:
- DECD or government policy
- Site facilities
- Personnel normally on site

The BAP outlines required actions to prepare:
- The site before the bushfire season
- The building which has been nominated as the site Bushfire Ready Building

The BAP also outlines activities to be undertaken by staff and students at the different levels of a bushfire emergency:
- 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 ADMIN BUILDING** is the nominated **Bushfire Assembly Building** for this site in preparation to move to the Mintabie Hotel.
- It has been prepared for a bushfire emergency.

The Principal will hold discussions with members of Region 4 CFS Week 7, Term 3 each year about the bushfire preparedness of the site.  
(Jillian Krebs is Brigade captain for Mintabie CFS)

The Principal will forward a copy of the site BAP to the Regional Director to be held in the Regional Office.

The HS Rep will forward a copy of the site BAP to Region 4 CFS by Week 2 of Term 4 each year.

The Front Office SSO will forward a copy of the BAP to all families of students of the site at the beginning of Term 1 & Term 4 each year or

All staff members to receive pre fire season updates during Term 3 and ongoing information and instruction about the contents and requirements of the BAP during Week 1, Term 4 and Week 1, 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.
TEMPORARY CLOSURE OF SCHOOLS ACROSSS THE FIRE BAN DISTRICT

If the Bureau of Meteorology and the Country Fire Service issue is a forecast of catastrophic (Code Red) bushfire weather conditions within the Fire Ban District, Mintabie Area School will be closed.

Where possible, the Regional Director will distribute information about the potential for closure on the day before the forecast period.

The Emergency Response Team should prepare to advise all parents and caregivers about the closure by telephone and by follow-up written notification.

The Regional Director will confirm decision by the Chief Executive to close Mintabie Area School within the Fire Ban District for a period as determined by emergency services.

The Emergency Response Team will phone all families to inform them of the decision. A template letter will be provided with key messages to parents and caregivers.
### PREPARING MINTABIE AREA SCHOOL FOR A BUSHFIRE

An Emergency Response Team has been established and members instructed on their roles and responsibilities. The members in 2014 are:

- The Principal – Veronica Hartnett
- The Front Office SSO – Vanessa Williams
- Staff Member: Helen Fesus
- WHS Rep – Nikki Nicolson

Their roles and responsibilities are detailed throughout the BAP.

A Bushfire Action Plan has been developed.

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

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

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 of Term 4 and Term 1.

The Emergency Response Team has nominated anywhere within a 25km radius as the ‘local district’ in this BAP.

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.
- Review in line with new staff and review early Term 4

All staff are instructed in the operation of sprinklers and ground irrigation systems during the first two weeks of Term 4 and Term 1 each year.

Nominated staff member will liaise with the local CFS Brigade and pass on relevant messages to the Principal.

- Front Office SSO

A 20 metre defendable space has been established around all buildings.

Tall trees within close proximity of buildings have been trimmed of branches up to a height of 2 metres.

Overhanging tree branches have been trimmed to a distance of 2 metres from building rooflines.

- The Grounds person and Grounds Committee will inspect the site during Term 3 each year.
- Maintenance will be carried out by the Grounds person or others as required.

Timber and paintwork on all buildings is well maintained.

- The Facility Manager will be requested to carry out an annual inspection to ensure the integrity of the buildings is maintained.
A portable air siren has been purchased for use in signalling a move to the **Bushfire Assembly Building** during periods of electricity blackout.
- It is stored in the Principals Office

A **Bushfire Assembly Building** kit of ‘Emergency kit’ has been assembled in a single container and is stored in the Storeroom (Admin Building).
- It will be taken to the **Bushfire Assembly Building** by the Front Office SSO at times detailed in the BAP, and then transported to the Mintabie Hotel.

**Emergency Supplies Kit** contents:
- A copy of the BAP and staff roles & responsibilities
- Student rolls, staff/visitor sign in books
- First aid kit
- School asthma puffer (spare cardboard spacers)
- Air siren
- Student medications
- All Health Plan folders

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

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**THE BUSHFIRE ASSEMBLY BUILDING**

The **ADMIN OFFICE** is the nominated **Bushfire Assembly Building** for this site and from there the whole school will move to the Mintabie Hotel.

The **Bushfire Assembly Building** has been clearly identified and signed.
- Laminated A3 size posters have been placed in the windows and doors.
- Students are reminded of the location during bushfire drills.

It has been recommended that verandahs & pergolas attached to or near the building are fully sealed and have well maintained paintwork.

The **Bushfire Assembly Building** can be easily and quickly reached from all areas of the site.

Students and staff practise using the **Bushfire Assembly Building** 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.
- The Principal determines the timing of drills after consultation with HS Rep.

There are toilet facilities in the **Mintabie Hotel**.
Student rolls and staff/visitor sign in books are readily available. Vanessa Williams will mark those present when the move to the **Bushfire Assembly Building** takes place

- Those who have left the site before the move
- Those who leave the site after the bushfire emergency has passed
- Take the sign in/out books & telephone messages book to the Mintabie Hotel
- Take roll books from admin area/staff pigeonholes
- Take first aid kit

In order to ensure a safe and orderly operation, a decision to move all persons into the site **Bushfire Assembly Building and the Mintabie Hotel** will be made when any of the following agreed ‘triggers’ are reached.

- CFS Information and Warning messages broadcast on the local ABC radio indicate a fire is moving towards Mintabie
- The local Emergency Services advise that a bushfire is likely to impact on the site
- There is a confirmed sighting of nearby smoke or flame from the site

Principal - pale blue
Emergency Response Team - pale pink
Front Office SSO - pale purple
All staff (teachers, etc) pale green
Groundsman - gold

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<thead>
<tr>
<th>TOTAL FIRE BAN DAY (EXTREME)</th>
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<tr>
<td>The Principal/Deputy Principal will inform students and staff that a day of EXTREME Total Fire Ban has been declared.</td>
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<td>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.</td>
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<tr>
<td>Groundsman will check that sprinkler systems are operating correctly.</td>
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<th>FIRE REPORTED IN LOCAL DISTRICT</th>
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<tr>
<td>When a bushfire has been reported in the nominated local district, anywhere within a 25km radius of Mintabie Area, the Principal will visit all classes and inform students and staff of its location.</td>
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<td>The members of the site Emergency Response Team will be called together to put into place the pre determined bushfire emergency procedures.</td>
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<td>The Principal liaise with the CFS Brigade Captain and will maintain a visual check of the surrounding areas.</td>
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<td>The Principal will advise the regional office that a bushfire has been reported in the local district.</td>
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<td>The Front Office SSO will place the Emergency Supplies kit in the <strong>Bushfire Ready Building</strong>.</td>
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<td>The Principal will cancel all outdoor activities for students.</td>
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<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>
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<tr>
<td>All classroom teachers and the Front Office SSO will record names of any students who are collected from the site by parents during the day.</td>
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The Principal will assess if it is safe for students to take outside recess and lunch breaks and notify all classes of their decision.

The Principal will assess if it is safe to release students from the site at normal dismissal time.
- If specific school bus routes or local roads are impacted upon or threatened by the bushfire, they will make arrangements to supervise the affected students until Emergency Services report that the situation is safe to release them from the site.

**Prepare and test sprinkler/ground irrigation systems.**

- The nominated staff member will turn on sprinklers/irrigation systems.
- The Admin Officer will back up all site computer records.
- The SSO will ensure the (air siren) alternative audible warning device is ready for use and operating correctly should power fail.

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 **Bushfire Assembly Building** become necessary.
- Bring water bottles
- Lunches out of fridge
- Snacks
- Bring books/class games

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 **Bushfire Assembly Building** become necessary.

All class teachers will encourage students to use the toilet regularly during the day.

All staff undertakes their assigned roles and responsibilities.
- Bring roll book
- Bring fire extinguisher
- Bring your lunch if you have it and your water bottle
- Bring your EDSAS report of student contact numbers

Admin Staff
- Bring fire extinguishers
- Bring student contact numbers folder
- Medication/ Health plan folders
- First Aid Kit

The Front Office SSO will alert visitors and volunteers of the situation during the 'sign in' process and advice them of action to take should a move to the **Bushfire Assembly Building** become necessary.

**BUSHFIRE IN IMMEDIATE VACINITY OR IMPACTING ON SITE**

The ‘triggers’ for a move to the **Bushfire Assembly Building** have been detailed as above. All staff, students, visitors and parents are aware and prepared for the move that will take place when the ‘triggers’ are reached.

When a ‘trigger’ is reached, the agreed alarm signal or the gas powered siren will be sounded continuously by the Principal.

All students, staff and visitors will move to the **Bushfire Assembly Building** on hearing the siren or being informed personally by the Principal or Deputy Principal.
All staff will assist students to move to, and assemble in the **Bushfire Assembly Building**.

Nominated teacher will turn on sprinkler/ground irrigation systems after ensuring students in his/her care are safe in the **Bushfire Assembly Building** and determining the task can be undertaken without placing themselves in undue danger.

SSO will notify parents via phone that students are moving into **Bushfire Assembly Building** and the Mintabie Hotel.

Staff will:
- Close all doors and windows and turn off air conditioners as rooms are vacated.
- Ensure students to take bags/lunch boxes/full water bottles.

The Principal will ensure all site personnel are accounted for in **Bushfire Assembly Building**.
- Principal will do a roll call of students in their care.
- Front Office SSO will monitor visitors and volunteers.

The Emergency Response Team members will institute search procedures for missing persons if needed.

The Principal will advise the Regional Office of the move to the **Bushfire Assembly Building** and provide information about:
- The ‘trigger’ that has been reached and likely to impact on the site.
- The number of students, staff and registered visitors on site.
- The number of ‘off site’ students and staff present.
- Emergency Services assistance immediately available.

The Emergency Response Team members will liaise with CFS Brigade and other Emergency Services if on site.

All persons sheltering in the Mintabie Hotel will follow directions of the CFS Brigade representative.

All staff will undertake their assigned roles and responsibilities.

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**RECOVERY AFTER THE FIRE FRONT HAS PASSED**

The Principal will ensure no one leaves the **Mintabie Hotel** until the situation outside has been assessed as safe by 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.

Drinking water, blankets, games, books, etc are available to meet immediate and extended needs of students waiting to be collected by their parents.

The First Aid SSOs will check for and treat any injuries.

The Emergency Response Team members will check the building for damage and burning embers.

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

The Principal will advise the Regional Director and/or the Regional 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 Regional Director.
The Emergency Response Team members will determine an alternative safe location if required.

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.

Admin Officer 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 bushfire 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 bushfire 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 Front Office SSOs will replenish the Emergency Supplies Kit.

The Principal will arrange an assessment of the site buildings once the area is declared safe.

The Principal will complete the relevant DECD report, available from www.crisis.sa.edu.au

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**CFS REGIONAL CONTACTS**

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