### GENERAL INFORMATION

This Bushfire Action Plan (BAP) has been reviewed for the 2015 fire season after consultation with:
- Fire Warden / OHS&W Rep who undertook relevant training in BAP’s
- Fire Prevention Officer
- District Council of Peterborough

The BAP is to be reviewed annually each year to reflect any changes that may have taken place in:
- Site facilities
- Personnel normally on site

The BAP outlines required actions to prepare:
- The site before the bushfire season
- Peterborough Town Hall is nominated as the site ‘Safe Refuge’

The BAP also outlines activities to be undertaken by staff and students at the different levels of a bushfire emergency:
- On days of Extreme and Catastrophic Fire Ban Danger
- 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 Principal or nominee will hold discussions with members of the Peterborough CFS during Term 3 each year about the bushfire preparedness of the site.

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

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 each year.
- The BAP is explained to the families of new students during the enrolment process.

The Principal or nominee will include bushfire season reminders and information in site newsletters during Term 4 and Term 1. The Peterborough High School Information 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 instruction 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.

**YORKE & MID NORTH REGION BUSHFIRE CATASTROPHIC DAY STRATEGY FOR 2015/16**

**BUSHFIRE COORDINATORS ARE BASED AT THE CLARE REGIONAL OFFICE  Ph: 8841 2000**

If a site leader becomes aware of a bushfire in their vicinity, they need to make contact with the Clare Regional Office.

2015/16 Fire season Dates:

<table>
<thead>
<tr>
<th>Fire Ban District</th>
<th>Start date</th>
<th>Finish date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flinders</td>
<td>1 Nov 2015</td>
<td>15 Apr 2016</td>
</tr>
<tr>
<td>Mid North</td>
<td>15 Nov 2015</td>
<td>30 Apr 2016</td>
</tr>
<tr>
<td>Yorke Peninsula</td>
<td>15 Nov 2015</td>
<td>30 Apr 2016</td>
</tr>
</tbody>
</table>

Bushfire Coordinator 1. Ros Maio Ph: 8841 2002  Proxy MRSS: Kathy Meredith Ph: 8841 2119

Nominated Admin officers in the Clare Regional Office check the following websites daily

and advise Bushfire Coordinators of fire ratings and incidents

DECD State Office advise Clare Regional Office via email/txt, fax, phone call **4.00pm DAY BEFORE**
DECD State Office advise all sites via email/txt/fax/phone call **4.00pm DAY BEFORE**

Clare Regional Office coordinates a phone call/SMS with Site Leaders of High to Extreme rated sites and Sites where buses will not run in the Fire District (Yorke, Flinders and Mid North) where bans have been placed, advising them of catastrophic rating and closure of site and travel services (bus) stoppage.
For Bushfires & Fires Emergency Assistance ring:
Bushfire & Emergency Management on 82262524

Notify Governing Council Chairperson → Site Leader

Leadership Team
- Out of town – report to nearest school that is safe to do so
- Deputy – contact out of town staff to negotiate appropriate action eg report to nearest school if safe
- Action class plan for day with staff available (modified program)

Staff
- before school meeting to discuss day program

Site Leader → SSO – Contact schools & bus drivers re bus run SMS to parents re bus run. SMS to non-bus families re school open with modified program.
## PREPARING PETERBOROUGH HS FOR A BUSHFIRE

An Emergency Response Team has been established and members instructed on their roles and responsibilities. The members are:
- The Principal
- The Deputy Principal
- The Front Office SSO’s
- Fire Warden

Their roles and responsibilities are detailed throughout the BAP.

The Deputy Principal or nominee will ensure that emergency bushfire drills are carried out by students, all staff, TAFESA students and volunteers during the first 2 weeks of Term 4 and Term 1 each year.

The members of the Emergency Response Team will provide all staff students and volunteers’ 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.

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.

Staff members are instructed in the operation of fire extinguishers annually.

The Deputy Principal will monitor local ABC radio for CFS Bushfire Information and Warnings Messages on days of Catastrophic fire danger and pass on relevant messages to the Principal and Front office SSO.

An area of vegetation including tall trees on the southern side and the area of rural vegetation and cropping in the neighbouring property along the southern boundary of the site may impact on school facilities during a bushfire. It is more likely that any extreme fire situations would be coming from the North West of the township and are unlikely to impact on the school site. However
- A Bushfire Hazard Management Plan has been developed
- A copy will be attached to the BAP.
- The plan is reviewed annually during Term 3 to allow required remedial action to take place before the start of the bushfire season.

All grasses more than 10 cm in height and growing within 20 metres of buildings around the site will be removed by grounds-person prior to the Bush fire season opening.
- The Grounds-person and Governing Council members will inspect the site prior to the Term 3 Week 8
- Maintenance will be carried out by the Grounds-person or others as required.

Overhanging tall trees within 20 metres of buildings will be trimmed of branches to allow suitable clearance of a suitable nature between buildings
- A request will be made to the Facility Manager for the site to safely remove any high level growth.
- All buildings should be made safe from ember attack were possible

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Bushfire Action Plan – Exemplar – last Updated 19/10/2015

4
- The gutters and roof gullies of buildings under or near over hanging trees must be regularly cleaned and free of vegetation.
- The Grounds-person will keep gutters and roof gullies will be kept clear of litter through local plumbing contractor.
- Timber and paintwork on all buildings is well maintained.

**THE SAFE REFUGE**

The Safe Refuge Is located in the Peterborough Bushfire safer precinct or preferably buildings in the main street for example the Town Hall (see map included in BAP)
- Students are reminded of the location during bushfire drills.
- Articles in the Parent Information Book and site newsletters advise of this

It is likely that other members of the Peterborough community may shelter in the site. To ensure the appropriate supervision and safety of all students, students will stay in their home groups with their home group teacher

A fully stocked first aid kit will be kept at the front office. It will be checked by the First Aid SSO at the start of term 4 week 1.

Student rolls and staff/visitor registers are readily available. Home group teachers will record:
- those present when a move takes place
- those who have left the site before the move
- those who leave the site after the bushfire emergency has passed.

In order to ensure a safe and orderly operation, a decision to move all persons from the Peterborough High School to the ‘off site’ Safe Refuge at the Peterborough Town Hall 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 Peterborough and the Southern boundary is at risk.
- The local Emergency Services advise that a bushfire is likely to impact on the site and evacuation would be in the best interests of all involved
- There is a confirmed sighting of nearby smoke or flame from the site that impacts on the safe refuge at the school site.

**CATASTROPHIC and EXTREME FIRE BAN DAYS**

The Deputy Principal will inform students and staff in the ‘Morning Notices’ that a day of Catastrophic Fire Ban Danger has been declared.

During the home group, students will be reminded of site bushfire emergency procedures.
<table>
<thead>
<tr>
<th><strong>Bus Families living out of town will be notified via SMS</strong></th>
</tr>
</thead>
</table>
| • Buses will not run  
• Staff members will be contacted by the Principal and/or Deputy to negotiate appropriate action such as to report to their closest school for duty if safe to do so. |

| **The Deputy Principal will monitor ABC Radio and CFS Website for CFS Information and Warning Messages.** |

| **Student excursions away from the site will be cancelled for the day and rescheduled.** |
| **Off site meetings for all staff will be cancelled were practicable.** |
| **The Groundsperosn will open all access gates around the site.** |
| **Staff members on yard duty will monitor weather conditions while students are on breaks or outside and report any concerns to the Principal and/or Deputy principal.** |

**FIRE REPORTED IN LOCAL AREA**

<table>
<thead>
<tr>
<th>When a bushfire has been reported in the immediate vicinity, the Deputy Principal will advise all classes and inform students and staff of its location.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The members of the site Emergency Response Team will be called together by the Deputy Principal to put into place the pre determined bushfire emergency procedures.</td>
</tr>
<tr>
<td>The Deputy Principal will carefully monitor ABC Radio and CFS Website for CFS Information and Warning Messages and provide the Principal with 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 Bushfires Emergency Management and the Regional Office that a bushfire has been reported in a close vicinity of the township.</td>
</tr>
<tr>
<td>The Principal or nominee will liaise with local CFS to obtain the latest information and advice about likely effect of the bushfire on the site. Contact Region 4 HQ (86422399)</td>
</tr>
<tr>
<td>The Principal or nominee will cancel all outdoor activities for students.</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 bush fire. Any students who may be collected from the site by parents during the day must sign out.</td>
</tr>
<tr>
<td>The Principal/Deputy Principal will assess if it is safe for students to take outside recess and lunch breaks and notify all classes of their decision.</td>
</tr>
</tbody>
</table>
| The Principal/Deputy 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. Parents and bus drivers will be notified by SMS. |
| The Grounds-person will turn off all external gas cylinders if safe to do so. |
The Front Office SSO will back up all site computer records.
The Finance SSO will ensure the alternative audible warning device is ready for use and operating correctly during a power failure.
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 a Safe Refuge become necessary.
All class teachers will encourage students to assemble necessary personal belongings and keep them close by should a move to a Safe Refuge become necessary.
All staff under-take their assigned roles and responsibilities.
The Front Office SSO will alert visitors and volunteers of the situation during the registration process and advise them of action to take should a move become necessary.
The Deputy will liaise with SAPOL, school bus driver to determine any likely impact of the reported bushfire on school bus routes.
School buses will not leave site unless a clear directive given to the Principal or nominee by SAPOL or CFS Incident Management indicating bus routes are safe to travel.
If a bushfire prevents school buses leaving the site, staff will supervise students remaining on site until they are collected by parents.

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

The ‘triggers’ for a move to the Safe Refuge have been detailed above. All staff, students, visitors, volunteers 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 emergency siren will be sounded by Front Office staff.
Staff will close all doors and windows and turn off air conditioners as rooms are vacated.
All staff will assist students assemble and move to, the assembly area.
The Principal or nominees will ensure all site personnel are accounted for and in Safe Refuge.
  - Home group teachers will do a roll call of students in their care.
  - Front Office SSO will monitor staff, visitors and volunteers.
The Senior Leader & Coordinators will ensure that staff and students from other associated sites are accounted for and accommodated appropriately.
The Emergency Response Team members will report missing persons to lead agency e.g. CFS / SAPOL
The Principal or nominee will advise the Bushfire & Emergency Management & Regional Office of the move to the Safe Refuge and provide information about:
  - The ‘trigger’ that has been reached and likely impact on the site.
  - The number of site students, staff and registered visitors.
  - The number of ‘off site’ students and staff present.
  - The number of community members present.
• Emergency Services assistance immediately available.
The Emergency Response Team members will liaise with CFS/MFS units and other Emergency Services if on site.
All staff will undertake their assigned roles and responsibilities.

RECOVERY AFTER THE FIRE FRONT HAS PASSED
The Principal or nominee will ensure no one leaves the Safe Refuge until the situation outside has been assessed as safe by the 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.
Home Group teachers will remain on duty until all students are collected by their parents.
The First Aid SSO will check for and treat any injuries.
The Principal or nominee will advise the Regional Director and / Bushfire & Emergency Management 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.
Home group teachers will begin to reunite families at a nominated safe location when the situation has been declared safe and vehicles can safely access.
Everyone leaving the site must have approval from the principal of nominee and must sign out at the front office.
Emergency Response Team members, 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 student counsellor will seek support for students and staff from counsellors and social workers where 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 Fire Warden will arrange to have fire fighting systems checked and readied for use again A.S.A.P.
The Principal or nominee will arrange an assessment of the site buildings once the area is declared safe.
The Principal or nominee will complete the relevant DECD report, available from www.crisis.sa.edu.au
### SITE EMERGENCY RESPONSE TEAM TASKS

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>TASKS</th>
</tr>
</thead>
</table>
| Liz Pannell     | Principal                 | ☐ Develop and uphold the Site’s Emergency Response Plan  
☐ Communicate or respond to directions from Bushfire & Emergency Management  
☐ Maintain communication with the Bushfire & Emergency Management  
☐ Activate Site ERT  
☐ Oversee the recovery and debrief post-emergency  
☐ Liaise with local emergency services  
☐ Record and report your involvement |
| Ashleigh Hall   | Deputy Principal          | ☐ Backup for Principal / Director  
☐ Record and report your involvement |
| Jenny Coe       | VET Coordinator           | ☐ Record and report your involvement |
| Liz Pannell     | Communications             | ☐ Refer to Regional Director  
☐ Set-up communication links with relevant parties  
  - Set-up a single point where information updates are posted and where support services are accessed  
  - Set-up single lines of communication to help those responding to the emergency  
  - Set-up strategies to take staff, student, parent and community enquiries |
| Jenny Coe       | Communications Back-up    | ☐ Support communications officer  
☐ Record and report your involvement |
<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karen Heness Paula Thomas</td>
<td>Contact local schools &amp; bus drivers re bus run</td>
</tr>
<tr>
<td></td>
<td>SMS parents re bus run</td>
</tr>
<tr>
<td></td>
<td>SMS non bus families re school open with modified program</td>
</tr>
<tr>
<td></td>
<td>Record incoming calls, attending service providers and keep contact lists</td>
</tr>
<tr>
<td></td>
<td>Ensure all information is documented and shared with relevant others then stored for later review</td>
</tr>
<tr>
<td>Kath Giles</td>
<td>Support Recorder and Reporter</td>
</tr>
<tr>
<td></td>
<td>Record and report your involvement</td>
</tr>
<tr>
<td>Sue Randall Liz Pannell</td>
<td>Ensure counselling and trauma response services are known for staff and students</td>
</tr>
<tr>
<td></td>
<td>Ensure all departmental forms record and report access to these services</td>
</tr>
<tr>
<td></td>
<td>Set-up post emergency therapeutic and debriefing occurs for staff and students</td>
</tr>
<tr>
<td>Ashleigh Hall Josh Bottrall</td>
<td>Support</td>
</tr>
<tr>
<td>Karen Heness</td>
<td>First Aid Officer</td>
</tr>
<tr>
<td>Mel Randall Vicki Minnes</td>
<td>Fire Warden</td>
</tr>
<tr>
<td>Vicki Minnes</td>
<td>Health &amp; Safety Rep</td>
</tr>
</tbody>
</table>
**Staff Roles and Responsibilities**

**Fire Warden / Emergency Response Team**

**Preparation for a bushfire**
- Provide all staff 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
- Plan appropriate location for students, staff and community members likely to be using the “Safe Refuge”

**Bushfire reported in local district**
- Determine if bushfire is reported in pre determined boundaries of nominated local district i.e. Peterborough District Council

**Bushfire in the immediate vicinity or impacting on site**
- Activate Fire Alarm in consultation with Principal and all persons to the “Safe Refuge’
- Institute search procedures if persons are unaccounted for after a move to the Safe Refuge
- Liaise with Emergency Services members that may be on site or by phone
- Prepare persons sheltering in the Safe Refuge for the arrival and passage of the bushfire front by assisting all to remain calm, checking safety within the building, providing regular information about situation outside, outlining possible actions after fire front has passed

**Recovery after the fire front has passed**
- Check for and extinguish spot fires inside or impacting on the Safe Refuge
- Assess the safety of the area outside the Safe Refuge before any one leaves the building
- Make an assessment, and, if necessary the preparations required for extended care of students
- Check the building for damage and burning embers
- Determine if there is a need to evacuate the Safe Refuge
- Determine an alternative location if required
- Review effectiveness of staff instruction in light of the experience

**Principal**

**General Information**
- Hold discussions with local CFS/MFS/Council during Term 3 about bushfire preparedness of the site
- Explain the BAP to the families of new students during the enrolment process
- Include bushfire season reminders and information in site newsletters at least three times in each of Term 4 and Term 1
Ensure that all new staff members, relieving staff and visitors are briefed about the requirements of the BAP during the site induction process

**Preparing Peterborough HS for a Bushfire**

- In conjunction with Grounds Committee, develop and review Bushfire Hazard Management Plans for on site vegetation, Peterborough District Council vegetation and neighbours vegetation during Term 3
- Arrange annual inspection of buildings to ensure all openings and cavities in the façade and roofs are sealed
- Ensure maintenance of high gutters included in Preventative Maintenance Schedule
- Ensure areas around the yard are clean and free of flammable rubbish e.g. leaf litter, tree clippings, high grass

**Safe Refuge**

- Arrange Emergency Bushfire drills during the first 2 weeks of Term 4 and Term 1 each year
- Ensure ‘triggers’ for movement to Safe Refuge are well understood by students and staff and have been made well known to parents
- Ensure all site personnel know the location of the Safe Refuge

**Catastrophic Fire Ban Days**

- Inform students and staff in Morning Notices
- Cancel School bus routes
- Cancel student off site excursions and staff off site meetings

**Bushfire reported in local district**

- Maintain visual check of surrounding area
- Inform Regional Director of bushfire reported in local area
- Liaise with local CFS to obtain up to date information
- Cancel outdoor student activities
- Assess if it is safe for students to take outside recess and lunch breaks and inform staff
- Assess if it is safe to release students from site at normal time and inform staff
- If school bus routes are affected make arrangements for the supervision of students normally on that bus until roads are declared safe
- Prepare Safe Refuge for arrival of students
- Decide if students/staff are to leave site or remain on site
- Give clear directive about school buses leaving site. Only authorise buses to leave after specific direction from SAPOL or CFS Incident Management
- Arrange for supervision of any students remaining on site until they are collected by parents

**Bushfire in immediate vicinity or impacting on site**

- Sound agreed alarm or gas powered siren when ‘triggers’ are reached.
- Turn off air conditioners and close all air vents in Safe Refuge as the bushfire front approaches
• Ensure all site personnel are accounted for and in the Safe Refuge.
• Advise District Office of ‘triggers’ reached, numbers of students, staff and community members on site, Emergency Services assistance immediately available

Recovery after the fire front has passed
• Ensure no one leaves the Safe Refuge until situation outside has been assessed as safe
• Liaise with Emergency Services on site as soon as possible.
• Advise District Office of current situation
• Refer media enquiries to District Director
• At an appropriate time after the incident, lead a debrief of the bushfire emergency situation and procedures undertaken at the time
• Seek support for students and staff from counsellors and social workers
• Arrange to have fire fighting systems checked and readied again for use
• Arrange to have appropriate authorities assess safety of site buildings
• Complete the relevant report available on www.crisis.sa.edu.au

Deputy Principal

General information
• 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

Total Fire Ban Day
• Inform students and staff of Severe, Extreme or Catastrophic Fire Ban days in Morning Notices

Bushfire reported in local district.
  
  **In absence of Principal**
• Maintain visual check of surrounding area when bushfire reported in district
• Assess if it is safe for students to take outside recess and lunch breaks and inform staff
• Assess if it is safe to release students from site at normal time.
• Prepare Safe Refuge for arrival of students
• Open and prepare off site Safe Refuge for arrival of students
• Liaise with SAPOL, school bus operator and drivers to determine any impact on bus routes in area of reported bushfire
• Supervise any students remaining on site after hours until collected by parents

Bushfire in immediate vicinity or impacting on site
  
  **In absence of Principal**
• Sound agreed alarm or gas powered siren when ‘triggers’ are reached
• Ensure that students and staff from are accommodated appropriately in the Safe Refuge
• Ensure that any members of the local community are accommodated appropriately in the Safe Refuge

Catastrophic Total Fire Ban Day

• On notification from Principal, contact all Parents of Bus students about cancellation of Bus Routes and record parent confirmation.

Front Office SSO’s

General Information

• Forward a copy of the Bush Fire Action Plan to all families of students of site at the beginning of Term 1 each year
• Monitor local ABC radio for CFS Bushfire Information and Warnings Messages
• Purchase pressure pack siren.
• Assemble Emergency Supplies kit

Safe Refuge

• Make laminated Safe Refuge posters for display Safe Refuge Building
• Establish a labelled Safe Refuge storage area of essential items such as bottled water, first aid kit.
• List and assemble student and staff medications
• Update student and staff medication list and prepare medication for transportation to Safe Refuge if required
• Ensure student rolls, visitor registers are up to date

Bushfire Reported in local district

• Monitor local ABC radio network when bushfire reported in local district.
• Place Emergency Supplies kit in Safe Refuge
• Identify and list all students and staff who live in affected area.
• Record names of students collected during the day
• Alert visitors and volunteers of situation and actions to take if move to Safe Refuge is signalled

Bushfire in immediate vicinity or impacting on site

• Monitor register of visitors and volunteers on site and report to Principal
• Collect and present Class Roll sheets to principal on move to safe refuge

Recovery after the fire front has passed

• Record names of students and person collecting them as they leave the site. Use Sign out process if Power is on.
• Replenish the emergency supplies pack
**All Staff Members**

**General information**
- Undertake pre fire season updates during Term 3 and receive ongoing information and instruction about the contents and requirements of the BAP during Term 4 and Term 1 staff meetings
- Undertake allocated roles and responsibilities

**Catastrophic and Extreme Fire Ban Day**
- Remind all students of bush fire emergency drills and procedures
- Monitor weather conditions during breaks and outdoor sessions
- Ensure hazards are removed from passages and walkways

**Bushfire reported in district**
- Ensure any students collected throughout the day are signed out appropriately through the front office
- Encourage students to keep water bottles filled, personal belongings handy and to use toilet as required

**Bushfire in immediate vicinity or impacting on site**
- Aware of 'triggers' and signal for move to Safe Refuge
- Take fire extinguishers from classrooms to Safe Refuge if required
- Close all classroom doors and windows and turn off air conditioners on leaving
- Check student roll when seated in Safe Refuge and report to Principal
- Prepare for unexpected toileting of students

**Recovery after the fire front has passed**
- Check student and staff well being

**Groundsperson**

**General information**
- Undertake regular inspections of vegetation around buildings and maintain required clearances during the year
- Inspect vegetation around buildings with Grounds Committee in Term 3 each year
- Clean low level gutters as required

**Bushfire reported in local area**
- Turn off all gas supplies if safe to do so

**ERT** - Emergency Response Team - Site or Regional
**BAP** - Bushfire Action Plan
Bushfire Hazard Management Plan

On Site General Vegetation

During Term 3 the Principal will meet with the Groundsman and Governing Council and conduct an inspection of site vegetation.

They will review and assess potential bushfire hazards around the site with relation to the vegetation guidelines provided.

- All grasses and shrubs more than 10 cm in height and growing within 20 metres of buildings around the site have been removed.
- Overhanging tall trees within 20 metres of buildings have been suitably trimmed of branches.
- Overhanging trees branches have been suitably trimmed from building rooflines.

They will determine action required to meet the guidelines.

- Trimming, cutting back trees, slashing of undergrowth, mowing of grassed areas, etc.

They will consider who can carry out necessary actions.

The Principal or nominee will contact Site Facility Manager for additional assistance if required.

Remedial action will be undertaken before start of Term 4.

The grounds-person will undertake regular inspections and maintain required clearances during the year.

Vegetation in Neighbouring Properties

During Term 3 the Principal and grounds person will check the vegetation on neighbouring properties and contact owners responsible to discuss the management of hazards identified as appropriate.

They will negotiate and agree on remedial action needed to take place and who will undertake it. Such as

- Slashing of verge, removal of noxious weeds and woody weeds, creation of fire breaks along school boundary.
If necessary the Governing Council will make a request to undertake the required actions before the start of Term 4. The Principal will seek advice from the Peterborough District Council if vegetation continues to provide a bushfire threat to the site.

New Fire Danger Ratings

The new schools bushfire procedures are aligned with the State’s Fire Danger Ratings scale:

<table>
<thead>
<tr>
<th>Category</th>
<th>Fire Danger Index</th>
<th>Action for schools</th>
</tr>
</thead>
<tbody>
<tr>
<td>CATASTROPHIC (CODE RED)</td>
<td>100+</td>
<td>CLOSED: Schools and preschools in the affected Fire Ban District with an extreme, very high or high risk rating. CANCELLED: School bus services travelling through the affected Fire Ban District</td>
</tr>
<tr>
<td>EXTREME</td>
<td>75-99</td>
<td>Department of Education &amp; Children’s Services to take advice of fire authorities for Adelaide Hills and other high risk areas regarding school closures.</td>
</tr>
<tr>
<td>SEVERE</td>
<td>50-74</td>
<td>OPEN: normal bushfire plan procedures apply</td>
</tr>
<tr>
<td>VERY HIGH</td>
<td>25-49</td>
<td>OPEN: normal bushfire plan procedures apply</td>
</tr>
<tr>
<td>HIGH</td>
<td>12-24</td>
<td>OPEN: normal bushfire plan procedures apply</td>
</tr>
<tr>
<td>LOW - MODERATE</td>
<td>0-11</td>
<td>OPEN: normal bushfire plan procedures apply</td>
</tr>
</tbody>
</table>
BUSHFIRE RISK MANAGEMENT FOR 2014/15

PREPARING FOR BUSHFIRES CATASTROPHIC/CODE RED DAYS

On days where there is a catastrophic risk of bushfire, R1 and R2 schools and preschools within affected fire ban districts will close. The site will close, so any associated activities will also not operate on those days. (e.g. OSHC) In some rare circumstances moderate risk sites may also be required to close. Staff in these sites will not go to work. In addition, all school bus and taxi services within the affected fire ban district will be cancelled. Buses and taxis from a non catastrophic zone will not enter a catastrophic zone, and if stationed in a catastrophic zone, will not operate at all on those days.

Where possible, the weather bureau will provide 48 hours notice of a day having catastrophic risk. In these circumstances schools/preschools will need to send a note home to families advising of this notification, and encouraging them to activate their bushfire action plans where appropriate. Activation of such plans should include listening to 891 ABC, FiveAA, television news, hotline 1800 000 279 or http://www.cfs.sa.gov.au/site/fire_restrictions/fire_bans.jsp

Parents will also be advised that confirmation or otherwise will be provided the following day.

The weather bureau has advised that it cannot guarantee to provide confirmation or otherwise before 4pm prior to the day of catastrophic risk. If, as is highly likely, no information is provided before the end of the school/preschool day, a second note will be sent home to parents advising that the school/preschool will be closed the following day but will also reinforce the importance of listening to the media and the like.

Schools and preschools should also use established emergency communication systems such as an SMS system, a telephone tree, a message on an answering machine to advise parents of closure

On the catastrophic day, site leaders need to make an arrangement that ensures someone (a staff or community member living close to the school or preschool) visits the site between 8.30 and 9am to make sure no child/student has come to school/preschool. A process needs to be in place to check the outcome of this visit.
When a Monday is given a catastrophic rating, if at all possible warning will be provided prior to closing on the Friday. If this is the case, the process above should be used. If not, all leaders and regional office staff will be contacted by SMS as soon as the notice is given. Schools and preschools will then need to activate their emergency communication procedures to contact families.

All staff who live in high-risk areas should prepare a bushfire survival plan that will take into consideration personal circumstances. If this plan has implications for work on a day with a catastrophic warning, one would need to consult with one's line manager and gain agreement if work is not an option on such days. Preplanning is expected. Working elsewhere or taking leave are possibilities.
This precinct is considered to be relatively safe from fire due to its low levels of fuel. Although the CFS has taken every care and precaution in identifying this area it will be subjected to spark and ember attack in the event of a fire.

It is recommended that you identify several Bushfire Safer Precincts when creating your personal Bushfire Survival Plan. Templates for Bushfire Survival Plans are available from the CFS website.

www.cfs.sa.gov.au