



GLADSTONE HIGH SCHOOL-BUSHFIRE ACTION PLAN

EMERGENCY RESPONSE TEAM

KATHLEEN HOARE- SITE MANAGER
KERRILYN ELMER- ASSISTANT PRINCIPAL
TRACY SMITH- SENIOR ADMIN OFFICER
STEPHEN BOSCH- FIRE WARDEN

BUSHFIRE REFUGE: SOUTHERN FLINDERS SPORTING COMPLEX

BUSHFIRE INFO HOTLINE: 1300 362 361

CFS WEBSITE: www.cfs.sa.gov.au

1. PREPARATION PHASE:

ACTION	WHO	COMPLETE / RESULT
Review Bushfire Action Plan	All staff and Governing Council	
Prepare personal survival plans for staff travelling through Fire Ban Districts on days rated as 'catastrophic' fire danger rating	Staff who travel to work from other towns to inform site manager of decision	Staff complete these annually in October.
Review procedures for school buses on days rated as 'catastrophic' fire danger rating	Site manager / DP	GHS School buses will not run. Buses traveling in other districts will be reviewed by Bus coordinator.
Trim vegetation, clear debris and check hoses and sprinklers systems.	Groundsman	
Restock Emergency Supplies kit using checklist attached	SAO	All first aid kits are compliant and reviewed annually
Develop procedure for informing families TFB days/ catastrophic days / bushfire in local district / move to refuge.	Site manager /SAO	Signs at entrance for Extreme and Catastrophic days. Schoolzine system SMS and quick email system have been activated to notify parents of these days. SMS system to all parents re fire in local area / move to refuge.

2. RATED FIRE BAN DAYS – (EXTREME AND CATASTROPHIC)

ACTION	WHO	COMPLETE / RESULT
Inform families and staff that a rated fire ban day has been declared via signs at entrance	Site manager	SAO will ensure signs are displayed
Consider cancelling any scheduled excursions	Site manager	
Monitor CFS website or 639 ABC local radio for updates	SAO	
Charge mobile phones	SAO	Staff reminded to keep mobile phones charged at all times.
Ensure updated contact information and health information is readily available	SAO	Health Care folder with current plans and medication reviewed by SAO and parents annually.



of all students.		
Alert visitors and relief staff of emergency procedures and Bushfire refuge location.	SAO	Agreement of procedures in Digital Sign in and out system

3. FIRE IN LOCAL DISTRICT

ACTION	WHO	COMPLETE / RESULT
Inform staff of the fire	Senior Leaders	
Monitor ABC local radio or www.abc.net.au	SAO	
Advise Regional office of bushfire reported (Port Pirie 86320603)	Site Manager	
Take Emergency supplies kit and first aid to refuge	First Aid officer	
Identify all student and staff who live in the area reported to be impacted by the bushfire.	Deputy Principal / Site manager	These students and staff may need to remain at the centre at home time. Seek advice about whether students on school buses will be travelling to /through areas impacted by bushfire. Buses must not leave the premises unless a clear directive is given by SAPOL or the CFS unit.
Turn off external gas cylinders	Groundsman	
Turn on sprinklers to dampen surrounds	Groundsman	
Fill students water bottles	Teachers to direct students	
Alert visitors and relief staff of emergency procedure and refuge location	Emergency Response Team	

4. BUSHFIRE IN IMMEDIATE VICINTIY OR IMPACTING SITE

ACTION	WHO	COMPLETE / RESULT
Call 000 and sound evacuation bell	SAO	
Assign roles; <ul style="list-style-type: none"> ✓ Collect roll /sign in books ✓ Collect Emergency supplies, Medications, First aid kits and extra water containers ✓ All staff to take mobile phones 	Admin roles listed as per evacuation procedure	
Close all doors and turn off air conditioners on departure	Admin team	
Advise Parents via SMS of movement to	SAO	



safe refuge.		
Advise Regional office of movement to safe refuge.	Site manager	Pirie: 863206003
Once at safe refuge close vents and ensure all persons are away from window.	Emergency Response team	
Liase with CFS, SAPOL and other emergency services	Emergency Response Team	Local CFS 8662326 Local Police 86622001

5. RECOVERY AFTER FIRE HAS PASSED

ACTION	WHO	COMPLETE / RESULT
Check for and treat injuries.	All Staff	
Ensure no one leaves the refuge until advised by emergency	All Staff	
Follow any emergency services directive to move to an alternative safe location if required.	All Staff	
Ensure that an adequate number of staff member prepare to care for children for an extended period of time	Site manager	The nominated staff members must remain on duty until all students are collected by parents / caregivers
Regularly advise Regional Director / office of current situation.	Site Manger	
Record names of students and the person collecting them as they leave the site.	Site Manager / DP	
Arrange a safety assessment of the site before the service can resume	Site Manager	Via advice from Regional Office
At an appropriate interval after the emergency, undertake a debrief session with staff and families	Site Manager	Invite SAPOL, CFS and DECD personnel to attend / comment
Review the effectiveness of the Bushfire Action Plan	All staff / Governing Council	