



St. Anne's

Primary School

60 KNEES ROAD, PARK ORCHARDS, VICTORIA 3114

BUSHFIRE PLAN

CHIEF WARDEN

- Review and update the schools Bushfire Procedures annually (including Safer Refuges).
- Complete the Bushfire Safety Checklist for Victorian Schools annually (available from the Department of Education and Early Childhood Development).

CHIEF WARDEN total fire ban days / during bushfires in the local district:

- Inform Staff Parents and Students of total fire ban at start of day (or day prior if possible), and update them with relevant information if required.
- Tune in to ABC radio or local community radio station for updates on the fire's progress, or contact the Victorian Bushfire Information Line. See Emergency Contacts (Appendix 1).
- Liaise with local Emergency Services (CFA, Police) to determine whether to move Staff and Students to a safe Refuge if required. This will be done by The Chief Warden. (Inform parents of Refuge details via SMS and the School Intranet). See Refuge Options (Appendix 2).
- This will be dependent on the location and nature of the fire and may change if advised by relevant authorities. The children will be transported by bus. Check with the SCHOOL BUS SERVICE, LOCAL CFA or CFA REGION to ensure that there are no fires burning which may endanger your school bus route.
- Inform parents of Refuge details via SMS and the School Intranet site.
- Assess if it is safe for students to undertake outdoor activities (including outside recess / lunch breaks).

CHIEF WARDEN upon being notified of a bushfire:

Note: Inform St Anne's Emergency Management Team Leader of an impending bushfire. St Anne's Emergency Management Plan (EMP) contains further information on Bushfire Preparedness.

The EMP is generic in nature and may alter according to the circumstances. If early evacuation advice is not issued or the fire is approaching the school and it is unsafe to evacuate, Staff and Students should remain in the building(s) after the following precautions have been taken:

- Issue Red Helmets and 'Warden Duty' cards and deploy Wardens:
- Identify which buildings need to be evacuated in the case of a fire. Portable/demountable buildings should not be used under any circumstances if a fire is approaching. Brick and tiled buildings should be used ensuring Staff and Students are kept away from any part of the building that may be initially exposed to the fire.
- Inform Emergency Services operator (See Appendix 1) of building/s where staff and students will be housed. Keep in contact as fire approaches so the Emergency Services operator can direct services as they become available. The primary responsibility of the staff is the safety of students.
- Check attendance against class list once Staff and Students are assembled.
- Turn off all power and gas.
- Close all windows, door and block crevices, cracks and gaps with wet materials (e.g. towels, clothing). Fill gutters, all sinks and wash basins with water.
- Once the threat has passed, direct Wardens to assess the buildings for spot fires, burning embers, casualties and report back.
- Ensure all staff and students remain inside until it has been established that the fire has clearly passed; evacuate the building and remain in a safe area.
- Ensure staff/students do not hamper Emergency Services or put themselves at risk by going near damaged buildings or trees.

Appendix 1

Victorian Bushfire Information Line - Call 1800 240 667
Emergency Services Operator – 000 or 112 if calling from a mobile

Appendix 2

1. Westfield Shoppingtown – 619 Doncaster Road, Doncaster
2. The Pines Shopping Centre –181 Reynolds Rd, Doncaster East or
3. Eastland Shopping Centre, 171-175 Maroondah Hwy, Ringwood