



DOMINO SERVITE  
COLLEGE

BUSHFIRE

## BUSHFIRE POLICY AND PROCEDURES

Approved by DSC School Board  
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## POLICY

It is the policy of Domino Servite College that, in the case of a fire, the first duty of the staff is to ensure the safety and welfare of all students. The preferred course of action is the evacuation of students from the site by parents at the earliest threat.

The staff will be made aware of initiatives which may be taken by other authorities such as the Police, Country Fire Service (CFS) and State Emergency Services (SES).

In all emergencies the staff will ensure that full cooperation is given to these authorities and that any directions lawfully given by any member of these authorities will be carried out.

## PROCEDURES

Our 'Last Resort Refuge' is the Assembly Hall. In the event of a bushfire, all those present on the College grounds will be evacuated to the Assembly Hall, unless advised otherwise by CFS or SAPOL.

### FIRE REPORTED IN LOCAL DISTRICT

- The principal will inform staff and students of any bushfires reported in the "local area".
- Activate the bushfire emergency procedures with the Emergency Response Team. Emergency Response Team Members includes all staff at Domino Servite College.
- Maintain a visual check of the surrounding area.
- Monitor ABC Radio and the 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.
- Liaise with the local CFS to obtain the latest information and advice about the likely effect of the bushfire on the site. The Mt Torrens CFS station can be contacted on 8389 4312 or CFS Hotline on 1300 362 361.
- Ensure the alternative audible warning device (whistle) is ready for use and operating correctly should power fail (located in the bushfire kit in the administration area).
- Staff to assess if it is safe for students to complete outdoor activities and cancel these activities if required.
- Record the names of any students who are collected from the site by parents during the day (sign in and out register).
- Turn on sprinklers to dampen surrounds.
- Prepare Last Resort Refuge - e.g. close blinds and windows, wet towels, prepare drinking water, arrange appropriate locations for local community members, ready fire extinguishers, remove hazards from passageways etc.



- Staff to fill students's water bottles and students to gather personal belongings should a move to the Last Resort Refuge become necessary.
- Encourage students to use the toilet regularly during the day and to keep shoes on at all times.
- Advise visitors and volunteers of the situation and emergency procedures during the registration process.
- Arrange to supervise affected students if specific school bus routes, local roads or taxi services are impacted upon or threatened by the bushfire, until Emergency Services report that the situation is safe and families are safe to collect their students.

#### BUSHFIRE IN IMMEDIATE VICINITY OR IMPACTING ON SITE

A decision to move all persons into the Last Resort Refuge will be made when any of the following agreed 'triggers' are reached:

- CFS Information and Warning messages broadcast on the local ABC (AM 891) radio indicate a fire is moving towards Mt Torrens.
- The local Emergency Services advise that a bushfire is likely to impact on the site.
- Advice that a bushfire is burning in the "local area" (Lobethal, Charleston, Woodside, Birdwood, Tungkillio, Mt Pleasant, Gumeracha, Cudlee Creek) and heading in the direction of Mt Torrens.

In the event of vacating to our Last Resort Refuge (Assembly Hall), the following steps will be put into action:

- All staff will undertake their assigned roles and responsibilities.
- Prepare to move to the Last Resort Refuge when the 'triggers' are reached and the evacuation signal is given (long repeated blasts) or whistle is sounded (in the event of power outage).
- Assemble students inside
- Administration staff will take the Emergency Supplies Kit and Emergency Radio and assist students to move to and assemble in the Last Resort Refuge upon hearing the evacuation siren or being informed personally by the principal or assigned delegate.
- Students are to take their school bags.
- Close all doors and windows and turn off air conditioners as rooms are vacated.
- Teachers complete a roll call of students in their care. Administration staff will check the visitors' book.
- Communicate to parents that students have moved into the Last Resort Refuge. Administration staff to place Last Resort Refuge location sign on gate upon leaving (located in Bushfire Kit).
- Turn off air conditioners and close air vents, block crevices, cracks and gaps in Last Resort Refuge as bush fire front approaches.



- Close blinds and windows, wet towels, prepare drinking water.
- Ensure all site persons are accounted for and present in Last Resort Refuge. The administration staff will monitor visitors and volunteers.
- Instigate a search for missing persons if needed.
- Advise relevant emergency services of the move to Last Resort Refuge and provide information about:
  - The 'trigger' that has been reached and likely impact on the workplace.
  - The number of students, staff and registered visitors taking shelter.
  - The number of community members present.
  - Emergency Services assistance immediately available.
- Liaise with CFS /MFS units and other Emergency Services if on site.
- All persons sheltering in Last Resort Refuge will prepare for arrival and passage of the fire front. Staff will:
  - listen to the ABC radio for local information
  - ensure all persons are located away from windows and unnecessary movement is limited.
  - provide regular updates at an appropriate level to students and adults
  - assist all students and adults to remain calm
  - outline possible plans of action after the front has passed with the students
  - prepare for unexpected toileting of students
- Staff members will check for and attempt to extinguish spot fires inside or impacting on the Last Resort Refuge as necessary. (It is not expected that they will undertake major fire fighting activities or place themselves in any danger)

#### RECOVERY AFTER THE FIRE FRONT HAS PASSED

- All staff undertake their assigned roles and responsibilities.
- The principal in consultation with Emergency Services will ensure no one leaves the Last Resort Refuge until the situation outside has been assessed as safe.
- The Emergency Response Team members will begin, if necessary, preparations to care for students for an extended period of time.
- Nominated members will remain on duty until all students are collected from the College by their parents.
- Staff will check for and treat any injuries.
- Check the building for damage and burning embers and extinguish small fires in or near the Last Resort Refuge.
- Determine if there is a need to evacuate the Last Resort Refuge (CFS or SAPOL instruction).



- Determine an alternative safe location if required (Mt Torrens Recreational Grounds Oval)
- Reunite families at a safe location when the situation has been declared safe and vehicles can safely access the workplace.
- Record names of students and person collecting them as they leave the site (Sign in and out register).
- Arrange an assessment of the workplace buildings once the area is declared safe.
- Arrange to have fire fighting systems checked and readied for use again.
- Undertake a debrief of the bushfire emergency situation and the procedures undertaken at an appropriate time after the incident.
- Review the effectiveness of instructions undertaken before the bushfire emergency in light of the experience in order to ensure that lessons learnt are captured for future benefit.
- Replenish the Emergency Supplies kit.

#### PROCEDURES IN THE EVENT OF A CATASTROPHIC DAY.

- Staff to Monitor the CFS website from 4pm on the day prior to a possible Catastrophic Rating being issued.
- Principal to inform staff and school families of closure via text message and email.
- A Text message will be sent to parents through the College's LMS (SEQTA or School Pro).
- If possible, a message is to be put on the office answering machine informing of the date of the closure. A sign should also be placed at the college entrance advising of the closure.
- In the event of college closure on a Catastrophic Day, staff should avoid spending time at the college site during that day.



### IMPORTANT BUSHFIRE INFORMATION FOR FAMILIES

Additional Information about how Domino Servite College will be managed on days that are rated 'Catastrophic Fire Danger'

- Domino Servite College has a medium risk bushfire rating.
- We will close on catastrophic fire danger days.
- According to CFS advice, if unforeseen catastrophic weather conditions arise, it would not be safe to stay at the college during Catastrophic conditions and the best plan would be to 'leave early'.
- In such cases, you will be notified of the college closure at the earliest possible time. This will be via phone call or SMS.
- If adequate notice of the closure is received, we will also have a recorded message on the office answering machine and a sign will be placed at the entrance.
- PLEASE NOTE - staff will not be in attendance at the site due to the risk and the implementation of personal Bushfire Action Plans.

What can families do to prepare for the Bushfire Season and possible college closures?

- Update your own Bushfire Survival Plans. Part of this plan needs to address your child care needs in the event that the college is closed.
- Listen to ABC radio 891 for CFS information and warning messages.
- Inform the College if a fire is reported in the local area.
- Please take responsibility to confirm whether we are open by:
  1. Checking your mobile phone for a text message (from SEQTA messaging system) on the day prior to a catastrophic fire danger day.
  2. Checking your mobile phones and emails for College notifications.
  3. Calling the College office to listen to the answering machine for confirmation of closure.

Please see a staff member if you have any further queries about this process.