MURRAY BRIDGE HIGH SCHOOL

BUSHFIRE ACTION PLAN

SCOPE
Murray Bridge High School is located within the Rural City of Murray Bridge, surrounded by domestic housing, and, as such, is not considered at high risk from bushfire. The site, however, is nominated as one of the safe havens for the district, especially for travellers of the South-Eastern Freeway. Some students attending Murray Bridge High School commute to the school from or through areas that are considered at risk of bushfire.

This Bushfire Action Plan will operate under the Murray Bridge Local Police District Disaster Plan (July 2005). This site will be under the direction of Police Coordinators, (Murray Bridge) telephone 85356020 and (Mount Barker) 83981700.

This Plan will be divided into two sections:
1. In the case of this school being used as a Site of Refuge.
2. In the case of a Bushfire occurring in the vicinity of student destination.

Emergency procedures in the case of fire within the school are covered in the School Emergency Evacuation Policy.

POLICY
Murray Bridge High School will be made available as a Site of Refuge in the case of bushfire. Murray Bridge High School will care for the safety and welfare of students by not sending them to travel through, or to, a bushfire affected area.

1. IN THE CASE OF THIS SCHOOL BEING USED AS A SITE OF REFUGE

There is more than one site within Murray Bridge that is listed as a Site of Refuge. Police Coordinators will determine which site is most suitable for the Emergency at Hand. Depending on the nature and duration of the Emergency, there will be variations to the response and requirements. The Salvation Army Mobile Emergency Unit, which incorporates emergency bedding and kitchen facilities will be utilized in cases of large scale or prolonged emergencies.

The specific areas of the school that will be made available are:

- The Gymnasium
- The Music Suite
- The Home Economics Kitchen No. 2.

Circumstances will dictate which of these facilities will be required.
STAFF

In the case of Murray Bridge High School being required as a site of refuge, Police Coordinators will use the list provided to make the request:

1. Facilities Manager (Bryce Gillett 0408 813 956)
2. Business Manager (Kathy Jennings 0417 800 530)
3. Deputy Principal (Lynton Hall 0417 827 750)
4. Principal (Phil Fitzsimons 0421 618 155)

The person contacted will ensure that the following requirements are met:

- That person will attend the site and make contact with the other persons listed.
- The buildings identified by this policy are unlocked, alarms deactivated and made available to Police and Emergency Services on request.
- The Gymnasium toilets are serviceable and hygiene requirements are available. (Water is connected and soap, toilet paper and hand drying facilities are provided)
- Gym mats will be made available on request for temporary bedding.
- Tables and chairs will be made available on request.
- Access to the Gymnasium or Music Suite telephone will be made available on request.
- The Music Suite rooms will be made available on request for emergency sleeping and/or counselling facilities.
- The Home Economics Kitchen No. 2 and its contents will be made available on request for the preparation of food and/or beverages.
- The Kitchen No. 2 hot and cold water, gas and electricity are connected and serviceable.
- The Gymnasium car park is vacated and made available for vehicles associated with the Emergency.
- Bunting is constructed to designate the Gymnasium and Music Suite as a site that is not to be accessed by students or general public who are not directly involved in the Emergency.

The Facilities Manager will advise hirers that the facility will not be available to them.

During hours of school operation, yard duty staff will ensure that students not involved in the Emergency do not attempt to access the Site of Refuge.

When their regular facilities are designated as a Site of Refuge, teaching staff will make alternative arrangements for their own classes through liaison with the Daily Routines Coordinator.

The Physical Education Coordinator will ensure that the car park in the vicinity of the Gymnasium is vacated by all staff and school vehicles.

The Facilities Manager will ensure that the Site of Refuge is secured and returned to normal operating conditions after the site has been returned by Police Coordinators.

STUDENTS

Students will follow their regular timetable during any time that the school is being used as a Site of Refuge. In the case of their regular classroom being used as a Site of Refuge, students will follow the directions of their subject teacher.

Students are not to try to access the Site of Refuge unless specifically directed to by Police Coordinators.
2. IN THE CASE OF A BUSHFIRE OCCURRING IN THE VICINITY OF STUDENT DESTINATION

_Level One Alert: A day of extreme fire danger is proclaimed in the Murraylands District – Total Fire Ban._

**STAFF**
- The Principal will receive notice from the CFS that a day of extreme fire danger has been proclaimed.
- Staff will be notified of a Level One Alert by the Principal by way of notice on the staffroom whiteboard and by announcements in the staffroom before home class, at recess and lunch.
- The Front Office staff will switch on a radio receiver to 5MU, telephone 85 324455, and monitor bushfire advisory warnings. They are to keep the Principal informed of these advisory warnings.
- Staff taking excursions must leave contact details with the Assistant Principal, Daily Routines. On days of Level One Alert, staff must check with the Assistant Principal, Daily Routines before departure.
- Lists of students who travel on DECS or Contracted bus runs will be made ready by the Front Office Staff and checked against absences.
- Home Class teachers and subject teachers are to remind all classes throughout the day of procedures for Bus Students in the case of a Level Two Alert.
- At 2.45pm the Front Office staff will telephone the Region 3 CFS Supervisor, telephone 85326800, to ask if there are any known fires in the region. The advice received must immediately be conveyed to the Principal who will make the decision regarding allowing buses to depart.

**STUDENTS**
- Normal “Sign Out” procedures must be strictly adhered to.
- On days of Level One Alert, bus students who are “signing out” must also ensure that their departure is noted on the bus lists.

_Level Two Alert: If a fire has taken hold at or near a bus route._

**STAFF**
- The Principal will receive notice from the Front Office of a bushfire in the vicinity of student destination.
- The Principal will determine the bus route(s) affected by the bushfire.
- The Principal will direct sufficient staff members to hold and advise bus drivers.
- The Front Office staff will telephone the bus company(ies) affected.
- The Front Office staff will telephone Murray Bridge Primary School, Murray Bridge South Primary School, Fraser Park Primary School, St Joseph’s Primary School and Unity College to advise them of the action and bus delays. The Front Office staff will also telephone Tailem Bend, Mypolonga and/or Jervois Primary Schools if their connecting bus routes are affected by the bushfire.
- A full-school assembly will be held in the Gymnasium to advise all students of the situation. This is signalled by two blasts of the school siren.
- The Deputy Principal will collect the updated bus lists from the Front Office and convey them to the assembly.
- Students living in Murray Bridge will be dismissed from the assembly after briefing.
- Bus students who travel on routes not affected by the bushfire will be dismissed to board their buses and their names will be recorded by the drivers as usual.
The Deputy Principal will convey the clearance to depart to drivers of routes not affected by the bushfire.

Students who travel on the bus route(s) affected by the bushfire will be supervised by teaching staff in the Gymnasium until alternative arrangements for the safe transport of students have been completed.

The Facilities Manager will advise DECD Transport Section of any temporary Bus Route variations.

The Deputy Principal will record the names of all remaining students and ensure that each student is accounted for in the travel arrangements. The Deputy Principal will ensure that only Parents/Caregivers collect students in the case of private cars being used as alternative travel arrangements and that these arrangements are recorded.

**STUDENTS**

- All students will attend an assembly that is held in the Gymnasium.
- Students will follow instructions from staff regarding dismissal from the assembly.
- Students who travel on a bus route that is being affected by a bushfire will remain under the care of teaching staff until such time as alternative travel arrangements have been completed. If the student is being picked up by a parent/caregiver, that student will check with the Deputy Principal before departing.
- Students are not to travel to their destination by any means other than those approved by the Deputy Principal.

**DEFINITION**

*Site of Refuge:* A term given to a facility, temporarily procured by Police Coordinators, for the use of Emergency Services to direct personnel, provide shelter, sustenance and counselling for those affected by the emergency and/or as a site to prepare goods to be used in the emergency. At Murray Bridge High School, this is identified as the Gymnasium, Music Suite and/or Home Economics Kitchen #2. This includes the toilet facilities at the Gymnasium, veranda, access road and car park. It will also include any other area surrounding these buildings that are designated by bunting.

*The Home Economics Kitchen No. 2 and its contents:* This includes the Kitchen, stoves, sinks, cutlery, crockery and cooking utensils that are normally located in the room.

*The Principal:* If the Principal is away from the school, there is an established “delegation” that allows for other personnel to assume the Principal role (usually the Deputy Principal). Front Office staff are advised of the Acting Principal role on the day that it occurs. A similar process applies to the Deputy Principal role.

*Police Coordinators:* Once telephone contact has been made, SAPOL will determine who amongst their personnel will take responsibility for decisions.

*Bus Students:* Students who normally travel to and from school on DECS or Contracted bus routes.

*In the vicinity of student destination:* Any area at or near the residence of the student. Any area at or near the contracted or DECS bus route that the student travels to arrive at their residence. Nearness to vicinity will be determined by liaison between the Principal and Emergency Services.

*Normal “Sign Out” Procedures:* When students have a verified note from a parent/caregiver to leave the school, they must show the note at the Front Office and enter their details on the attendance computer. The computer will issue a paper slip which states the time and date of departure.
EVALUATION

This Bushfire Action Plan is to be distributed to Highway Hiker Tours, Kluske Bus Service, Murray Bridge Passenger Service, Region 3 CFS, SAPOL Murray Bridge, SAPOL Mt Barker, Tailem Bend Primary School, Murray Bridge Primary School, Murray Bridge South Primary School, Fraser Park Primary School, Mypolonga Primary School, Jervois Primary School, St Joseph’s Primary School and Unity College. The Deputy Principal will receive any queries and comments that may be directed from any of these parties.

REVIEW

Within the first two weeks of Term 4 each year.

Check list for Staff in the case of a Bushfire occurring in the vicinity of student destination

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<th>Role</th>
<th>Tasks</th>
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| Principal | Receive fire ban notices.  
Notify other staff of Level 1 alert.  
Determine if bus route is affected by bushfire  
Establish communication with bus companies, Police Coordinators and Region 3 CFS Supervisor  
Direct staff to hold buses |
| Deputy Principal | Collect bus rolls from Front Office for assembly  
Communicate with bus drivers to monitor departure  
Monitor whereabouts and travel arrangements of all students from affected bus routes.  
Oversee evaluation of this Bushfire Action Plan |
| Coordinator – Daily Routines | Liaise with staff who are on excursion. |
| Front Office Staff | Monitor Bush Fire Warnings on radio and keep Principal informed  
Prepare bus rolls. Check against absences.  
Telephone Region 3 CFS (85326800) at 2.45pm on days of Level 1 Alert. Keep Principal informed.  
Monitor “Sign Out” procedures, including updates to bus rolls. |
| Telephone bus companies in case of fire on route | Highway Hiker □  
Kluske Bus Service □  
MB Passenger □ |
| Telephone other schools affected by bus run changes | MBPS □  
MB South PS □  
Fraser Park PS □  
St Josephs □  
Unity □  
Mypo □  
Tailem Bend □  
Jervois □ |
| Teaching Staff | Remind students of Fire Alert Procedures  
Hold buses if directed to by Principal  
Supervise students at assembly  
Supervise remaining students until all are given clearance to travel home. |
| Facilities Manager | Inform DECD Transport Section of bus route variation |