

# Gumeracha PS

## Bushfire Refuge Plan Summary (as at Oct 2024)



### Trigger Points to prepare for movement to a Bushfire Refuge.

CFS INFORMATION AND WARNING MESSAGES - broadcast on local ABC radio/internet sites/email notifications etc. indicating a fire is moving towards Gumeracha  
 Local EMS team advise that a bushfire is likely to impact the site  
 We are advised that a bushfire is burning in the local district bounded by:

- Cudlee Creek/Lobethal Rd
- Lobethal Rd/Mount Torrens Rd
- Mt Torrens Rd (between Mount Torrens and Birdwood)
- Cromer Rd/Lucky Hit Rd/Martin Hill Rd and Hill Rd (to the north of Birdwood and Kersbrook)
- South Para Rd (between Kersbrook and Cudlee Creek)

There is confirmed smoke/flames sighted

### TONE: 3 second bell/ 3 second silence x 6

| Leader/admin staff will:   | Teachers/SSO's will:  | Students will:   | Families will:   |
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| <ul style="list-style-type: none"> <li>Monitor CFS website on high fire danger days</li> <li>Listen to ABC broadcast via battery operated radio</li> <li>Be alerted to seek refuge through trigger points (this may be self-administered or advised by non site contacts)</li> <li>Alert school of seeking refuge by using emergency bell system</li> <li>Contact groundsperson via telephone if on site</li> <li>Gather necessary items to take to refuge</li> <li>Move from room to room (including music room) ensuring no student/staff member is remaining on way down to the refuge</li> <li><b>Turn off any evaporative systems, close windows &amp; doors</b></li> <li>Communicate with SEM &amp; CFS officers</li> <li>Send communication to families of need to collect children OR not</li> <li>Keep accurate records of children released to families</li> <li>Stay in attendance until directed to leave by ED/SEM</li> </ul> | <ul style="list-style-type: none"> <li>Collect basic supplies that will keep students occupied (pencils, paper, books, toys and games)</li> <li>Collect personal equipment incl: phone and keys</li> <li>Ask students to fill up their drink bottles and collect their belongings</li> <li><b>Close all windows and doors before you leave</b></li> <li>Line students up in an orderly manner &amp; move to the refuge</li> <li>Once at the refuge: call roll to ensure students are all present</li> <li>Set class up in designated area and help them to remain calm</li> <li>SSO's to stay with classes OR if requested, support Leader/admin with communications and student release procedures</li> <li>Staff may need to move their vehicles if parked by the refuge to enable CFS access to tanks etc</li> <li>Stay in attendance until directed to leave by Leader/SEM</li> </ul> | <ul style="list-style-type: none"> <li>Collect their bags, lunchboxes and drink bottles</li> <li>Line up to move to the refuge</li> <li>Stay in the refuge unless told by an adult to leave or collected by a family member as per policy</li> </ul> | <ul style="list-style-type: none"> <li>Heed advice from the school re: if it is safe to travel or not</li> <li>Collect their children in line with the policy</li> <li>Refrain from making calls IN to the school to allow phone lines to be clear for outgoing calls</li> </ul> |

| Incident controller: Lyndsey                  | Operation Officer: Lyndsey          | Communication officer: Bron                             | Safety Officer: Bron                   | First aid officer: all |
|---|-------------------------------------|---|--|------------------------|
| <b>Satellite phone:</b> 0147 140 922          | <b>Bushfire phone:</b>              | <b>DFE Security &amp; Emergency:</b> 1800 000 279 (SEM) | <b>Local fire station:</b> 8389 1000   |                        |
| <b>SAPOL:</b> 131 444 <b>Local:</b> 8389 1007 | <b>CFS hotline:</b> 1300 362 361    | <b>SAPN:</b> 131 366                                    | <b>Gum Hospital:</b> 8209 9200         |                        |
| <b>ED: Marg</b> 0414 913 398                  | <b>Para Hills office:</b> 8314 4000 | <b>Lyndsey:</b> 0401 403 118                            | <b>Birdwood High School:</b> 8568 5100 |                        |

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| <p><b>FOOD and WATER</b></p> <ul style="list-style-type: none"> <li>Staff/students should take own food to refuge</li> <li>1x staff member to collect staff food from fridge using box/tub</li> <li>If a lunch order day then 1x staff member will collect extra food from staff room to take as an alternative (crackers, biscuits etc)</li> </ul> <p>Drinking water contingency plan:</p> <ul style="list-style-type: none"> <li>All students are asked to fill their own bottles before moving</li> <li>If lose mains water, there are 2x 20 litre containers</li> <li>Rainwater tank can be accessed adjacent to gym if absolutely necessary</li> </ul> <p>Ablutions:</p> <ul style="list-style-type: none"> <li>Urination into toilets as normal even if flushing is non-operable</li> <li>Porta-loo – only to be used for solids if flushing is non-operable</li> </ul> | <p><b>STAFF/STUDENT ATTENDANCE RECORDS</b></p> <ul style="list-style-type: none"> <li>Daily attendance records and sign in/out logs kept in office after 9:10am</li> <li>Admin person (Bron) takes roll books to refuge/evacuation point</li> <li>In case of unavailability, teachers use own class lists to mark off students and communicate to leader if there are any missing/unaccounted for students</li> <li>Actual student attendance in emergency location/evacuation points checked against roll attendance and teachers communicate to leader if there are any missing/unaccounted for students</li> </ul> | <p><b>RELEASING STUDENTS TO FAMILIES</b></p> <ul style="list-style-type: none"> <li>Only parents or emergency contacts on the school/OSHC/Vac Care records can collect students</li> <li>All students are to be signed out as per normal procedures and template used for record keeping. Check ID if you are not familiar with the person collecting the student</li> <li>If parents/emergency contacts cannot attend to collect children, they stay under the supervision of staff until such time that they reach us</li> <li>No unauthorised collection of children permitted</li> </ul> |
| <p><b>ANIMALS</b></p> <ul style="list-style-type: none"> <li>Snakes/lizards to be placed in pillowcases and moved to refuge</li> <li>Stick insects to be taken from STEM room to refuge in carrier</li> <li>Chickens to be released from yard if safe to do so</li> <li>Sheep to be released from yard/moved if at all possible</li> </ul>  |   |  |

| Items admin to take to refuge include: (but not limited to)  | If smoke present:   |
|--|---|
| <ul style="list-style-type: none"> <li>Emergency contact details, lists and records</li> <li>Satellite phone and charger, battery operated radio</li> <li>Laptop and charger, Password information</li> <li>Keys including hall key bag and PA key</li> <li>First aid bags and student medications (incl. those in the safe) and defibrillator from office area</li> <li>Bushfire management plan from Principal pin board (by office door)</li> </ul> | <ul style="list-style-type: none"> <li>Ensure windows and louvres are shut</li> <li>Turn off evaporative cooling and minimise movement of students/staff</li> <li>Use towels/blankets stored in tubs to block smoke from coming in through gaps in doors and windows</li> </ul> |