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## Theodore Primary School Bushfire Emergency Plan

*This policy and procedure should be read in conjunction with:*

- [2019-2020 Bushfire Package](#)  (1.02Mb)
- [2019-2020 Bushfire Package](#)  (526kb)
- [01 Bushfire Package Overview](#)  (111kb)
- [01 Bushfire Package Overview](#)  (188kb)
- [02 Bushfire Preparation Checklist](#)  (58kb)
- [02 Bushfire Preparation Checklist](#)  (158kb)
- [03 Preparation Checklist Schools Closing](#)  (58kb)
- [03 Preparation Checklist Schools Closing](#)  (200kb)
- [04 On the Day Checklist Schools Closing](#)  (61kb)
- [04 On the Day Checklist Schools Closing](#)  (177kb)
- [05 On the Day Checklist Schools Remaining Open](#)  (53kb)
- [05 On the Day Checklist Schools Remaining Open](#)  (200kb)
- [06 Newsletter Text](#)  (15kb)
- [06 Newsletter Text](#)  (136kb)
- [07 School Closed Poster](#)  (74kb)
- [07 School Closed Poster](#)  (176kb)
- [08 Comms Flowcharts Declaration of an elevated Fire Danger Rating](#)  (81kb)
- [08 Comms Flowcharts Declaration of an elevated Fire Danger Rating](#)  (81kb)
- [09 \*\*Stage One\*\* Temporary School Closures Extreme FDR](#)  (4Mb)
- [10 \*\*Stage Two\*\* Temporary School Closures Catastrophic FDR](#)  (4Mb)

### Procedure for Grassland or Bushfire

- Phone **000** to notify the emergency fire services and seek advice.
- If appropriate, follow the procedure for **Shelter-In-Place**.
- Report the emergency immediately to the Chief Warden who will convene the ECO if necessary.
- Identify if any buildings need to be evacuated. Permanent buildings may be a safer option than portable/demountable buildings. If safe to do so, portable building will be evacuated to the school hall or safer building at the advice of the Chief Warden.
- If threat exists decide appropriate action e.g. evacuate all staff, students, visitors and contractors to a safer location such as the school hall, closing all doors and windows.
- BSO turns off power and gas.
- Check that all students, staff and visitors or contractors are accounted for.
- Listen to TV or local radio on battery-powered set for bushfire/weather warnings and advice.
- Ensure staff/students do not hinder emergency services or put them at risk by going near damaged buildings or trees.
- Report emergency incident to School Network Leader.
- Parent/carers or visitors who arrive at the school will be asked to join the staff and students inside the building according to the Shelter-In-Place procedure via a sign on the front office window
- Direct all Media enquiries to the Media and Communications Section (Central Office)



## Communication Plan

- In the event of a grass or bushfire which may impact our school, contact 000 and follow the instructions of the ACT ESA, Fire Brigade or Police and implement appropriate plans.
- Emergency Coordination Centre located at ESA HQ as part of a whole of government approach to managing incidents in the ACT region will work with our counterparts across government to ensure we have consistent plans and procedures which include Transport Assistant Plans (TAPs) developed with TCCS to ensure students and staff are collected in the event of an evacuation resulting from grassland or bushfire threat.
- Director of School Improvement is the first point of contact for School Principals and schools should refer members of the public to Canberra Connect on 13 22 81 or [www.canberraconnect.act.gov.au](http://www.canberraconnect.act.gov.au) for information on temporary school closures.
- Communication to families will be co-ordinated by Education Directorate Risk, Security and Emergency Management Section

## Temporary School Closures

- The ACT ESA will notify the Directorate of an elevated fire danger rating at 4:00pm each day, effective for the following day. School Network Leaders will contact affected schools to inform them of the elevated warning; however, schools should remain informed of current 'fire activity' through the media and the ACT ESA website, [www.esa.act.gov.au](http://www.esa.act.gov.au). Schools will close using the procedures detailed in the attached 'On the Day Checklist for Schools Identified for Temporary Closure'.
- The Education Support Office alerts Principals and Directors School Improvement of schools identified for temporary closure.
- Principals activate the School Action Plan including notifying stakeholders and posting school closed signs and assigning two staff members to attend school from 8am to 4pm on the day of the school closure (unless an actual bushfire threatens the school). The Principal monitors the Fire Danger Rating for the next day. School re-opens if the Rating is downgraded or remains closed if the Rating is unchanged.
- The ACT ESA will provide public messages to the ACT community regarding bushfire and bushfire preparedness as well as material to assist the public to understand warning arrangements all public inquiries regarding bushfires and emergency management should be referred to the ACT ESA on 6207 8444 or at [www.esa.act.gov.au](http://www.esa.act.gov.au)

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