



CAPS KURRAWANG

Extending God's Grace

BUSHFIRE MANAGEMENT POLICY

PO Box 10397, Kalgoorlie WA 6430 • Telephone: (08) 9091 2590 • Admin Fax: (08) 9021 8781

Email: reception@capskurrawang.wa.edu.au • Web: capskurrawang.wa.edu.au

ABN: 12 408 281 027

Name of policy	Bushfire Management Policy
Policy number	OP037
Date to be reviewed	February 2025
Policy status	Approved February 23 rd 2021
Date effective	February 23 rd 2021
Contact person	Principal
Date for review	Every four years or as required by legislative changes

CONTENTS

1.	POLICY STATEMENT	4
2.	WHO IT APPLIES TO	5
2.1.	CAPS KURRAWANG BUSHFIRE MANAGEMENT TEAM.....	5
3.	PROCEDURES.....	5
3.1.	PREVENTION.....	5
3.2.	PREPARATION.....	6
3.3.	RESPONSE	6
3.4.	RECOVERY	7
4.	PROCEDURES.....	6
5.	PROCEDURES.....	6
5.1.	Procedure: Outdoor excursions	6
1.1.	Procedure: RESPONSE FLOW CHART	8
1.2.	Procedure: FIRE DANGER WARNING	9
1.3.	Procedure: CATASTROPHIC FIRE DANGER WARNING	10
1.4.	Procedure: FIRE ON HORIZON	11
	11
1.5.	Procedure: EXCURSIONS	13

1. POLICY STATEMENT

This policy addresses the procedures to be followed in the case of a bushfire. CAPS Kurrawang is located in a natural bushland area and deemed to be at high risk as determined in consultation with a FESA representative. CAPS Kurrawang is committed to the safety and survival of students and staff at the school and on excursions.

2. WHO IT APPLIES TO

The bush fire policy applies to all CAPS Kurrawang staff and students, volunteers, contract workers and visitors to identify and manage the risk in case of a fire danger warning or fire on the horizon.

2.1. CAPS KURRAWANG BUSHFIRE MANAGEMENT TEAM

All management team to have *BOM weather and Alert2Me* apps installed on their phone

Incident Manager – Kylie Meredith (Principal)

Fire warden – Megan O'Brien

Grounds manager – Dion Meredith

3. PROCEDURES

To prevent possible injury or loss of life the safest scenario is not to have students or staff at the school when a bushfire attacks. The most prevalent time for bushfires is from November to April.

The school's initial response is to always evacuate all students to the safer location and only stay as a last resort. Developing a safe, early evacuation procedure includes:

3.1. PREVENTION

- Principal to be thoroughly familiar with Emergency Management Plan and have a clear understanding of what will be required to evacuate whole school
- Review Bushfire procedures in Term 3 and check all emergency contact details.
- Walkie-talkies to be connected in office store room
- Identify emergency warning signal
- Prepare and check evacuation kits for buses
- Identify **Safer Location**
- Audit of school grounds to be conducted beginning of Term 4 and Term 1.
 - Equipment checks
 - Removing fuel from school grounds (pathways, playground, gutters) and buffer zone from fence line.
- Identify possible causes of fire and minimise their use on severe fire days. These might include, for example, use of lawn mowers, angle grinders and welders.
- Communication officer to check contact numbers on telephone tree beginning of Term 4 and 1

3.2. PREPARATION

- Bushfire Management Team and all staff members are thoroughly familiar with Emergency Management Plan and aware of their responsibilities.
- Bushfire Training for staff
- School visitors and relief staff are made aware of response plan at reception
- Advise school community of response plan
- Advise Local Emergency Agencies of Emergency Management Plan (including **Safer Location: Kalgoorlie – Boulder Baptist Church or Coolgardie – To Be Advised**)
 - DFES Kalgoorlie
 - LEMC – Coolgardie Shire
- Continue to check school grounds for fire hazards
- Bushfire Management Team and classroom teachers to collect Walkie-talkies every morning from office during bushfire season
- Key bushfire messages to be incorporated into curriculum
- All school vehicles are to be fuelled, parked at the front of school and key left at office.
- Communication Officer to monitor BOM morning and afternoon during bushfire season, November to April.
- Evacuation Kits are in each bus
- Check and replace PPE if required
- First Aid Officer briefed and first aid kits checked in classrooms
- Test communication tree
- Practice evacuation drills as per compliance calendar

3.3. RESPONSE

3.3.1. CLOSURE/EVACUATION

- DFES catastrophic fire danger warning is issued the day before school is to be closed
- If catastrophic fire danger warning is issued on the day Incident Manager will implement evacuation plan
 - Advise DFES
 - Principal to inform Governing body
- DFES severe fire danger warning fire warning is issued will closely monitored, to determine if the school is to be closed and evacuated.

3.3.2. STAY

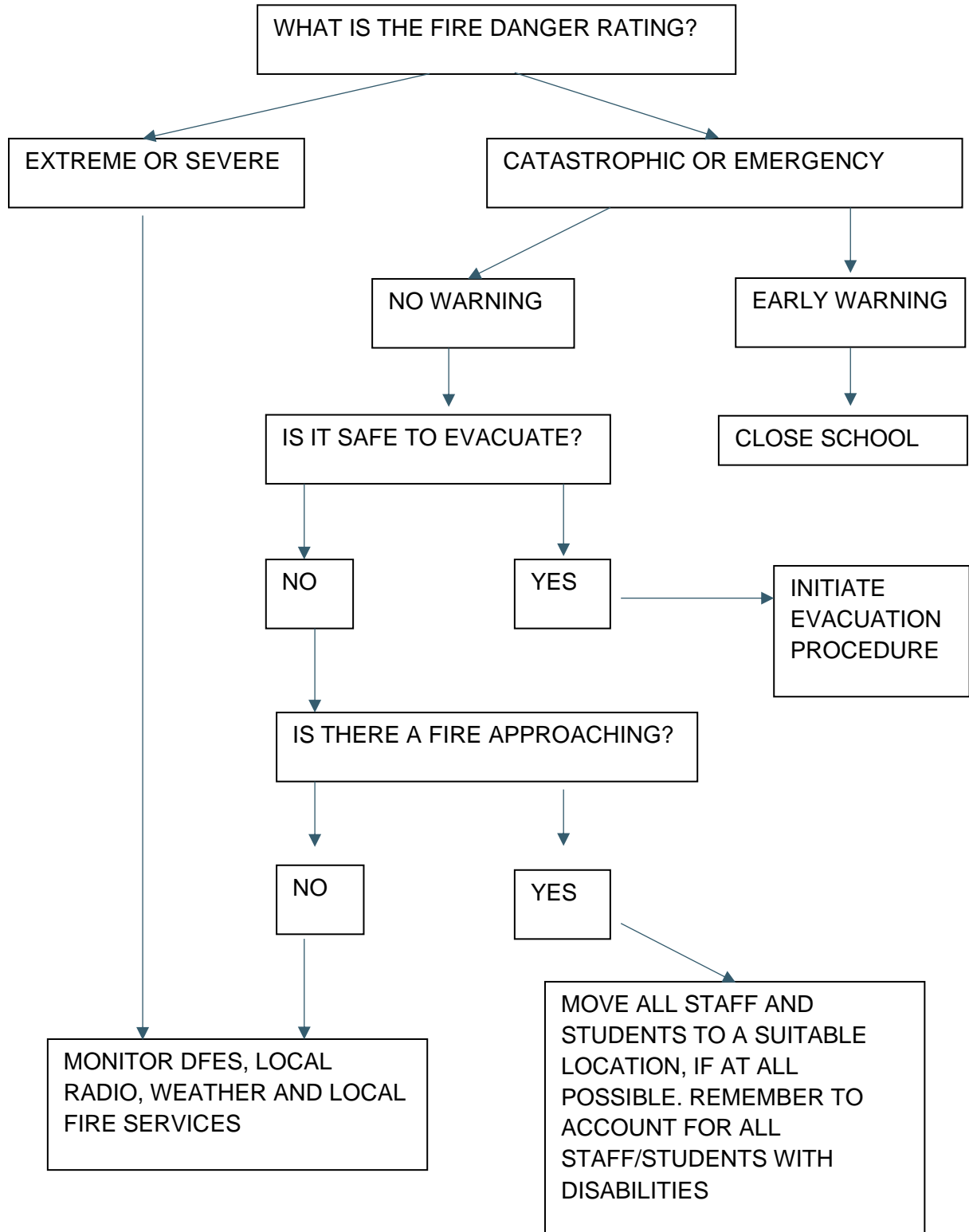
- Advise school community via communication tree
- Advise local emergency agencies
 - DFES Kalgoorlie
 - LEMC – Coolgardie Shire
 -

- Advise Governing Body
- Calmly advise students and staff of bushfire and decision
- All students to evacuate to purple building and roll call of students. The big shed is not to be used under any circumstances
- Instruct students to remain calm, restrict their movements and keep them away from windows
- Bushfire management Team to:
 - Shut off electricity and gas supplies
 - Wet roof of classroom
 - Watch for embers and attend to small spot fires
 - Close windows and doors and block draughts to prevent the entry of smoke and embers

3.4. RECOVERY

- Assess any injured and administer first aid
- Reassure students and staff
- Counselling
- Relocation to safer location
- Communication with school community
- Assess school buildings to determine if continued education of children is possible
- Advise Governing Body, Non-Government School Regulation, AISWA
- Contact insurance companies
- Debrief with staff and review of procedures

1.1.Procedure: **RESPONSE FLOW CHART**



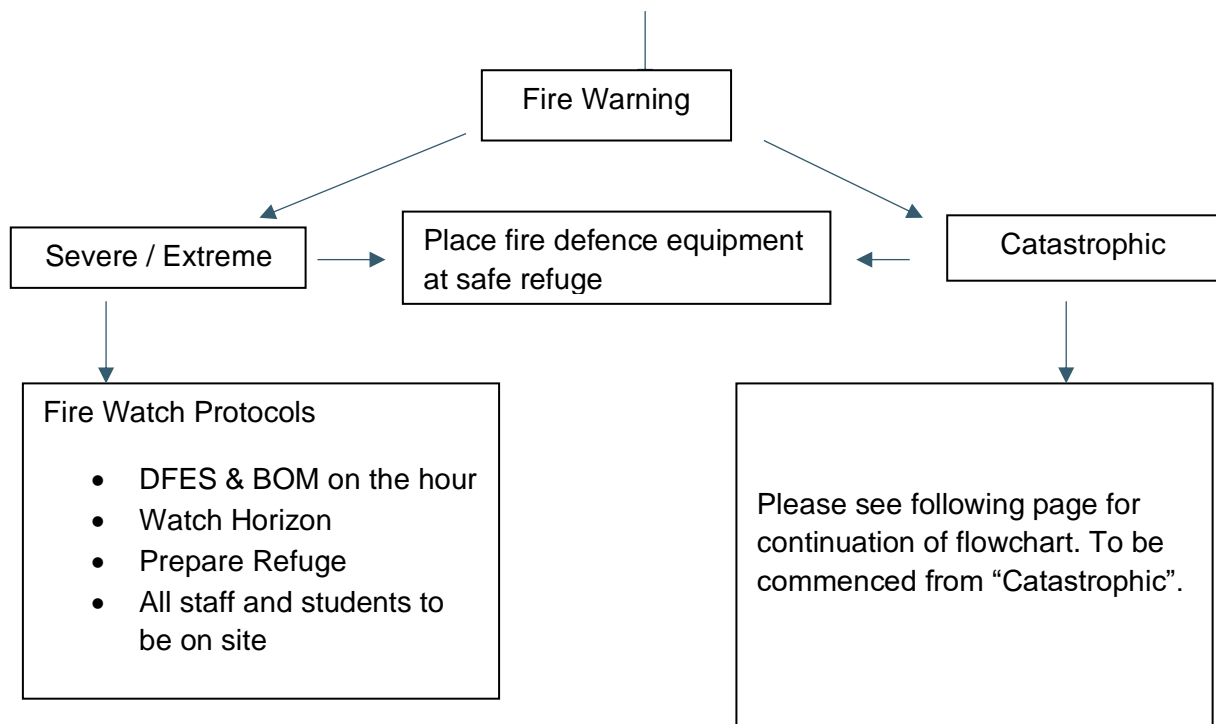
1.2. Procedure: **FIRE DANGER WARNING**

Bushfire Management Flowchart

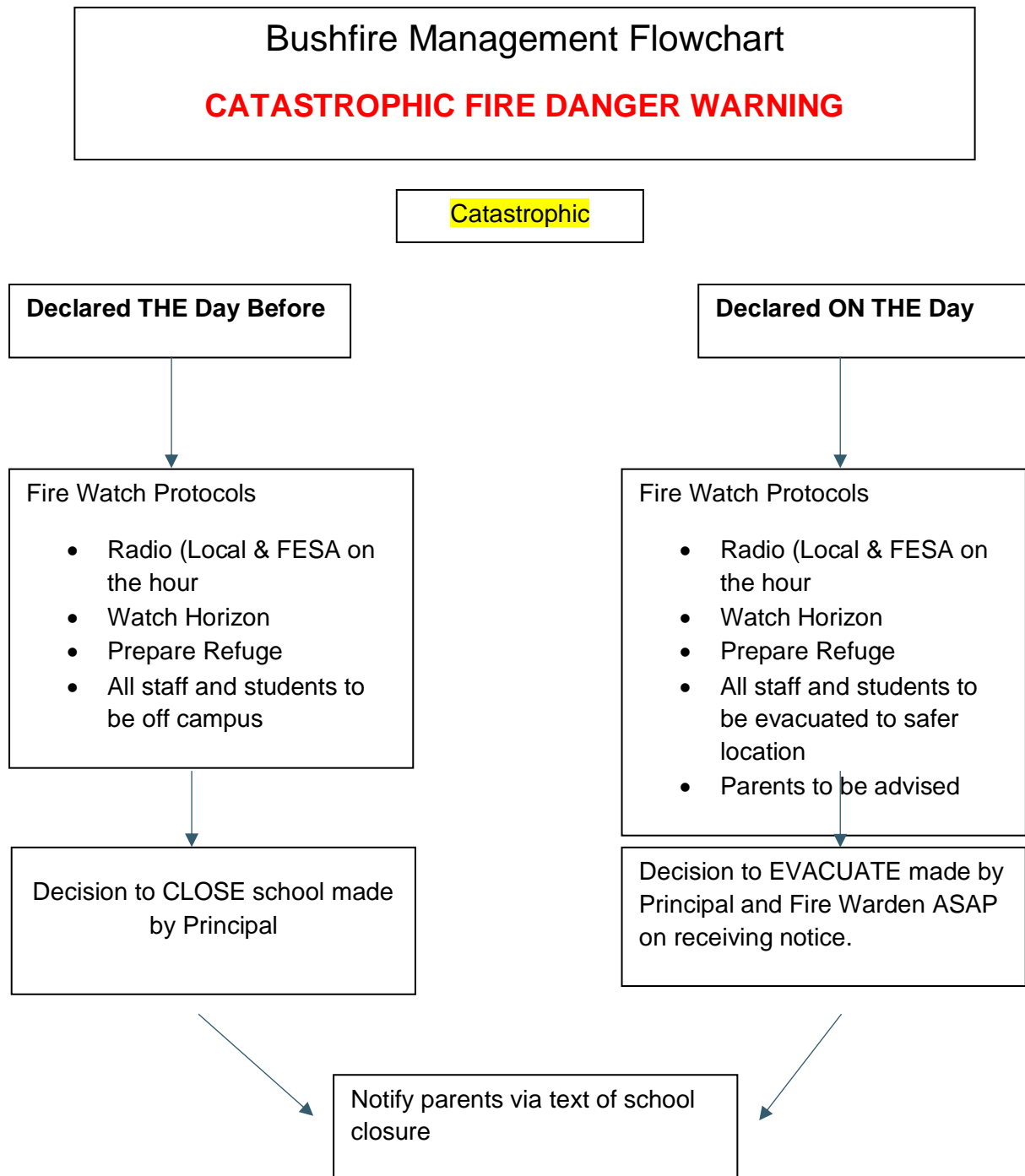
FIRE DANGER WARNING

Summer Preparation Strategies:

- Equipment Check
- Grounds Maintenance e.g. Slashing, grass cut short to less than 10cm
- Teacher PD on Bushfire Management
- Timed evacuation drills practiced
- Buses maintained and fuelled ready for evacuation
- Fire Extinguishers marked on map
- Removal of fuel loading underneath tree lines in school
- Sprinklers / gutter plugs set up and ready
- Independent power source ready
- Water source and delivery system
- Pathways swept and kept clear from debris
- Buckets, mops, blankets and hoses on ready



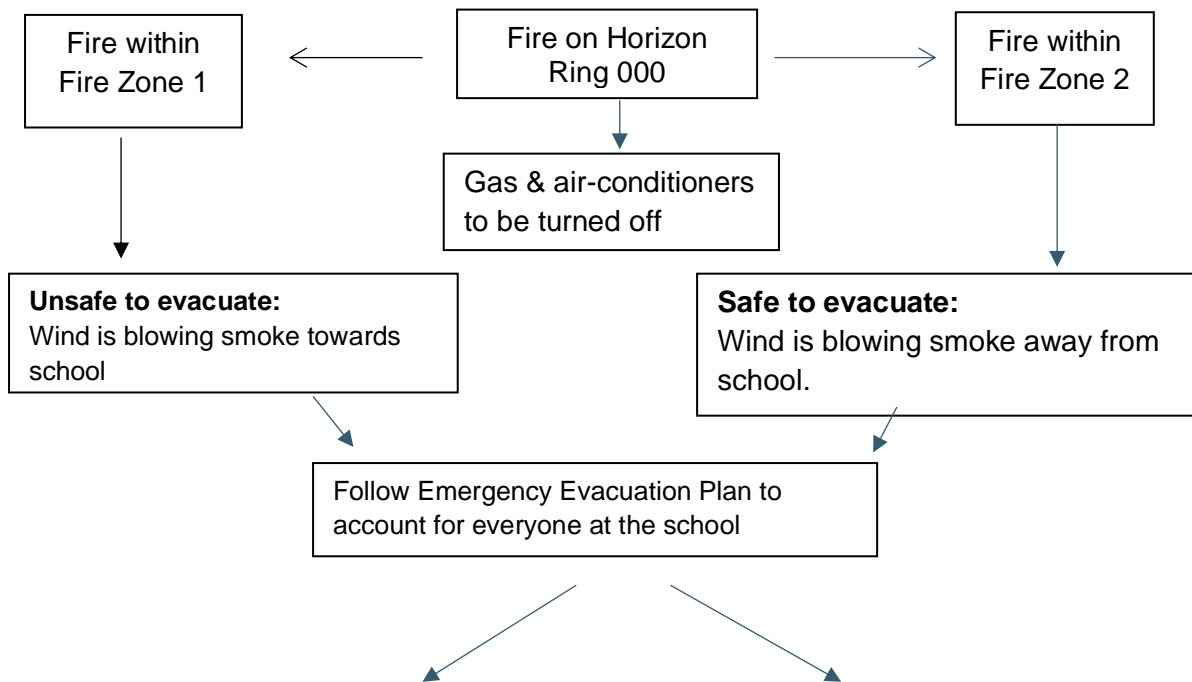
1.3. Procedure: CATASTROPHIC FIRE DANGER WARNING

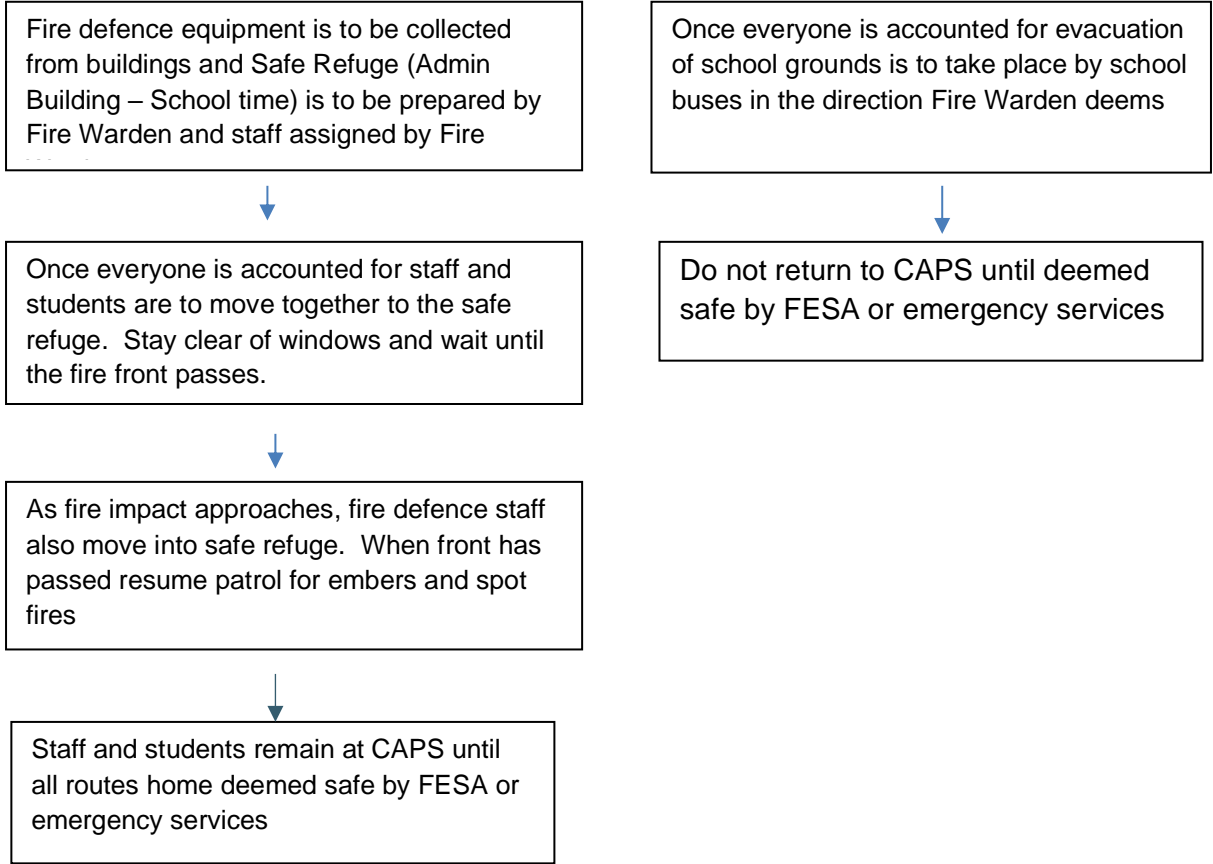


1.4. Procedure: FIRE ON HORIZON

Bushfire Management Flowchart
FIRE on Horizon

- Preparation Strategies:
- Summer Preparation
- Equipment Check
 - Grounds Maintenance e.g. Slashing, grass cut short to less than 10cm
 - Teacher PD on Bushfire Management
 - Timed evacuation drills practiced
 - Buses maintained and fuelled ready for evacuation
 - Fire Extinguishers marked on map
 - Removal of fuel loading underneath tree lines in school
- Refuge
- Sprinklers / gutter plugs set up and ready
 - Independent power source ready
 - Water source and delivery system
 - Pathways swept and kept clear from debris
 - Buckets, mops, blankets and hoses on ready





1.5. Procedure: EXCURSIONS

Bushfire Management Excursion Flowchart
FIRE DANGER WARNING

Preparation Strategies:

Pre excursion preparation

- Equipment Check
- Grounds Maintenance e.g. Slashing, grass cut short to less than 10cm
- Teacher PD on Bushfire Management
- Timed evacuation drills practiced
- Buses maintained and fuelled ready for evacuation
- Removal of fuel loading underneath tree lines in driveway

At site:

- Emergency procedures should be explained as soon as practicable after arrival and a trial evacuation exercise should be carried out immediately to familiarise staff and students with emergency evacuation protocols
- Monitor fire watch protocols

Refuge

- Identify and locate area
- Independent power source ready
- Water source and delivery system
- Area is swept and kept clear from debris

