



## Bushfire Response Procedures DRSS

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| <b>Bushfire Management Procedures</b> | For measures to be taken in preparation for bushfires, refer to the Emergency Management Plan and <a href="#"><u>Bushfire Management Policy</u></a> .  |
| <b>Bushfire Response</b>              | In the event a bushfire emergency is declared, the Critical Incident Management Team Leader will arrange the following procedures.   |
| <b>When an Emergency is Declared</b>  | <p>Under normal circumstances, evacuation of students and staff should take place only at the direction of the officer in charge of the Bush Fire Brigade. If a firefighter or a police officer tells everyone to evacuate you must obey the order. As a general rule no staff member or student should remain, once asked to leave the area.</p> <p>In some circumstances and, in the absence of advice to the contrary, the Critical Incident Management Team Leader should make immediate arrangements to evacuate to a place of safety. The staff are to be informed by the Education Facilitator that a bushfire emergency has been declared for the School.</p> <p>If there is adequate warning of an approaching bushfire and emergency services advise it is safe to travel:</p> |

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|  | <ul style="list-style-type: none"> <li>• send home students whose parents/carers are already there, if transport is available; and</li> <li>• release staff whose homes are in possible danger and retain a core group to supervise remaining students.</li> </ul> <p>The Critical Incident Management Team Leader will:</p> <ul style="list-style-type: none"> <li>• listen to the radio for information on the approaching fire (talkback radio stations and the ABC). Emergency services are not to be called for updates</li> <li>• only call 000 if a fire is seen with no fire trucks in attendance;</li> <li>• if possible arrange for the hosing down of the roofs, walls and playground areas especially on the side facing the fire-front and leave sprinklers on</li> <li>• if possible arrange for down pipes to be plugged and roof gutters filled with water, using hoses</li> <li>• fill sinks and all available containers with water for extinguishing small fires and to use as drinking water</li> <li>• if there is a swimming pool or water tank on the School grounds, tie a towel around the letterbox or at the gate to let authorities know where to find water (there is also a Static Water Supply plaque available from the local fire station).</li> </ul> |
| <p><b>As the Bushfire Approaches</b></p> | <p>If deemed safe to do so, students and staff will be evacuated to an off-site safe area (by bus to Fountain Gate Shopping Centre in Narre Warren, or Wellington Park Shopping Centre in Rowville) or as advised by emergency services.</p> <p>If the organised movement of students to a place of safety is impossible, or early evacuation advice is not issued and staff and students are trapped on the School site, movement will be to our primary place of assembly, the School Hall.</p>   |

## Safe Refuge

Where it is impossible to evacuate to an off-site safe place, the best possible alternative is the primary place of assembly, which is the School Hall.

The School Hall is designated as Dandenong Ranges Steiner School's safe refuge.

A safe refuge is a building with characteristics that make it resistant to fire. Typically, these would include:

- solid construction
- under-floor area fully enclosed and spark proof
- doors and windows which are in good condition and seal well to exclude sparks
- all exposed timberwork, such as window frames, smooth and well painted so that flying embers will fall off rather than lodge on the timber
- no overhanging trees to fill gutters with leaves
- shrubs, trees and flammable groundcover vegetation kept well clear of the building, with surrounding grass short and green
- roof cladding of sheet construction in good condition and firmly fixed with no gaps, so as to exclude flying sparks
- roof space insulated with non-flammable batts
- ceiling lining of a non flammable sheet material.

In this situation the following precautions should be taken:

- move everybody inside and direct students and staff to remain calm within the building
- assemble on the lower floor in the case of multi-storey premises (never remain in a room with no outside exit)

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|   | <ul style="list-style-type: none"><li>• students and staff should be assembled clear of windows and away from the part of the building which will be initially exposed to the fire-front</li><li>• isolate gas at mains switches</li><li>• if possible isolate electricity in all but the refuge area of the School</li><li>• disconnect all hoses and store them inside close to exit point, to prevent fire damage</li><li>• connect a hose to an inside tap if possible</li><li>• turn off air conditioning</li><li>• close all windows and draw blinds, if fitted</li><li>• close all doors and place wet towels or blankets at the base</li><li>• everyone should remain inside until the main fire-front has passed (usually 10-20 minutes) - statistics show that where all of the above precautions were taken, people who remained inside buildings survived.</li></ul> |
| <b>What to Expect When the Fire Comes</b> | <p>When a bushfire approaches the School, the School should be prepared to experience:</p> <ul style="list-style-type: none"><li>• radiant heat, even in areas well back from the flames (do not remove clothing – it is the only thing that will protect skin from embers and heat)</li><li>• sparks and embers flying through the air, as well as thick smoke and loud noises</li><li>• thirst (it is advisable to drink plenty of water).</li></ul>   |

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| <b>After the Fire-Front Has Passed</b>  | <p>After the fire-front has passed:</p> <ul style="list-style-type: none"><li>• students and staff should leave the building in an orderly manner and assemble in a safe area, nominated by the Critical Incident Management Team Leader and away from the premises</li><li>• a roll should be conducted</li><li>• hoses should be re-connected and a check for spot fires near or on the School building (including the roof cavity) should be made</li><li>• attempts should be made to extinguish parts of the building which have been ignited, provided it is safe to do so</li><li>• building exits must be continuously kept clear of obstructions</li><li>• assembly points designated should have appropriate access to emergency equipment</li><li>• access to facilities and grounds for emergency vehicles must be maintained.</li></ul> |
| <b>Evacuation Procedures and Drills</b> | <p>Evacuation procedures and drills are carried out in accordance with our <a href="#">Evacuation Procedures</a>.</p> <p>These drills involve all students and staff moving to the primary place of assembly, the School Hall, or an off-site evacuation point, in accordance with the Emergency Management Plan.</p>  |

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| <b>Notices of<br/>Bushfire<br/>Evacuation<br/>Procedures</b> | Notices of bushfire evacuation procedures and bushfire emergency contact numbers are located in appropriate and prominent areas around the school, including in: <ul style="list-style-type: none"><li>• each classroom</li><li>• each staffroom</li><li>• reception.</li></ul> |
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