

3. Ungarra Primary School Bushfire Action Plan **Summary for Parents**

- The Bushfire Action Plan (BAP) has been developed and reviewed after consultation with the School Governing Council, families and the local CFS group.
- The BAP is reviewed annually to reflect any changes that may have taken place.
- The BAP outlines activities to be undertaken by staff and students at the different levels of a bushfire emergency.
 - Days of Total Fire Ban,
 - Days with an expected Fire Danger Index over 100 points
 - When there is a fire in the District,
 - When fire is impacting on the site and
 - During a Recovery Phase.
- Annual discussions are held with local CFS Group officers about the bushfire preparedness of the site.
- All staff members receive pre fire season updates and ongoing instruction about the contents and requirements of the BAP.
- Copies of the complete BAP are available at the school.

The on site Bushfire Ready Building is the Administration block and “Stone Room”.

- In an emergency, staff and students will be assembled in the “Stone Room.”
- If conditions at the school become dangerous, the Ungarra Community Hall will be used as an off site refuge. All staff and students at the school will be evacuated to the Community Hall but only if instructed to do so by Emergency Services.
- Emergency supplies and essential items are maintained in the Bushfire Ready Building
 - Drinking water and first aid supplies are readily available in the building.
 - Student and staff medications have been listed, and are stored in the Bushfire Ready Building.
 - Student rolls and staff/visitor registers are readily available and accurately record those present and those who have left the site
 - A Bushfire Ready Building kit of emergency supplies has been assembled in a single container for ease of collection and transportation.

Attendance, Travel and Buses, Communications

- If there is an existing fire at the start of the day, parents may make a choice about their child’s attendance. Please advise absences in the usual way.
- Once at school, with either a Fire Danger Index of over 100 points or an existing bushfire in the area, children will be kept at school in the Bushfire Ready Building until Department of Education (DECD) advise it is safe for travel or parents collect their children from the school.
- Buses will not be allowed to leave school until approved by DECD
- **Attempts by parents to travel to school to collect their children may be dangerous. Please seek advice from Police if there is any doubt about safety.**
- Where normal pick up areas around the school may be unsafe, alternative pick up spaces on the main road near the Community Hall or on the school oval will be used.

- The school will attempt to contact all parents to advise the situation but communications may be difficult if the fire is widespread. Phones and the school UHF radio will be used to attempt to contact parents if these are still available.

Please discuss any aspect of this Bushfire Action Plan with the Principal if you have any concerns or queries.