

# Emergency and School Security Quick Reference Guide

## Bushfire

### What is a Bushfire?

A bushfire is a wildfire that happens in the Australian bush. Bush is the word for scrub, woodland or grassland of Australia. In Queensland the bushfire season commences in October and continues until the end of December.

### Pre-season planning

#### *Pre-planning tips*

- Ensure you have completed and reviewed your *Emergency Response Plan (ERP)*
- Contact the Queensland Rural Fire Service (QRFS) to organise an Information Session for your School.
- Prepare site by clearing vegetation and flammable materials prior to the commencement of the Bushfire season
- Contact the relevant agencies for assistance with clearing Commonwealth, State or Council land, Queensland Rural Fire Service can provide additional information on who to contact
- Establish an Emergency Response Team
- Schedule training for staff and students
- Research your area for risk of Bushfires from the Rural Fire Service online Bushfire Risk Maps [https://ruralfire.qld.gov.au/Bushfire\\_Planning/](https://ruralfire.qld.gov.au/Bushfire_Planning/)
- Identify all your possible exit routes from your site

### Preparedness prior to the event

- Review/update your Emergency Response Plan (ERP)
- Ensure you have identified your exit routes
- Identify a Place of Safe Refuge to evacuate to (as outlined in your ERP)
- Consider closure of school, refer to CE Directive No.01/2015 for more information
- Ensure firefighting equipment has been checked, maintained, and ready to use

Information to assist in forward planning is available from <https://www.qfes.qld.gov.au>

### Immediate action

- Liaise with Qld Rural Fire Service, Qld Fire & Emergency Service and Qld Police regarding safety intentions for staff and students
- Activate your Emergency Response Plan
- Listen to local ABC radio station or TV for bushfire/weather warnings, updates and advice.
- Contact Regional Office to notify of preparedness and any foreseen issues
- Liaise with school bus companies to ascertain any cancellations or early pick-ups

# Emergency and School Security Quick Reference Guide

- Notify parents/caregivers of the possible evacuation or bus route cancellations or changes

## Call for assistance

- Notify the Fire Service by calling Triple Zero (000) if fire breaks out in the workplace or adjacent to it.
- If there is no time to evacuate - Stay inside; clear of windows, until the main fire front passes (usually 10 – 20 minutes).

## Follow up actions

- Contact your Regional Director.
- Refer media to the Regional Director.
- Consider school closure **CE Directive No.01/2015**
- Notify parents
- If damage to facilities or debris on site, contact BAS immediately to respond to the clean-up and rectification works
- For support on any of the above, please contact your Regional Office Infrastructure Advisor
- Notify Education Queensland International if any international student is involved

## Recovery

- Review of processes, debriefing, and memorials (if necessary)
- Seek support from School Guidance Officers and Employee Advisors as appropriate: <http://education.qld.gov.au/health/contacts/contacts-ea.html>
- Complete the relevant report available from <https://myhr-whs.deta.qld.gov.au>
- Review fire break systems, garbage removal and training procedures in the light of experience.

NB: School closures are posted on DoE website <http://closures.det.qld.gov.au/> Facebook and Twitter.

## Additional Information

For further information contact the Emergency and School Security on (07) 303 46011

**DoE Website** <https://qed.qld.gov.au/>

**Twitter** [www.twitter.com/QLDEducation](http://www.twitter.com/QLDEducation)

**Facebook** <https://www.facebook.com/QueenslandDepartmentofEducation/>