

C2 BUSHFIRE SEASON PROCEDURES POLICY

1. Statement of Purpose

Pulteney Grammar School is committed to maintaining a safe, secure and supportive environment for its community who reside in bushfire prone areas. In response to notices of fire bans and phase warnings from the South Australian Country Fire Service (www.cfs.sa.gov.au), and in conjunction with AISSA, the school will ensure that students are not transported into bushfire-affected areas either on excursions, camps or when travelling home from school.

2. Scope

This policy applies to all staff, parents and students.

3. Bushfire Danger

Bushfires pose a threat to the whole community, including schools. School communities need to be prepared for bushfires.

Schools rated as high fire risk (R1 or 2), will close on days of forecast catastrophic (Code Red) bushfire weather conditions.

Bus services travelling through the affected Fire Ban District will also be cancelled.

Pulteney Grammar School is situated in the metropolitan area and therefore is not located in a high fire risk area but has students who reside in such areas.

Procedures will apply from the start of the Fire Danger Season. Start dates in Adelaide range from November to April.

3.1 Fire Danger Ratings scale

Category	Fire Danger Index	Action for schools
CATASTROPHIC (CODE RED)	100+	CLOSED: Schools and preschools in the affected Fire Ban District with an extreme, very high or high-risk rating. CANCELLED: School bus services travelling through the affected Fire Ban District.
EXTREME	75 – 99	Department of Education & Children's Services to take advice of fire authorities for Adelaide Hills and other high-risk areas regarding school closures.
SEVERE	50 – 74	OPEN: normal bushfire plan procedures apply
VERY HIGH	25 – 49	OPEN: normal bushfire plan procedures apply
HIGH	12 – 24	OPEN: normal bushfire plan procedures apply
LOW – MODERATE	0 – 11	OPEN: normal bushfire plan procedures apply

3.2 Catastrophic Days

In the case of forecast catastrophic days, the School will cancel student excursions, camps and staff off-site meetings into affected areas with the exception of the metropolitan fire ban district and notify relevant staff, students and parents.

3.3 High Risk Bushfire Days

High-risk bush fire danger days are those that the CFS has given the following Fire Danger Ratings: Extreme, Severe, Very High or High.

In the event of a high-risk bushfire day:

- Front Office staff will monitor CFS Information and Warning Messages, AISSA bulletins and ABC radio.
- The School will determine if excursions and camps to fire risk areas are to be cancelled.
- The School will notify staff, students and parents of any cancellations.

4. Bushfire response procedures

In the event of a fire being reported the following action is to be taken.

- CFS alerts are received by the Front Office and Deputy Principal who determine if any school camps or excursions are in the affected area or if any students or staff reside in the affected area.

4.1 The Principal or, in their absence, their delegate:

- To make an assessment of the need for, and if necessary, begin preparations to care for students for an extended period of time and maintain all necessary communications.
- To make an assessment of the need to cancel excursions or camps if necessary.
- To assess if it is safe to dismiss students at normal dismissal time.
- To notify parents and staff that a fire has been reported.
- To arrange additional staff supervision to care for students for an extended period of time.
- To inform parents when possible that students are in the care of staff at School.

4.2 The Front office will:

- Monitor CFS Information and Warning Messages, ABC radio and AISSA Bulletins and provide Principal/Deputy Principal with updates, as it may relate to local and interstate camps/excursions.
- Identify and print list of students and staff who live in the affected areas and provide to the Principal/Deputy Principal.
- Contact parents using the school emergency text message facility to inform them of any changes to camps and dismissal or travel procedures.
- Record names of students collected from school by parents during the day.
- School telephone lines will be staffed until the alternative arrangements are made.

4.3 Student Supervision

- Students from the affected area(s) will only be released into the control of their parents or guardians or other person(s) nominated by parents.
- Students will be kept in Allan Wheaton House, in the room adjacent to the Front Office if necessary, after 4.00pm.
- Nominated staff members to remain on duty until all students are collected from School.

4.4 The School Staff Wellbeing Team

- To provide support to students, parents and staff as required.

5. References

- The CFS website: www.cfs.sa.gov.au
- AISSA Bushfires School Guide for Families
- DECD Bushfire and Your Child's School or Preschool

6. Responsibilities

Principal and/or Deputy Principal	Ensure staff, student and parents' awareness of the Bushfire Season Procedures policy.
Heads of Sub schools	Ensure staff, student and parents' awareness of the Bushfire Season Procedures policy.

7. Version Control

Version	Date Released	Approved By	Amendment
1	March 2003	unknown	Bushfire Season Procedures policy
2	April 2010	Executive	Bushfire Season Procedures policy
3	August 2012	Executive	Bushfire Season Procedures policy
4	November 2019	Executive	Bushfire Season Procedures policy
5	July 2025	Executive	Reviewed, no changes.