

ROLES OF KINGSCOTE CAMPUS 2017 EMERGENCY RESPONSE TEAM (in the absence of any members of the team - present members assume responsibility)

	Head of Campus/ Fire Warden (HOC)	Assistant Principal R-5	Assistant Principal Yr 6-9	Assistant Principal Yr 10-12	Assistant Principal Students at Risk	Principal's Personal Assistant	Grounds Man
Preparing for a Bushfire	<ul style="list-style-type: none"> Coordinate ERT Instigate review of BAP Term 2 annually Forward BAP to CFS & TAFE SA Kingscote As part of KICE Executive Leadership put BAPs on website Term 3 oversee staff up-date of BAP Induct all new staff re BAP Liaise with AP R-5 for timing & running of drills 	<ul style="list-style-type: none"> Participate as ERT member Arrange drills Terms 1 & 4 annually <ul style="list-style-type: none"> Update care group and class lists each term. 	<ul style="list-style-type: none"> Participate as ERT member Support drills Up-date staff & visitors T4 & 1 <ul style="list-style-type: none"> Update care group and class lists each term. 	<ul style="list-style-type: none"> Participate as ERT member Support drills Up-date staff & visitors T4 & 1 <ul style="list-style-type: none"> Update care group and class lists each term. 	<ul style="list-style-type: none"> Participate as ERT member Locate, cater for & take care of high needs students in refuge 	<ul style="list-style-type: none"> Participate as ERT member Ensure Front Office staff member monitoring ABC 891 & CFS website during the Bushfire Season <ul style="list-style-type: none"> Prepare folder with all class /care group lists. 	<ul style="list-style-type: none"> Instruct ERT in operation of sprinklers T4/T1
Hazard & Preventative Maintenance	<ul style="list-style-type: none"> Liaise with Grounds Man & Business Manager to coordinate maintenance 	<ul style="list-style-type: none"> Ensure R-5 staff reduce hazards 	<ul style="list-style-type: none"> Ensure 6-9 staff reduce hazards 	<ul style="list-style-type: none"> Ensure 10-12 staff reduce hazards 	<ul style="list-style-type: none"> Ensure STAR staff reduce hazards 	<ul style="list-style-type: none"> Each Term check & maintain contents of Bushfire Ready Kit Check & maintain all 1st Aid Kits 	<ul style="list-style-type: none"> Liaise with HOC and Business Manager to reduce hazard T3 annually Monitor condition of buildings recommend remedial action
Refuge of Last Resort	<ul style="list-style-type: none"> Inform other KICE Campuses that Kingscote is moving to Refuge. 	<ul style="list-style-type: none"> Check readiness of Refuge of Last Resort Rooms Buildings 28, 29 & 30 for R-5 classes and 34 for KI Children's Services 	<ul style="list-style-type: none"> Alert TAFE Kingscote about possibility of the need to go to Refuge of Last Resort Check readiness of Refuge of Last Resort Rooms Buildings 31 for Yr 6-9 classes 	<ul style="list-style-type: none"> Check readiness of Refuge of Last Resort Rooms Buildings 32 & 33 for Yr 10-12 classes and Building 9 for TAFE and visitors to the Campus 		<ul style="list-style-type: none"> Check Bushfire Ready Kit * all components are operational and up-to-date 	<ul style="list-style-type: none"> Set up sprinklers on the western side of the school
Total Fire Ban Days	<ul style="list-style-type: none"> Cancel all outdoor activities Assess safety for recess and lunch breaks 	<ul style="list-style-type: none"> Monitor classes and activities 	<ul style="list-style-type: none"> Monitor classes and activities 	<ul style="list-style-type: none"> Monitor classes and activities 	<ul style="list-style-type: none"> Monitor classes and activities 	<ul style="list-style-type: none"> Monitoring ABC 89a & CFS website & alert HOC if direct warnings concern KI 	<ul style="list-style-type: none"> Ensure that the sprinkler system is operational
Fire in Local District	<ul style="list-style-type: none"> As for Total Fire Ban Days Liaise with Emergency Services about likely impacts on the Campus Liaise with Emergency Services re the safety of bus routes Advise Educational Director. 	<ul style="list-style-type: none"> Check readiness of Refuge of Last Resort Rooms Buildings 28, 29 & 30 for R-5 classes and 34 for KI Children's Services 	<ul style="list-style-type: none"> Check readiness of Refuge of Last Resort Rooms Buildings 31 for Yr 6-9 classes 	<ul style="list-style-type: none"> Check readiness of Refuge of Last Resort Rooms Buildings 32 & 33 for Yr 10-12 classes and Building 9 for TAFE and visitors to the Campus 		<ul style="list-style-type: none"> Identify staff member's properties in fire path & brief the HOC Monitoring ABC 89a & CFS website & alert HOC if direct warnings concern KI Have Bushfire Ready Kit on hand 	<ul style="list-style-type: none"> Set sprinklers ready for operation when needed
Bushfire Impacting the Campus	<ul style="list-style-type: none"> Sound the alert to move to Refuge of Last Resort Inform the Kindy of move to Refuge of Last Resort Inform Emergency Services of the move 	<ul style="list-style-type: none"> Support staff and students to the move to Buildings 28, 29 & 30 for R-5 classes and 34 for KI Children's Services 	<ul style="list-style-type: none"> Support staff and students to the move to Building 31 	<ul style="list-style-type: none"> Support staff and students to the move to Buildings 32 & 33 Check Building 9 for TAFE & visitors Coordinate search for students missing from class rolls 		<ul style="list-style-type: none"> Gather complete set of class lists and take to refuge. 	<ul style="list-style-type: none"> Set sprinklers going on the side of the Campus the fire is approaching
Recovery After the Fire	<ul style="list-style-type: none"> ERT assess conditions Advise Educational Director Prepare for debrief 	<ul style="list-style-type: none"> ERT assess conditions Prepare for debrief 	<ul style="list-style-type: none"> ERT assess conditions Prepare for debrief 	<ul style="list-style-type: none"> ERT assess conditions Prepare for debrief 	<ul style="list-style-type: none"> ERT assess conditions Prepare for debrief 	<ul style="list-style-type: none"> ERT assess conditions Keep accurate record of student departures 	<ul style="list-style-type: none"> Support ERT