



Response Procedure for Specific Hazards – Bushfire – Winmalee Public School – 4436

Part One: Evacuation Assembly Areas and Evacuation Routes

Designated Assembly Points

Building	Designated Assembly Point
School Buildings: A, PS, C, P, B, L	During a bushfire, students, teachers and office staff are to remain in their classrooms or offices. Warnings will be posted through our school PA system.
Hall – Block Q	If the ferocity of the fire increases, all students and staff will be moved to the hall.
Coles Shopping Centre, Whitecross Road	If the bushfire level increases even further, then all students and staff will walk across the street to the shopping centre.

Transport Details

Mode of Transport	Company Name/Private Vehicle Owner Name	Phone/Mobile Number	Time required prior to evacuation
Walking – hall and to shopping centre	N/A	N/A	N/A

Evacuation Centre

The lead Emergency Agency (eg. RFS or Fire Rescue NSW), or any other delegated agency, shall advise of the location of evacuation, if evacuation is required. Decisions concerning evacuation and the selection of designated safe assembly areas and access routes should be made according to the circumstances and the time of the emergency.

Note: Venues identified as a “Neighbourhood Safer Place” are only intended to be used as a *last resort* by the community, and many communities will not have a suitable location.

Emergency Contacts

- NSW Rural Fire Service: **000**
 - NSW Fire Brigade: **000**
 - NSW Police Force: **000**
 - NSW Ambulance Service: **000**
 - Katoomba Hospital: **4784 6500**
 - Nepean Hospital: **4732 7333**
- Bushfire Information: **1800 679737**
 - Fire NSW District Office: **4784 7444**
 - Winmalee RFS **4754 1322**
 - State Emergency Service: **132 500**
 - Blue Mountains City Council: **4780 5000**

Note: **All fires are to be reported to 000**
Contact WHS Direstoreate **1800 811 523**

Part Two: Evacuation Procedures

The following procedures can be adopted to specifically prevent and respond to bushfire attack. They apply to all buildings and premises within the school.

ROLES AND RESPONSIBILITIES

Internal Emergency – Evacuation

Reason: Bushfire

Signal: A short evacuation siren, then an announcement is made over the PA system by the Principal or Warden or School Administrative Staff

All Clear: An announcement is made by the Principal or Warden

In the event of a bushfire

- Contact Fire Brigade on 000. Do not assume that the fire has been reported
- Check that taps are working and fill available containers with water
- Leave sprinklers on, where possible
- Bring hoses and tap fittings indoors
- Remove flammable items from windows
- Stay clear of windows
- Check RFS Fires Near Me App. RFS Website and 702 Radio.

CHIEF WARDEN – Principal

- Responsible to see that the alarm is sounded
- Notify WHS Directorate 1800811523 - OPTION 1

- Contact Director of Public Schools
- Respond to directions from the Head of Emergency Services
- Deal with the media
- Reassign roles if necessary

MOBILE WARDEN

- Check playground, toilets
- Check for spot fires/embers and smoke activity

BLOCK WARDENS

Refuge in classrooms:

- Confirm with classroom teachers that all students have been accounted for
- Liaise with office
- Await for instructions from Chief Warden
- If moving to refuge in hall – ensure all classes have left, stay with any students requiring support. If all persons have evacuated, lock block and proceed to hall.

•

REFUGE IN HALL

Warden 1

Open all hall doors for access

Responsible for microphone duty and addressing the students

Warden 2

Check that all staff and students are accounted for and report to chief warden

Warden 3

Access First Aid and Emergency Kits

Responsibilities of the Class Teachers

- Inform the Principal or Executive of the emergency (if necessary)
- All children are to stay in classroom or go to their classroom until further notice
- Stay clear of external windows and close doors
- Take roll call using emergency roll
- Remain with class – await further instructions from the School Principal. Do not allow students to leave your class area for any reason
- Teachers are to track student movement
- Close windows and vents if possible
- Air-conditioners to be turned off

Responsibilities of School Administrative Manager and Officers

- Make announcements on the PA system if the Principal or Wardens are unable to do so
- Prepare to phone Emergency Services
- Check that all office staff are accounted for
- Liaise and assist Chief Warden
- Take the following items to the assembly area
 - staff sign-on/visitor registers
 - warden emergency kit (located in Principal's office)
 - class rolls
 - individual students epi-pens/diabetes kit/medications
 - inform canteen via internal phone

If the organised movement of students to a safe location is judged to be impossible, the following procedures should be followed:

- Direct students and staff to move to any building on site which has been built to a higher bushfire construction standard. If no such building exists, remain in the current building and assemble on the lower floor in the case of multi-storey building
- All windows and doors should be closed and blinds drawn (if fitted) and the base of doors should be covered to prevent smoke entry
- Air conditioning should be turned off
- Students should be assembled away from the part of the building which will be initially exposed to the fire, in accordance with established evacuation procedures
- When the fire has passed, the students and staff should leave the building in an orderly manner by the nearest, safest exit and assemble away from the initial exposure area
- A roll call should be conducted in a safe area away from the building. The visitors' book should be used in accounting for the safety and evacuation of all visitors

Part Three: Decision to Evacuate

Evacuation “Trigger”

The safety of students and staff must be the guiding principle in determining the decision to evacuate. Any decision to evacuate should be based on the assessment of actual or potential danger, if possible on the advice of Emergency Services. Decisions concerning evacuation and the selection of designated safe assembly areas and access routes should be made according to the circumstances and the time of the emergency.

The school population may be evacuated:

- a) When directed by Emergency Services personnel
- b) When directed by DoE, Director, Public Schools or
- c) When the school Principal judges an evacuation is necessary

Phone 000 if possible before making the decision to evacuate.

Principal’s Mandatory Responsibilities

- Inform all staff of Evacuation Procedures
- Keep parents and community informed of Evacuation Procedures
- Ensure regular drills take place
- Keep procedures updated
- Keep procedures clearly posted in all buildings
- Ensure that office staff are informed of how to treat all media and parent enquiries

Principal’s Post Responsibilities

- Possible support or counselling for students and staff
- Debrief
- Evaluate and review procedures
- Provide first aid as needed

Information for Parents

- Child can only be removed from the school if the authorities, (Police, Bushfire Brigade Officers, etc) deem that it is safe to do so.
- Any parent has the absolute right to remove their own child/children from the school if the appropriate authorities deem it safe to do so.
- No person may remove any other child from the school without written permission from the child’s parent or caregiver. Removal with written consent is allowed to facilitate families/neighbours without transport. Teachers will record with whom the child has left and the time.
- All students will be kept in school under direct, constant supervision until after the danger period when the all clear is given, even if the time is after 2:55pm.
- Under extreme conditions, students who normally travel by bus will be detained at school under supervision until after the danger period.
- The school will be in direct contact with Emergency Services and their requests and advice will be followed.
- Parents are requested not to phone the school seeking information as it makes emergency communication impossible and can add to unrest within the school.

Revised

01/07/19