

BUSH FIRE EMERGENCY MANAGEMENT AND EVACUATION PLAN

Name of Facility Winmalee Public School

Address: Leslie Street Winmalee

Council Name: Blue Mountains City Council

Lat:/Long: Lat **-33.670663** Long **150.609069**

Contact Person: Kate Ford

Date of Plan: 11/09/2019

Type of Facility: Primary School

Prepared by: Joanne Wilkinson

Authorised by: Kate Ford

Revision Date: 11/09/2019

Next Review Date: 11/09/2020

TO BE REVIEWED ANNUALLY

Facility Details

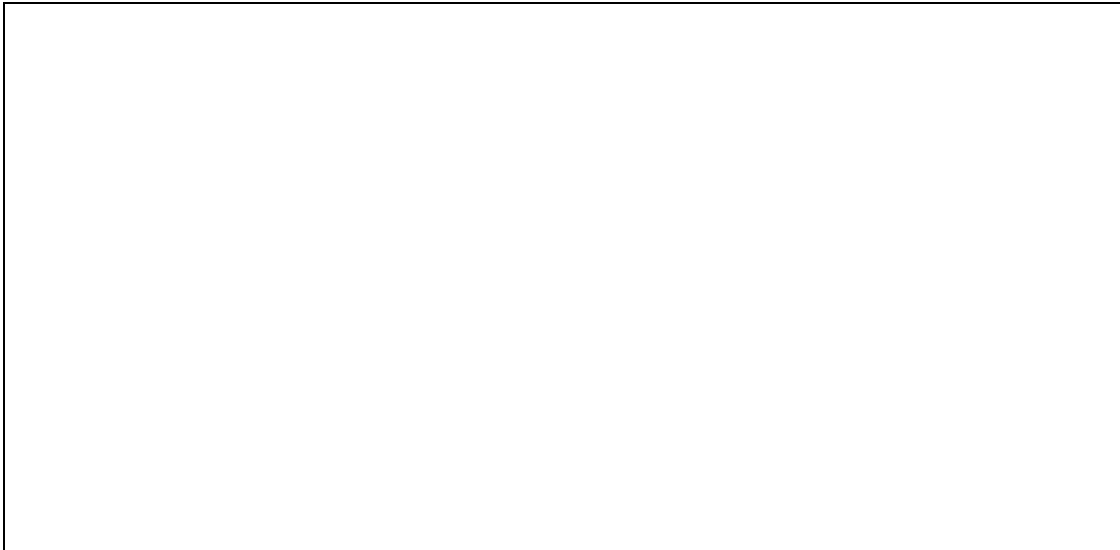
This plan is for: **WINMALEE PUBLIC** School and has been designed to assist management to protect life and property in the event of a bush fire.

WINMALEE PUBLIC School is identified as being on NSW DoE bushfire register which means there is a possible high risk that the school may be affected by bush fire, particularly during the spring and summer months.

This Plan outlines procedures for both **sheltering** (remaining on-site) and **evacuation** to enhance the protection of occupants from the threat of a bush fire. The Primary Action to follow under normal bush fire conditions is to:

Shelter

Evacuate



Roles and Responsibilities

The following outlines who has the responsibility of implementing the emergency procedures in the event of a bush fire.

Name and Position	Building/area of responsibility	Contact phone numbers
	Site Controller responsible for co-ordination of response procedures and chief communicator with Emergency Services and DOE Final check of all buildings Turn of Main Electricity (when possible). Turn off Gas Main outside of Block E	
	Collect Emergency First Aid Kit Administration Building	
	Warden Ensure all classrooms are clear.	
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Emergency Contacts

Name of organisation	Office/contact	Phone number
Emergency services		000 (call first)
NSW Rural Fire Service	Local Fire Control Centre	
NSW Rural Fire Service	Bush fire information line	1800 679 737 1800 NSW RFS
NSW Rural Fire Service	Website	www.rfs.nsw.gov.au
Police Force	Springwood Police Station	47510299
Health and Safety Directorate	Hotline	1800 811 523 (call second) Select Option 1
Director of Educational Leadership		

PREPARATION

Before and at the commencement of the Bush Fire Danger Period, we will:

- Review and update the school's Emergency Management Plan that includes this Bushfire Management Plan. (Update ICE with reviewed documents).
- Liaise with emergency service agencies about emergency procedures and vegetation management in the vicinity of the school and any other issues that are appropriate.
- Communicate the school's bushfire preparedness arrangements (the Bushfire Plan) with school staff including their responsibilities at a staff meeting early September.
- Communicate the school's bushfire preparedness arrangements with the school and student community e.g. school newsletter or intranet.
- Communicate the school's bushfire preparedness arrangements with community users
- Review school's set-up for local notification system i.e. enews messaging process and Facebook and /or school website updates to communicate during emergency situation to parents (includes communication regarding short-term immediate ceasing operations or ceasing operations next day).
- Review staff completion of the e-safety Bush Fire module early September or by (End of Term 3).
- Test and verify fire protection systems (fire hydrants, evacuation alarms, fire extinguishers)
- Check emergency equipment and first aid resources are available and operational (battery radio, mobile telephone)
- Consult with the NSW RFS regarding our bush fire arrangements evacuation and a shelter in place option
- Provide updated Principal and Executive contact details including a mobile number for emergency contact after school hours to local Emergency Services and Police.
- Conduct practice fire evacuation drills
- Have firebreaks maintained and garden rubbish, native shrubs and tree branches kept well clear of buildings
- Arrange contractors to clear gutters of dry leaves and other debris around the site
- Lock away flammable items e.g. door mats and garbage skips
- Liaise with Schools Infrastructure regarding Asset Protection zones
- Contact off-site refuge (where applicable) i.e. school, community facilities for notification of potential use during a bushfire emergency

During the bushfire season including during periods of increased fire danger we will monitor information sources for bushfire conditions by:-

- Listening to the local radio station, TV and/or monitoring the NSW Rural Fire Service website at www.rfs.nsw.gov.au for information on bush fire activity or fire danger ratings.
- Knowing the Fire Danger Ratings for the area
- Staying alert for warnings such as Bush Fire Alert Levels issued by the RFS
- Watching for signs of fire, especially smoke or the smell of smoke
- Calling the RFS Bush fire Information Line on 1800 NSW RFS (1800 679 737)
- Contacting the HS Directorate on 1800 811 523
- Downloading the free iPhone application from NSW Rural Fire Service – Fires Near Me NSW.

SHELTERING PROCEDURES

Evaluation of the safety of employees and occupants has determined that it would be safer for ALL persons to shelter at a designated refuge.

The following is the designated refuge allocated within the premises.

Designated refuge:

The building contains a sink with toilet and access to road and carpark.

Procedure for sheltering during a bush fire emergency

Trigger	Action	Who	
Imminent bush fire threat to the school – primary action to “shelter in place” (or no time to enact evacuation procedures if evacuation is the primary action)	After phoning ‘000’ Emergency Services, school determines that the school temporarily cease operations and “Shelter in Place”.	Principal	
	This decision can also be made in consultation with Director of Educational Leadership.		
	Notification to H&S Directorate Incident Report and Support Hotline on 1800 811 523 Option 1 advising of emergency situation and schools intentions.		
	Updates school website and/or send for example Skoolbag communication to parents/carers/next of kin to advice of school “shelter in place”. Advise parents not to come to school and keep communications open with school		Principal Wardens
	How is this done? Announce to evacuate to <i>Shelter in place</i> –		Principal
	<ul style="list-style-type: none"> Collect Emergency Kit items (see Evacuation Procedures) Emergency kit inside room (bottled water, cups, buckets, toilet paper, first aid kit, torches, sign out sheets, rags for base of doors, towels). All students to bring bags if possible. 		All already present in the hall Class Teachers
	Wardens check that all classrooms and toilets are clear and close doors.		Wardens
	Shut off gas and electrical mains.		Wardens GA
	Students, staff, visitors and contractors move to “shelter in place” location.		Principal
	Conduct roll call of students, staff, visitors and contractors.		Class teacher
	Turn off air conditioning.		Class Teacher
	Close doors, draw blinds and cover base of doors with wet fabric.		Class Teacher
	Keep personnel hydrated, cover as much exposed skin as possible with natural fibre fabric (where possible).		Class Teacher
	Assemble persons away from part of the building which will be initially exposed to fire.		Principal
	Continue to monitor bushfire situation and stay contactable with mobile phone at all times. Check for ember attacks around the shelter in place location and have water available to extinguish if necessary.		Principal Wardens
When the fire has passed and the threat from radiant heat has abated, all persons will remain within hall until clearance given by emergency services and a check is made of the buildings for outbreaks of fire.		Principal	
Provide update H & S Directorate on status. Option 1		Principal SAM	
Update school website and / or Skoolbag etc. communication or with		Principal –	

	advice to parents to collect students (parents will be advised to stay away from the school).	Wardens
	Student release with parents to be recorded.	Principal and Wardens

After the bush fire event

- Principal decides when to re-open the workplace, in consultation with local emergency services, Director - NSW Public Schools, H&S Directorate and Asset Management (determine temporary re-location)
- Confirm with NSW Fire Brigade that utilities (water, electricity and gas) are safe to use
- Air quality
- General housekeeping
- Review buildings/structure integrity
- Review tree integrity
- Telecommunications/IT/equipment checks
- Infection Control
- Advise the school community of plans to recommence operations including community users (school website, email and text)
- Implement procedures to resume workplace activities including providing counselling and support to those affected by the incident
- Review Emergency Management, Bushfire and First Aid Plan

EVACUATION PROCEDURES

Evaluation of the safety of the employees and occupants has determined that it would be safer for ALL persons to evacuate to a designated refuge. Note: Timing for the decision to assemble prior to shelter in place or evacuate, will depend largely on size of fire and how quickly it is spreading.

Designated assembly points

Refuges - **Multiple required – north, south, east, west – if able**

Name of venue (west): Building Q (School Hall)

Address of venue: WhiteCross and Leslie St Winmalee

Phone number: 02 4754 1574

Offsite Evacuation: Transport Details

Depending on the safety and access available evacuation sites will be different.

Students will walk to library under the supervision of school staff, as directed and advised by the RFS or the NSW Police. They will then be transported by buses to one of the refuges locations listed above (or an area as designated by the RFS or NSW Police). Buses will be required for evacuation.

Mode of Transport	Company Name / Private Vehicle Owner Name	Phone / Mobile Number	Time required prior to evacuation
Buses	Blue Mountains Bus Company	02 47511077	30 minutes +

Procedures in the event of a bushfire in the surrounding areas, evacuation

Trigger	Action	Who
Bushfire in the surrounding area	Consult through NSW RFS Website www.rfs.nsw.gov.au , contact 1800 NSW RFS, check smart phone Fires Near Me application.	Principal Wardens
	Inform staff of fire situation.	Principal
	Alert staff to potential activation of procedures for safe movement of students with disabilities/health concerns.	Principal LaST
	Consult with local Emergency Services, Director, Public Schools and H&S Directorate to determine action to be taken e.g. temporarily relocate or cease	Principal

	operations.	
	Check www.livetraffic.com.au for potential road closures or traffic restrictions (consider road blocks for parent pick up from school site or off site location).	Warden
	Prepare notifications - Notifications to parents/carers pending potential collecting of students by parents or evacuation activity.	Principal Wardens SAM
	Continue to monitor situation and stay contactable with mobile phone at all times.	All staff
	Contact transport providers to alert of potential requirement.	Principal Wardens
	Arrange initial collection of Emergency Kit contents: including:- First Aid Kit, Health Care Plans and prescribed medication, student class roll, visitors book, mobile phones, emergency contact list (students and staff), Sign-out register for students, Bushfire Emergency Plan, pens, workplace keys).	Take from the hall - Staff
Emerging Bushfire Risk	After phoning '000' Emergency Services, school determines that the school temporarily cease operations. This decision can also be made in consultation with Director of Educational Leadership. Notification to H&S Directorate Incident Report and Support Hotline on 1800 811 523 Option 1 advising of emergency situation and schools intentions.	Principal
	Update school website. and email with advice to parents to collect students as soon as possible. Notification to HS Directorate Incident Report and Support Hotline on 1800 811 523 Select Option 1.	Principal
	Contact transport providers to alert of potential requirement.	Principal Wardens
	Collect Emergency Kit items (see above).	Wardens
	Student release to parents to be recorded.	Wardens
	Provide updates to Director, Public Schools and HS Directorate on status of personnel on site.	Principal
Imminent bush fire threat to the school (if advised by emergency services)	After phoning '000' Emergency Services, school determines that the school temporarily cease operations and "Shelter in Place". This decision can also be made in consultation with Director of Educational Leadership. Notification to H&S Directorate Incident Report and Support Hotline on 1800 811 523 Option 1 advising of emergency situation and schools intentions.	Director Principal
	Update school website publish . to parents/carers/next of kin to advise of action for off-site evacuation.	Principal Wardens
	Implement transport arrangements (where applicable).	Emergency Service Principal
	Make announcement to alert staff and students to move to (<i>shelter in place</i>).	Principal
	Collect Emergency Kit items (see above).	
	Students, staff, visitors and contractors move to shelter in place location . Evacuation will take place from the Shelter in place location under the direction of the emergency services.	Principal Wardens
	Conduct roll call of students, staff, visitors and contractors at school site assembly area.	Teachers
	Wardens check that all classrooms and toilets are clear and close doors.	Wardens
	Shut off gas and electrical mains if possible.	GA Emergency Services Warden
	Evacuation commences.	Principal Emergency Services
	Upon arrival at off-site evacuation assembly area conduct roll call again.	Teachers
	Student release with parents to be recorded.	Wardens
	Continue to monitor bushfire situation and stay contactable with mobile phone at all times. Check for ember attacks around the 'shelter in place' location and have water available to extinguish if necessary.	All Staff Warden
	Provide regular updates to H&S Directorate Incident Report and Support Hotline on 1800 811 523 Select Option 1.	Director Principle


Imminent bush fire threat to the school – primary action to “shelter in place” (or no time to enact evacuation procedures if evacuation is the primary action).	See above	
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RESPONSE PROCEDURES FOR CATASTROPHIC FIRE DANGER RATING

Procedures in the event a Catastrophic Fire Danger Rating (FDR) is issued

During the Bush Fire Season, Fire Danger Ratings (FDR) are issued by the Bureau of Meteorology each afternoon for the following day within a specific NSW Fire Area. A FDR provides an indication of the consequence of a fire, if a fire was to start. The rating is based on predicted weather conditions, including forecast temperature, dryness, humidity and wind. **School name** is on the Department’s Bush Fire Register and hence is required to close on days when a Catastrophic FDR is issued in this NSW Fire Area.

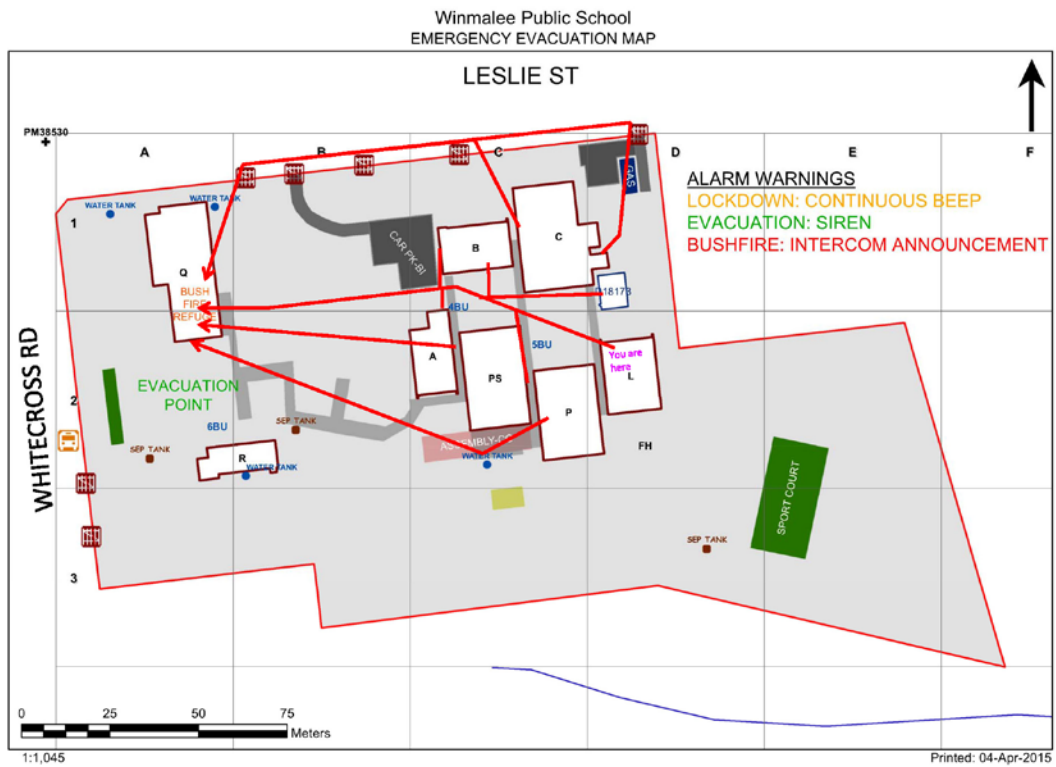
A Low Moderate FDR means that a fire will not burn or burn so slowly that it will be easily controlled



At the higher end of the scale, Severe, Extreme and Catastrophic FDRs mean that a fire will be unpredictable, uncontrollable and very fast moving.

Trigger	Action	Who
Catastrophic Fire Danger Rating (CFDR) is issued	Upon receipt of Health and Safety Directorate email advising of CFDR, school determines that the school temporarily cease operation. This decision can also be made in consultation with Director Public School. Notification to H&S Directorate Incident Report and Support Hotline on 1800 811 523 Option 1 advising of decision.	Principal
	Initiate preparation i.e. determine availability of temporary relocation or alternative place of work and prepare notification to school community.	Principal
	Activate local notification requirements to school community (school website, Skoolbag etc.) regarding temporary arrangements for school temporarily ceasing operations for the start of the next school day.	Principal
	Confirm details of school’s relocation and advise HS Directorate on 1800 811 523 Option 1 whether the school will be operational or non-operational by 8am and 2pm each day.	Principal
	Upon receipt of Health and Safety Directorate email advising of CFDR, (normally received by 4.30pm each day) decision will be made of requirement to temporarily cease operations for the following day.	Principal

Insert: Emergency evacuation and shelter in place map



Insert: - Emergency Evacuation and Bushfire procedures

SEE ATTACHED