

# BUSH FIRE EMERGENCY MANAGEMENT AND EVACUATION PLAN

**Name of Facility**

Kurmond Public School

**Address:**

494 Bells Line of Road, Kurmond NSW, 2340

**Council Name:**

Hawkesbury City Council

**Lat:/Long:****Contact Person:**

Patricia Beggs, Principal

**Date of Plan:** 27<sup>th</sup> September, 2018

**Type of Facility:**

Public Primary School

Prepared by: Patricia Beggs & Maria Spindler

Authorised by: Patricia Beggs

Revision Date: 27<sup>th</sup> September, 2018

Next Review Date: 27<sup>th</sup> September, 2019

TO BE REVIEWED ANNUALLY

## Facility Details

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

Kurmond 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**

**Contact Person:** Patricia Beggs

**Position:** Principal

**Number of Employees:** 16

**Number of Students:** 163

**Number of Buildings:** 4 permanent structures and 5 portable buildings

**Number of students with support needs:** 4

***Provide description of support needs:***

- Student with anaphylaxis: 0
- Students with asthma: 3
- Students who are diabetic: 0
- Staff member with asthma: 1
- Staff who are diabetic: 0
- Mobility Impaired: 0

## 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
Patricia Beggs – Principal	Site Controller responsible for co-ordination of response procedures and chief communicator with Emergency Services and DOE	Work: 02 45731648
Rebecca Palmer - Assistant Principal	Final check of all buildings Turn of Main Electricity (when possible). Turn off Gas Main outside of Block E	Work: 02 45731648
Jenni Ropa - SAM	Collect Emergency First Aid Kit Administration Building	Work: 02 45731648
Rhiannon Roberts - Assistant Principal	Warden (Canteen, E block) Ensure all classrooms are clear.	Work: 02 45731648
Phoebe Foster – Relieving Assistant Principal	Warden (K, I block, H). Ensure all classrooms are clear.	Work: 02 45731648

## Emergency Contacts

Name of organisation	Office/contact	Phone number
Emergency services		000 (call first)
Health and Safety Directorate	Hotline	1800 811 523 (call second) Option 1
NSW Rural Fire Service	Local Fire Control Centre	(Cumberland HQ) 4734 7777
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	Windsor	45 60 6999
Director, Educational Leadership	Kerri Brickley	9208 76 11 0448 078 556

## **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](http://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: School Library (See attached plan J Block)

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

### Procedure for sheltering during a bush fire emergency

Trigger	Action	Who
<b>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)</b>	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 <b>1800 811 523 Option 1</b> advising of emergency situation and schools intentions.	Principal
	Updates school website, enews, Facebook communication to parents/carers/next of kin to advice of school “shelter in place”. Advise parents <b>not</b> to come to school and keep communications open with school	Principal
	<b>How is this done?</b> Announce to evacuate to <i>Shelter in place –J Block Library</i>	Principal
	<ul style="list-style-type: none"> <li>Collect Emergency Kit items (see Evacuation Procedures)</li> <li>Emergency kit inside room (bottled water, cups, buckets, toilet paper, first aid kit, torches, sign out sheets, rags for base of doors, towels, P2 face masks, cotton overalls in case of requirement of use by the Wardens). All students to bring bags if possible.</li> </ul>	SAM
	Wardens check that all classrooms and toilets are clear and close doors.	All staff
	Shut off gas and electrical mains.	Warden
	Students, staff, visitors and contractors move to “shelter in place” location.	All
	Conduct roll call of students, staff, visitors and contractors.	Principal
	Turn off air conditioning.	All staff
	Close doors, draw blinds and cover base of doors with wet fabric.	All staff
	Keep personnel hydrated, cover as much exposed skin as possible with natural fibre fabric (where possible).	All staff
	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.	Principal
	When the fire has passed and the threat from radiant heat has abated, all persons will remain within <b>J Block - Library</b> until clearance given by emergency services and a check is made of the buildings for outbreaks of fire.	Emergency Services and Principal
	Provide update H & S Directorate on status. Option 1	Principal
	Update school website and / enews / Facebook communication or with advice to parents to collect students (parents will be advised to stay away from the school).	Principal
	Student release with parents to be recorded.	All staff

## 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
- Ensure counselling services are offered to all community services
- Conduct communication meeting with staff to review procedures and identify potential hazards

## 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

#### 1. Library

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

**Name of venue (east):** Freemans Reach PS / Hawkesbury High,  
**Address of venue:** 4 Gorricks Lane, Freemans Reach  
**Phone number:** 02 4579 6146

**Name of venue (south):** North Richmond PS  
**Address of venue:** Grose Vale Road, Richmond North  
**Phone number:** 02 4571 1542

**Name of venue (west):** Kurrajong PS  
**Address of venue:** 1111 Grose Vale Rd, Kurrajong  
**Phone number:** 02 4573 1647

**Name of venue (North):** Comleroy Road PS  
**Address of venue:** McMahons Rd, Kurrajong  
**Phone number:** 02 4576 1600

### 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, and/or 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).

Mode of Transport How many buses?	Company Name / Private Vehicle Owner Name	Phone / Mobile Number	Time required prior to evacuation
Buses	Busways	02 4574 9200	30 minutes



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

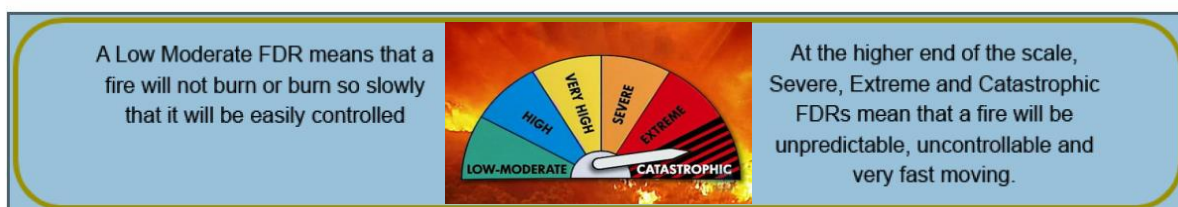
Trigger	Action	Who
<b>Bushfire in the surrounding area</b>	Consult through NSW RFS Website <a href="http://www.rfs.nsw.gov.au">www.rfs.nsw.gov.au</a> , contact 1800 NSW RFS, check smart phone Fires Near Me application.	Principal
	Inform staff of fire situation.	Principal
	Alert staff to potential activation of procedures for safe movement of students with disabilities/health concerns.	Principal
	Consult with local Emergency Services, Director, Educational Leadership and H&S Directorate to determine action to be taken e.g. temporarily relocate or cease operations.	Principal
	Check <a href="http://www.livetraffic.com.au">www.livetraffic.com.au</a> for potential road closures or traffic restrictions (consider road blocks for parent pick up from school site or off site location).	Principal
	Prepare notifications - enews and facebook notifications to parents/carers pending potential collecting of students by parents or evacuation activity.	Principal
	Continue to monitor situation and stay contactable with mobile phone at all times.	Principal
	Contact transport providers to alert of potential requirement.	Principal and SAM
	Arrange initial collection of <b>Emergency Kit</b> 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).	Principal and SAM
<b>Emerging Bushfire Risk</b>	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 <b>1800 811 523 Option 1</b> advising of emergency situation and schools intentions.	Principal
	Update school website, enews, facebook 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.	SAM
	Collect Emergency Kit items (see above).	Principal and SAM
	Student release to parents to be recorded.	All staff
	Provide updates to Director, Public Schools and HS Directorate on status of personnel on site.	Principal
<b>Imminent bush fire threat to the school (if advised by emergency services)</b>	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 <b>1800 811 523 Option 1</b> advising of emergency situation and schools intentions.	Principal
	Update school website and/or enews, Facebook to parents/carers/next of kin to advise of action for off-site evacuation.	Principal
	Implement transport arrangements (where applicable).	Principal
	Make announcement to alert staff and students to move to ( <i>shelter in place</i> ).	Principal
	Collect Emergency Kit items (see above).	Principal and SAM
	Students, staff, visitors and contractors move to shelter in place. Evacuation will take place from J Block, Library under the direction of the emergency services.	All
	Conduct roll call of students, staff, visitors and contractors at school site assembly area.	Principal
	Wardens check that all classrooms and toilets are clear and close doors.	Wardens
	Shut off gas and electrical mains if possible.	Wardens
	Evacuation commences.	All
	Upon arrival at off-site evacuation assembly area conduct roll call again.	Principal
	Student release with parents to be recorded.	Teachers
	Continue to monitor bushfire situation and stay contactable with mobile phone at all times.	Principal
Provide regular updates to H&S Directorate Incident Report and Support Hotline on 1800 811 523 Select Option 1.	Principal	

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. Kurmond PS 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.



Trigger	Action	Who
Catastrophic Fire Danger Rating (CFDR) is issued	<p>Upon receipt of Health and Safety Directorate email advising of CFDR, (normally received by 4.30pm each day) school determines that the school temporarily cease operation.</p> <p>This decision can also be made in consultation with Director Educational Leadership.</p> <p>Notification to H&amp;S Directorate Incident Report and Support Hotline on 1800 811 523 Option 1 advising of decision.</p>	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, enews, Facebook 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





# **EMERGENCY EVACUATION PLAN**

## **Sustained, continuous siren**

The Principal (or delegate) is to ring the emergency evacuation bell.

### **CLASSROOM PROCEDURE**

- Lessons are to stop immediately.
- The teacher directs the children to promptly line up at the door in their 'roll call' order.
- The teacher obtains the class roll if it has not been collected.
- The teacher counts the class line.
- The teacher directs the students out of the class in an orderly manner. No items are to be taken.
- The teacher turns off the lights and closes the door as the last member of the line.
- The students wait outside the classroom for the teacher to take the head of the line.
- The teacher leads the class via the shortest and safest route to the designated evacuation area.

### **OUT OF CLASSROOM PROCEDURE**

- If small group activities with parents are taking place outside of the classroom, parents are to take the group to the class' Emergency Evacuation Point in the designated evacuation area.
- Any child that is not inside their room or with a group at the time the emergency bell rings is to independently move directly to the class' Emergency Evacuation Point in the designated evacuation area.
- If the emergency bell rings during outside eating or play time, the teachers on duty are to direct all students to the evacuation area and assemble them in class lines.
- If the emergency bell rings during fitness or sport, the teacher leads the group they are currently supervising directly to the evacuation area and assembles them in class lines.

### **PROCEDURE FOR ADDITIONAL ON-SITE INDIVIDUALS**

- Office staff are to evacuate to the outside of the Administration building and then proceed to the evacuation area, taking all class rolls with them. The visitor's book should be referred to.
- The School Administrative Manager will collect a First Aid Kit and any Student Emergency Kits.
- Teachers on release, specialist staff off class, cleaners, General Assistants and visitors are to all evacuate to the designated evacuation area.
- Canteen staff are to turn off any cooking appliances/devices and evacuate to the designated evacuation area.
- The Principal is to check the Administration building & the toilet block before proceeding to the designated evacuation area.

### **EVACUATION POINT PROCEDURE**

- Classes are to line up in the centre of the designated area in K-6 class order.
  - Office staff distribute the class rolls to each classroom teacher.
  - Each teacher calls their roll and ensures all children are present.
  - Infants and Primary Teachers inform their relevant Assistant Principal of roll status.
  - Assistant Principals inform the Principal of the roll status. Additionally, the Principal is to check the presence of all administration staff, canteen staff, specialist staff and visitors. If any student or adult is unaccounted for, only the Principal (or delegate if Principal is not on site) can determine the course of action.
  - All individuals are to remain at the evacuation point until given further instructions by the Principal.
- NOTE:** The evacuation of any children with disabilities or special needs will be the responsibility of the class teacher and the SLSO is to assist if present.

### **BUSHFIRE EVACUATION AND SHELTER IN PLACE**

- Announce to evacuate to Shelter in place – in library (J Block)
- Students, staff, visitors and contractors move to shelter in place location (Library). Evacuation will take place from the Library under the direction of the emergency services.
- Conduct roll call of students, staff, visitors and contractors at school site assembly area.

*Reviewed September, 2016*