

BUSH FIRE EMERGENCY PROCEDURES

Name of Facility Kurrajong Public School

Address: 1111 Grose Vale Road

Lat/Long : 33.5558° S, 150.6627° E

Council Name: Hawkesbury

Contact Person: Principal

Prepared by: Maria Spindler & Rosemary Richardson

Authorised by: Rosemary Richardson (Principal)

Revision Date: March 2022

Next Review Date: **March** 2023

TO BE REVIEWED ANNUALLY

Facility Details

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

Kurrajong Public School is in a bushfire prone area, which means there is a possible 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: Rosemary Richardson

Position: Principal

Number of Employees: 25

Number of Students: 210

Number of Buildings: 15

Number of students with support needs: 2

Provide description of support needs:

Student with anaphylaxis: 1

Students with asthma: 0

Students with diabetes: 1

Staff member with asthma: 1

Staff who are diabetic: 0

Mobility Impaired/blind: 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
Rosemary Richardson (Principal)	Chief Warden responsible for co-ordination of response procedures and chief communicator with Emergency Services and DOE	Work: 02 45731647 Mobile: [REDACTED]
Elizabeth Stirzaker	Final check of all buildings	Work: 02 45731467 Mobile: [REDACTED]
Lisa Franks or delegate	Turn off Main Electricity (when possible). Turn off Gas Main behind learning support room	Work: 02 45731647
SAM – Pam Bartley	Collect Emergency First Aid Kit Administration Building	Work: 02 45 731647 Mobile:

Emergency Contacts

Name of organisation	Office/contact	Phone number
Emergency services		000
NSW Rural Fire Service	Local Fire Control Centre	45 606400
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		45 874099
Health and Safety Directorate	Hotline	1800 811 523 (call first) Option 1
Director of Schools -		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 September (End term 3)
- 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. **E-news** messaging process and /or school website /facebook 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 September (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 and shelter in place 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.
- Fires Near Me NSW APP (Monitor) / SecuredComms
- 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

SHELTERING PROCEDURES (waiting for evacuation)

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 Hall

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) Message received from SecuredComms	Notification received from Secured Comms or Known risk of nearby bushfire Decision to take action and become non-operational	Principal
	Updates school website, facebook and send E-News communication to parents/carers/next of kin to advice of school “shelter in place” in school hall. Advise parents not to come to school and keep communications open with school	Principal
	Announcement and evacuation bell to evacuate to <i>Shelter in place</i>	Principal
	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.	SAM
	Wardens check that all classrooms and toilets are clear and close doors.	All staff
	Shut off gas and electrical mains.	Principal or delegate
	Students, staff, visitors and contractors move to “shelter in place” (HALL) location. Follow Bushfire emergency response guide Contact Busways Ph: 02 45749200 and request 4 buses for transport to North Richmond Public School. If assistance required with buses - advise Incident report hotline 1800 811 523 or via Secured Comms	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 Hall 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 / E-News 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
- **Maintain contact** - Incident Report Hotline 1800 811 523 Director; **Monitor Secured Comms App.**
- **Recovery: Do not return to site until a clearance certificate has been issued by AMU**
- 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

1. School Hall

Refuges -

Name of venue : Richmond North Public School
Address of venue: Grose Vale Road, North Richmond
Phone number: 02 45711542

Name of venue : Colo High School
Address of venue: Bells Line of Road
Phone number: 02 45712011

Name of venue : Kurmond Public School
Address of venue: Bells Line of Road, Kurmond
Phone number: 02 45731648

Name of venue : Grose View Public School
Address of venue: Grose Wold Road, Grose Vale
Phone number: 02 45721386

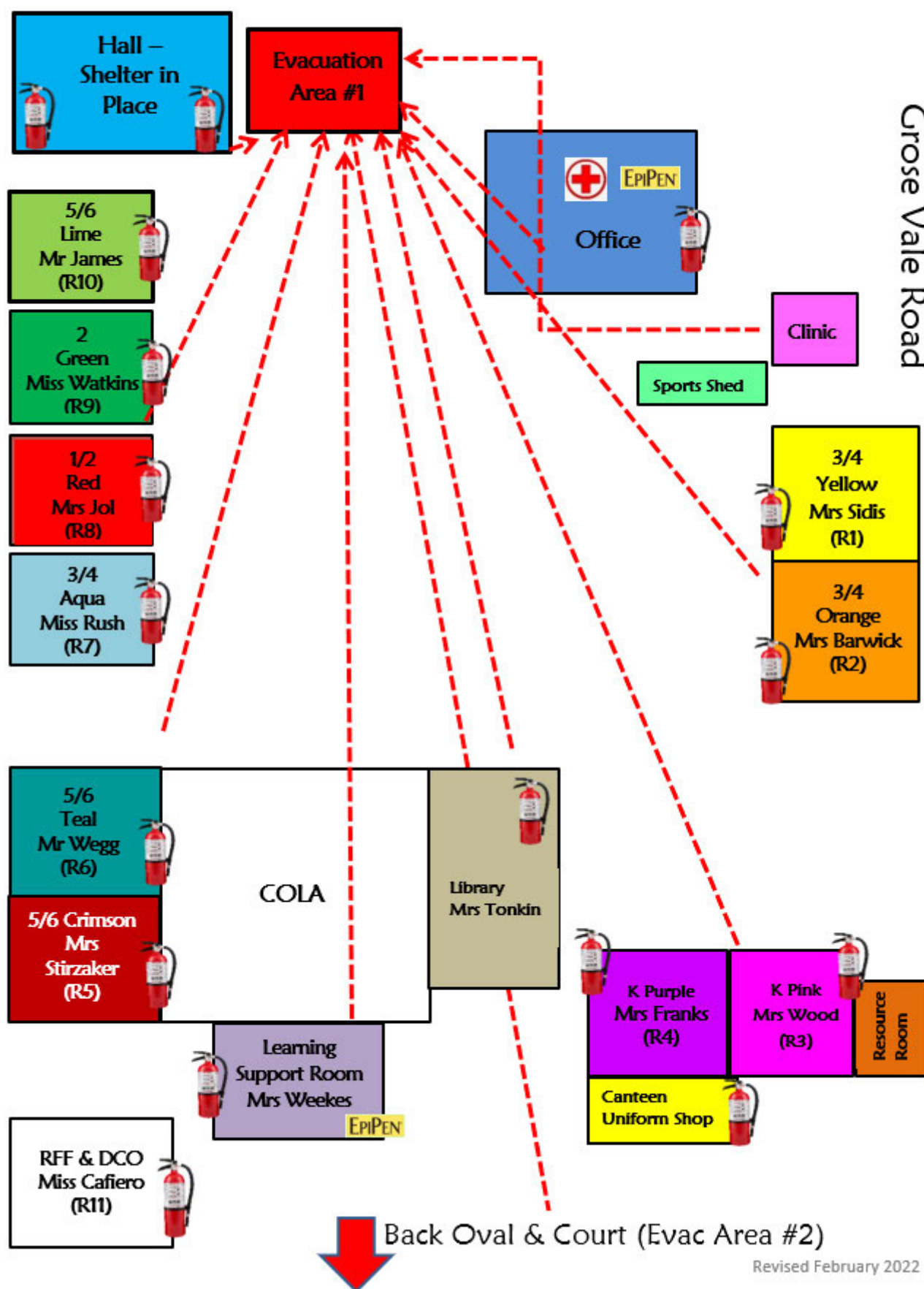
Offsite Evacuation: Transport Details

Depending on the safety and access available evacuation sites will be different. Students will walk to Hall 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
4 Buses	Busways	02 45749200	30 minutes
	Good as Gold	02 45736181	45 min

Kurrajong Public School Evacuation Map

Grose Vale Road



Revised February 2022



BUSHFIRE ACTION PLAN

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Shelter ☒

Evacuate ☐

Contact Person: Rosemary Richardson

Position / Role PRINCIPAL

Phone number (BH) 45731647

Phone number (AH) [REDACTED]

Type of facility: PRIMARY SCHOOL

Number of buildings: 14

Number of employees: 25 (approx.)

Number of students: 210 (approx.)

Number of occupants: 210(approx.)

Number of occupants with support needs: 2

Roles & Responsibilities

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

POSITION	NAME OF PERSON	AREA OF RESPONSIBILITY	PHONE
1.Principal	Rosemary Richardson	School Site	[REDACTED]
2. Assistant Principal	Elizabeth Stirzaker	School Site	4573 1647
3. Assistant Principal	Mrs. Lisa Franks	School Site	4573 1647 [REDACTED]

Emergency Contacts

NAME OF ORGANISATION	OFFICE / CONTACT	PHONE NUMBER
NSW Rural Fire Service	Local Fire Control Centre	HAWKESBURY RURAL FIRE SERVICE 45606400
NSW Rural Fire Service	Bush Fire Information Line	1800 679 737 1800 NSW RFS
NSW Rural Fire Service	Website	www.rfs.nsw.gov.au
Health and Safety Directorate	Hotline	1800 811 523 (call first) Option 1



BUSHFIRE PROCEDURE



- Commencement indicated by a repeated siren followed by an announcement.
- Conclusion indicated by a siren followed by an announcement.

Imminent Bush Fire threat.

FOLLOW EVACUATION PROCEDURES AND ASSEMBLE IN THE SCHOOL HALL.

Close all building doors and windows.

Turn off fans, lights and air conditioners.

Open all gates.

Bring classroom fire extinguishers to the hall.

Close doors, draw blinds and cover base of doors and other open areas with wet fabric.

Fill any containers with water e.g. Buckets, sinks

Assemble persons away from part of the building which will be initially exposed to fire

Follow directions of emergency services and principal/delegate.

Contact Bus Company to evacuate all persons, if required.

Contact and advise refuge location of possible evacuation