

BUSH FIRE EMERGENCY MANAGEMENT AND EVACUATION PLAN

Name of Facility Berowra Public School

Address: Hillcrest Street Berowra

Council Name: Hornsby Council

Lat:/Long: 33.6256° S, 151.1468° E

Contact Person: Vicky Wallace

Date of Plan: 31.10.19

Type of Facility: School

Prepared by: Vicky Wallace

Authorised by: Ros McCallan- Jamieson

Revision Date: 31.10.19

Next Review Date: August 20

TO BE REVIEWED ANNUALLY

Facility Details

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

Berowra 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: Vicky Wallace

Position: Principal

Number of Employees: 30

Number of Students: 420

Number of Buildings: 11

Number of students with support needs: NA

Provide description of support needs: Student with anaphylaxis:

- Students with asthma: 32
- Students who are diabetic: 0
- Staff member with asthma: 4
- 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
Vicky Wallace Principal	Site Controller responsible for co-ordination of response procedures and chief communicator with Emergency Services and DOE	Work: 02 94561319
Karen Kitchener Senior Admin Officer	Final check of all buildings	Work: 02 94561319
Glenn Pritchard Classroom teacher	Turn off Gas Main	Work: 02 94561319
Barbara Lawrie Vicky Rode	Collect Emergency First Aid Kit Administration Building	Work: 02 94561319
Elizabeth Beckedhal	Warden Ensure all classrooms are clear.	Work: 02 94561319

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
Director, Educational Leadership	Ros McCallan Jamison	0411204810
NSW Rural Fire Service	Local Fire Control Centre	9456 3536
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	Hornsby Policy	9476 9799

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. School Bytes messaging process 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 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.
- 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.

During the bush fire danger period, the Bureau of Meteorology issues fire danger Ratings each afternoon for the following day

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.

School Hall

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”.	P
	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 send message via FB 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	P & AP
	How is this done? Announce to evacuate to Shelter in place	P
	Emergency kit inside shelter in place location (bottled water, cups, buckets, toilet paper, first aid kit, torches/lanterns, sign out sheets, rags for base of doors, towels, P2 face masks, goggles, cotton overalls in case of requirement of use by the Wardens). All students to bring bags if possible.	P
	Collect rolls/class lists Staff lists, visitors book and emergency contacts list – staff and students	SAM
	Collect Emergency Kit items (see Evacuation Procedures)	
	Wardens check that all classrooms and toilets are clear and close doors.	P & AP
	Students, staff, visitors and contractors move to “shelter in place” location.	All
	Conduct roll call of students, staff, visitors and contractors.	All
	Report missing persons to Chief Warden (Principal)	P
	Locate missing persons where possible or advise emergency services	P
	Provide clear information on facts to all assembled persons	P
	Turn off air conditioning.	AP
	Close doors, draw blinds and cover base of doors with wet fabric.	Stage CT
	Where safety and time permits and personnel are available, downpipes are to be blocked and gutters filled with water. Irrigation system/sprinklers to be turned on, roofs to be hosed down, check that taps are working and fill available containers	Stage CT
	Keep personnel hydrated, cover as much exposed skin as possible with natural fibre fabric (where possible).	All
	Assemble persons away from part of the building which will be initially exposed to fire.	Executive
	Continue to monitor bushfire situation and stay contactable with mobile phone at all times.	Executive
When the fire has passed and the threat from radiant heat has abated, all persons will remain within Shelter in place location until clearance given by emergency services and a check is made of the buildings for outbreaks of fire.	All	
Provide update H & S Directorate on status where possible - Option 1	P	
Update school website and / or FB communication or with advice to parents to collect students (parents will be advised to stay away from the school).	FB Amin	
Student release with parents to be recorded.	CT	

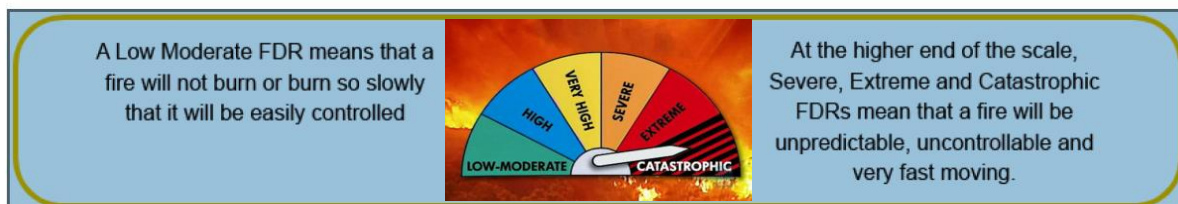
Triggers – Fire Danger Ratings

Fire Danger Ratings	Actions	Who
General FDR	<ul style="list-style-type: none"> 4.30pm daily check of the bush fire safety website between 1 September and 31 March to ensure school is up to date with latest information. 	P
	<ul style="list-style-type: none"> Fire Danger Rating (FDR) communicated to the community when it is at the upper levels. (see below) 	P and AP
	<ul style="list-style-type: none"> All staff have two copies of bushfire plans and roles (one at home and work) 	All
	<ul style="list-style-type: none"> No staff on site during weekends, school holidays or evenings when the FDR is severe or above. 	All
Severe Rating	<ul style="list-style-type: none"> Check FDR , fires near me app each hour 	P
	<ul style="list-style-type: none"> Monitor RFS social media 	P
	<ul style="list-style-type: none"> Communicate FDR to the community and staff 	P
	<ul style="list-style-type: none"> All staff reminded of procedures 	
	<ul style="list-style-type: none"> Check that casual staff are briefed on such days 	P
Extreme Rating	<ul style="list-style-type: none"> Principal/delegate - Check FDR , fires near me app at each hour for updates 	P and SAM
	<ul style="list-style-type: none"> Principal/delegate – Monitor RFS social media 	P and SAM
	<ul style="list-style-type: none"> Communicate FDR to the community and staff 	P and SAM
	<ul style="list-style-type: none"> All staff are reminded of roles, have class rolls and are prepared 	All
	<ul style="list-style-type: none"> All staff reminded of procedures 	Executive
	<ul style="list-style-type: none"> Check that casual staff are briefed on such days 	Executive
	<ul style="list-style-type: none"> Set up hoses, water supplies and towels by 12.00pm 	GA Executive
<ul style="list-style-type: none"> Monitor for fires in the vicinity. 	All	

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. Berowra 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 and maybe 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	School to monitor CFDR, after consultation with Emergency Services, school communicates with Director Educational Leadership and H&S Directorate Incident Report and Support Hotline on 1800 811 523 Option 1 determines on decision whether school temporarily cease operations	P And Director
	Initiate preparation i.e. determine availability of temporary relocation or alternative place of work and prepare notification to school community.	P
	Activate local notification requirements to school community (school website and FB) regarding temporary arrangements for school temporarily ceasing operations for the start of the next school day.	P SAM Executive
	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.	P

EVACUATION PROCEDURES

Evaluation of the safety of the employees and occupants has been determined that it would be safer for ALL persons to evacuate to a designated refuge. This evaluation will be in consultation with relevant authorities

Note: Timing for the decision to assemble prior to sheltering in place or evacuation, will depend largely on size of fire and how quickly it is spreading.

Designated assembly points

1. Asquith Girl High School

Offsite Evacuation: Walk or bus

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

Students will walk to Assembly location under the supervision of school staff, and/or 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).

Mode of Transport How many buses?	Company Name / Private Vehicle Owner Name	Phone / Mobile Number	Time required prior to evacuation
Buses	Transdev	02 131 500	1 hour

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.	P
	Inform staff of fire situation.	P
	Alert staff to potential activation of procedures for safe movement of students with disabilities/health concerns.	P
	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.	P
	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).	P SAM AP
	Prepare notifications FB and School Bytes to parents/carers pending potential collecting of students by parents or evacuation activity.	SAM Jacqui
	Continue to monitor situation and stay contactable with mobile phone at all times.	All
	Contact transport providers to alert of potential requirement.	SAO
	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).	SAO GA
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.	P

	Notification to H&S Directorate Incident Report and Support Hotline on 1800 811 523 Option 1 advising of emergency situation and schools intentions.	
	Update school website, School Bytes 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.	SAM P
	Contact transport providers to alert of potential requirement.	SAO
	Collect Emergency Kit items (see above).	SAO
	Student release to parents to be recorded.	CT
	Provide updates to Director, Educational Leadership and HS Directorate on status of personnel on site.	P
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. 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.	P
	Update school website and/ School Bytes to parents/carers/next of kin to advise of action for off-site evacuation.	P
	Implement transport arrangements (where applicable).	SAO
	Make announcement to alert staff and students to move to (<i>shelter in place</i>).	P
	Collect Emergency Kit items (see above).	SAO
	Students, staff, visitors and contractors move to shelter in place location. Evacuation will take place from the Berowra RSL under the direction of the emergency services.	All
	Conduct roll call of students, staff, visitors and contractors at school site assembly area.	All
	Wardens check that all classrooms and toilets are clear and close doors.	P SAM AP
	Shut off gas and electrical mains if possible.	CT – Rob
	Evacuation commences.	All
	Upon arrival at off-site evacuation assembly area conduct roll call again.	All
	Student release with parents to be recorded.	All
	Continue to monitor bushfire situation and stay contactable with mobile phone at all times.	All
Provide regular updates to H&S Directorate Incident Report and Support Hotline on 1800 811 523 Select Option 1.	P	
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	

After the bush fire event

- Principal decides when to re-open the workplace, in consultation with local emergency services, Director - NSW Educational Leadership, 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