

BUSH FIRE EMERGENCY MANAGEMENT AND EVACUATION PLAN

Name of facility:

Gwandalan Public School

Address

Kanangra Drive, Gwandalan

Prepared by:

Joanne Ham in consultation with Yvonne Sacco (WH&S Consultant) Shane Geerin (NSW Rural Fire Service Inspector)

Authorised by:

Principal: Sandy Notley

Date: 5/7/2018

TO BE REVIEWED ANNUALLY

Facility Details

This plan is for: Gwandalan Public School

and has been designed to assist management to protect life and property in the event of a bush fire.

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: Sandy Notley

Position / role: Principal

Phone number (BH): 49761318

Type of facility: Primary School

Number of buildings: 9 Permanent Buildings & 2 Demountables

Number of employees: 30

Number of employees with support needs: 0

Number of students: 380

Roles & Responsibilities

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

Position	Name or person	Building/area of responsibility	Mobile phone number
Principal / Chief Warden	Sandy Notley	Oversight of whole school	
Deputy Principal / Deputy Chief Warden / Floor Warden	Susan Tangye	IL- F Block E Block (including Library & Computer Lab) D2	
Teacher / Floor Wardens	Paula Ritchie	AP: Primary – M Block Stage 3 Toilets	
Teacher / Floor Wardens	Kim Walker	AP- J Block Infants Toilets Community Room D1	
Teacher / Floor Wardens	Kate Galluzzo	AP- Hall Canteen Stage 2 Toilets	
SAO / Floor Wardens / First Aid Officer	Kim Lane	SAO- A Block B Block N (Shed)	
SAM / Communications Officer	Kim Brooks		

Emergency Contacts

Name of organisation	Office/contact	Phone Number
NSW Rural Fire Service	Central Coast District	1300 060 807 B/H
NSW Rural Fire Service	Bush Fire Information Line	1800 679 737 1800 NSW RFS
NSW Rural Fire Service	Website	www.rfs.nsw.gov.au
NSW Police Force	Wyong Police Station	4356 6099
Director Educational Leader	Sharon McFarlane	0412 827 077
NSW Health	WYONG Hospital GOSFORD Hospital	4394 8000 4320 2111
Health and Safety Directorate	Incident Support Unit	1800 811 523 (option 1)
Safety and Security Directorate	School Security Unit	1300 880 021



SHELTERING PROCEDURES

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

The following are the designated refuges allocated within the premises.

Designated refuges

- a. M Block (BER Building)
- b. Library – in the event that the neighbouring petrol station is compromised by the bush fire

Procedure for sheltering during a bush fire emergency

30 second warning alarm to be rung

Trigger	Action
In the event of an approaching bush fire threatening the premises within 0-1 hours, the primary action to shelter will take place, all persons on the premises shall follow the procedure/action outlined:	Designated Chief Warden will take control of the situation
	Remain calm and explain to all persons what is happening.
	Staff to ensure all windows closed and doors closed but not locked. Wardens to check and lock rooms
	Move all persons to the designated refuge. Children to leave bags in room.
	K/11 KS to 3/4A To exit class and make way to large Cola via canteen stairs
	KW KA to 3/4B To exit class and make way to large Cola via canteen stairs
	1P 1J to 4/5G To exit class via back doors onto small Cola area and proceed to large Cola
	2T to 5/6R To exit class and proceed onto path to large Cola area
	1/2K to 5/6R To exit class and proceed on path passed the library to the large Cola area
	2W to 5/6H To exit class and proceed onto path to large Cola area
3/4P to 5/6V To exit class and proceed onto path to large Cola area	
	SAM to do communication to community. Admin to bring evacuation kit with visitor/NDIS registers, casual/SASS-Spotless, Scripture sign on, emergency contact lists, school rolls and current day absent list and staff/cleaner sign on from staffroom.
	Ensure all persons are accounted for (use class rolls and visitors/staff register).

The Chief Warden (or person responsible) is to advise NSW RFS Central Coast District 1300 060807 and the HS Directorate (1800 811 523 option 1) that the centre is sheltering- in-place (include how many people and which building on site).

After all persons have been relocated to refuge, nominated staff will commence contacting relevant families affected to inform that we are safely sheltering.

Maintain situational awareness through radio, NSW RFS website, 1800 NSW RFS, smart phone applications and local firefighting resources.

Two persons to make regular exterior visual inspection (wearing appropriate protection from bush fire) of the refuge for embers and extinguish where possible or call 000 for assistance.

After the bush fire emergency

- a. No person should re-enter any evacuated building until advised by the emergency services.
- b. The Chief Warden (or person responsible) to arrange the movement of all persons back to the site and or their separate accommodation.
- c. All persons are to be accounted for on their return.
- d. Inform the HS Directorate (1800 811 523 option 1) and NSW RFS Central Coast District (1300 060 807) of the return of persons to the premises.

EVACUATION PROCEDURES

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

Designated assembly points

- a. Gwandalan Community Hall
- b. Gwandalan Bowling Club

Refuge (primary)

Name of venue (primary): Gwandalan Community Hall

Address of venue: 2W Koowong Rd, Gwandalan

Nearest cross-street: Winbin Crescent

Map Reference: -33.138, 151.586

Phone number: 4972 5695

Transportation arrangements

School will be walking to primary evacuation refuge.

Estimated travelling time to destination: 10-15 minutes

Refuge (alternate)

Name of venue (alternate): Gwandalan Bowling Club

Address of venue: Gamban Rd, Gwandalan NSW 2259

Nearest cross-street: Aldinga Road

Map Reference: -33.142, 151.590

Phone number: 4976 1204 (open from 10:00am)

Transportation arrangements

School will be walking to primary evacuation refuge.

Estimated travelling time to destination: 15 minutes

Procedures for evacuation in the event of a bush fire

30 second warning alarm to be rung

Trigger	Action
<p>In the event of a bush fire in the surrounding area, all persons on the premises shall follow the procedure/actions outlined:</p>	<p>The Chief Warden (or person responsible) is to inform NSW RFS Central Coast District (1300 060 807) and the HS Directorate (1800 811 523 option 1) that the centre is being evacuated (include how many people and where they are going).</p>
	<p>Chief Warden or person responsible to contact refuge and inform them of pending arrival.</p>
	<p>Move all persons to the assembly point for evacuation i.e. for local refuges where school will be evacuating on foot (if safe to do so) assemble in COLA then walk together to offsite evacuation.</p>
	<p>SAM to do communication to community. Admin to bring evacuation kit with visitor/NDIS registers, casual/SASS-Spotless, Scripture sign on, emergency contact lists, school rolls and current day absent list and staff/cleaner sign on from staffroom.</p>
	<p>Ensure all persons are accounted for prior to departure (use class rolls and visitor/staff register). Bags to be left in rooms.</p>
	<p>Ensure all site buildings have all windows closed and doors closed but not locked prior to leaving site. Wardens to check and lock rooms</p>
	<p>At refuge, move vulnerable persons inside and ensure all persons are accounted for and safe.</p>
	<p>The Chief Warden (or person responsible) to advise NSW RFS Central Coast District (1300 060 807) and the HS Directorate (1800 811 523 option 1) that the all persons have been evacuated and are accounted for and safe at the designated refuge.</p>
	<p>After all persons are accounted for and safe at the designated refuge nominated staff will commence contacting families affected.</p>
	<p>Maintain situational awareness through radio, NSW RFS website, 1800 NSW RFS, smart phone applications and local firefighting resources.</p>

After the bush fire event

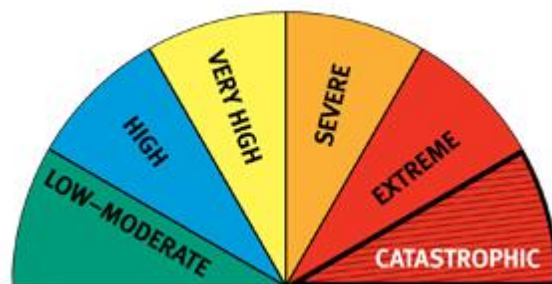
- a. No person should re-enter any evacuated building until advised by the emergency service.
- b. The Chief Warden (or person responsible) to arrange the movement of all persons back to the site and or their separate accommodation
- c. All persons are to be accounted for on their return.
- d. **Inform the HS Directorate (1800 811 523 option 1) and NSW RFS Central Coast District (1300 060 807)** of the return of persons to the premises.

BEFORE AND AT THE COMMENCEMENT OF THE BUSH FIRE DANGER PERIOD, WE WILL:

- a. Ensure that the staff are prepared in accordance with this Plan.
- b. Encourage staff to install “Fires Near Me” app and other handy apps such as “Emergency Plus” and “Live Traffic NSW” (to monitor road closures).
- c. Encourage staff to complete the e-Safety “Preparing and Responding to Bushfire” training module.
- d. Ensure that all persons are informed of the evacuation/shelter-in-place procedures
- e. Ensure that families are provided with a copy of the procedure “What to do if the centre is to be evacuated” upon arrival at the centre (for schools and child care centres etc).
- f. Ensure building and areas around buildings are prepared and maintained.
- g. Ensure any firefighting equipment (hoses etc.) is serviceable and available.
- h. Ensure Bush Fire Emergency Kit is stocked and ready for use (in sheltering refuge):
 - Buckets
 - Mop (to put out spot fires)
 - Towels (to wet and seal beneath doors and window frames)
 - Torch (and batteries)
 - Transistor Radio (to monitor ABC)
 - Copy of this plan
 - Cotton overalls
 - Wide brim hat (fire retardant)
- i. Update contact details of staff students and occupants
- j. Contact and update emergency services with the premises’ contact details.
- k. Contact refuges for potential use during a bush fire emergency.
- l. Principal or person responsible to check the [RFS website](#) each day at 4:30pm to check on bush fire safety and warnings for the local area
- m. Principal or person responsible to check the daily Fire Danger Rating (FDR) for the local area
- n. No staff to be onsite during weekends and evenings when the FDR is Severe or higher

IN THE EVENT OF SEVERE RATING:

- Principal – Check FDR; Fires near me app at 12:30 and 2:30 for updates
- Principal monitor RFS Social Media sites
- Communicate FDR to community
- Teachers reminded of procedures
- APs to check casual staff are briefed



Extreme Rating:




- Principal – Check FDR; Fires near me app at 10:30am, 12:30 and 2:30 for updates
- Principal monitor RFS Social Media sites
- Communicate FDR to community
- Teachers reminded of procedures and have rolls, vests and fire blankets prepared
- APs to check casual staff are briefed
- Consider moving vehicles from the front of school to the back oval
- Store all school bags indoors
- Close all bins and move bins near sheltering buildings
- GA or delegate to set up hoses; water supplies and towels by 11am
- Teachers monitor for fires in the vicinity.
- General Assistant or delegate to check sheltering buildings surroundings are appropriately maintained i.e. water down, remove any dry plant materials that could catch fire

IN THE EVENT OF A CATASTROPHIC FDR:

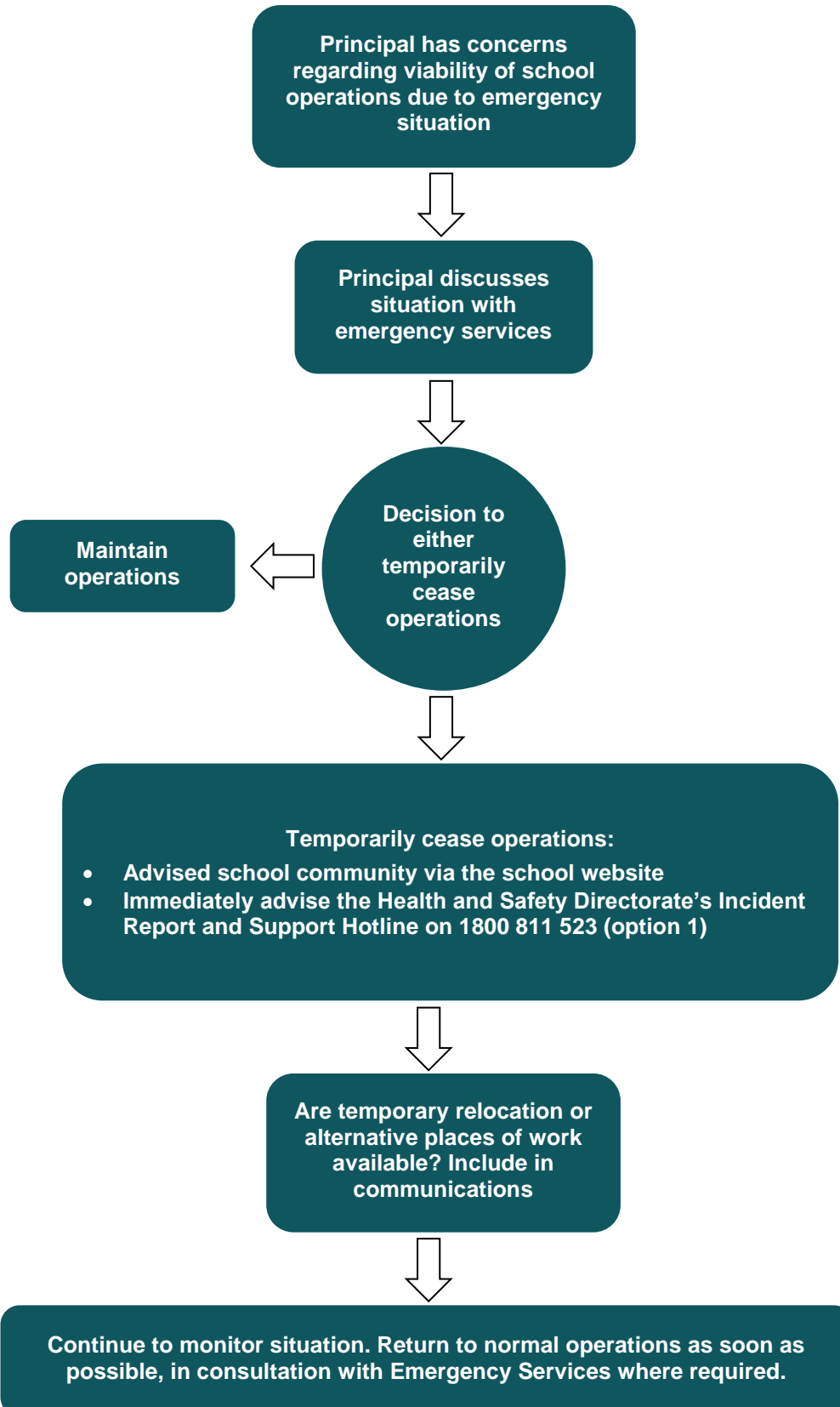
Gwandalan Public School is listed on the Bush Fire Register as a High Risk Bush Fire School, in the event of a Catastrophic FDR the school would temporarily cease operations.

- Follow the procedures to temporarily cease operations (flowchart on page 39)
- Refer to Communication in the event of Catastrophic Fire Danger Ratings (flowchart on page 41)

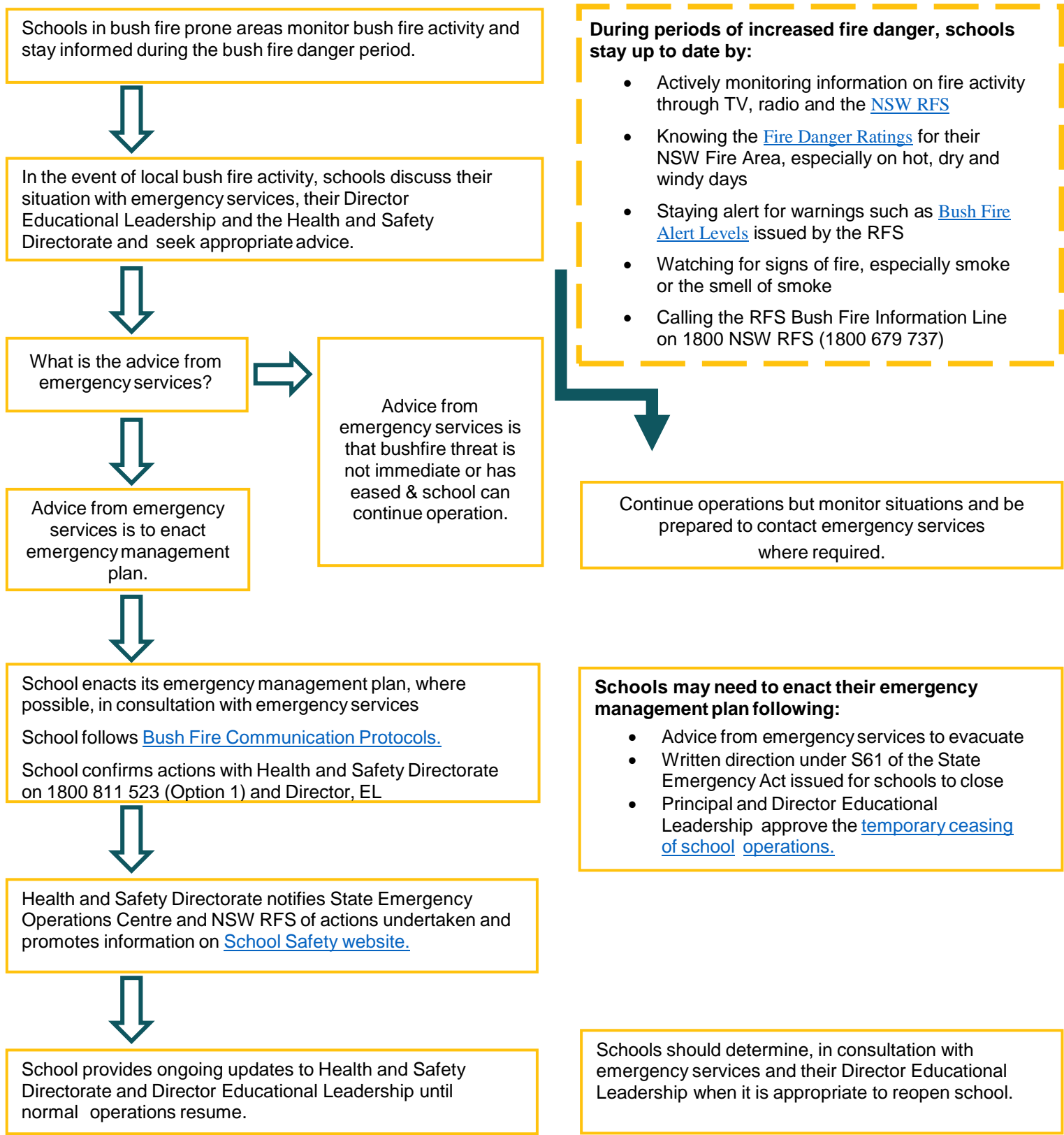
BUSH FIRE ADVICE PROCEDURES

<p>ADVICE ALERT</p>	<p>A bush fire has started, there is no immediate danger, our school will:</p> <ul style="list-style-type: none"> ▪ Update student rolls and account for early leavers/absences in our school system ▪ Principal or person responsible monitors air quality and adjust school activities accordingly i.e. if smoke affected cease outdoor activities ▪ Monitor Fire Danger Ratings, <i>Fires Near Me</i> app, <i>Live Traffic NSW</i> app and local ABC Radio ▪ Adjust air conditioning onto recycle ▪ Principal or person responsible to keep parents/carers informed via Skoolbag, Facebook or SMS
	
<p>WATCH AND ACT ALERT</p>	<p>There is a heightened level of threat and bush fire conditions are changing, in addition to the Advice Alert procedures:</p> <ul style="list-style-type: none"> ▪ If possible, Principal or person responsible to alert parents/carers the day before via Skoolbag, Facebook or SMS. If the district is affected by heavy smoke, consider keeping students with an Asthma Plan at home. ▪ Inform all staff and parents/carers stay updated using the <i>Fires Near Me</i> app, <i>Live Traffic NSW</i> app and/or listen to local ABC Radio ▪ Principal to seek advice from NSW RFS Central Coast District (1300 060 807) and assess if sheltering or evacuation procedures within this plan are to be implemented OR if the school should start contacting parents/carers to pick students up from school and take home ▪ School will take action to prepare i.e. provide regular updates of bush fire activity to all occupants and prepare bush fire emergency equipment
	
<p>EMERGENCY WARNING ALERT</p>	<p>This is the highest level of bush fire alert.</p> <p>Our school will take action to implement our <i>Bush Fire Emergency Management and Evacuation Plan</i></p> <p>The Principal or person responsible will continue liaising with NSW RFS Central Coast District (1300 060 807) and keep parents/carers informed of all actions taken by the school</p>
	

Procedures to temporarily cease operations – Protocols flowchart

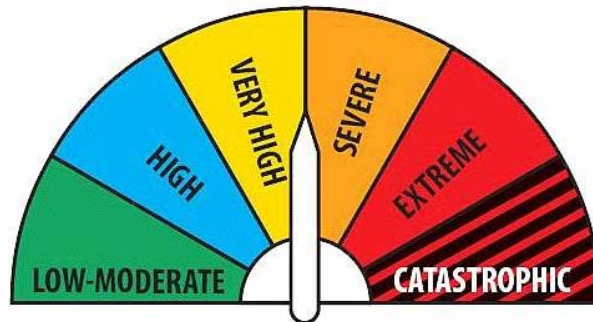


Communication in the event of local bush fire activity



Schools are to refer to the **Bush Fire Communication Protocol** for detailed information on this communication process.

Communication in the event of Catastrophic Fire Danger Ratings



This communication protocol is only applicable to schools on the [Bush Fire Register](#). Schools on the Bush Fire Register are required to close on days where a Catastrophic Fire Danger rating (FDR) is issued in their area. All other schools continue to operate as normal regardless of the fire danger ratings. Arrangements in preparation for these days must be prepared in advance of the bush fire danger period. Schools are to refer to the [Bush Fire Communication Protocol](#) for detailed information on this communication process.

