

# BUSH FIRE EMERGENCY MANAGEMENT AND EVACUATION PLAN

**Name of Facility** Ebenezer Public School  
**Address:** 531 Sackville Rd, Ebenezer 2756  
**Lat / Long:** -33.5313552,150.877488  
**Council Name:** Hawkesbury City Council  
**Contact Person:** Luke O'Brien - Principal  
**Date of Plan:** 12.11.18  
**Type of Facility:** Public Primary School

Prepared by: Luke O'Brien and Maria Spindler

Authorised by: Luke O'Brien

Revision Date: 12 November 2018

Next Review Date: August 2019

TO BE REVIEWED ANNUALLY

## Facility Details

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

Ebenezer PS 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: Luke O'Brien**

**Position: Principal**

**Number of Employees: 11**

**Number of Students: 138**

**OOSH (6:30-9am and 3:00-6pm): Average Number of Students 12. 2 Staff.**

**Number of Buildings: 10**

**Number of students with support needs: 2**

**Provide description of support needs:**

**Student with anaphylaxis: 3**

**Students with asthma: 4**

**Students who are diabetic: 0**

**Staff member with asthma: 1**

**Staff who are diabetic: 0**

**Mobility Impaired: 1**

## 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
Luke O'Brien	Site Controller responsible for co-ordination of response procedures and chief communicator with Emergency Services and DOE	
Luke O'Brien	Final check of all buildings	
Luke O'Brien	Turn off Main Electricity (when possible). Turn off Gas Main – behind A block on library side	
Joanne Lawson	Collect Emergency First Aid Kit Administration Building	
Luke O'Brien	Warden Ensure all classrooms are clear.	

## Emergency Contacts

Name of organisation	Office/contact	Phone number
Emergency services		000
<b>Health and Safety Directorate</b>	<b>Hotline</b>	<b>1800 811 523 (call first) Option 1</b>
NSW Rural Fire Service	Local Fire Control Centre	4560 6400
NSW Rural Fire Service	Bush fire information line	1800 679 737 1800 NSW RFS
NSW Rural Fire Service	Website	<a href="http://www.rfs.nsw.gov.au">www.rfs.nsw.gov.au</a>
Police Force		4587 4099
Director of Schools -	Kerri Brickley	

## **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 School Enews / Ebenezer P&C Facebook Page 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 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](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:

Admin block / A Block Classrooms: 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 consultation with Emergency Services, school communicates with Director Public School and H&S Directorate Incident Report and Support Hotline on 1800 811 523 Option 1 determines on decision whether school temporarily cease operations.	Principal
	Updates school website and/or send School Enews / Ebenezer P&C Facebook Page 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
	Announce on PA System to <i>Shelter in place</i> . Admin block / A Block Classrooms.	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.	As above
	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 Admin block / A Block Classrooms 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 School Enews / Ebenezer P&C Facebook Page 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

## 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. Admin block / A Block Classrooms.

#### Refuge -

Name of venue (South-West):

Address of venue:     **Wilberforce Public School**  
                              **Macquarie Rd**  
                              **Wilberforce NSW**

Phone number: 02 45751424

### Offsite Evacuation: Transport Details

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

Students will walk to Admin block / A Block Classrooms 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). 3 full-size buses will be required for evacuation.

<b>Mode of Transport</b>	<b>Company Name / Private Vehicle Owner Name</b>	<b>Phone / Mobile Number</b>	<b>Time required prior to evacuation</b>
Buses x 3	Busways	02 45749200	2 hours
Buses x 3	K&R Coaches	4572 0499	2 hours



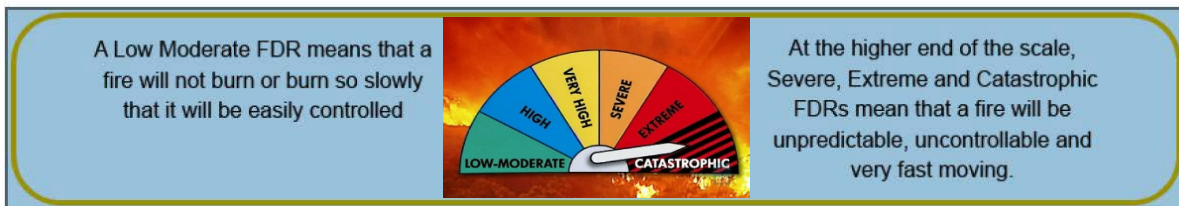
## Procedures in the event of a bushfire in the surrounding areas, evacuation

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, Public Schools 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 School Enews / Ebenezer P&C Facebook Page 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
	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), Bushfire Emergency Plan, pens, workplace keys).	Principal, SAM
<b>Emerging Bushfire Risk</b>	After consultation with Emergency Services, H&S Directorate determines with Director Public Schools to temporarily cease operations for the day and/or the next day.	Principal
	Update school website, School Enews / Ebenezer P&C Facebook Page 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.	
	Student release to parents to be recorded.	All staff
	Provides 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 consultation with Emergency Services, school determines to temporarily cease operations and evacuate. Notification to HS Directorate Incident Report and Support Hotline on 1800 811 523 (Select Option 1).	Principal
	Update school website and School Enews / Ebenezer P&C Facebook Page 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> - Admin block / A Block Classrooms.	Principal
	Collect Emergency Kit items (see above).	SAM
	Students, staff, visitors and contractors move to shelter in place location. Evacuation will take place from the Admin block / A Block Classrooms	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.	All staff
	Shut off gas and electrical mains if possible.	As above
	Evacuation commences.	
	Upon arrival at off-site evacuation assembly area conduct roll call again.	Principal
	Student release with parents to be recorded – advise parents not to collect students during imminent bushfire threat.	Class teachers
	Continue to monitor 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	
<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>	<b>See above</b>	

# RESPONSE PROCEDURES FOR CATASTROPHIC FIRE DANGER RATING

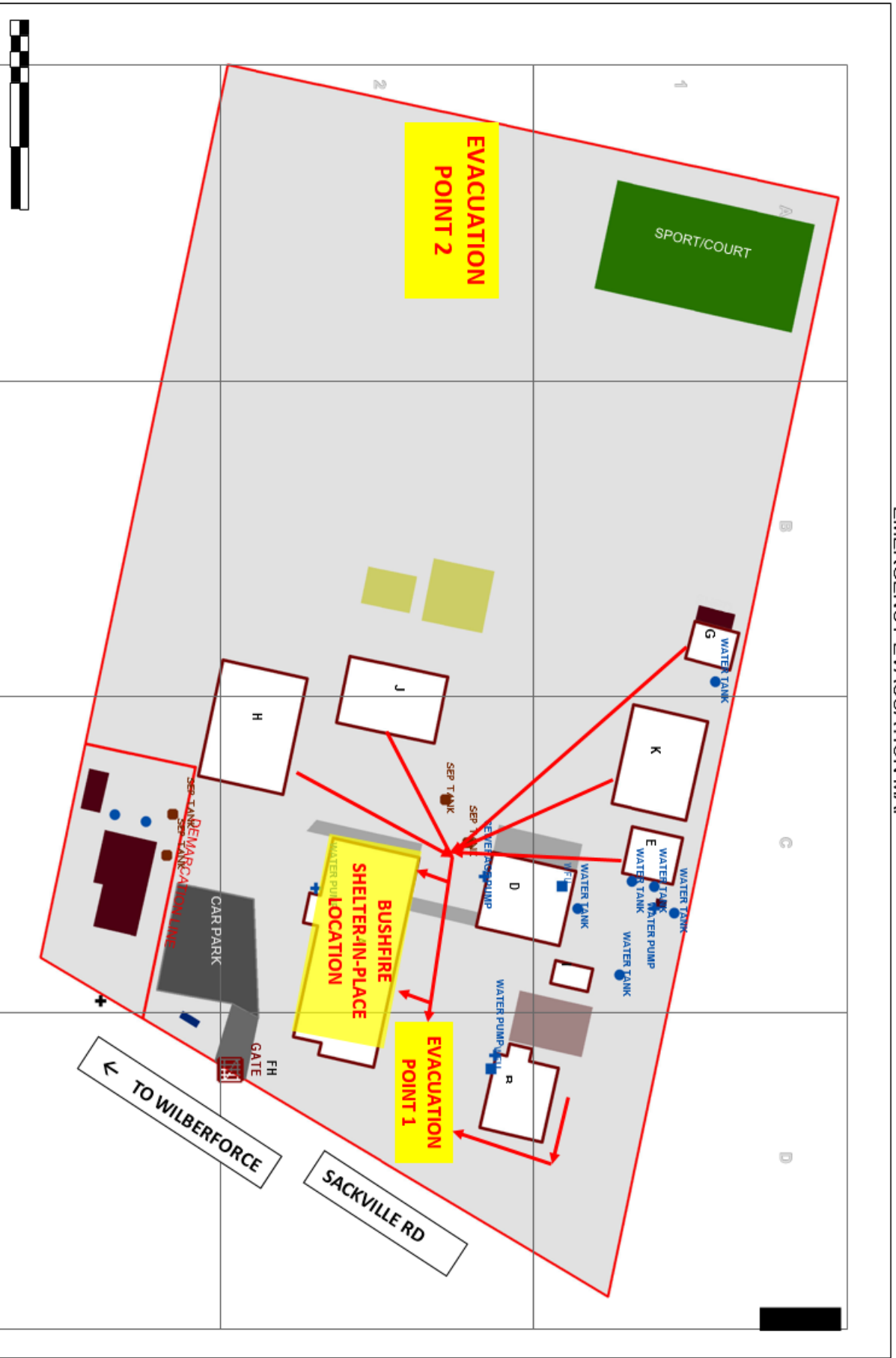
## Procedures in the event a Catastrophic Fire Danger Rating (FDR) is issued

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. Ebenezer 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 Public School and H&S Directorate Incident Report and Support Hotline on 1800 811 523 Option 1 determines on decision whether school temporarily cease operations	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, School Enews / Ebenezer P&C Facebook Page 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
	School to monitor CFDR, decision will be made of requirement to temporarily cease operations for the following day.	Principal

Ebenezer Public School  
EMERGENCY EVACUATION MAP



## Appendix 2

### Bushfire Response Procedure

#### Principal/Delegate

In the event of local Bush Fire the following procedures apply:

- Principal or delegate calls 000 and Incident Report and Support Hotline.
- Principal or delegate calls director and informs them of Bush Fire situation.
- Principal or delegate alerts teachers of situation.
- Principal or delegate contacts parents via Enews and P&C Facebook Page.
- Administration staff to check list of students with priority medical needs to ensure needs addressed.
- Principal or delegate notifies teachers and other staff members of bush fire emergency. Principal or delegate advises staff to evacuate students to Admin block / A Block Classrooms. Students and teachers to bring belongings with them. Support staff to assist evacuation of students where needed. Staff to retrieve buckets if safe from near toilet block. Fill buckets from water tanks if deemed safe. Block and fill sinks if possible. Toileting procedures made clear to students – students to access staff toilet.

#### Principal/Delegate/Fire Warden

- To be responsible for checking ember attack.
- To be responsible for maintaining communication with Emergency Services and Incident Support Hotline.

#### SASS staff / Senior Staff

- Monitoring fire situation and road closures on 'Fires Near Me' and 'Live Traffic' apps
- Ensuring students are signed out with names of adults clearly printed.

#### Teachers

- To be responsible for ensuring all students from their class are accounted for.
- To aid principal / delegate when required for responsibilities above if needed.

#### Parents

- Parents arriving to take students despite being asked to not do so should be encouraged to shelter-in-place in the office. Responsibility for students are delegated to parent / carer if the parent/s carer/s insist - an Early Leavers sign-out should take place – adult must include name and signature on sign-out (held by the admin staff).