

BUSH FIRE EMERGENCY MANAGEMENT AND EVACUATION PLAN

Name of Facility Pretty Beach Public School
Address: Pretty Beach Rd, Pretty Beach NSW 2257
Council Name: Central Coast Council
Lat:/Long: 33.5261°S, 151.3501°E
Contact Person: Karen Wardlaw
Date of Plan: 1/9/20
Type of Facility: Primary School

Prepared by: Andy Podmore
Authorised by: Karen Wardlaw
Revision Date: 1/9/2020
Next Review Date: 1/9/21

TO BE REVIEWED ANNUALLY

Facility Details

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

Pretty Beach 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: Karen Wardlaw

Position: Principal

Number of Employees: 18

1 x Principal

10 x teachers

3 X SLSO

2 X SAM and SAO

1 X Cleaner

1 X GA

Number of Students: 182

Number of Buildings: 10

Number of students with support needs:

Provide description of support needs:

- Student with anaphylaxis: 1
- Students with allergic reactions: 4
- Students with epilepsy: 2
- Students with asthma: 9
- Students who are diabetic: 0
- Staff member with asthma: 1
- Staff who are diabetic: 0
- Staff with heart condition: 1
- Mobility Impaired: 1
- Students with Autism: 5

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
Karen Wardlaw Principal	Site Controller responsible for co-ordination of response procedures and chief communicator with Emergency Services and DOE	Work: 02 43601012 Mobile: 0404045554
David Rattray Assistant Principal	Final check of all buildings	Work: 02 43601012 Mobile: 0421 203 529
Andy Podmore Teacher/WHS Officer	Turn off Main Electricity (when possible/if necessary).	Work: 02 43601012 Mobile: 0421257773
Lyn Hyde SAM	Collect Emergency First Aid Kit/ Emergency kit Administration Building	Work: 02 43601012 Mobile: 0499601229
Andy Podmore Teacher/WHS Officer	Warden Ensure all classrooms are clear.	Work: 02 43601012 Mobile: 0421257773

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	1300060807
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		
Director, Educational Leadership	Chris Bice	0425 328 245

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. SkoolBag App 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.
- **On days of increased fire danger, including total fire bans, the school will conduct a morning muster where key information is communicated to staff. Topics for discussion at the muster will include:**

- ☐ Clear explanation of Fire threat level
- ☐ Clear explanation of Air quality level: based on AQI reading – principal to call ‘inside play’, if required. In this case, classroom windows and doors are to remain closed, air conditioning in classrooms to be utilized.
- ☐ Revision of staff key responsibilities in the case of an evacuation or shelter in place.
- ☐ Re-allocation of roles and responsibilities (eg floor warden) if regular staff are away.
- ☐ Remind teachers that all school bags and belongings on verandahs to be moved inside the classroom.
- ☐ Reminder to all staff: be alert and ensure phone notifications are switched on.
- ☐ Windows and doors to remain closed, in the case of high fire conditions or poor air quality.
- ☐ Revision of key messages for students – stay calm, listen to teachers, follow instructions. “Right place, right time”
- ☐ SLSOs to move cars to car park in the event of an offsite evacuation. Students travelling in cars are:
Henry Cox, Zoe Watt, Fox Jordan, Connor Jones
- ☐ Hoses attached near Shelter In Place location (library)
- ☐ Flammable objects removed near classroom windows and doors
- ☐ Bins removed from open space.
- ☐ Be alert and ensure phones notifications are on
- ☐ Skoolbag to be sent to parents notifying them of increased fire risk and/or poor air quality.
- ☐ Facebook message alert sent to P&C page

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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: Library

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”. This will be announced by telephone.	Principal
	This decision can also be made in consultation with Director of Educational Leadership Chris Bice on 43 489 100 (mobile: 0425 328 245)	
	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/or send Skoolbag communication to parents/carers/next of kin to advice of school “shelter in place”. Facebook notification on P&C FB page. Advise parents not to come to school and keep communications open with school.	Principal
	Announce to evacuate to <i>Shelter in place</i>	Principal
	<ul style="list-style-type: none"> Collect Emergency Kit items (see Evacuation Procedures) Emergency kit inside room (bottled water, cups, buckets, toilet paper, first aid kit, torches with batteries on outside, 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. All flammable items outside of rooms must be brought inside. 	SAM Staff- Lyn/Monica
	Wardens check that all classrooms and toilets are clear. Wardens close windows and doors. Do not lock doors.	Warden- Andy
	Shut off electrical mains if required.	Warden- Andy
	Students, staff, visitors and contractors move to “shelter in place” location.	Principal
	Conduct roll call of students, staff, visitors and contractors.	All teaching Staff to report to SAM- Lyn
	Turn off air conditioning.	All Staff
	Floor wardens to attend hoses to water down exposed areas near shelter in place	Dave Rattray Andy Podmore
	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.	All Staff
	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.	Principal
	Provide update H & S Directorate on status. Option 1	Principal
	Update school website and / or Skoolbag etc. 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 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;
- Review of air quality (monitor visually and with AQI reading);
- Review buildings/structure integrity;
- Review tree integrity;
- Telecommunications/IT/equipment checks;
- Infection Control – water running, toilets flushing, no contaminated materials etc;
- Advise the school community of plans to recommence operations including community users (school website, email, Skoolbag, FB notice and text message via Sentral);
- 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 students and staff;
- Conduct communication meeting with staff to review procedures and identify potential hazards.
- Provide communication updates for school community via school website, email, Skoolbag, FB notice and text message via Sentral.

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:

- ON SITE
- School Oval
 - Library (Shelter in place)
- OFF SITE
- Wagstaffe Hall/Wagstaffe Public Wharf (Mulhall St Wagstaffe)
 - Killcare Wharf (Araluen Dr Killcare)

Refuges -

Name of venue (North): Killcare Wharf
Address of venue: Araluen Dr Killcare

Name of venue (West):
Address of venue:
Phone number: 02

Name of venue (South): Wagstaffe Hall/Wharf
Address of venue: Mulhall St Wagstaffe
Turo Park – Pretty Beach Road, Wagstaffe

Name of venue (East):
Address of venue:
Phone number: 02

Offsite Evacuation: Transport Details

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 x 4	Busways	02 43682277	ASAP
Ferries x 2	Fantasea Palm Beach Ferries	02 99742411	ASAP

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.	Principal
	Inform staff of fire situation.	Principal/SAM
	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 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).	Principal
	Prepare notifications Skoolbag etc. to parents/carers pending potential collecting of students by parents or evacuation activity.	Principal
	Contact transport providers to alert of potential requirement.	Principal
	Continue to monitor situation and stay contactable with mobile phone at all times.	Principal
	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).	SAM- Lyn/Monica
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. Notification to H&S Directorate Incident Report and Support Hotline on 1800 811 523 Option 1 advising of emergency situation and schools intentions.	Principal
	Update school website, Skoolbag etc 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 advise of assistance required.	Principal
	Collect Emergency Kit items (see above).	SAM- Lyn/Monica
	Student release to parents to be recorded.	All Teaching Staff
	Provide updates to Director, Educational Leadership and HS Directorate on status of personnel on site.	Principal
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.	Principal
	Update school website and/or Skoolbag etc. to parents/carers/next of kin to advise of action for off-site evacuation. STAFF TO PARTICIPATE IN MORNING MUSTER TO IDENTIFY COURSE OF ACTION ON EXTREME DAYS	Principal
	Implement transport arrangements (where applicable).	Principal
	Make announcement to alert staff and students that buses are on the way and evacuation will take place. All to locate to assembly area (normally the shelter in place location)	Principal
	Wardens check that all classrooms and toilets are clear and close windows and doors. Do not lock doors.	Warden- Andy
	Collect Emergency Kit items (see above).	SAM- Lyn/Monica
	Evacuation will take place from the Library under the direction of the emergency services if available.	Principal
	Conduct roll call of students, staff, visitors and contractors at school site assembly area.	All Teaching Staff
	Shut off gas and electrical mains if possible.	Warden- Andy
	Evacuation commences.	Principal
	Upon arrival at off-site evacuation assembly area conduct roll call again.	All Teaching Staff
	Student release with parents to be recorded.	All Teaching Staff
	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”	See above	Principal

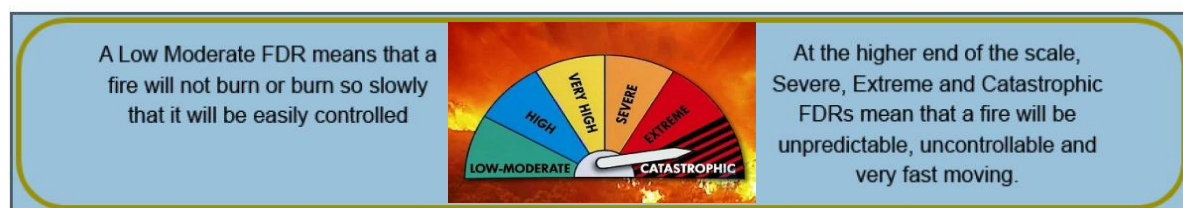
(or no time to enact evacuation procedures if evacuation is the primary action).		
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RESPONSE PROCEDURES FOR CATASTROPHIC FIRE DANGER RATING

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

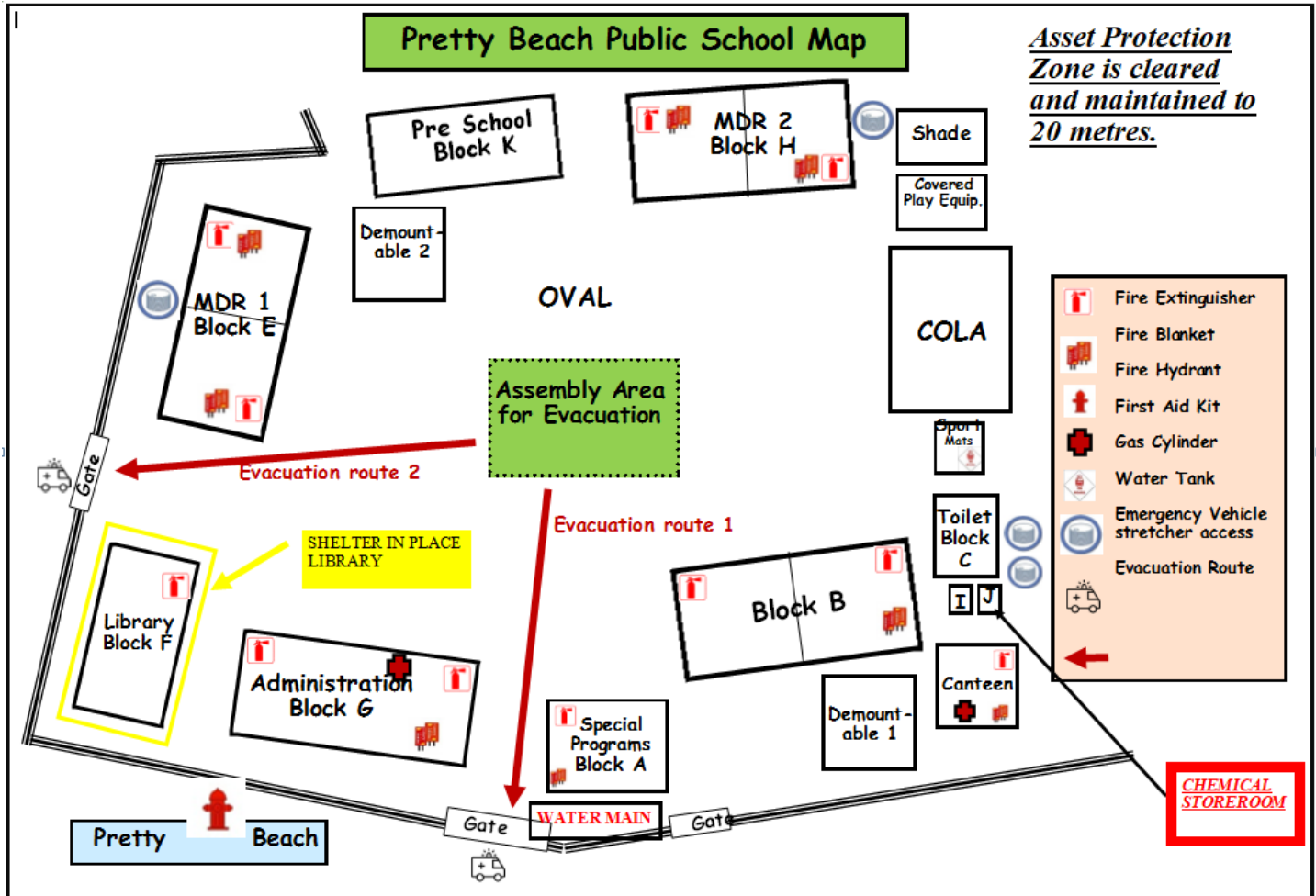
During the Bush Fire Season, Fire Danger Ratings (FDR) are issued by the Bureau of Meteorology each afternoon for the following day within a specific NSW Fire Area. A FDR provides an indication of the consequence of a fire, if a fire was to start. The rating is based on predicted weather conditions, including forecast temperature, dryness, humidity and wind. Pretty Beach 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 may be required to close on days when a Catastrophic FDR is issued in this NSW Fire Area.

NB. Schools on the Department's Bushfire Register are required to cease operations on days with a catastrophic FDR. Schools on the prone list can choose to close in consultation with their Director Educational Leadership and/or Safety and Security staff (180 811 523 – option 1).



Trigger	Action	Who
Catastrophic Fire Danger Rating (CFDR) is issued	Schools on the Bushfire High Risk Register use this: 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. This decision can also be made in consultation with Director Educational Leadership. Notification to H&S Directorate Incident Report and Support Hotline on 1800 811 523 Option 1 advising of decision.	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, Skoolbag etc, Sentral Text message service.) and school bus companies 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

Shelter In Place



Offsite Evacuations



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