# Risk classification category

✓ Check the department’s bushfire register to understand your school’s risk classification (Catastrophic)

# If your school is identified as Category 1 ✓

✓ Plan for alternate working and learning arrangements on days of catastrophic fire danger rating when the school will cease operations

✓ Advise the community that there may be days when the school will be non-operational and alternate arrangements are in place to support educational continuity **(newsletter: 24/9/20, skoolbag note home: 25/9/20; posted on school Bushfire Planning webpage)**

# Emergency Management Plan

✓ Review and update your Emergency Management Plan (EMP)

✓ Share and discuss your EMP with the local RFS 5/11/20

✓ Share and discuss your EMP with the local Asset Services Officer and Director, Educational Leadership 5/11/20

✓ Communicate your EMP with key staff members and the school community **(in newsletter 24/09/20; via skoolbag notice 25/09/20)**

✓ Upload your EMP onto the department’s ICE system for central access in the event of an emergency **(Term 3, 2020)**

# Communications

✓ Ensure the Principal has access to the Secured Communications app for immediate updates from the department during the bushfire season **(downloaded Term 3, 2020)**

✓ Update contact information on ICE **(Term 3, 2020)**

✓ Plan how you will communicate with the school community in the event of an emergency **(Sentral text message, skoolbag alert, FB post)**

✓ Plan how you will receive and share communication updates from the department and local services (app, radio, RFS, Social Media) during the bushfire season

✓ Ensure that all staff members have understood and are confident with the schools and department’s response protocols in the event of an emergency (staff sign-off on planning document 5/11/20)

✓ Communicate bushfire preparedness information and arrangements to the school community **(newsletter: 24/9/20, skoolbag note home: 25/9/20; posted on school Bushfire Planning webpage)**

# School environment

✓ Ensure your school maintains the physical Asset Protection Zone area around school buildings and any school specific Bushfire Vegetation Maintenance Plans **(Term 3, 2020 and ongoing)**

✓ Ensure the Asset Protection Zone areas around school buildings, including fire breaks, are maintained to prepare for the bushfire season i.e. remove leaf litter, native tree branches are clear of buildings, reduce regrowth and mow lawns **(Term 3, 2020 and ongoing)**

✓ Ensure that all rubbish and tree branches are kept neat and well clear of buildings and gutters have been cleared **(Term 3 + ongoing)**

✓ Test and verify fire protection systems **(Term 3, 2020)**

✓ Ensure that key emergency contact information is visible and accessible **(posted in all classrooms and shared staff areas – audit conducted Term 3 2020)**

✓ Minimise exposure to bushfire smoke. Consider indoor activities with the windows and doors shut and use fans rather than air conditioning. **(morning muster called on days of high fire danger or poor air quality – principal to call inside play based on daily AQI levels)**

✓ Ensure First Aid Kit is stocked and ready for use

# Identify evacuation routes and ‘safe areas’ (see school EMP)

✓ Identify ‘safe areas’ or ‘shelter in place’ on school premises

✓ Identify routes to safely access ‘safe areas’ or ‘shelter in place’ on school premises

✓ Identify ‘safe areas’ or ‘shelter in place’ off school premises

✓ Identify routes to safely access ‘safe areas’ or ‘shelter in place’ off school facility

✓ Identify alternative transport routes to evacuate school premises

# Prepare staff and students

✓ Practice fire emergency drills and evacuation plans **(onsite evac/offsite evac and shelter in place drills completed, Terms 3-4 2020)**

✓ Allocate roles and responsibilities to key staff members (communicated to staff in weekly WHS meetings)

✓ Be aware and familiar with bushfire Alert Levels. These levels provide information about the severity of the fire, its location and what you should do (communicated to staff in WHS meeting and via email 5/11/20)

✓ Ensure key staff members know what to do when notified of bushfire Alert Level updates or Fire Danger Ratings (communicated to staff in WHS meeting and via email 5/11/20)

✓ Ensure staff know how and when to contact the Incident Report and Support Hotline on 1800 811 523 (communicated to staff in WHS meeting and via email 5/11/20)

✓ Ensure staff are familiar with [procedures for temporarily ceasing](https://education.nsw.gov.au/inside-the-department/health-and-safety/emergency-planning-and-incident-response/emergency-management-procedures/temporarily-ceasing-operations) [school operations](https://education.nsw.gov.au/inside-the-department/health-and-safety/emergency-planning-and-incident-response/emergency-management-procedures/temporarily-ceasing-operations) (staff sign-off on planning document 5/11/20)

✓ Ensure all staff and students are aware of evacuation routes and shelter location points (staff sign-off on planning document) (communicated to staff in WHS meeting and via email 5/11/20)

✓ Ensure staff know where they can stay up to date during periods of increased fire danger by monitoring ‘Fires Near Me’ App, Local radio TV, newspaper, local ABC/emergency broadcaster & [RFS website](https://www.rfs.nsw.gov.au/plan-and-prepare/alert-levels) (staff sign-off on planning document) (communicated to staff in WHS meeting and via email 5/11/20)

✓ Have an Emergency Kit ready which can be accessed immediately in the event of an evacuation (inclusion of additional water bottles in progress)

# Incident Management

* Make immediate provisions for first aid if required
* Contact emergency services (triple zero 000) Activate EMP
* Report the incident to the Department’s [Incident Report](https://education.nsw.gov.au/inside-the-department/health-and-safety/emergency-planning-and-incident-response/incident-reporting/hotline) [and Support Hotline](https://education.nsw.gov.au/inside-the-department/health-and-safety/emergency-planning-and-incident-response/incident-reporting/hotline) on 1800 81 523
* Notify broader school community
* **Note:** The department will coordinate post incident support services for anyone impacted by an incident on the school’s behalf.

# Recovery

* Ensure staff are familiar with the [site clearance protocol](https://education.nsw.gov.au/content/dam/main-education/inside-the-department/health-and-safety/emergency-planning-and-incident-response/bushfire/Site_clearance_protocol.pdf)
* Ensure staff are familiar with the [Bushfire Recovery Management and](https://education.nsw.gov.au/inside-the-department/health-and-safety/bushfire-recovery-and-support) Support webpage to access information to support schools, staff and students in the recovery process, following an emergency. (staff sign-off on planning document)

Call 1800 811 523 to speak with your local Work Health and Safety Advisor for support and advice.



