

Bushfire Response – Category 1

Pretty Beach Public School

4 Pretty Beach Rd, Pretty Beach 2257

Chief Warden Karen Wardlaw

Contact no. 0404 045 554

Primary Evacuation Refuge: Ettalong Public School (if ferries are used)

Secondary Evacuation Location: Kincumber HS or Erina HS (if buses are used)

Shelter in Place Location: School library

On days of Severe Bushfire Rating or higher

- Brief staff in morning muster – ensure all staff are aware of response plans, staff responsibilities in an emergency and communication protocols. Principal provides reminder of responsibilities and updates staff regarding absent staff; casual teachers on site etc. Weather events are monitored: principal makes decision on inside/outside play based on air quality rating (AQI). Principal reminds teachers to ensure students bring their bags indoors
- Have emergency kit ready with rolls, first aid kit, medications, drinking water, Bushfire Plan, torch and spare batteries, radio with spare batteries etc.
- Ensure all bins are moved away from buildings (where not possible, close lids of bins)
- Place hoses in strategic locations around the premises and ensure tap handles are attached (close to where sheltering in place)

Response – Actions to take if concerned about the threat of fire

- 1) **Sound alarm and move all staff, students and visitors to the Shelter in place location (School library)**
- 2) Call **000** to notify of fire
- 3) Take emergency kit with rolls, first aid kit, medications, drinking water, Bushfire Plan, torch, megaphone, radio and spare batteries etc. to the Shelter in Place location
- 4) Call the H&S Hotline **1800 811 523** (option 1) to advise and for support in deciding whether to evacuate or shelter in place (if no mobile reception, use Secured Comms app to notify of your whereabouts and actions being taken)
- 5) Call DEL Chris Bice on **0425 328 245** to advise

If Evacuating	If Sheltering in Place
Mark student rolls and account for all staff, visitors and contractors	Mark student rolls and account for all staff, visitors and contractors
Contact Busways 4368 2277 and/or FantaSea Ferries on 02 9974 2411 to arrange evacuation to safest refuge location (monitor Live Traffic to assist)	Monitor 'Fires Near Me' app, local ABC radio and 'Local Traffic' app
Monitor 'Fires Near Me' app, local ABC radio and 'Local Traffic' app.	Notify: Parents/Carers (Skoolbag app, P&C Facebook, Sentral SMS), Cleaners, Pre-school, School Buses, Community Users
Notify: Parents/Carers (Skoolbag app, P&C Facebook, Sentral SMS), Cleaners, Pre-school, Community Users	Ensure all school bags and any door mats are indoors
Account for staff, students and visitors at the refuge	Provide updates to Director Educational Leadership, H&S Hotline and parents/carers. Await and follow advice of Emergency Services
Student release to parents/carers recorded	When advised by Emergency Services that it is safe to do so, contact parents/carers to pick up students
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