

Kangaroo Valley Public School BUSH FIRE MANAGEMENT PLAN

PURPOSE OF THE PLAN

This plan has been designed to assist management to protect life and property in the event of a bushfire.

Our aim is to have preplanning for an evacuation of the premises where there is a need to relocate a group of people from one place to another to enhance the protection of these people.

This is a sub-plan of the School's *Emergency Management Plan* and is to be used in conjunction with the *Emergency Management Plan*. This Plan has been developed in consultation with the Rural Fire Service and the P&C.

SITE DETAILS, ROLES & RESPONSIBILITIES, MAPS and CONTACT DETAILS for police, fire, ambulance etc are as per the *Emergency Management Plan*.

The bush fire danger season generally runs from 1 October until 31 March annually.

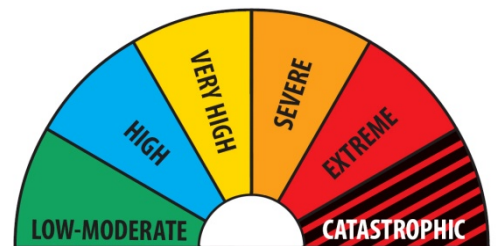
Kangaroo Valley Public School is listed on the **NSW Schools in School Bush Fire Prone Area** which means that there is a risk that the school may be affected by bush fire, particularly during the spring and summer months.

ALL FIRES ARE TO BE REPORTED TO 000

MONITORING BUSH FIRE CONDITIONS OR ACTIVITY

Fire Danger Rating (FRD)

FDR is the predicted fire behaviour on a given day if a fire was to start. It is calculated based on the combination of air temperature, relative humidity, wind speed and dryness of the landscape.



At the lower end of the scale, Low – Moderate FDR means that a fire will not burn, or will burn so slowly that it will be easily controlled. At the upper end of the scale, a Catastrophic FDR means that a fire will burn so fast and hot that it is likely to be uncontrollable.

TRIGGER: LOCAL BUSH FIRE ACTIVITY OR BUSH FIRE EMERGENCY

ACTION:

- In the event of a potential bush fire emergency situation, such as there being local bush fires, the school is to contact emergency services and seek appropriate advice.

- The school is to inform the H&S Directorate and their Director, Public Schools NSW of the advice received so appropriate support can be provided and the information shared with all relevant stakeholders.
- If the school is advised by emergency services to evacuate or if a decision is made in consultation with the Director, Public Schools NSW to [temporarily cease school operations](#), schools are to activate their Emergency Management Plan and respond accordingly.
- Principals and/or Directors, Public Schools NSW are to notify the H&S Directorate of any school closures.

The H&S Directorate will notify the State Emergency Operations Centre (SEOC) of any actions taken, including school evacuations and closures.

Schools are required to provide ongoing updates to the H&S Directorate and Director, Public School NSW until normal operations have resumed.

TRIGGER: DIRECTION TO TEMPORARILY CEASE OPERATIONS UNDER SECTION 61 OF THE STATE EMERGENCY AND RESCUE MANAGEMENT ACT

If there is an imminent risk to schools, the State Emergency Operations Controller (SEOCN) may issue a written Direction under Section 61 of the *State Emergency and Rescue Management Act 1989* to temporarily close an education facility. It is most likely that such an order would be given in the event that there was local bush fire activity and conditions rather than in the event of a Catastrophic Fire Danger Rating being issued.

- Where the SEOCN issues a Direction, the SEOCN will provide this Direction to the H&S Directorate.
- On receipt of a Direction, the H&S Directorate will issue a notification to the school principal via email and telephone advising them of the Direction and their requirement to follow this order to close.

ACTION:

- ✓ Activate their Emergency Management Plan and respond accordingly.

Where a Direction is for closure of school operations for the following day, schools are to activate local notification requirements, such as school website updates and local SMS notifications, to ensure parents/carers are aware that the school is required to close for the start of the next school day.

- ✓ Advise their Director, Public Schools NSW of these actions.
- ✓ Continue to follow the Direction of SEOCN, including advice as to when it is safe to recommence operations at the school.

The H&S Directorate will confirm school closures with SEOCON and ensure publication of this information on the Department's School Safety website.

DURING THE BUSH FIRE SEASON:

Gather up to date information on fire activity and monitor bush fire conditions by:

- Listening to the local ABC radio station and/or monitor the NSW Rural Fire Service for information about bush fire activity or fire danger ratings.
- Obtaining major fire updates and preparation advice from the NSW Rural Fire Service website at www.rfs.nsw.gov.au.
- Obtaining RFS Bush Fire Information Line on 1800 NSW RFS (1800 679 737) which is staffed on a 24 hour basis.
- Additionally, a free iPhone application from NSW Rural Fire Service, Fires Near Me NSW. 'Fires Near Me' is available to download free of charge from Apple's Application store.
- During the bush fire danger period, the Bureau of Meteorology issues fire danger ratings each afternoon for the following day.

EMERGENCY RESPONSE PROCEDURES

EVACUATION TRIGGER: **local bush fires or bush fire emergency and if the school is advised by emergency services to evacuate**

STAFF STAY OR GO PROTOCOL

- As some staff and community members live in bushfire prone areas, the decision to remain at the school or be picked up, or leave voluntarily (in case of staff members), will remain at the discretion of parents, caregivers or individuals in accordance with personal bushfire response plans.
- Upon making contact with families, once the bushfire management plan is enacted, the option will be available for both staff and parents to remain at school, or be picked up.
- In a situation where a student or staff member voluntarily leaves the school grounds, responsibility for their individual safety and wellbeing will transfer to the parent/caregiver or individual staff member.
- Students may only leave the school premises after being signed out by parents/caregivers with appropriate authority and the school should be apprised of family plans, in case further contact or tracking of whereabouts is necessary.
- All staff members electing to leave the workplace must sign out and submit an appropriate leave application as soon as is practical.
- As chief warden, the Principal shall remain onsite to ensure all actions are carried out in accordance with the schools bushfire response procedure.
- A second staff member will also be requested to remain to ensure that child protection protocols are adhered to.

Staff	4 classroom 1 library 1 SLSO 2 Admin
Students	80
Students with a disability	One student in a wheelchair – assisted by SLSO

Off-site evacuation assembly area - Kangaroo Valley Show Ground, Mossvale Road, Kangaroo Valley.

RFS Neighbourhood Safe Place: Kangaroo Valley Show Ground, Mossvale Road

Note: Designated safe assembly areas and access routes will need to be reconsidered in consultation with emergency services at the time of the emergency.

Road access / egress to the school: walk along Moss Vale Road East to Show Ground. This is a sealed road, boarded by shopfronts and housing. There is access to toilets, water and shelter

Transport: walking

Check for road closures: <http://m.livetraffic.rta.nsw.gov.au/>

EVACUATION PROCEDURE

The evacuation of occupants should take place only under the direction of the incident controller of the NSW Fire Brigades, NSW Rural Fire Service or NSW Police.

However, if it is apparent that the lives of persons will be endangered unless they are evacuated immediately and the Principal is unable to contact the appropriate emergency services, the Principal will make immediate arrangements to evacuate to a safe place if it is safe to do so. In such cases, transport arrangements will be implemented in consultation with local police and emergency.

Response:

- Arrange transport in consultation with local police.
- Telephone or SMS parents/carers/next of kin and advise that the school is evacuating the site and that children should be collected from this location
- Where safety permits:
 - Downpipes are to be blocked and gutters filled with water.
 - Irrigation system / sprinklers to be turned on
 - Roofs to be hosed down
 - Check that taps are working and fill available containers with water
 - Bring hoses and tap fittings indoors
- Collect the following:-
 - Torch; radio and spare batteries for each
 - First Aid Kit, Health Care Plans and prescribed medication/s
 - Bottled water and plastic cups
 - Student roll, visitor's book, mobile phone, emergency contact list (students and staff), pens

- Whistle or bell
- Spare workplace keys.
- Domestic animals (when appropriate and where there is no danger to persons)
- A roll call should be conducted including visitors, contractors prior to evacuating from the school
- (If parents arrive to collect children prior to the arrival of the evacuation bus, the children will be released into parent custody from classrooms and class rolls will be amended).
- No student will leave the school unescorted.
- All classrooms and toilet areas will be checked to ensure no child has been left behind or overlooked.
- Evacuation to the assembly point
- Children will remain in the company of teachers until collected by parents or their designated agents.
- A roll call should be conducted including visitors, contractors at the evacuation assembly point
- Maintain awareness of the bushfire threat by regularly checking conditions NSW Rural Fire Service
- Stay tuned to the local radio station for information
- Provide information update to the Director

STAY AND DEFEND PROCEDURE (where circumstances prevent safe evacuation)

The Principal should consider the option of retreating from the most threatened location to a safer on-site location. Where possible this decision should be made in consultation with Emergency Services and the Director.

Onsite location (stay and defend) – where safe evacuation is not possible: (as per consultation with Rural Fire Service (RFS), the school would assemble in the library – this is a brick building in the middle of the school grounds away from forested areas.

If power is lost, use mobile phones

Note: Heat radiated by fire is intense (320° celsius compared to flames at 50° celsius) and can badly burn skin, even some distance from the flames.

Response:

- Move to the safer / less threatened onsite location
- Air conditioning should be turned off

- Gas should be shut down at the metre or bottle
- Close all windows and doors (do not lock)
- Draw the blinds (if fitted)
- Place wet towels around windows and door edges to stop smoke and embers from entering.
- Cover as much exposed skin as possible, preferably with woollen and thick clothing. (synthetic clothing can melt whereas natural fibres are more fire resistant).
- Wrap clothing and other material, such as a woollen jumper, around the head.
- Saturate clothing with water if possible.
- Wet a cloth to place over the face.
- Drink water to guard against dehydration
- Assemble the group away from the part of the building which will be initially exposed to the fire keeping low (there is more air available to breathe near the ground).
- Once the fire front has passed and the threat from radiant heat has abated, all persons may move to the open area field and the Principal should check the buildings for outbreaks of fire
- Provide information update to Emergency Services and the Director, Public Schools, NSW
- A second roll call should be conducted in the new assembled area – using student rolls and visitors book

EMERGENCY CONTACTS

NSW Rural Fire Service, Fire Brigade, Police, Ambulance	000
Local Police	4421 9699
RFS	4465 1718
School Education Director	SC: 4267 6100 0477 326 167 FSC: 4475 3337 0438 978 422
DoE Health & Safety Directorate	9707 6227 (BH) 0402 352 949 (AH) Hotline 1800 811 523
Local Council	4429 3111
State Emergency Service	132500

RECOVERY ACTIONS

Implementing the recovery strategy plan:

- The Principal will decide when to re-open the workplace, in consultation with local emergency services and the Director, Public Schools, NSW
- Advise the school community of plans to recommence operations
- Normally, the NSW Fire Brigade will check that utilities (water, electricity and gas) are either safe to use or are disconnected before they leave the site. Do not attempt to turn on utilities yourself
- Implement procedures to resume workplace activities, which include providing counselling and support to those affected by the incident
- Where property has been damaged, liaise with the emergency services and Asset Management and the Director, Public Schools, NSW
- Review the *Emergency Management Plan*.

PREVENTION STRATEGIES

Before the bush fire season:

- Liaise with emergency service agencies about emergency procedures and vegetation management in the vicinity of the school and any other issues that are appropriate;
- Review and update the school's Bush Fire Management Plan, in accordance with the Department's Emergency Management Guidelines. Ensure that appropriate emergency response strategies are in place which can be implemented in the event that the school is threatened by bush fires (including a Bush Fire Evacuation Plan).
- Have firebreaks maintained and garden rubbish, native shrubs and tree branches kept well clear of buildings;
- Arrange for contractors to clear gutters of dry leaves and other debris;
- Communicate the plan to staff and the school community;
- Educate staff on their responsibilities (annually in early October);
- Conduct fire drills;
- Ensure that all items that may be flammable such as door mats and garbage skips are locked or put away prior to leaving the school premises unattended.

ADDITIONAL INFORMATION:

- NSW Rural Fire Service www.rfs.nsw.gov.au
- Fire & Rescue NSW www.fire.nsw.gov.au

- Emergency NSW www.emergency.nsw.gov.au
- NSW Department of Education – Health & Safety Directorate
<https://detwww.det.nsw.edu.au/workhealthandsafety/emergency-workhealthandsafety/bushfire-emergency-planning>