

**EMERGENCY MANAGEMENT PLAN**

**for**

**Kangaroo Valley Public School**

**Effective:**

1 February 2008

**Date of last review: OCTOBER 2017**

**Review date:**

**OCTOBER 2018**

The **purpose** of the emergency management plan is to ensure the health, safety and welfare of staff, students and others in the workplace in the event of an emergency.

In terms of the **scope** of the plan, the plan should address emergencies that can take place during activities away from the workplace (eg excursions or sporting events). Note that each excursion and sporting event requires a separate risk management process.

**Document location**

There are three copies of this Emergency Management Plan.

Other copies are held by: Director, Public Schools and School Administrative Manager The Plan is also located in the Staff Information folder in the faculty drive on the server

* 1. **OVERVIEW OF EMERGENCY MANAGEMENT PLAN**

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| **Description of the workplace** | | |
| ADDRESS: 148 Moss Vale Road, Kangaroo Valley, NSW 2577  PHONE: 4465 1182  Kangaroo Valley is a small co-educational primary school in the CBD of Kangaroo Valley with 75 students and 12 staff. There is a main road out the front of the school. The school site comprises 1.7 hectares with eight buildings. The buildings are of sandstone and brick construction.  Vehicle access to the school is at the front of the school carpark via Moss Vale Road and at the Eastern side of the school via driveway.  The school is identified as being bush fire prone with bush land to the Southern end of the school.  The school has a small chicken coop and vegetable garden.  The school has a pre-school operating on the school grounds and occasional use by community groups. | | |
| **Relationship with other plans** | | |
| This Plan is communicated to staff through staff meetings and faculty groups and to students through school assemblies and in class groups. It specifically related to the following plans:   * Bushfire Plan * First Aid Plan * Induction * Evacuation and lockdown procedures   This plan is subject to the actions and operations of emergency services on a larger scale in the event of a large scale emergency impacting on the community e.g. evacuation in the event of a major flood or chemical spill etc | | |
| **Roles and responsibilities** | | |
| **Emergency planning committee (responsible for emergency planning)** | | |
| **Name** | **Title** | **Contact phone numbers** |
| Andrew Smee | Principal | 02 44651182 0418 258 005 (MOB) |
| Margo Dryden | SAM | 02 44651182 |
|  | | |
| **Emergency control organisation (responsible for evacuation and emergency response)** | | |
| **Chief Warden** | | |
| **Name** | **Title** | **Contact phone numbers** |
| Andrew Smee | Principal | 02 44651182 0418 258 005 (MOB) |
| **Deputy Chief Wardens** | | |
| **Name** | **Title** | **Contact phone numbers** |
| Margo Dryden | SAM | 02 44651182 |
| Sally Sutton | Teacher | 02 44651182 |
| **First Aid Officer** | | |
| **Name** | **Title** | **Contact phone numbers** |
| Margo Dryden//Margaret Barton | SAM | 02 44651182 |
| **Communications Officer** | | |
| **Name** | **Title** | **Contact phone numbers** |
| Andrew Smee | Principal | 02 44651182 0418 258 005 (Mob) |

**Process for notifying, alerting and reporting emergencies**

**Notifying emergencies**

All teachers and other staff are to ensure the principal is notified in the event of an emergency.

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| **Alerting the workplace to emergencies**  The principal is to undertake appropriate action to alert the workplace of the emergency including commencement of evacuation procedures, where required. Where the Principal is absent from the workplace, the nominated Acting Principal will consult SAM and make an appropriate decision.  **Reporting emergencies**   * Contact emergency services immediately where required * Notify the Director, Public Schools of the emergency immediately 4267 6100 or 4475 3337 * Call the **Incident Report and Support Hotline 1800 811 523** for the following if the incident involves: * Police or emergency services - violence, weapons, illegal drugs or major criminal activity * Injuries sustained in the workplace to workers, students, visitors or contractors * Notifiable incidents as defined by SafeWork NSW * Where an ambulance is called for staff / students * in the event of a death, serious injury or dangerous occurrence at the workplace * Incidents that occur on excursion / off-site * Workplace hazards and near-misses * Non-work-related health conditions that require return to work support. * Call the **School Security Unit 1300 880 021** for the following: * Security breaches * Break and enter * Malicious damage * Graffiti vandalism * Arson |
| **Identified evacuation assembly areas and evacuation routes** |
| **Assembly area one** Front of school  **Assembly area two** Showground  **(Refer to site plan, Part 2)** |
| **Location of off-site assembly area eg emergency coordination centre and recovery premises (for major emergencies where it is necessary to evacuate school and normal assembly areas are not appropriate** |
| **Off-site assembly area (at least 1 km from workplace)**  Osborne Park (Kangaroo Valley Showground)  (toilet, water and shelter available) |

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| **Location of emergency coordination centre and recovery premises** |
| 1. School administration area when practicable   **or**   1. Location to be confirmed by communications officer after consultation with chief warden |

**Review dates**

The Plan is reviewed annually.

The emergency management plan will also be reviewed:

* following any emergency that impacts on the workplace
* following drills where the need for change is evident
* if there are major structural changes or other changes that affect the ability of the plan to be implemented

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| **Strategy for communicating the plan (e.g. training, newsletters, posters)** |
| The Emergency Management Plan is communicated to a variety of audiences:  To staff through the Professional Learning program, staff meetings and WHS Committee meetings, staff WHS noticeboard, WHS folder on the school network  To new staff and casual staff at induction  To students through School Assemblies and in class groups.  To the school community through Newsletters  To visitors and volunteers at induction  To contractors at induction  In addition, the procedure for lock down and evacuation is posted in each room, assembly points signs installed and all rooms have an evacuation map, location of extinguishers and class roll. |

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| **Essential services on premises (e.g. location of hydrants, water main, etc)** | |
| Include a description of **isolat**  isolation points on the attached | **ion points** for utility supplied below. Also identify those plan |
| Location of water main  Also show on attached site plan | front of school |
| Location of gas main  Also show on attached site plan | rear of school near basketball courts |
| Location of electricity main  Also show on attached site plan | block b |
| Solar power main (where applicable) | na |

**Types of installed communication systems**

Manual bell, air horn, mobile phones & Switchboard phone

* 1. **PREPARING FOR AN EMERGENCY**

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| **Risk assessment process** | | | |
| **Staff to undertake risk assessment** | | | |
| **Name** | **Position** | | **Contact phone numbers** |
| Andrew Smee | Principal | | 02 44651182 0418 258 005 (MOB) |
| Margo Dryden | SAM | | 02 44651182 |
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| **Risk assessment consultation** | | | |
| **Person or group** | | **Timeframe for consultation** | |
| Roads and Maritime Services | | Complete | |
| Safety and Security Directorate | | Complete (ICE) | |
| State Emergency Services | | Complete | |
| Parents and Citizens Association | | Complete | |
| Local Council | | Complete | |
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| **Review dates** | | | |
| **Risk assessment completed on** | | **Key changes introduced (see also risk management strategies below)** | |

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| **Risk management strategies for prevention or control of emergencies** | | | |
| **Hazard** | **Risk associated with hazard** | **Key risk elimination or control measures** | **Key staff responsible for implementation** |
| Allergies | Lack of planning for anaphylactic or other allergic response | Consultation regarding:   * Food sold in canteen * Food brought to school * Sharing food * Latex and other allergies * Excursions and activities * First aid kits – EpiPens * Peanuts in the curriculum | All staff |
| Manual handling | Injuries from performing physical activities | * STRETCH program/posters * Liaise with OT * Safe working procedures | All staff |
| Off-site excursions and other activities | Lack of planning for health or emergency situation | Risk assessments completed for activities | Teacher |
| Pedestrian and/or vehicle accidents | Lack of planning for pedestrian and/or vehicle accidents | * Traffic controls * Liaison with local council * Issue rules to parents regarding safe drop off of students | Annual |
| Psychological injuries | risk of stress and anxiety in response to conflict, performance, bullying, workload, unreasonable behaviour | * Complaints procedures * EAP * Code of Conduct * Dignity and Respect Charter * EPAC | Principal |
| Regular sporting & other activities | Lack of planning for health or emergency situations | Risk assessments completed for activities | Teacher |
| Snakes / spiders on school grounds | Snake and spider bites | Contact AMU re spraying | Principal or delegate |
| Educate students about storage of bags in approved areas and not leaving them near gardens | Teachers |
| Liaise with Council and wildlife personnel to remove snake | Principal or delegate |
| Parent awareness re checking students’ bags | Parents |
| Keep leaf and garden refuse away from learning areas and walkways | GA and cleaners |
| Staff awareness re first aid for bites and stings | All staff |
| Violence | Injuries to staff and students  Disruption to school routines | * Pass system for visitors. * Inclosed Lands Act * AVO * Teacher and student awareness. * Practice lockdown/evacuation/lockout * Staff and visitor induction * Consultation with staff/coordinator * Review risk assessments and behaviour plans * MAPA training for staff * Liaison with internal and external support, including Police * Discipline, suspension, attendance procedures | Principal or delegate  All staff  Learning Support Team  Education Services |
| Working alone | Lack of planning for health or emergency situation | Consultation regarding:   * dates and times worked * activities and jobs to be undertaken * first aid * communication in an emergency | All staff |

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| **Training against emergency management plan** | |
| **Type of training** | **How often (see ICE)** |
| Training on the workplace emergency management plan, including evacuation and lockdown (fire, bomb threat etc) | Once every 12 months |
| e-Emergency care training for all staff  (e-Safety system) | Every three years |
| e-anaphylaxis training for all staff  (e-Safety system) | Every two years |
| CPR (defibrillator) & face-to-face anaphylaxis training (significant number of staff including those attending overnight excursions or water activities)  (approved panel of providers booked through WHS website or HSD approved school trainer) | Annually |
| Staff Fire extinguisher /blanket training | Every two years |
| Staff and visitor/contractor inductions | Ongoing |

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| **Frequency of emergency response drills** | |
| **Type of emergency response drill** | **How often (see ICE)** |
| Building evacuation (e.g. fire emergency) | Once every 12 months |
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| Lockdown | Once every 12 months |
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| **Arrangements for disabled persons** | |
| **Strategy** | **Person responsible for action** |
| Nominated person to assist disabled person in event of emergency | Teacher / SLSO |
| Consultation with student and parents about emergency arrangements including evacuation | Teacher / SLSO |
| Emergency services to be notified of disabled person’s whereabouts where necessary | Teacher / SLSO (see disabilities register) |

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| **Testing of equipment** | |
| **Type of equipment** | **Frequency of testing** |
| Fire fighting equipment (including fire extinguishers, fire blankets) | Every 6 months |
| Emergency lighting | Every 6 months |
| Alarm system | Every 6 months |
| EpiPen | Ongoing check of expiry dates |

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| **First aid requirements** | |
| **Requirement** | **Action completed** |
| First aid officer appointed | Yes |
| First aid officer participates in emergency drills | Yes |
| Portable first aid kit available, including EpiPen | Yes |

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| **Communications during an emergency** | |
| **Requirement** | **List form of communication** |
| Primary means of communication in the event of an emergency (e.g. alarm system, Public Announcement system) | Bell, airhorn and mobile phone |
| Secondary or alternative means of communication | Megaphone, mobile phones |
| Contacting parents/carers in an emergency or if the school temporarily ceases operations | phone, Facebook, SkoolBag app  Contact Director  Notify **Incident Report and Support Hotline 1800 811 523** |

* 1. **RESPONSE**

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| **The process for making decisions** |
| Once an emergency is reported the Chief Warden will assess:   * What is the nature of the emergency? * How the emergency is developing (getting closer, moving away etc)? * Which emergency services should be contacted (Police, Fire, Ambulance and State Emergency Service)? (see table below) * The immediate response actions required based on the initial assessment?   The Chief Warden will then immediately initiate necessary actions and responses e.g. evacuation, lockout or lockdown. |
| **Immediate response actions (actions will often take place at the same time)** |
| * Implement emergency evacuation, lock down or lock out procedures where required * Ensure first aid is administered and medical treatment provided as soon as possible * Contact and liaise with relevant emergency services * Secure the area, remove people from the area and make it as safe as possible while maintaining personal safety * Establish the facts: assess the situation, plan who to contact, who will do what, what assistance is needed from regional office, Health and Safety Directorate and the Media Unit * Report incidents involving violence, weapons, illegal drugs or major criminal activity to the **Incident Report and Support Hotline 1800 811 523** * Report incidents involving malicious damage, break and enter, fire and security breaches to School Security Unit on 1300 880 021 * Ensure telephones are not used for anything other than incident communications * Contact the injured person’s family if required * Implement emergency evacuation, lock down or lock out procedures where required * Ensure first aid is administered and medical treatment provided as soon as possible * Contact and liaise with relevant emergency services * Secure the area, remove people from the area and make it as safe as possible while maintaining personal safety * Establish the facts: assess the situation, plan who to contact, who will do what, what assistance is needed from regional office, Health and Safety Directorate and the Media Unit * Report incidents involving violence, weapons, illegal drugs or major criminal activity to the **Incident Report and Support Hotline 1800 811 523** * Report incidents involving malicious damage, break and enter, fire and security breaches to School Security Unit on 1300 880 021 * Ensure telephones are not used for anything other than incident communications * Contact the injured person’s family if required * Implement emergency evacuation, lock down or lock out procedures where required * Ensure first aid is administered and medical treatment provided as soon as possible |

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| **Vehicle control during emergency (e.g. keeping lane clear for emergency services)** |
| **Who: School Administrative Manager**  **How:** Keeps driveway clear for emergency services using hand held sign and wearing fluorescent vest where time permits.  **When:** After emergency services have been called until their arrival. |
| **Evacuation procedures (summary) – Full procedures included in Part 2** |
| * Chief Warden decides on the need to evacuate, where possible in consultation with emergency services * Chief Warden to ring emergency evacuation bell/alarm * Teachers to evacuate in an orderly manner with all members of their classes via the shortest and safest route to the assembly area, unless advised of alternative evacuation assembly area. * Wardens to check that all classrooms are clear and lock them where possible * When whole school is assembled, rolls marked * Office staff and canteen staff to evacuate to assembly area or alternative location when advised * Chief Warden to check designated blocks * Chief Warden to brief staff on emergency and await arrival of emergency services or take other appropriate action * Chief Warden to advise when to return to the school in consultation with emergency services. |
| **Response procedures for specific emergencies** |
| **Response procedures are provided in Part 2 for the following emergencies:**  Information re other specific emergencies:  [emergency fact sheets](https://education.nsw.gov.au/inside-the-department/health-and-safety/emergency-planning-and-incident-response/emergency-management-procedures/fact-sheets) |

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| **Emergency contacts** | |
| **Name** | **Number** |
| Police station, RFF, NSW Fire Brigade, Ambulance | 000 |
| Director, Public Schools | 4267 6100  M: 0477 326 167 |
| School Safety and Response Hotline | 1300 363 778 |
| Security Hotline | 1300 880 021 |
| Local medical centre | 44652 007 |
| EAP counsellor | 1300 360 364 |

* 1. **RECOVERY**

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| **Strategy and description (documents included in Part 2)** | |
| **Counselling strategy** | * School counsellor support for students * AEO support for students * EAP support for staff * Injury Management Adviser (IMA) support for staff * EAP trauma support for schools |
| **Recovery time line** | * Engage contractors to carry out urgent repairs and cleaning as required * Contact school counsellor for student support * contact EAP and IMA for staff support * Contact WHS Consultant to arrange for trauma counselling if required |
| **Trauma counselling and description** | Who |
| **STUDENTS:**  **school counsellor and/or**  **senior psychological adviser** | Principal or delegate to make arrangements |
| **STAFF:**  **EAP** | Staff contact EAP [www.davcorp.com.au](http://www.davcorp.com.au) 1300 360 364 |
| **EAP on-site trauma support** | Principal or delegate contacts WHS Consultant to make arrangements with EAP |

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| **Managing the media strategies (documents included in Part 2)** | |
| Media Unit | 9561 8501 |

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| **Return workplace to normal** | **Action** |
| Chief Warden makes decision following consultation with emergency services | Debrief staff and students  Staff and students return to school  Review Emergency Management Plan |
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**PART 2: Evacuation procedures and other attachments**

**Checklist for documents to be included in Part 2**

**Documents attached: (Workplaces are to attach documents that relate to their Emergency Management Plan)**

X Evacuation procedures X First Aid plan

X Response procedures for specific hazards (e.g. bushfire)

* Site plan (Note: each workplace will need to provide its own site plan: please contact Asset Management if you require a copy)
* Floor plans
* Communication strategy (where there is additional information to section 1.2 above)
* Specialist information – e.g. location of hydrants
* Media messages and strategy
* After hours contacts
* Other relevant information

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| **FIRST AID PLAN** |  |
| **Risk assessments** |  |
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[Bushfire Planning](https://detwww.det.nsw.edu.au/workhealthandsafety/emergency-workhealthandsafety/bushfire-emergency-planning)

[Emergency Control Organisation Fact Sheet](https://detwww.det.nsw.edu.au/media/downloads/directoratesaz/workhealthsafety/swl/fact/emergencycontrolorganisation.pdf)

[How to be a Safe School](https://detwww.det.nsw.edu.au/media/downloads/intranet/lists/directoratesaz/safetysecurity/safersch/htbass.pdf)

[Legal Issues Bulletins](https://education.nsw.gov.au/legal/legal-services/legal-issues-bulletins/bulletins-issues)

[Risk assessments for emergencies - guidance](https://detwww.det.nsw.edu.au/media/downloads/directoratesaz/workhealthsafety/swl/temp/risk_assessment_for_emergencies_guidance_and_checklist.pdf)

[Safe People, Safe Places Factsheet](https://detwww.det.nsw.edu.au/detresources/Safe_People_Safe_Places_QcBpXKwWfs.pdf)

[Safety Alerts](https://detwww.det.nsw.edu.au/workhealthandsafety/safety-alerts)

SAMPLE COMMUNICATION TO PARENT/CARER IN THE EVENT OF A BOMB THREAT

Dear Parent/Carer

Today the school received a threat. The Department of Education is working closely with NSW Police.

The school took precautionary measures to ensure the safety of students and followed our evacuation procedures. All students are safe and secure.

Police attended as a precaution and we were given the all clear to return to school.

If you have any concerns contact me at the school.

**EMERGENCY EVACUATION PROCEDURES**

**KANGAROO VALLEY PUBLIC SCHOOL**

In the event of an emergency, of paramount consideration will be safety of the students, staff and other personnel on the premises.

**Procedure to Be Adopted For an Evacuation**

* + 1. The Principal is to be informed. In the absence of the Principal, the most senior teacher will, assume all the responsibilities of the Principal.
    2. The Principal will direct the School Administration Manager to inform the necessary Agencies, e.g., Police, Fire Brigade and Ambulance.
    3. The Principal will inform the Senior Teacher.
    4. The Principal will sound the **emergency signal** i.e. air horn,

to alert to all personnel on the school premises.

* + 1. Classes will move by the nearest available exit to;

**Option 1: Front Garden or as directed. Continuous Alarm**. Rolls will then be called by class teachers.

(Blocked or dangerous exits must be avoided).

**Option 2: Lockdown Intermittent Alarm**.

* + 1. Administration building, library, toilets and outside storage sheds to be checked by Principal then check all classrooms.
    2. The teacher in the class adjoining the Principal’s class will take responsibility for that class.
    3. When the buildings are considered safe by the Principal and the Senior Police/Fire Officer, etc. classes will return to their rooms. If buildings are not considered safe, children will be sent home, whenever possible after contact with parents. Teachers to list on roll copy.

**Checklist of Responsibilities In Case Of Evacuation**

**PRINCIPAL**

* **Contact School Administration Manager to ring 000.**
* **Inform Teachers of problem.**
* **Sound alarm - activate signal to ensure all buildings are clear of people.**
* **Hand over class to neighbouring teacher.**
* **Liaise with Teachers**
* **Overview evacuation, check on any missing children.**
* **Check with Senior Police/Fire Officer that buildings are safe for the return of pupils and staff.**
* **Contact District Director Public Schools at Shellharbour.**
* **Check that School Administration Manager has retrieved record cards.**

**SCHOOL ADMINISTRATION MANAGER**

* + **Contact Police/Fire Department/Ambulance, etc,.**
  + **Collect first aid kit.**
  + **Collect school student records cards.**
  + **Evacuate office.**

**CLASS TEACHERS**

* **Collect roll.**
* **If possible, turn off the gas and power outlets.**
* **Close windows. DON’T lock windows. Evacuate rooms, closing all doors.**
* **Move class quickly - Option 1: Front Garden and in an orderly manner by nearest available**
* **Librarian to take any students in the Library to the Front Garden or School Oval**
* **Classes to be assembled in an area away from buildings that appears safe.**
* **Check rolls, inform Senior Teacher of any unaccounted for students.**
* **If evacuation takes place while the classroom teacher is not attending class, e.g. scripture, that teacher will return to their room immediately.**

**SUPPORT TEACHERS**

* **Move students quickly and in an orderly manner by nearest available exit to join roll classes at evacuation site.**

**Notes:**

* **This document will be posted on the notice board of each classroom, staffroom and office.**
* **Under phones in the office, staff room & principal’s office.**
* **The evacuation procedure will be put into practice at least once per semester and discussed at a staff meeting after evacuation.**
* **Students will be familiar with the procedure and as a result be able to move independently of their teachers to the assigned areas.**
* **Teachers will inform students of the procedure regularly throughout the school year.**
* **Practise of the evacuation procedure will be carried out once per semester.**

**Kangaroo Valley Public School**

**LOCKDOWN PROCEDURES**

**Situation**

Intruders, environmental phenomena, severe weather conditions, unwanted media attention.

**ALARM** = 4 x 4 short ‘air horn’ blasts

**Go to** ……………Classrooms

### Class Teachers:

1. **Situation 1: Class Time**

* Direct children into classroom
* Shut doors and windows., pull down blinds (if available)
* Move away from windows
* Call roll
* **Severe weather conditions** – be prepared to move under desks
* Make contact with neighbouring class teacher
* Await message from office/principal.

***NOTE:* Library** – stay in Library

**Hall** – stay in hall

General Assistant, S.T.L.A., visitors and cleaners to Administration Block.

1. **Situation 2: Playtime / Sport**

* Direct children to their own classroom
* Shut doors and windows, (pull down blinds if available)
* Move away from windows
* Call roll
* **Severe weather conditions** – be prepared to move under desks
* Make contact with neighbouring class teacher
* Await message from office/principal.

**NOTE: Library** – stay in Library

**Hall** – stay in hall

General Assistant, visitors and cleaners to Administration Block.

**Administration Block**

* Shut doors and windows, pull down blinds if available
* Check staff attendance
* Check visitor attendance
* Severe weather conditions – be prepared to move under desks
* Liase with Principal

**Principal**

* Receive alert
* Direct School Assistant to sound warning bells.
* Direct School Assistant to make external phone calls to emergency service / D.E.T. etc. as requested
* Ascertain situation
* Check toilets and all rooms and buildings – avoid being ‘locked out’
* Lock rear of Admin. and check G.A.
* Check all buildings

**School Assistants**

A Usual School Bell for **‘All Clear’**.



**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.

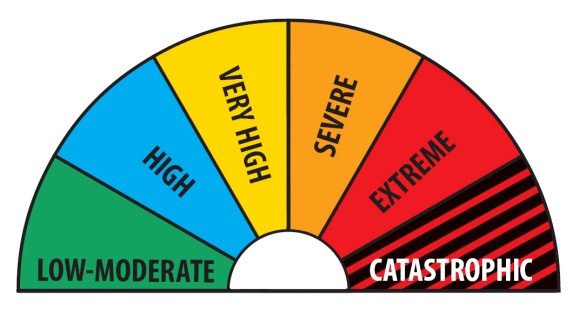
**This is a sub-plan of the School’s *Emergency Management Plan* and is to be used in conjunction with the *Emergency Management Plan*.** This Plan has been developed in consultation with the Rural Fire Service and the P&C.

**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](https://detwww.det.nsw.edu.au/workhealthandsafety/emergency-management/temporarily-ceasing-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 (SEOCON) 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 SEOCON issues a Direction, the SEOCON 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:**

1. 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.

1. Advise their Director, Public Schools NSW of these actions.
2. Continue to follow the Direction of SEOCON, 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](http://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 | 6 |
| Students | 75 |
| 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/**](http://m.livetraffic.rta.nsw.gov.au/)

**EVACUATION PROCEDURE**

**The** e**vacuation 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](http://www.rfs.nsw.gov.au/)
* 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 | 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](http://www.rfs.nsw.gov.au)
* Fire & Rescue NSW [www.fire.nsw.gov.au](http://www.fire.nsw.gov.au)
* Emergency NSW [www.emergency.nsw.gov.au](http://www.emergency.nsw.gov.au)
* NSW Department of Education – Health & Safety Directorate <https://detwww.det.nsw.edu.au/workhealthandsafety/emergency-workhealthandsafety/bushfire-emergency-planning>