BUSH FIRE EMERGENCY MANAGEMENT AND EVACUATION PLAN

Name of facility:

Tharawal Public School
BUSHFIRE PRONE

Address

70 Gerald Road Illawong NSW 2234

Prepared by: Gerry O’Brien

Date: 17/10/2017

TO BE REVIEWED ANNUALLY
Facility Details

This plan is for: Tharawal Public School

and has been designed to assist management to protect life and property in the event of a bush fire. Tharawal Public School is listed on the NSW Schools in School Bush Fire Prone Area which means there is a 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: Gerry O’Brien

Position / role: Principal

Phonenumber (BH): 9543 5000  Phonenumber (AH): 0414 398 078

Type of facility: public school

Number of buildings: 7

Number of employees: 30

Number of occupants: 351 students + various volunteers

Students aged between 5 and 12 years – close supervision required

Number of occupants with support needs: 48 ie students/staff with disabilities

Provide description of support needs:

- 8 students with anaphylaxis.
- 29 students with severe asthma.
- 10 students with complex health care needs.
- 1 student with physical disability.
- 0 staff with physical disability/health care needs.

Schools consists of 7 buildings of brick and tile constructions.
Roles & Responsibilities

The following outlines who has the responsibility of implementing the emergency procedures in the event of a bush fire.

<table>
<thead>
<tr>
<th>Position</th>
<th>Name or person</th>
<th>Building/area of responsibility</th>
<th>Mobile phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Gerry O’Brien</td>
<td>Site Controller responsible for co-ordination of response procedures and chief communicator with Emergency Services and DoE</td>
<td></td>
</tr>
<tr>
<td>Assistant Principal</td>
<td>Alison Brown</td>
<td>As above if principal is not available</td>
<td></td>
</tr>
<tr>
<td>Assistant Principal</td>
<td>Jody MacDonald</td>
<td>a/a</td>
<td></td>
</tr>
<tr>
<td>Assistant Principal</td>
<td>Luke Ryan</td>
<td>a/a</td>
<td></td>
</tr>
</tbody>
</table>

Emergency Contacts

<table>
<thead>
<tr>
<th>Name of organisation</th>
<th>Office/contact</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency – Police,</td>
<td>Police, Ambulance, Fire</td>
<td>000</td>
</tr>
<tr>
<td>Loftus Rural Fire Service</td>
<td>Local Fire Control Centre</td>
<td>9545 4131</td>
</tr>
<tr>
<td>NSW Rural Fire Service</td>
<td>Bush Fire Information Line</td>
<td>1800 679 737</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1800 NSW RFS</td>
</tr>
<tr>
<td>NSW Rural Fire Service</td>
<td>Website</td>
<td><a href="http://www.rfs.nsw.gov.au">www.rfs.nsw.gov.au</a></td>
</tr>
<tr>
<td>NSW Police Force</td>
<td>Sutherland LAC</td>
<td>9542 0899</td>
</tr>
<tr>
<td>State Emergency Service</td>
<td>Sutherland Area</td>
<td>13 25 00</td>
</tr>
<tr>
<td>Sutherland Shire Council</td>
<td>Sutherland</td>
<td>9710 0333</td>
</tr>
<tr>
<td>Sutherland Hospital</td>
<td>Caringbah</td>
<td>9540 7111</td>
</tr>
<tr>
<td>Safety &amp; Security</td>
<td>State Office</td>
<td>1300 363 778</td>
</tr>
<tr>
<td>WHS Directorate</td>
<td>Director – to advise of temporary ceasing of operations</td>
<td>Email: <a href="mailto:bushfire@det.nsw.edu.au">bushfire@det.nsw.edu.au</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Phone: 9707 6404 or 9707 6227</td>
</tr>
<tr>
<td>Director, NSW Public Schools – Woronora Network</td>
<td>Miranda Garrie Russell</td>
<td>9531 3900</td>
</tr>
</tbody>
</table>
PREPARATION:

Before and at the commencement of the Bush Fire Danger Period, we will:

a. Review and update the school’s Emergency Management Plan that includes this Bushfire Management Plan. (Update ICE with reviewed documents).

b. Liaise with emergency service agencies about emergency procedures and vegetation management in the vicinity of the school and any other issues that are appropriate.

c. Communicate the school’s bushfire preparedness arrangements (the Bushfire Plan) with school staff including their responsibilities at a staff meeting early October and January (Start of Term 4 and start of Term 1 each year)

d. Communicate the school’s bushfire preparedness arrangements with the school and student community (e.g. school newsletter or intranet)

Refer to NSW RFS My Fire Plan website to assist residents in preparing a bushfire survival plan for their own home.

e. Communicate the school’s bushfire preparedness arrangements with community users (sample letter on school letterhead)

f. Review school’s set-up for local notification system i.e. SMS 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. (see Annexure X Procedures to temporarily cease operations due to an emergency or potential emergency situation)

g. Review staff completion of the e-safety Bush Fire module early October of each year.

h. Test and verify fire protection systems (fire hydrants, evacuation alarms, fire extinguishers)

i. Check emergency equipment and first aid resources are available and operational (battery radio, mobile telephone)

j. Consult with the NSW RFS regarding our bush fire arrangements evacuation and a shelter in place option

k. Provide updated Principal and Executive contact details including a mobile number for emergency contact after school hours to local Emergency Services and Police.

l. Conduct practice fire evacuation drills

m. Have firebreaks maintained and garden rubbish, native shrubs and tree branches kept well clear of buildings

n. Arrange contractors to clear gutters of dry leaves and other debris around the site

o. Lock away flammable items e.g. door mats and garbage skips

p. Liaise with Asset Management Unit (AMU) regarding Asset Protection zones

q. Contact off-site refuge (where applicable) i.e. school, community facilities for notification of potential use during a bushfire emergency

r. Contact transport suppliers to confirm 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:-

a. Listening to the local radio station, TV and/or monitoring the NSW Rural Fire Service website at www.rfs.nsw.gov.au
for information
b. on bush fire activity or fire danger ratings.
c. Knowing the Fire Danger Ratings for the area
d. Staying alert for warnings such as Bush Fire Alert Levels issued by the RFS
e. Watching for signs of fire, especially smoke or the smell of smoke
f. Calling the RFS Bush fire Information Line on 1800 NSW RFS (1800 679 737)
g. Contacting the WHS Directorate on 9707 6227 for information and support
h. Downloading the free IPhone application from NSW Rural Fire Service – Fires Near Me NSW.

During the bush fire danger period, the Bureau of Meteorology issues fire danger
Ratings each afternoon for the following day

EVACUATION PROCEDURES

If evaluation of the safety of employees and occupants has determined that it would be safer for ALL persons to evacuate to a designated refuge and time permits. This evaluation will be in consultation

Designated assembly points

1. School Hall (assembly area 1)
2. Classrooms (assembly area 2)

Refuge (primary)

Name of venue (primary): Aquinas College Holy Family School Menai
Address of venue: 1D Anzac Road Menai NSW 2234
Nearest cross-street: Menai Road Menai NSW 2234
Phone number: 9543 0188

Transportation arrangements

Number of vehicles required: 7
Name of organisation providing transportation: Veolia Bus Company
Contact phone number: 02 8700 0555
Time required to have transportation available: 1 hour
Estimated travelling time to destination: 10 – 15 minutes
Refuge (alternate)

Name of venue (alternate): Peakhurst West Public School

Address of venue: Ogilvy Street, Peakhurst NSW 2210

Nearest cross-street: Henry Lawson Drive

Transportation arrangements

Number of vehicles required: 7

Name of organisation providing transportation: Veolia Bus Company

Contact phone number: 02 8700 0555

Time required to have transportation available: 1 hour

Estimated travelling time to destination: 20-30 minutes
### RESPONSE PROCEDURES

**Procedures in the event of a bushfire in the surrounding areas - EVACUATION**

<table>
<thead>
<tr>
<th>Trigger</th>
<th>Action</th>
<th>Who</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Imminent bushfire threat to the school – includes information on local events, smell of smoke, weather conditions likely to impact on fire events in the area – primary action to evacuate</strong></td>
<td>Consult through NSW RFS Website <a href="http://www.rfs.nsw.gov.au">www.rfs.nsw.gov.au</a>, contact 1800 NSW RFS, check smart phone Fires Near Me application After consultation with emergency services &amp; Director NSWPS, decision is made on action</td>
<td>Principal</td>
</tr>
<tr>
<td></td>
<td>Inform staff of fire situation</td>
<td>Principal</td>
</tr>
<tr>
<td></td>
<td>Alert staff to potential activation of procedures for safe movement of students with disabilities</td>
<td>Principal</td>
</tr>
<tr>
<td></td>
<td>Consult with local Emergency Services, Director, Public Schools and WHS Directorate to determine action to be taken e.g. temporarily relocate or cease operations. (See Attachment 1)</td>
<td>Principal</td>
</tr>
<tr>
<td></td>
<td>Check <a href="http://www.livetraffic.com.au">www.livetraffic.com.au</a> for potential road closures or traffic restrictions (consider road blocks for parent pick up from school site or off site location)</td>
<td>Principal/SAM</td>
</tr>
<tr>
<td></td>
<td>Prepare notifications (bulk SMS/Facebook) to parents/carers pending potential collecting of students by parents or evacuation activity if safe to do so and if advised.</td>
<td>Principal/SAM</td>
</tr>
<tr>
<td></td>
<td>Contact community users to advise of ceasing of operations</td>
<td>Principal/SAM</td>
</tr>
<tr>
<td></td>
<td>Contact cleaner and Cleaning company to advise of ceasing operations</td>
<td>Principal/SAM</td>
</tr>
<tr>
<td></td>
<td>Continue to monitor situation and stay contactable with mobile phone at all times</td>
<td>Principal</td>
</tr>
<tr>
<td></td>
<td>Implement transport arrangements – contact bus company</td>
<td>SAM</td>
</tr>
<tr>
<td></td>
<td>Arrange initial collection of Emergency Kit contents: including:- First Aid Kit, Health Care Plans Epipens Asthma medication and prescribed medication, student class roll, visitors book, mobile phones, Bushfire Emergency Plan, pens, whistle or bell, workplace keys, torch radio and spare batteries for each, bottled water and plastic cups</td>
<td>SAM/First Aid Officer</td>
</tr>
<tr>
<td></td>
<td>Collect rolls/class lists Staff lists, visitors book and emergency contacts list – staff and students</td>
<td>SAM</td>
</tr>
<tr>
<td></td>
<td>Sound evacuation alarm</td>
<td>Principal/SAM</td>
</tr>
<tr>
<td></td>
<td>Students, staff, visitors and contractors move to evacuation assembly point</td>
<td>Wardens/teachers</td>
</tr>
<tr>
<td></td>
<td>Conduct roll call of all persons</td>
<td>Teachers/Principal</td>
</tr>
<tr>
<td></td>
<td>Locate missing persons where possible or advise emergency services</td>
<td>Principal/Principal</td>
</tr>
<tr>
<td></td>
<td>Provide clear information on facts to all assembled persons</td>
<td>Principal</td>
</tr>
<tr>
<td></td>
<td>Provide script for students Facebook/phone contact with parents where applicable</td>
<td>Principal</td>
</tr>
<tr>
<td></td>
<td>Evacuation to offsite venue initiated</td>
<td>Principal</td>
</tr>
<tr>
<td></td>
<td>On arrival at evacuation conduct roll call for all persons</td>
<td>Principal/teachers</td>
</tr>
<tr>
<td></td>
<td>Report missing persons to Principal/emergency services</td>
<td>Principal</td>
</tr>
<tr>
<td></td>
<td>Provide updates to Director, NSW Public Schools and WHS Directorate where possible</td>
<td>Principal</td>
</tr>
<tr>
<td></td>
<td>Record release of students to parents</td>
<td>Principal/Teachers</td>
</tr>
<tr>
<td></td>
<td>Contact parents where applicable</td>
<td>Principal/SAM</td>
</tr>
<tr>
<td><strong>Emerging Bushfire Risk – decision to cease operations</strong></td>
<td>After consultation with Emergency Services, school determines with Director Public School to temporarily cease operations for the day and/or the next day. Notification to WHS Directorate is made (email: <a href="mailto:bushfire@det.nsw.edu.au">bushfire@det.nsw.edu.au</a> or call 9707 6404/6227)</td>
<td>Principal</td>
</tr>
<tr>
<td></td>
<td>Updates school website or bulk SMS or email with advice to parents to collect students as soon as possible.</td>
<td>SAM</td>
</tr>
<tr>
<td></td>
<td>Student release to parents to be recorded</td>
<td>Teachers</td>
</tr>
<tr>
<td></td>
<td>Evacuation to offsite venue initiated for remaining staff and students as per Evacuation Procedures</td>
<td>Principal</td>
</tr>
<tr>
<td></td>
<td>Provide updates to Director, Public Schools and WHS Directorate on status of personnel on site.</td>
<td>Principal</td>
</tr>
<tr>
<td><strong>Imminent bushfire threat to the school – primary action to “shelter in place”</strong></td>
<td>See Procedures for Shelter in place</td>
<td>Principal</td>
</tr>
</tbody>
</table>
SHELTERING PROCEDURES

If evaluation of the safety of employees and occupants has determined that it would be safer for ALL persons to shelter in a designated refuge.

The following are the designated refuges allocated within the premises.

Designated refuges

a. School Hall

Procedure for sheltering during a bush fire emergency – SHELTER IN PLACE

<table>
<thead>
<tr>
<th>Trigger</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Imminent bush fire threat to the school – primary action to “shelter in place”.</td>
<td>After consultation with Emergency Services &amp; Director NSW Public Schools, school determines cease operations and “Shelter in Place”. Notification to WHS Directorate is made. (See Attachments 1)</td>
</tr>
<tr>
<td>Updates school website and/or send bulk SMS to parents/caregivers/next of kin to advise of school “shelter in place”.</td>
<td></td>
</tr>
<tr>
<td>Contact community users to advise of ceasing of operations</td>
<td>Principal/SAM</td>
</tr>
<tr>
<td>Continuous ringing of old school bell</td>
<td>SAM/SAO</td>
</tr>
<tr>
<td>Collect Emergency Kit items including:- First Aid Kit, Health Care Plans Epipens, Asthma medication and prescribed medication, student class roll, visitors book, mobile phones, Bushfire Emergency Plan, pens, whistle or bell, workplace keys, torch, radio and spare batteries for each, bottled water and plastic cups</td>
<td>SAM/First Aid Officer</td>
</tr>
<tr>
<td>Collect rolls/class lists Staff lists, visitors book and emergency contacts list – staff and students</td>
<td>SAM</td>
</tr>
<tr>
<td>Students, staff, visitors and contractors move to “shelter in place” location.</td>
<td>Wardens</td>
</tr>
<tr>
<td>Floor Wardens check that all classrooms and toilets are clear and close doors</td>
<td>wardens</td>
</tr>
<tr>
<td>Shut off Gas and electrical mains</td>
<td>Wardens/GA</td>
</tr>
<tr>
<td>Conduct roll call of students, staff, visitors and contractors</td>
<td>teachers</td>
</tr>
<tr>
<td>Report missing persons to Chief Warden (Principal)</td>
<td>Wardens/teachers</td>
</tr>
<tr>
<td>Locate missing persons where possible or advise emergency services</td>
<td>Principal/Wardens</td>
</tr>
<tr>
<td>Provide clear information on facts to all assembled persons</td>
<td>Principal</td>
</tr>
<tr>
<td>Provide script for student Facebook/phone contact with parents where applicable</td>
<td>Principal</td>
</tr>
<tr>
<td>Advise cleaners and cleaning company of actions if possible</td>
<td>Principal/SAM</td>
</tr>
<tr>
<td>Advise community users of actions if possible</td>
<td>Principal</td>
</tr>
<tr>
<td>Turn off air conditioning</td>
<td>All staff</td>
</tr>
<tr>
<td>Close doors, draw blinds and cover base of doors with wet fabric</td>
<td>Wardens/all staff</td>
</tr>
<tr>
<td>If time/staff available roofs to be hosed down, check that taps are working and fill available containers with water.</td>
<td>GA</td>
</tr>
<tr>
<td>Keep personnel hydrated, consider saturating clothing with water, cover as much exposed skin as possible with natural fibre fabric (where possible)</td>
<td>All staff</td>
</tr>
<tr>
<td>Assemble persons away from part of the building which will be initially exposed to fire.</td>
<td>Wardens</td>
</tr>
<tr>
<td>Continue to monitor bushfire situation and stay contactable with mobile phone/portable radio at all times.</td>
<td>Principal</td>
</tr>
<tr>
<td>Provide updates to Director, Public Schools and WHS Directorate on status where possible.</td>
<td>Principal</td>
</tr>
<tr>
<td>When the fire has passed and the threat from radiant heat has abated, all persons may move to the open area field away from the initial exposure area and a check is made of the buildings for outbreaks of fire</td>
<td>Principal in consultation with emergency services</td>
</tr>
<tr>
<td>Conduct roll call of all persons</td>
<td>Teachers/Principal</td>
</tr>
</tbody>
</table>
After the bush fire event

a. Principal decides when to re-open the workplace, in consultation with local emergency services, Director, Public Schools, WHS Directorate and Assets management Directorate

b. Confirm with NSW Fire Brigade that utilities (water, electricity and gas) are safe to use.

c. Advise the school community of plans to recommence operations (school website, email or text)

d. Implement procedures to resume workplace activities including providing counselling and support to those affected by the incident
**Bushfire Vegetation Maintenance Plan - High Risk School**

*Legend*
- Zone 1: Grass with localised protection or no other vegetation
- Zone 2A: Bushland
- Zone 3A: Area outside NESBA

*Responsibilities*
- Principal
- Fire warden
- Staff

*Actions*
- Regular checking and maintenance
- Fire behaviour

*Restrictions*
- No unnecessary use of fire
- No vehicles in Zone 2A
- No open fires in Zone 3A

**Sign Off**

Principal: [Signature]

Fire warden: [Signature]

Staff: [Signature]
Procedures to temporarily cease operations due to an emergency or potential emergency situation

An emergency is defined as an event, actual or imminent, which endangers or threatens to endanger life, property or the environment and which requires a significant or coordinated response. Some examples of emergencies or potential emergencies that may impact on NSW government schools are bushfires, fire, floods, or a major incident in the vicinity of the school such as a gas leak, power blackout, or other events which may have cause a significant impact on the operations of the school.

In the event of an emergency, schools should enact their *Emergency Management Plan*, which is inclusive of an evacuation plan and contact the emergency services immediately. In most cases, schools will be advised by emergency services of the appropriate action to take.

However, there may be occasions when the Principal or Director, Public Schools NSW has been advised of an emerging situation and determine that it is in the best interests of the safety of staff and students to temporarily cease operations at the school. In some cases this will relate to the operation of the school for the following day.

These major disruptions to the school will mean that the Principal, as the leader and manager of the school site, or Director, Public Schools NSW will make the decision that the school is either:

- Operational (this means that there are staff and students on site, albeit likely to be minimal); or
- Non-operational (this means that there are no staff or students on site).

Where a school determines that a decision to temporarily cease operations is appropriate for any emergency situation, including natural disasters such as bushfire or flood, they must make contact with the Work, Health and Safety (WHS) Directorate to provide details. This will allow the Department to fulfil its obligations for advising the State Emergency Operations Centre (SEOC) of any temporary closures during an emergency event.

V2: Updated September 2015
If a school cannot be contacted by telephone to confirm its status, the Director, Public Schools NSW must contact the WHS Directorate to arrange for the local emergency services to undertake a welfare check on the school. The school will be considered operational until confirmed by emergency services.

The following steps should be followed.

**Step 1:** Where a Principal has concerns about the viability of their school operating due to local circumstances, the Principal should consider available advice from emergency services and determine the best approach to take to ensure the health and safety of staff and students.

At this point advice can also be sought from the relevant state office area, e.g. School Safety and Security Response Unit, WHS Directorate, Asset Management School Operations and Performance Division.

Options that should be discussed include:

- Maintaining school operations or remaining at the school. Note: emergency services may issue a specific direction for a school to ‘shelter in place’ in an emergency e.g. a bushfire, as this is considered to be the safest place for staff and students to be at a given time;
- Temporarily ceasing school operations – meaning the school is non-operational (no staff or students on site); or
- Taking appropriate steps such as advising parents that they may wish to collect students if appropriate during the course of the day.

**Step 2:** Where a decision is made to temporarily cease operations, consider relocation options for staff and enact communication to the school community, including as much information as possible.

**Step 3:** Where possible, principals are required to notify the Director, Public Schools NSW and the School Operations and Performance Division of the decision to temporarily cease operations.

Principals are responsible for updating their school website to advise the school community whether the school is either;

- Operational (detailing the operational arrangements on site); or
- Non-operational (this means that no staff or students are on site)

The School Operations and Performance Division is responsible for liaising with Communication and Engagement Directorate to confirm which schools are operational / non-operational, where possible. The Department of Education School

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If the principal has no access to communication devices, the Director, Public Schools NSW should advise the WHS Directorate which will arrange for emergency services to undertake a welfare check of the school.
Safety website will then be updated by Communication and Engagement Directorate with this advice.

Where possible, principals must provide status reports at 8am each morning and 2pm each day. The status reports are to be provided to the School Operations and Performance Division (and Work Health and Safety Directorate, where appropriate as detailed below). The status report must detail if the school is:

- Operational (number of staff and students on site); or
- Non-operational (this means that no staff or students are on site)

All schools, including those that resume operation, must provide an update. When the decision to temporarily cease school operations is made due to an emergency involving a natural disaster, such as bushfire or flood, the WHS Directorate must be advised by contacting the Group Director or Director on 0413 468 415 or 0459 847 649 as it is responsible for advising the State Emergency Operations Centre of any temporary closures during an emergency. The responsibility for contacting the WHS Directorate should be determined locally, taking into consideration the circumstances of the situation.

**Step 4:** School temporarily ceases operations. This action is normally taken for one school day only unless there are exceptional circumstances, e.g. flooding has isolated a location or the school is temporarily unsafe for use.

**Step 5:** Once it is deemed safe to resume operations, the Principal must notify the Office of Schools and advise the school community of return to normal operational services or alternative arrangements as soon as possible.

**Appendices:**

A. Protocols flowchart
B. Sample Communication for schools
Appendix A: Protocols Flowchart

Principal has concerns regarding viability of school operations due to emergency situation

Principal discuss situation with emergency services

Decision to either temporarily cease operations or maintain operations

Maintain operations

Are temporary relocation or alternative place of work available? Include in communications

Temporarily cease operations:
- Advise school community via the school website
- Advise Director of Public Schools NSW and School Operations and Performance Division Office of Schools
- Advise WHS Directorate (for natural disaster)

Continue to monitor situation. Return to normal operations as soon as possible, in consultation with Emergency Services where required
Appendix B: Sample communication for schools
Text, email or bulletin

Short term-immediate ceasing operations

Dear parent or caregiver,

Due to an emerging situation, *(briefly describe)* in order to ensure the safety of staff and students, it has been decided that the school will be temporarily ceasing operations for today, effective *(e.g. immediately, from 1pm)*. You are asked to make arrangements to have your child collected from school as soon as possible.

Please be assured that your child is in no danger and will remain under supervision until you arrive.

Please confirm with a staff member when you collect your child.

Please advise me urgently if you are unable to collect your child from school and we will discuss making alternative supervision arrangements.

Please refer to our website at:___________for up to date information. The school will recommence operations tomorrow morning unless other advice is issued.

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School temporarily ceasing operations next day

Dear parent or caregiver,

As you may be aware, there is currently an emergency situation in our community involving *(describe situation briefly)*.

To ensure the safety of staff and students, a decision has been made that our school will not be operating on *(include day, date or time)*.

There will be no staff on site tomorrow. Please ensure that you put supervision arrangements in place for your child tomorrow.

Please refer to our website at:___________for up to date information. The school will recommence operations on *(include day and date)* unless other advice is issued.
Attachment 5
Communication in the event of local bush fire activity

Communication in the event of local bush fire activity

- Schools in bush fire prone areas monitor bush fire activity and stay informed during the bush fire danger period.

- In the event of local bush fire activity, schools discuss their situation with emergency services, their Director, Public Schools NSW and the WHS Directorate and seek appropriate advice.

- During periods of increased fire danger, schools stay up to date by:
  - Actively monitoring information on fire activity through TV, radio and the NSW RFS
  - Knowing the Fire Danger Ratings for their NSW Fire Area, especially on hot, dry and windy days
  - 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 WHS Directorate on 9707 0227 for information and support

- What is the advice from emergency services?

- Advice from emergency services is that bush fire threat is not immediate or has eased & school can continue operation

- Continue operations but monitor situation and be prepared to contact emergency services where required

- Advice from emergency services is to enact emergency plan

- School enacts its emergency management plan, where possible, in consultation with emergency services
- School follows bush fire communication protocols
- School confirms actions with WHS Directorate and Director, Public Schools NSW

- WHS Directorate notifies State Emergency Operations Centre and NSW RFS of actions undertaken and promotes information on School Safety website

- School provides ongoing updates to WHS Directorate and Director, Public Schools NSW until normal operations resume.

- Schools may need to enact their emergency management plan following:
  - Advice from emergency services to evacuate
  - Written direction under S01 of the State Emergency Act issued for schools to close
  - Principal and Director, Public Schools NSW approve the temporary ceasing of school operations

Schools are to refer to the bush fire communication protocol for detailed information on this communication process.
[RECOMMEND SCHOOLS USE THEIR LETTERHEAD]

THIS LETTER IS ONLY FOR SCHOOLS THAT ARE IN BUSH FIRE PRONE AREAS

SAMPLE LETTER TO COMMUNITY USERS

[Name, organisation, address]

EMERGENCY PLANNING AND ARRANGEMENTS DURING THE BUSH FIRE SEASON

Dear [Name]

I am writing to advise you that our school has been identified as a being in a bush fire prone area.

As a community user of our facilities, it is important that you are aware of and implement appropriate emergency planning and response planning in accordance with the requirements of the Work Health and Safety Act 2011.

It is important that you undertake appropriate planning and monitor bushfire conditions during the bushfire season and be ready to act where required. If there is bush fire activity in the vicinity of the school you should ring 000 and seek advice.

The Rural Fire Service website provides a range of useful information at: www.rfs.nsw.gov.au.

Further information can also be found at NSW Public Schools safety website: http://www.dec.nsw.gov.au/about-us/news-at-det/bushfire-safety

Yours sincerely

[Include name and signature of principal]