



Bushfire and Grassfire Response Plan

Remove these boxes and update/remove yellow highlighting once the plan is complete.
Add in more lines as required and delete the rows that are not relevant to your workplace.

1. Key information

1.1. Bushfire contact information

In case of emergency or fire spotted, call 000

Service / position	Name / phone number
Local Fire Control Centre	Blue Mountains District – 4784 7444
Police Area Command/District	Katoomba / 47828199 Springwood/ 47510299
Incident Report and Support Hotline	1800 811 523, option 1
Director, Educational Leadership	Helen Davies 0414 228101 Nirmba Claire Stanton 9208 7626
Assisted School Travel Program contractor	Belinda Johnson T 6591 7633 M 0418 110 861 1300 338 278 (Prompt 0)
Before and After School Care- Fun Kids	0479 165 895
Transport company	Blue Mountains buses (02) 4751 1077
Vehicles required	4 buses for transport

1.2. Stay up to date



'Hazards Near Me NSW' Free Smart-phone App	Local radio, TV, newspaper, local ABC/emergency broadcaster	Fire Danger Ratings at rfs.nsw.gov.au/fdr Fire Activity and Alert Levels at rfs.nsw.gov.au Livetraffic.com	Email or text message communication from the department to the principal or workplace manager	facebook.com/nswrfs twitter.com/nswrfs
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2. Proactive temporarily cease school operations

When the NSW Rural Fire Service (RFS) declares a **Catastrophic Fire Danger rating**, Category 1 and 2 schools will be directed by the department to [proactively temporarily cease school operations](#) for the next day.

Note: all schools may be directed by the department to proactively temporarily cease school operations based on advice from emergency services and the State Emergency Operations Centre.




Directions will be sent to the principal or workplace manager’s email address, school email address and/or sms/phone call.

3. Bushfire Emergency Response

3.1. Seek information (decision making toolkit)

Consider the following decision-making factors in a bushfire emergency. If there is a bushfire in the surrounding area, the Chief Warden or delegate should check Alert Levels through the Hazards Near Me app – see below:

Also monitor local radio, TV, ABC/emergency broadcaster, Facebook.com/nswrfs, twitter.com/nswrfs, for bushfire updates.

<input type="checkbox"/>		<p>Alert Level – Advice: A fire has started. There is no immediate danger. Stay up to date in case the situation changes.</p> <p>Action: Contact the local emergency service (insert number of local fire control centre) and seek advice on bushfire(s) in the surrounding area and any potential threat to the school site or access routes to and from the school. If advised, initiate evacuation action.</p>
<input type="checkbox"/>		<p>Alert Level – Watch and Act: There is a heightened level of threat. Conditions are changing and you need to start taking action now.</p> <p>Action: Contact the local emergency service (insert number of local fire control centre) and seek advice on bushfire(s) in the surrounding area and any potential threat to the school site or access routes to and from the school. If advised or if considered appropriate, initiate evacuation action.</p>
<input type="checkbox"/>		<p>Alert Level – Emergency Warning: An Emergency Warning is the highest level of Bush Fire Alert. You may be in danger and need to take action immediately. Any delay now puts life at risk.</p> <p>Action: Initiate Evacuation action or Shelter in Place. Contact the local emergency service (insert number of local fire control centre) and seek advice on bushfire(s) in the surrounding area and any potential threat to the school site or access routes to and from the school.</p>
<input type="checkbox"/>		Consider road closures and detours that may be in place and impact evacuation.
<input type="checkbox"/>		Consider the time it will take to mobilise staff, students and visitors to both the onsite assembly area and offsite evacuation locations (see below at 3.2).

<input type="checkbox"/>	Check local transport availability for evacuation, if required.
<input type="checkbox"/>	Based on the information above , the Chief Warden will make a decision to evacuate offsite if there is enough time to complete it safely; otherwise shelter in place arrangements should be actioned unless otherwise advised by emergency services.

**Note: Early offsite evacuation in advance of bushfire impact is the safest option.
Late evacuation can present a significant risk to life.**

3.2. Evacuate

Evacuation location	Details
Onsite assembly area	School Hall / CC Atrium and classrooms for support students 10 minutes to mobilise staff, students and visitors to the area
Offsite evacuation location 1	Emu Heights Public School 65A Wedmore Rd, Emu Heights – Nearest cross street – Litton Street Emu Plains Phone: 02 47351077 / 1.15hrs to evacuate all students and staff to the location
Offsite evacuation location 2	Katoomba Public School, 18 Merriwa St, Katoomba NSW 2780 – Nearest cross street – Lurline Street Katoomba /0247821226 / 1 hr to evacuate all students and staff to the location
<input type="checkbox"/>	When an evacuation order has been given or a decision has been made to evacuate , the Chief Warden liaises with local emergency 4784 7444 Blue Mountains Fire Control Centre or 000 to provide them with the number of persons evacuating.
<input type="checkbox"/>	Chief Warden or delegate notify their Director, Education Leadership (DEL), and the Health, Safety and Staff Wellbeing Directorate Incident Report and Support Hotline on 1800 811 523 , that the school is evacuating.
<input type="checkbox"/>	Chief Warden or delegate notify parents/carers and community user via Sentral parent portal, Facebook or school website, that the school is evacuating.

<input type="checkbox"/>	Arrange for transport vehicles to meet at the onsite evacuation assembly area.
<input type="checkbox"/>	Contact the offsite evacuation assembly area and inform them of estimated arrival if applicable.
<input type="checkbox"/>	Raise the alarm (evacuation signal).
<input type="checkbox"/>	Move all persons to the onsite assembly area unless otherwise advised by the Chief Warden. Note: Students carrying medication, puffers or water, etc should take it with them.
<input type="checkbox"/>	Assist persons with a disability, in accordance with Disability Register, to evacuate. If unable to support relocation, the nominated staff member must: <ul style="list-style-type: none"> • consider relocating the person with a disability to a safe area on the same floor, close to an evacuation stairwell or route • report your location to the Chief Warden, and • remain with the person.
<input type="checkbox"/>	Account for all persons and report missing persons to Chief Warden, before departure.
<input type="checkbox"/>	If safe to do so , close all doors and windows of all site buildings and switch off gas mains, before leaving the school.
<input type="checkbox"/>	At the offsite evacuation assembly area, account for all persons and report missing persons to Chief Warden.
<input type="checkbox"/>	To the extent it can practicably be done, support and attend to: <ul style="list-style-type: none"> • students, staff, and/or visitors with healthcare needs and/or who require first aid. • individualised needs of a person with a disability as outlined in the school's Disability Register.
<input type="checkbox"/>	Chief Warden to advise the local emergency service 4784 7444 Blue Mountains Fire Control Centre or 000 that all persons have been evacuated and are accounted for and safe at the offsite evacuation assembly area.

<input type="checkbox"/>	Chief Warden or delegate continues to provide regular updates to the DEL and Health, Safety and Staff Wellbeing Directorate Incident Report and Support Hotline on 1800 811 523 .
<input type="checkbox"/>	If applicable, the Chief Warden or delegate to notify Assisted School Travel Program contractor on Belinda Johnson T 6591 7633 M 0418 110 861 and Community Users on that the school is evacuating.
<input type="checkbox"/>	Only when it is safe to do so Chief Warden or delegate notify parents with instructions for pick up from the offsite evacuation assembly area in place. Record students released to parent/carer. For younger students check the authorised person is picking them up. Note: Make sure parents/carers do not block access to the site for emergency vehicles.
<input type="checkbox"/>	Maintain situational awareness and stay up to date through Hazards Near Me mobile application, local radio, TV, ABC/emergency broadcaster, facebook.com/nswrfs, twitter.com/nswrfs

3.3. Shelter in place

Shelter in place should only be actioned when it is unsafe to evacuate.
 Any direct and specific evacuation directions from emergency services will override a 'shelter in place' action.
 During large scale bushfires, assistance may not immediately be rendered and schools must be prepared to shelter in place for longer periods.

Shelter in place arrangements	Details
Shelter in place refuge 1	School Hall
Shelter in place refuge 2 (if available)	Not one available

<input type="checkbox"/>	Raise the alarm (shelter in place signal).
<input type="checkbox"/>	Wardens to check all buildings are empty, all doors and windows are closed, and any door mats are placed indoors.
<input type="checkbox"/>	All persons must report to the nominated shelter in place refuge unless otherwise advised by the Chief Warden. Note: Students carrying medication, puffers or water, etc should take it with them.
<input type="checkbox"/>	Assist persons with a disability, in accordance with Disability Register, to the refuge site. If unable to support relocation, the nominated staff member should: <ul style="list-style-type: none"> relocate the person with a disability to a safe area on the same floor, close to an evacuation stairwell or route report the location to the Chief Warden, and remain with the person, where practicable.
<input type="checkbox"/>	Account for all persons and report missing persons to the Chief Warden.
<input type="checkbox"/>	Call triple zero (000) for immediate assistance. Advise that the school is sheltering in place, the location of the shelter in place refuge on site, and how many people there are.
<input type="checkbox"/>	Support and attend to: <ul style="list-style-type: none"> students, staff, and/or visitors with healthcare needs and/or who require first aid. individualised needs of a person with a disability as outlined in the school's disabilities register.
<input type="checkbox"/>	Chief Warden or delegate notify DEL and Health, Safety and Staff Wellbeing Directorate Incident Report and Support Hotline on 1800 811 523 , that the school is sheltering in place.
<input type="checkbox"/>	Chief Warden or delegate notify parents/carers and community users of the situation using the preferred via Sentral parent portal, Facebook or school website. Continue to provide regular updates as the situation changes.
<input type="checkbox"/>	If applicable, the Chief Warden or delegate to notify Assisted School Travel Program contractor on Belinda Johnson T 6591 7633 M 0418 110 861 and Community Users that the school is sheltering in place.

<input type="checkbox"/>	<p>Maintain situational awareness and stay up to date through Hazards Near Me mobile application, local radio, TV, ABC/emergency broadcaster, facebook.com/nswrfs, twitter.com/nswrfs</p>
<input type="checkbox"/>	<p>Undertake a visual inspection for embers from inside the building of refuge. Updated emergency services of any identified risks.</p>
<input type="checkbox"/>	<p>Only when it is safe to do so, Chief Warden or delegate seek confirmation from local emergency services 4784 7444 Blue Mountains Fire Control Centre on next steps.</p>
<input type="checkbox"/>	<p>Only when it is safe to do so, Chief Warden or delegate notify parents with instructions for pick up from the evacuation assembly area/shelter in place. Record students released to parent/carer. For younger students check the authorised person is picking them up. Note: Make sure parents/carers do not block access to the site for emergency vehicles.</p>

TAB A – Attachments

- A. **Map of both the onsite evacuation assembly area and offsite evacuation assembly areas 1 and 2 + route instructions.**
- B. **Map of shelter in place refuge 1 and 2**
- C. **Map of the animal offsite evacuation assembly area**

Bushfire and Grassfire Response Plan

Lawson Public School

Bushfire Evacuation/‘Shelter in Place’

Bushfire Threat

Fire alarm bell followed by announcement

UPON THE FIRST WARNING OR THREAT THE PRINCIPAL WILL:

1. Follow Bushfire and grassfire response plan and confirm available facts by personal observation or by a second information source.
2. Sound warning which will be:

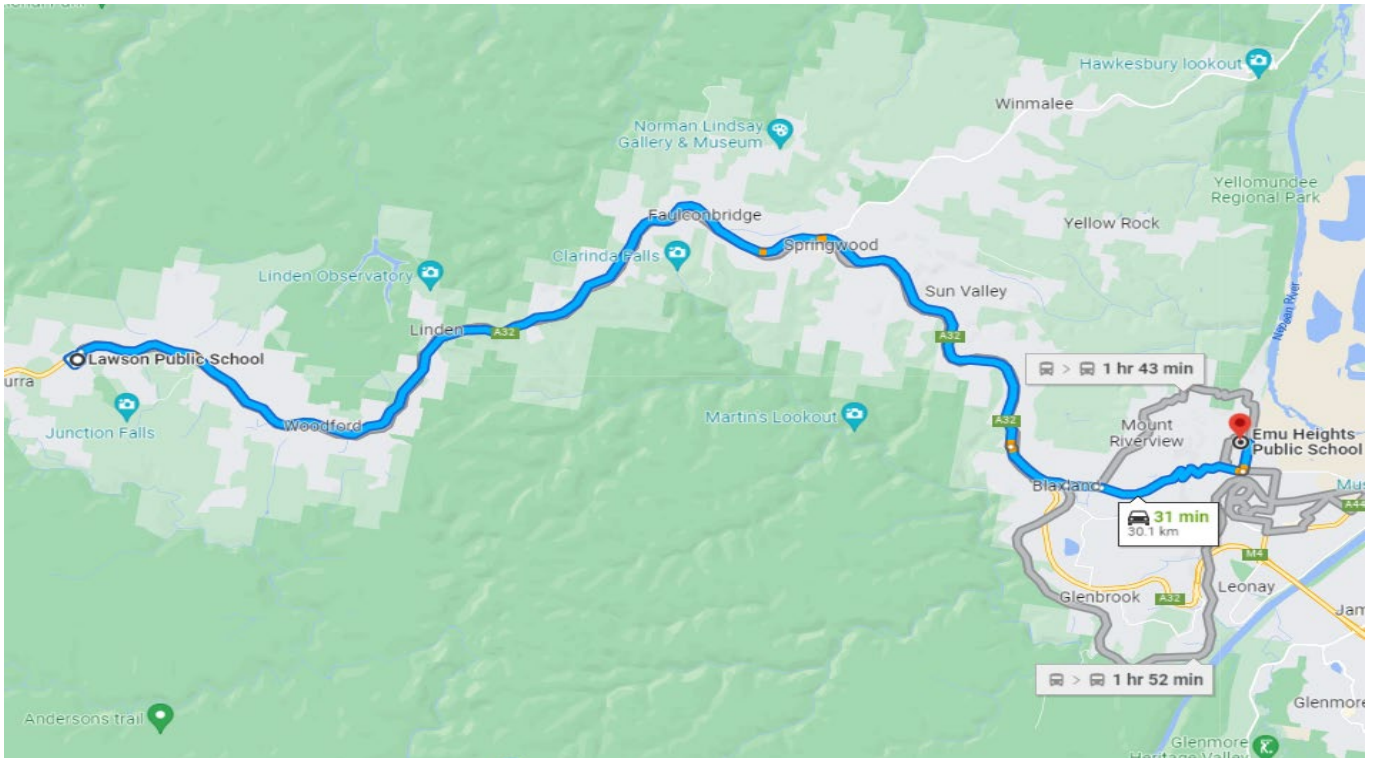
IF STUDENTS ARE INDOORS

- All staff, students, visitors to evacuate to ‘shelter in place’ Lawson Public School Hall – (see attached map).
- CC classes to ‘shelter in place’ inside their classrooms in the support unit and await further instructions.
- Teachers to take their own class list and evacuation map with them.
- Office staff to take staff list/sign on sheet and class lists as back up.
- Students collect their bags if safe to do so.
- Wardens to check classrooms/areas in their sector and close door.
- At the ‘shelter in place point’ mark roll-alert Principal of missing students.
- Keep phone lines to office and Principal clear for ‘Emergency Services’.
- SASS - check sick bay and bring students to the ‘shelter in place point’
- Ensure main building is clear.
- No one is allowed to leave the ‘shelter in place unless advised by Principal.
- All rolls to be collected by SAM

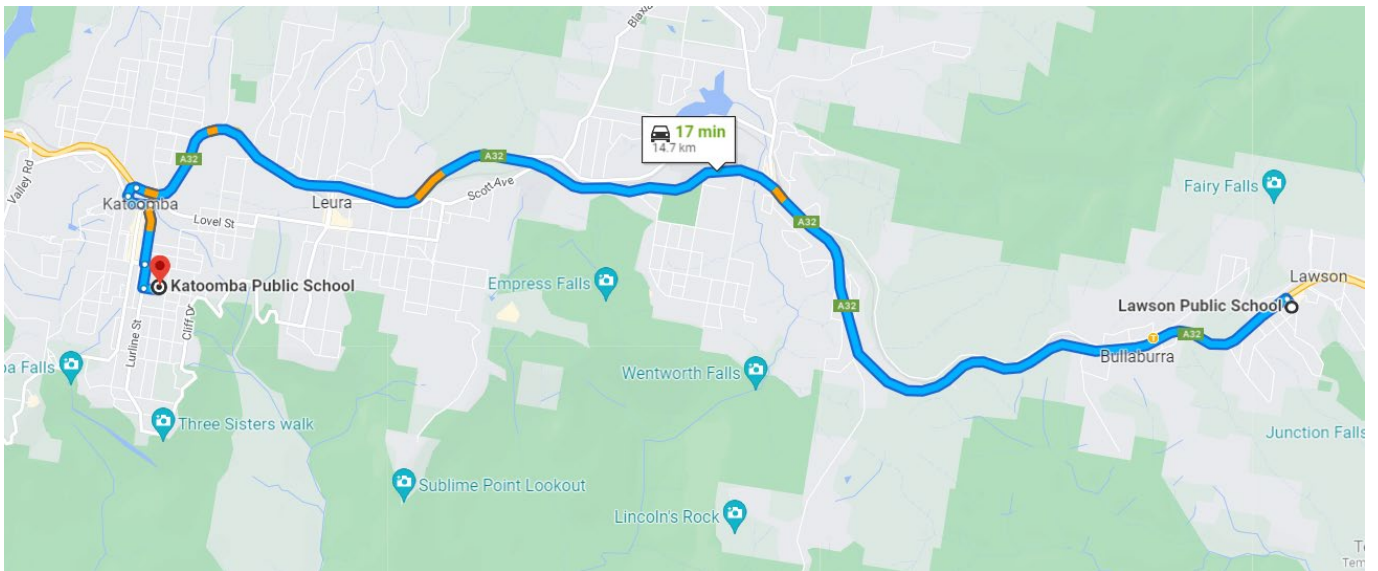
IF STUDENTS ARE OUTDOORS

Teachers on duty to remain on duty until playground is cleared

- All staff, students, visitors to evacuate to the ‘shelter in place’ in Lawson PS School Hall as directed by map - (see attached map).
- Office staff to take class lists, staff lists and sign on sheet to the ‘shelter in place point’
- CC students and staff to ‘shelter in place’ in their classrooms and wait for further instructions.
- Wardens to check classrooms/areas in their sector and close door.
- Mark roll-alert Principal of missing students.
- Keep phone lines to office and Principal clear for ‘Emergency Services’.
- SASS -check sick bay and bring students to the ‘shelter in place point’. Ensure main building is clear.
- No one is allowed to leave the ‘shelter in place point’ unless advised by Principal.
- All rolls to be collected by SAM



Offsite evacuation assembly route instructions – Emu Heights Public School



Map C: Offsite evacuation assembly route instructions – Katoomba Public School

Bushfire and Grassfire Response Plan

Onsite evacuation assembly area and offsite evacuation assembly shelter in place refuge

