

Captains Flat Public School BUSH FIRE MANAGEMENT PLAN

RISK FACTORS AND RECOMMENDATIONS

This plan has been designed to assist management to protect life and property in the event of a bushfire. This plan was developed by Ms Hannah Lowman, Relieving Principal at Captains Flat Public School in consultation with Mr Jason McWhirter, District Assistant, Lake George Zone, NSW RURAL FIRE SERVICE

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.

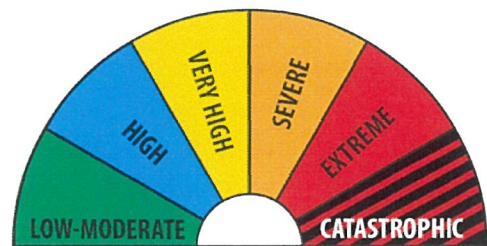
Captains Flat Public School is listed on the **NSW Schools in Bush Fire Prone Area** which means that there is a risk that the school may be affected by bush fire, particularly during the spring and summer months.

ALL FIRES ARE TO BE REPORTED TO 000

MONITORING BUSH FIRE CONDITIONS OR ACTIVITY

Fire Danger Rating (FDR)

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.

During the Bush Fire Season:

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

- Listening to the local 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. This is also available on Android. All staff at Captains Flat Public School have this on their phones.
- During the bush fire danger period, the Bureau of Meteorology issues fire danger ratings each afternoon for the following day.

What the school should do when there are Active Bush Fires in the area

The Principal should:

- Monitor ABC or local radio throughout the day and listen for updates on fire and weather conditions
- Regularly check the NSW Rural Fire Service website at www.rfs.nsw.gov.au

Where identified, the Principal should immediately discuss their specific circumstances with local emergency services agencies and their Director, Public Schools to determine whether they need to temporarily relocate or cease operations.

What the school should do where there is an imminent Bush Fire threat to the school:

- The Principal is to seek urgent advice by contacting Lake George Zone, Fire Control Centre on 61280600. Identify response requirements – 'Evacuate' or 'Stay and Defend' (if circumstances prevent safe evacuation)
 - Dial 000 if fire is threatening the school or school population.
- Contact the Director to discuss circumstances and advice provided by Emergency Services
- If the school is advised to temporarily close by emergency services personnel, or a decision is made in conjunction with the Director to relocate or temporarily cease operations due to local bush fire activity, the Principal or their nominee should immediately notify:
 - Group Director Marnie O'Brien 0413 468 415 or
 - Director Work Health and Safety Michael Taylor 04590847 649 or
 - Director, Safety and Security Stan Zabkar on 0422 006 963.
- The Principal should then, implement the determined Emergency Management Plan with respect to bush fire.
- Continue to liaise with Emergency Services

EMERGENCY RESPONSE PROCEDURES

The following Emergency Response Plan was developed / updated in consultation with the Rural Fire Service on 29th November 2017.

The school population is

No. of staff: 6

No. of students: 42

Special needs of persons with disabilities: YES.

One student with spina bifida. In an emergency this student will be pushed in a stroller for faster movement to location.

One student and staff member with diabetes. Hypo Kit, BGL and carbohydrates to be packed.

Off-site evacuation assembly area: Captains Flat Pool Changeroom/ Toilet block. This is located on Foxlow Street.

RFS Neighbourhood Safe Place: Nil for Captains Flat

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: Exit school grounds and move down Newman Street and Turn right into Foxlow Lane.

Transport to support an evacuation: walking X bus X private car

Shane Radburn- 0417691266- 12 seater bus and 22 seater bus

Shane will meet group at the Assembly point sign on Foxlow Lane next to the Shipping container at the school garden. This is part of the school oval.

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 Fire & Rescue NSW, 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.

Response:

- Arrange transport in consultation with local police.
- Parents to be advised of where and when to pick up their students.
- Leave a note on school gate on Newman Street end to ensure emergency services know we have been evacuated and to inform parents of student's location.

- Where safety permits and time is available:
 - 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
 - Divert school phone before power is out to staff mobile.
- Collect the following:-
 - Torch, battery operated AM/FM radio and spare batteries for each
 - CB Radios and spare batteries.
 - First Aid Kit, Health Care Plans and prescribed medication/s
 - General use Epi-pens
 - Bottled water and plastic cups
 - Fire Blankets
 - Student roll, visitor's book, mobile phone, emergency contact list (students and staff), pens
 - Whistle or bell
 - Spare workplace keys.
- 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 by parent or guardian.
- All classrooms and toilet areas will be checked to ensure no child has been left behind or overlooked.
- Evacuation to the assembly point, which is located in front of the school flag on concrete playground area.
- 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
- Leave doors closed but unlocked and gates open.
- Maintain awareness of the bushfire threat by regularly checking conditions NSW Rural Fire Service
- Stay tuned to the local radio station (666AM) 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) on Wednesday 29th Nov 2017. Art room (Building D). This building has a water supply.

If power is lost. School phone lines diverted to school mobile.

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- Building D (Art Room)
- Gas should be shut down at the metre or bottle – Key is in the staffroom. This needs to be done immediately.
- Close all windows and doors (do not lock)
- Electricity switched off. Metal box on the side of library building CR0002. Key is in the staffroom.
- Draw the blinds (if fitted)
- Wet a cloth to place over the face.
- Drink water to guard against dehydration. ½ litre per hour required. Water supply in storeroom in Building D. Constant sipping of water is recommended.
- 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 concrete playground area in front of flag (outside building D) 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

Fire, Police, Ambulance	000
Lake George Fire Control Centre (use for updates, not emergencies)	61280600
Director, NSW DOE- Queanbeyan Office	W: 62005000
DOE Safety & Security Directorate	0422 006 963 1300 880021
DOE Work Health & Safety Directorate	0413 468 415 1800 811 523(8am to 5pm Monday to Friday)
Queanbeyan Palerang Regional Council	1300 735 025
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 and Rescue 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

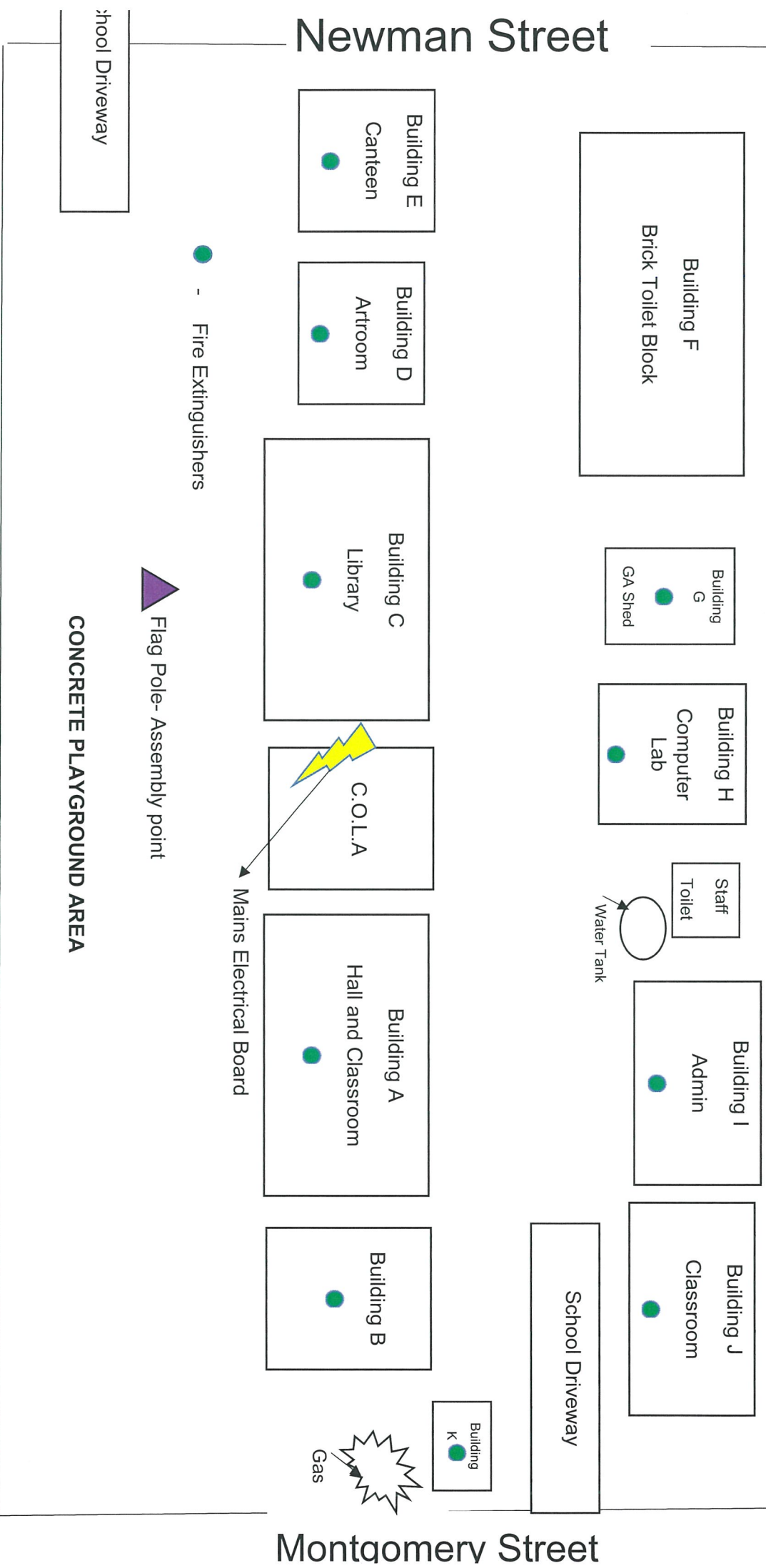
Before the bush fire season:

- 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 & Communities – Work Health & Safety Directorate <https://detwww.det.nsw.edu.au/workhealthandsafety/emergency-workhealthandsafety/bushfire-emergency-planning>

Captains Flat Public School



Montgomery Street

Newman Street

Foxlow Lane

CONCRETE PLAYGROUND AREA

School Driveway

School Driveway

Gas

Water Tank

Mains Electrical Board

Flag Pole- Assembly point

Fire Extinguishers