

# Respond to Bush Fire That Could or Will Impact Dungowan Public School - Action Sheet 2 Version 6 September 2017

## School Emergency Management Team - Actions/Responsibilities

Seek Advice from - NSW Rural Fire Service and/or Emergency Services of Bushfire Status

An evacuation should only occur when there is an imminent and serious threat to the safety of staff, students and visitors if they do not evacuate

**The responsibilities have been allocated below based on the full staff being at school on the day of the fire.**

**In the likelihood of the fire occurring on a day when not all staff are on duty, the following staff will take responsibilities as follows:**

- If the General Assistant is not on duty, in addition to own responsibilities the General Assistant actions will be undertaken by the Principal
- If the School Administration Manager (SAM)/School Administration Officer (SAO) is not on duty, in addition to own responsibilities the SAM/SAO actions will be undertaken by the Principal
- If the 2<sup>nd</sup> teacher is not on duty, in addition to own responsibilities the 2<sup>nd</sup> teacher actions will be shared as allocated by the Principal between herself and the SAM and/or SAO.

### ATTENTION - FIRE

UNDERTAKE ACTIONS AS FOLLOWS:

MAY IMPACT SCHOOL OPERATIONS - preparation actions in blue font.

WILL IMPACT SCHOOL OPERATIONS - continue with actions in red font.

### General Actions

Staff, students and visitors are to listen to instructions and remain calm

All outside activities are to cease except included in this procedure

All supervising staff, students and visitors are to move to the one classroom

Students are to line up at the back of the classroom for roll call to be taken, note missing and/or visiting persons

Mobile phones should not be used unless requested by the School Emergency Management Team

To effectively respond to the situation and ensure duty of care for students, staff and visitors, the Principal may request visitors to assist and allocate actions to be undertaken

#### Principal

- advise –
  - ✓ the Emergency Management Team of situation, to activate Bush Fire Emergency Procedures Could or Will Impact on School and to undertake their assigned roles and responsibilities
  - ✓ visitors and volunteers of the situation, refer to emergency procedures
- Confirm all staff accounted for, note any missing staff and/or visitors and if safe to do so locate missing staff and/or visitors
- Alert Manager of Off- Site Refuge of fire and possibility of need to go to Off-Site Refuge
- Contact parents, advise there is a fire impacting on the running of the school, collect child/children if safe to do so, otherwise intention is to evacuate to the Off-Site Refuge, if required
- Maintain regular contact with local Rural Fire Service and State Emergency Services
- Monitor ABC radio for RFS information and Traffic app refer reverse side of this sheet
- Maintain regular communication with classroom teacher/s and students, when possible
- Continue to minimise student movement outdoors including recess and lunchtime until situation resolved
- Retain portable phone, emergency contact list for emergency services, Department of Education contacts
- Ensure students are signed out if being collected by parents and record on list of people at school that the student has left the school with parent
- Ensure volunteers and visitors are signed out if leaving the school and record on list of people at school that the volunteer/s or visitors/s has left the school

#### Classroom Teacher/s

- Access the Emergency Folder in the classrooms which include student medication, Healthcare Plans, ASCIA Plans, student emergency contact details
- Check all students are in the classroom and accounted for. List any missing students and, if safe to do so locate missing students
- Collect student medication from students eg asthma puffers
- Have students fill water bottles
- Students to assemble personal belongings ready to move to the Bushfire refuge or if being collected by parent
- Identify students who may have difficulty breathing/ Health difficulties and have them near the teacher
- Manage the classroom, provide activities for the students
- Encourage students to use the toilet regularly during the day
- Minimise student movement outdoors including recess, lunch

#### School Administration Manager / School Administration Officer SAM/SAO

- Plug in the old phone located in the Bushfire Emergency Kit. Check the phone is working for power free communication including warning advice eg. portable air horn
- Collect all Bushfire Emergency Kit items to be taken to evacuate or shelter
- Update Dungowan Public School webpage, example –  
*URGENT ADVICE TO PARENTS*  
*Due to fire, the whole school will be relocating to the Offsite Refuge (insert location).*  
*Pick up your child/children from school if safe to do so. We anticipate leaving school at (insert time).*  
*After this time your child/children must be collected from the Offsite Refuge – (insert offsite refuge)*
- Ensure parents sign students out if collecting students
- Administer first aid, as needed
- Collect emergency contact list for emergency services, department of education contacts

#### General Assistant

- If deemed necessary and safe to do so, prepare and test bushfire pumps, sprinkler systems and ground irrigation systems
- Turn on sprinklers and irrigation systems to dampen surrounds
- Collect fire extinguishers from empty rooms ready to take when evacuate or shelter
- Ensure that hazards are removed from evacuation passages/walkways

- Alert Manager of Off- Site Refuge of fire and the need to go to Off-Site Refuge
- Contact parents, advise there is a fire impacting on the running of the school, collect child/children if safe to do so, otherwise intention is to evacuate to the Off-Site Refuge
- Notify, Incident Report and Support Hotline on 1800 811 523.  
*WHS Directorate will disseminate information to relevant senior managers*

- Prepare students for evacuation, if time, take students to the toilet
- Confirm all students accounted for prior to evacuation or on shelter
- Turn off air conditioning, close all doors and windows to vacated rooms, put evacuated sign on doors

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- Take Bushfire Emergency Kit to the On-Site Shelter

- If required, prepare the On-Site Shelter for sheltering eg.
  - wet towels,
  - remove hazards
  - fire extinguishers/torch
- Turn off power

The Principal may allocate additional actions to staff, to effectively respond to the situation and ensure duty of care for students, staff and visitors.

# Emergency Management Team Actions/Responsibilities During Evacuation, At Off-Site Refuge and At On-Site Shelter

## During Evacuation

- Principal to ensure:
  - NSW Rural Fire Service, Local Emergency Services, Director of Schools and the WHS Directorate are aware that evacuation is occurring, the name and location/address of the Off-Site Refuge, arrangements and travel route in place for transfer to the Off-Site Refuge, Number of vehicles/persons, off site contact details etc . *WHS Directorate will disseminate information to relevant senior managers*
  - has mobile phone, emergency contact list for emergency services, Department of Education contacts
- Meet the bus or cars to transport students
- When all students, staff and visitors have left the classroom and all are accounted for, turn off air conditioning, close all doors, windows and place Evacuated signage on doors
- All staff members are to bring their emergency folder
- When all students, staff and visitors have left the administration building and all are accounted for, turn off air conditioning, close all doors, windows and place Evacuated signage on doors
- Students to board the transport. Principal/Teacher to record /check off student's names as board mode of transport
- Staff and visitors confirm all accounted for and check off staff and visitor's names as board mode of transport
- Bushfire emergency kit to be taken
- Contact NSW Rural Fire Service or Local Fire Control Centre to advise all accounted for and evacuating now

## At Off-Site Refuge

### (Nemingha Pubic School or Woolomin Public School)

- Department procedures are to be adhered to, therefore, staff have full responsibility for students until they are collected and signed out by parent or guardian
- On arrival
  - advise Manager of Refuge of arrival and arrange a specific area for students, staff and visitors from the school
  - record /check off student's names and ensure all accounted for
  - advise NSW Rural Fire Service or Local Emergency Services of arrival at Refuge and all accounted for
- Ensure students are together in one area at the Refuge. No child is to be left unattended
- Advise students they are not to leave that area and they are to follow instructions provided by school staff only unless advised otherwise by a school staff member
- Accompany students to toilet
- Administer medication in line with Healthcare plans
- Provide water and food for students
- Ring parents/guardians emergency contacts for each student to advise arrived at Off-Site Refuge safely and if safe to do so to pick up child/children from Off-Site Refuge
- Update school website – safe at Refuge, if safe to do so collect child/children
- Ensure students are signed out if being collected by parents and record on list of people at school that the student has left the school with parent
- Ensure staff and visitors sign out when leaving the off-site refuge

## At On-Site Shelter

### Principal to ensure:

- NSW Rural Fire Service, Local Emergency Services, Director of Schools and the WHS Directorate are aware that students, staff and visitors are sheltering in the On-Site Shelter – advise specific location, number of persons, contact details etc The WHS Directorate will advise the State Emergency Operations Centre
- He/she has mobile phone (if it is at school), emergency contact list for emergency services, Department of Education contacts
- maintain contact with NSW Rural Fire Service
- arrange for or administer medication in line with Healthcare plans
- all students, staff and visitors are to be accounted for on their return
- inform police/emergency services of return to the premises
- ensure students are signed out if being collected by parents
- ensure staff and visitors sign out when leaving the school

### General Actions

- No person should leave the On-Site Shelter or re-enter any evacuated building until advised by emergency services it is safe to do so
- Keep away from windows
- Toileting facilities may not be available
- Do not leave the shelter unless clearance from Emergency Services ie. RFS or SES

## Emergency Contacts and Apps

RFS Information Line 1800 NSW RFS	(1800 679737)	Director of Public Schools –
Local Rural Fire Service	0263 724434	Ruythe Dufty 0267555010 or 0428217932
State Emergency Services	132500	Incident report and Support Hotline –
NSW Rural Fire Service <a href="http://www.rfs.nsw.gov.au/fire-information/fires-near-me">www.rfs.nsw.gov.au/fire-information/fires-near-me</a>		1800 811 523
ABC Emergency <a href="http://www.abc.net.au/news/emergency/state/nsw/">http://www.abc.net.au/news/emergency/state/nsw/</a>		
For information on road closures or traffic generated congestion - <a href="http://www.livetraffic.com">www.livetraffic.com</a> WHS Directorate for Information 02 9707 6227		

Old power free phone to be stored with Bushfire Emergency Kit

### Bushfire Emergency Kit

- student sign out sheets and emergency contact details
- staff emergency contact details
- student's medication and Healthcare Plans
- visitors book
- first aid kits
- fire blankets
- portable battery operated radio with spare batteries
- toilet paper
- bucket
- soap
- drinking water
- food
- fire extinguisher
- torch/torches