

# **Bush Fire Emergency Management and Evacuation Plan**

**Nulkaba Public School**

**5 O'Connor's Road**

**Nulkaba 2325**



## **Facility Details:**

This plan is for: Nulkaba Public School and has been designed to assist management to protect life and property in the event of a bushfire.

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:** Narelle Hunt/ Jaclyn Zoneff

**Position/role:** Principal Acting Principal

**Phone Number:** (BH) 02 49901805      (BH) 02 49901805  
(AH) 0412648290      (AH) 0458542324

**Type of facility:** School      **Number of buildings:** 8 buildings 1 shed

**Number of employees:** 43 staff

**Number of occupants:** 401 students

**Number of occupants with support needs:** 4

### Roles and Responsibilities:

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

<b>Position</b>	<b>Name or Person</b>	<b>Building/Area of Responsibility</b>	<b>Mobile Phone Number</b>
Principal	Narelle Hunt	Hall Staffroom Canteen K Block - OOSH	0412648290
AP	Lisa Cousins	F Block- Ground Floor D Block -Library	0408345420
AP	Jaclyn Zoneff	A Block E Block and Toilets	0458542324
AP	Kadi Carr	C Block- Kinder Infants Toilets	0401826643
AP	Jennylee Petrysen	Primary/Senior Toilets F Block- First Floor including toilets	0431790041
SAM	Trudy Ryan	Admin B Block	0423948865

### Emergency Contacts:

<b>Name of Organisation</b>	<b>Office/Contact</b>	<b>Phone Number</b>
NSW Rural Fire Service	Bush Fire Information Line	1800 679 737 1800 NSW RFS
NSW Rural Fire Service	Website	<a href="http://www.rfs.nsw.gov.au">www.rfs.nsw.gov.au</a>
Lower Hunter Fire Control Centre	Cessnock, Maitland, Port Stephens	40150000
Hunter Valley Fire Control	Singleton, Muswellbrook	65751200
Fires Near Me		Mobile Phone App

## Sheltering Procedures:

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 BER Building**

Procedure for sheltering during a bush fire emergency:

Trigger	Action
<p>In the event of an approaching bush fire threatening the premises within X hours, the primary action to shelter will take place, staff and occupants of the premises shall follow the actions listed on the right.</p>	<ul style="list-style-type: none"><li>* Designated Fire Warden will take control of the situation.</li><li>* Remain calm and explain to the occupants what is happening.</li><li>* Staff to ensure all doors and windows closed within the premises.</li><li>* Move all persons to the designated refuge. Close and lock doors when leaving buildings.</li><li>* Ensure all persons are accounted for (use class and employee lists for occupants and visitors register).</li><li>* The Fire Warden (or person responsible) is to advise the local emergency service (1800 679 737 Lower Hunter Fire Control Centre 40150000) that the school is sheltering in place (include how many people and which building on site).</li><li>* After all occupants have been relocated to refuge, office staff will commence contacting families affected. Sentral messaging, Seesaw, social media (Facebook) and local radio stations will be used to advise parents of procedures for collecting their children.</li><li>* Maintain situational awareness through radio NSW RFS website,</li></ul>

	1800 679 737, Lower Hunter Fire Control Centre 40150000, smart phone applications and local fire fighting resources.
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\* Two persons to make regular exterior visual inspection (wearing appropriate protection from bush fire) of the refuge for embers and extinguish where possible or call 000 for assistance.

After the bush fire emergency:

- a. Assess the school environment for safe return
- b. Communicate school safety with the school community via social media, website, email and local radio
- c. Reflect on current procedures and make any changes required

### **Evacuation Procedures:**

Evaluation of the safety of employees and occupants has determined that it would be safer for ALL persons to evacuate to a designated refuge.

Designated assembly points;

1. COLA
2. Back Playground
3. In front of A block

### **Refuge (primary)**

**Name Of Venue:** Potters Foghorn Brewery

**Address Of Venue:** Wine Country Drive

**Nearest Cross Street:** Fleming Street, Boreas Street

**Map Reference:** -32.806229, 151.350551

**Phone Number:** 49917922

Transportation Arrangements

**Number of vehicles required:** 8 buses

**Name of Organisation providing transport:** Rover Motors

**Contact Phone Number:** 49901699

**Time required to have transportation available:** 20 mins

**Estimated travelling time to destination:** 5 mins

Refuge (alternate)

**Name of venue (alternate):** North End Hall

**Address of venue:** 76 Church Street Cessnock

**Nearest Cross Street:** Jurd Street

**Map Reference:** -32.824107, 151.353438

**Phone Number:** 49934100

Transportation Arrangements

**Number of vehicles required:** 8 buses

**Name of Organisation providing transport:** Rover Motors

**Contact Phone Number:** 49901699

**Time required to have transportation available:** 20 mins

**Estimated travelling time to destination: 10 mins**

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

- a. Review bushfire plan and procedures including 'Fires Near Me' app. (Term 3)
- b. Ensure the school is clear of any debris, ie gutters and grounds
- c. Update class lists and employee lists
- d. Ensure blankets, towels, contact details for parents/guardians, employee lists are secure and accessible in the hall.

**Procedures for evacuation in the event of a bush fire:**

Trigger	Action
In the event of an approaching bush fire threatening the premises within X hours, the primary action to evacuate will take place, staff and occupants of the premises shall follow the actions listed on the right.	<ul style="list-style-type: none"><li>* Designated Fire Warden will take control of the situation.</li><li>* Remain calm and explain to the occupants what is happening.</li><li>* Staff to ensure all doors and windows closed within the premises. Lock doors when leaving buildings.</li><li>* The Fire Warden (or person responsible) is to advise the local emergency service (1800 679 737 Lower Hunter Fire Control Centre 40150000) that the centre is being evacuated (include how many people and where they are going).</li><li>* Arrange for vehicles to meet at designated assembly point for pick up of persons.</li><li>* Contact refuge and inform them of pending arrival.</li><li>* Move all persons to the assembly point for evacuation.</li><li>* Ensure all persons are accounted for prior to departure (use class, employee and visitors listing).</li><li>* Ensure all site buildings have all doors and windows closed prior to leaving site.</li><li>* At refuge, move all persons inside and ensure all persons are accounted for and safe.</li></ul>

	<ul style="list-style-type: none"><li>* The Fire Warden (or person responsible) to advise the local emergency service (1800 679 737 Lower Hunter Fire Control Centre 40150000) that all persons have been evacuated and are accounted for and safe at the designated refuge.</li><li>* After all the occupants are accounted for and safe at the designated refuge office staff will commence contacting families affected. Sentral messaging, Seesaw, social media (Facebook) and local radio stations will be used to advise parents of procedures for collecting their children.</li><li>* Maintain situational awareness through radio, NSW RFS website, 1800 679 737 Lower Hunter Fire Control Centre 40150000, smart phone applications and local fire fighting resources.</li></ul>
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A clearance certificate must be issued before students and staff are to return to the school.

**Attachments:**

Class and Employee Lists

Contact details for parents and guardians

Site Layout of Premises