



The NSW Rural Fire Service, identified as being at increased risk, and placed on the department’s Bush Fire Register, has identified Wee Jasper Public School as being in a **bush fire prone area**.

Wee Jasper Public School is listed on the NSW **Schools Bushfire Register**, which means that the school has been assessed as at high risk in the event of a bush fire.

All staff will complete the ‘Preparing and Responding to Bush Fire’ e-learning module.

Emergency Planning Committee

- Michelle Andrews (Principal)
- Wendy Griffiths (SAM)
- Tim Cathles (Wee Jasper Fire Captain)
- Elizabeth Young (SAO)
- Michael Smith (GA)

RISK FACTORS AND RECOMMENDATIONS

The plan is designed to assist management to protect life and property in the event of a bushfire.

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.

Agreement reached between the school principal and Wee Jasper Volunteer Bushfire Brigade. Should an incident including and not limited to local bush fires, an issue where the brigade is called out such as a motor vehicle accident, which puts the school at risk, the school would be notified by the incident controller at the scene of required actions and precautions.

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 bushfire danger season generally runs from 1 October until 31 March annually. However, when the season avails the danger may extend beyond these dates by the RFS.

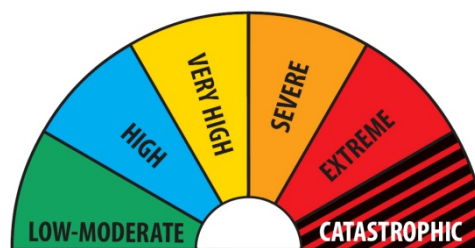
ALL FIRES ARE TO BE REPORTED TO 000

Wee Jasper PS is on the **Bush Fire Register** and is required to close on days where a **Catastrophic Fire Danger Rating (FDR)** is issued in the **specific NSW Fire Area**.

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 higher end of the scale, Severe, Extreme and Catastrophic FDR means that a fire will be unpredictable, uncontrollable and very fast moving.

The principal is included in the BART system and receives text messages indicating fire danger rating

PREVENTION AND PREPARATION STRATEGIES

Prior to the Bush fire season:

Consultation

- Consult with Wee Jasper RFS about the school's Bush fire arrangements, including stay and shelter option and evacuation plans.
- Emergency planning committee amended Bushfire Management Plan in accordance with NSW Department of education Guidelines each March. The plan is reviewed each October and communicated to students, P&C, staff, parents.
- Ensure local Emergency Services have up to date contact details of the principal including a mobile number for emergency contact after school hours;
- Liaise with Asset Management Unit (AMU) regarding Asset Protection Zones;
- Provide a copy of plan to;
 - NSW DoE WHS Chelan McGee E Chelean.mcgee@det.nsw.edu.au
 - NSW RFS and Wee Jasper RFS
 - All staff
 - Display on the school website

Education of 'Catastrophic Days, "Stay and Shelter' and 'Evacuation' procedures

- Include the Bushfire Plan in the school's overall Emergency Management Plan as an attachment and upload to DoE's 'In Case of Emergency' (ICE) system.
- Communicate the Bushfire Plan to the school and student community about specific bushfire preparedness information and arrangements
- ALL staff of their responsibilities and procedures (annually in early October);
- At P&C Meeting and provide information in school newsletter
- Staff meeting to clarify procedures for stay and shelter, evacuation and catastrophic days and communicated to the students and staff Week 1 of Term 1 each year. This is also revised early October (start of Term 4);
- New staff receive education about the plan and procedures as part of their WHS induction as required.
- All staff complete the 'Preparing and Responding to Bush Fires' e-learning and complete an annual refresher each October.
- Educate students about fire safety.
- Conduct bushfire drills including 'Catastrophic Day', 'Stay and Shelter;' and 'Evacuation' early Term 4 and Term 1.
- Arrange for contractors to clear gutters of dry leaves and other debris;
- Have firebreaks maintained and garden rubbish, native shrubs and tree branches kept well clear of buildings, with particular emphasis on the stay and shelter location.
- Consider the communication protocols that will be used during an emergency and review each year
- Prepare the EMERGENCY GO BOX (suggest a box/crate on wheels that can be pushed)
- Encourage all staff to download the free NSW RFS [Fires Near Me](#) Mobile App

Emergency Go Box - Recommended Contents (Classroom)

- Drinking water e.g. bottled water – in portable esky on wheels (in classroom storeroom)
- Portable battery operated radio and spare batteries. Chanel 13
- Water proof torch and spare batteries
- Telephone contact list containing details for the following:
 - Emergency services
 - Director, Public Schools NSW
 - Health and Safety Manager
 - Local police
 - Incident Support and Report Hotline
 - School Security Hotline
 - Media Unit
- Copy the of school's Emergency Management Plan (dated within the last 12 months)
- Plan of school buildings including location of utilities access points (electricity, gas, water)
- Keys to office, classroom to allow entry to all rooms. Memorial Hall key can be obtained from the office.
- Complete list of students with emergency contact details (parents/carers/staff)
- Class Roll
- School's Central Chemical Register
- Student health care plans and emergency medical response plans (where applicable)
- Student's prescribed medication
- Fully stocked first aid kit including a general use auto adrenaline injector (Epipen)
- General Use Asthma Puffer with disposable spacers
- Pens / paper
- Woolen blankets
- Fire resistant (cotton) clothing for students and staff
- Towels for wetting and putting around doors and windows

The Principal should familiarise with the following documents:

- Fact sheet for the 2019 -2020 bush fire season
- Bush fire communication protocol 2019 - 2020
- Flowchart - Communication in the event of Catastrophic Fire Danger Ratings
- Flowchart - Communication in the event of local bushfire activity

DURING THE BUSH FIRE SEASON:

Gather up to date information on fire activity and monitor bush fire conditions which can be obtained but not limited to:

- If a fire is identified, listen to the local ABC radio station and/or monitor the NSW Rural Fire Service for information about bush fire activity.
- Principal stays aware of and informs staff of fire danger ratings at or above 'Severe'.
- 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" W is available to download from Apple's Application store.
- During the bush fire danger period, the Bureau of Meteorology issues fire danger ratings each afternoon for the following day.

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)
- Access [live traffic](#) or ring 132701 for information on road closures or traffic generated congestion
- Contacting the Health and Safety Directorate (H&S Directorate) on 1800 811 523 (select 1) for information and support

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

The Principal could:

- Liaise with the local bush fire brigade
- Communicate with Direction of Education
- 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, their Director Public Schools NSW and the WHS Directorate and seek appropriate advice.

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 Emergency Services – dial 000 and enact emergency plan as advised – ‘Stay and Shelter’ or ‘Evacuate as directed by Fire Captain’
- The school is to inform the H&S Directorate and the Director, Public Schools NSW of the advice received so appropriate support can be provided and the information shared with all relevant stakeholders
- If the school is advised by emergency services to evacuate or if a decision is made in consultation with the Director, Public Schools NSW to [temporarily cease school operations](#), The Principal is to activate their Emergency Management Plan and respond accordingly.
- Principal and/or Director, Public Schools NSW are to notify the H&S Directorate of any school closures
 - The H&S Directorate will notify the State Emergency Operations Centre (SEOC) of any actions taken including school evacuations and closures
 - Schools are required to provide ongoing updates to the H&S Directorate and Director, Public Schools NSW until normal operations have resumed.

Catastrophic Days – applies only to schools listed on the ‘Bush Fire Register’.

1. State Emergency Operation Centre (SEOC) confirms a Catastrophic FDR usually prior to 4:30pm the day prior.
2. H&S Directorate will issue a notification to the Principal via email and telephone advising them that they must relocate or temporarily cease operations
3. Principal activates action plan to close school on day(s) of Catastrophic FDR by.
 - (Activating the local notification requirements, such as school website updates and local SMS notifications, to ensure parents/carers are aware that the school is temporarily ceasing operations for the start of the next school day and advise of the temporary arrangements for the school.
 - Confirm details of the school's relocation or closure by emailing bushfire@det.nsw.edu.au or by calling the H&S Directorate on 1800 811 523 (select 1)
4. H&S Directorate notifies SEOC of the schools that will not be operating the following day and ensure the publication of this information on the Department's [School Safety website](#)
5. Principal prepares to receive further advice regarding FDRs on the following days.

BUSHFIRE EMERGENCY RESPONSE PLAN – Wee Jasper SCHOOL

The following Emergency Response Plan was developed in consultation with Tim Cathles from Wee Jasper Rural Fire Service on March 2019.

This Plan outlines procedures for both sheltering (remaining on-site) and evacuation where it is safe and necessary to protect occupants from the threat of a bush fire.

Details:

Contact person: Michelle Andrews Position / role: Principal

Phone number (BH): 62279652. Type of facility: School Number of buildings: 5

No. of employees: up to 7 No. of students: 3 Total No. of persons: 10 plus contractors

Principal – Michelle Andrews

Domestic animals / livestock: N/A

Identified Assembly Areas: tank area adjacent to Wee Jasper Rural Fire Shed on School grounds.

On-site (stay shelter): demountable classroom

Off-site – consulted arrangements with Tim Cathles (Wee Jasper Rural Fire Station)

Road access / access to the school: In consultation with RSF.

Note: Designated safe assembly areas and access routes will need to be reconsidered in consultation with emergency services at the time of the emergency.

State the type of transport modes to support an evacuation:

- 1. Walking
- 2. Private car - school staff – two private vehicles required.

CHECK FOR ROAD CLOSURES: <http://m.livetraffic.rta.nsw.gov.au/>

Preparation when a fire is imminent:

- Where safety permits:
 - Irrigation system / sprinklers to be turned on
 - Check that taps working and ensure water is in the demountable classroom
 - Ensure the 'Emergency Go Box' and first aid kit is available in the (in the demountable classroom)
 - Prepare the classroom by closing windows, blinds and doors
 - Reassure and inform students and staff of procedures and provide wellbeing support
 - Ensure communication devices (mobile phone) are available to staff
 - Maintain communication with local fire brigade

The Principal should consider safe options in consultation with the Director and Emergency Services. Where possible this decision should be made in consultation with Emergency Services and the Director, Public Education NSW.

PROCEDURE: EVACUATION (to off-site location- as per consultation with RFS)

The evacuation of occupants should take place only under the direction of the incident controller of the NSW Fire Brigades, 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 appropriate transport and inform parents and Director of Education
- Where safety and time permits:
 - Irrigation system / sprinklers to be turned on
 - Roofs to be hosed down
 - Check that taps are working and fill available containers with water

Collect the following:-

Emergency Go Box - Recommended Contents (Classroom)

- First Aid Kit, Health Care Plans and prescribed medication/s
- Bottled water and plastic cups
- Student roll, visitor's book, mobile phone, emergency contact list (students and staff), pens
- Whistle or bell, UHF radio (Chanel 13)

- A roll call should be conducted including visitors, contractors prior to evacuating from the school and again at evacuation assembly point
- Evacuation to the tank area unless unsafe to do so.
- Maintain awareness of the bushfire threat by regularly checking conditions NSW Rural Fire Service
- Stay in communication with local brigade
- Provide information update to Director, Public Schools

PROCEDURE: STAY AND SHELTER (designated demountable classroom)

Response: The Principal or senior delegate will coordinate the following:

- Direct and assist all persons to locate to the **demountable classroom**
- Close all windows and doors (do not lock)
- Gas should be shut down at the metre or bottle, or relocated to lowest place in creek if possible
- Complete a roll call (students staff, visitors, contractors)
- Advise the local emergency service that Stay and Shelter is in place, the building location and how many people are in the building.
- Contact **by phone** parents/carers and advise that the school is in a 'stay and shelter' position and advice that information re: collection of children will be provided once emergency services have provided a clearance regarding safety.
- Drink water to guard against dehydration
- Instruct personnel to remain calm and away from windows.
- Stay aware and vigilant
- Wet a cloth to place over the face.
- Saturate clothing with water if possible.
- Cover as much exposed skin as possible, preferably with woollen and thick clothing. (Synthetic clothing can melt whereas natural fibres are more fire resistant).
- Wrap clothing and other material, such as a woollen jumper, around the head.
- 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).
- Where there is evidence of smoke in the room air conditioning should be turned off
- Maintain situational awareness through ABC radio, NSW RFS website, 1800 NSW RFS, smart phone applications and local firefighting resources. Two persons to make regular exterior visual inspection (wearing appropriate protection from bush fire if possible) of the refuge for embers and extinguish where possible or call 000 for assistance.
- Provide information update to Emergency Services and the Director of Public Schools, NSW and H&S Directorate
- Await further direction / instructions

Once the fire front has passed and the threat from radiant heat has abated, the Principal in consultation with emergency services should check the exterior of the building for outbreaks of fire and embers.

Response: The Principal or senior delegate will coordinate the following:

- Air conditioning should be turned off, if not already off
- All classrooms and toilet areas will be checked to ensure no child / person has been left behind or overlooked.
- Collect the 'Emergency Go Box' and First Aid Kit from **demountable classroom**
- A roll call should be conducted before leaving including visitors, contractors prior to evacuating from the school
- Collection of children by parents/carers will occur in consultation with emergency services
Note: If parents/carers arrive to collect children prior to evacuation, children will be released into parent custody, ensuring that the class roll is documented including collection time/date and person collecting.
- Students must not leave the school unescorted.
- Stay aware and vigilant
- **If required Evacuate to directed location - transport: walking or via two private vehicles**
- Conduct a roll call (including students, staff, visitors and contractors) on arrival at the evacuation site.
- Contact by mobile phone parents/carers and advise that the school has been evacuated to the off-site assembly point. Advise where the students have been evacuated to and advise that information re: collection of children will be provided once emergency services have provided a clearance regarding safety.
- Maintain situational awareness through ABC radio, NSW RFS website, 1800 NSW RFS, smart phone applications and local firefighting resources.
- Students will remain in the company of teachers until collected by parents or their designated agents (when instructed by emergency services that it is safe to do so).
- Provide information update to Emergency Services and Director, Public Schools NSW

EMERGENCY CONTACTS

NSW Rural Fire Service	000
NSW Fire Brigade	000
NSW Police Force	000
NSW Ambulance Service	000
Director, Public Schools NSW	W: 131 536 M: 0436685923
Work Health & Safety Directorate	9707 6404 or 9707 6227 (office hours)
Marnie O’Brien Director, Work Health and Safety	0402 352 949 (after hours)
Safety & Security Directorate – Stan Zabkar	0422 006 963
Local Council Yass Valley	6226 1477
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 Brigade 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
- Do NOT use gas
- 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, Asset Management and Director, Public Schools NSW
- Review the Emergency Management Plan.
- **ADDITIONAL INFORMATION:**
- The Department's Incident Notification Procedures
https://detwww.det.nsw.edu.au/policies/administrative/reporting/incident_reporting/implementation_1_PD20070362_i.shtml?query=incident
- The Emergency Management page of the Department's Work Health and Safety website (intranet)
<https://detwww.det.nsw.edu.au/workhealthandsafety/emergency-management>
- The Department's procedure for [Temporarily ceasing school operations](#)
- The Departments Bush Fire Safety website <http://www.dec.nsw.gov.au/about-us/news-at-det/bushfire-safety>
- NSW Rural Fire Service website: Fire Danger ratings
http://www.rfs.nsw.gov.au/file_system/attachments/Attachment_FireDangerRating.pdf

Amendment Checklist

- **Contacts & Phone numbers**
- **Policies**