

EDGEWORTH PUBLIC SCHOOL

Bushfire Management Plan 2019/2020

Edgeworth Public School

Minmi Rd, Edgeworth, 2285

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*Edgeworth PS is committed to fostering citizens of the future in a supportive and stimulating learning environment, ensuring students are able to **connect, succeed and thrive** across all aspects of their educational journey.*

At Edgeworth PS we Connect, Succeed and Thrive with a 'Desire to do Well' in all that we do.

Facility Details:

This Plan is for Edgeworth Public School and has been designed to assist management to protect life and property in the even of a bushfire.

Contact Person:	Todd Osland	Position/role:	Principal
Phone:	49581831	Phone number (AH)	
Type of Facility:	Primary School	Number of Buildings:	16
Number of Employees:	62 (*August 2019)	Number of employees with support needs:	
Number of Students:	654 (* August 2019)	Number of students with support needs:	

Position	Name	Building/Area of responsibility	Mobile Phone Number
Principal	Todd Osland	Administration Block	
Deputy Principal	Rebecca Baird	Check senior toilets, library and hall	
Assistant Principal	Kerry Parsons	Check COLA and 3-6 toilets	
Assistant Principal	Brendan Gray	Check U Block and demountables D3, D4, D5, D6	
Assistant Principal	Claire Callinan	Preschool	
Teacher	Zac Morton	Check G Block, Residence and demountables D1 and D2	
Assistant Principal (Rel.)	Cathy Johnson	Infants COLA and K-2 toilets	

Roles and Responsibilities:

Name of Organisation	Office/Contact	Phone Number
Fire and Rescue Minmi Fire Station	Woodford Street, Minmi	4955 1754
NSW Rural Fire Service - www.rfs.nsw.gov.au	Bush Fire Information Line	1800 679 737
NSW Police Force	95 Main Rd, Boolaroo	4950 3699
Hunter Valley Buses	19 Arnott Street, Edgeworth	4958 2057
Radio		1233 Local Radio - ABC Phone: 4922 1200 KOFM - Phone: 4942 1433 HIT1069 - Phone: 4942 3333 NEWFM - Phone: 131 009
Health and Safety Hotline		1800 811 523

BUSH FIRE EVACUATION PROCEDURES

Evacuation Signal: Continuous ringing of school bell

Evacuation Meeting Point: K-2 (Area 2 COLA), 3-6 (Area 4 COLA)

ALL CLASSES: ALL TEACHERS/SLSO/SASS:

1. Cease work immediately
2. Check all withdrawal rooms, storerooms and wet areas before leaving
3. Take 'serious incident folder'
4. Close all windows. Turn off lights and lock doors.
5. Move children in an orderly fashion to the nearest exit and proceed to the evacuation point (refer to Evacuation Procedure)

PRINCIPAL:

- ◆ Principal checks FDR
- ◆ Principal activates local notification requirements:
 - ◆ Facebook, Website, Class Dojo
 - ◆ Notify all Executive, who notify their teams
 - ◆ Notify Director Educational Leadership—Louise Gallagher
 - ◆ Notify DoE - Incident Report and Support Hotline 1800 811 523
- ◆ Take control of evacuation site
- ◆ Assist emergency services
- ◆ Communicate with authorities and respond at school level. Principal is responsible for communication with the RFS, and local school community.
- ◆ Contact school response unit

DEPUTY PRINCIPAL:

- ◆ Liaise with bus company
- ◆ Check-in point for Assistant Principals to notify if students present etc.

ASSISTANT PRINCIPALS:

- ◆ Assistant Principals notify their teams of the current emergency situation
- ◆ Check-in point for their teams when marking rolls etc.

GA:

- ◆ Opens gates for Fire Brigade
- ◆ Connects and communicates with team regarding use of the hoses

BEFORE THE BUSH FIRE PERIOD BEGINS:

1. Ensure staff are prepared in accordance with the Emergency Management Plan and Bush Fire Management Plan.
2. Ensure that all persons are informed of the 'Shelter in Place' and 'Evacuation' procedures
3. Ensure buildings and areas around the building are prepared and maintained.
4. Ensure hoses are serviceable and available.
5. Update contact details of staff and students.
6. Contact refuges for potential use during a bush fire emergency
7. Contact transport suppliers for potential use during a bush fire emergency.

'SHELTER IN PLACE' PROCEDURES:

In the event of an approaching bushfire threatening the school, **the PRIMARY action is to shelter in place IN CLASSROOMS** (staff and occupants shall follow the procedure/action outlined). When the classroom is unsafe to shelter:

- ◆ K-2 Library
- ◆ 3-6 Hall

ACTION:

- ◆ Refer to Lock Down Procedure responsibilities
- ◆ Designated warden to take control of the situation.
- ◆ Remain calm and explain to occupants what is happening.
- ◆ Staff to ensure all windows and doors are closed and air-conditioned turned onto recycle.
- ◆ Move all persons to the designated refuge.
- ◆ Ensure all persons are accounted for (use listing of occupants and visitor register).
- ◆ Fire Warden to advise local emergency services that the school is sheltering in place (include details of how many people are onsite).
- ◆ Maintain situational awareness through radio, NSW RFS, 1800 NSW RFS, smart phone applications and local fire resources.
- ◆ Two persons to make regular exterior visual inspection of the refuge for embers and extinguish where possible or call 000 for assistance.

AFTER BUSH FIRE:

- ◆ No person should re-enter any evacuated building until advised by emergency services
- ◆ The Fire Warden (or person responsible) to arrange the movement of occupants back to the site
- ◆ All occupants are to be accounted for on their return
- ◆ Inform the WHS Directorate, police/emergency services of the return of persons to the premises

EVACUATION PROCEDURES:

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

Primary Refuge: Edgeworth Sport and Rec Club 1 Park Street, Edgeworth. 2285	Secondary Refuge: Edgeworth Town Square Minmi Rd, Edgeworth, 2285
Refuge (<u>requiring transport</u>): Glendale Shopping Centre 387 Lake Rd, Glendale	TRANSPORTATION ARRANGEMENTS: Hunter Valley Buses Approximately 11 buses Contact: 4958 2057 Travel time: 5 minutes

ACTION:

- ◆ Designated warden to take control of the situation—ensure warden has mobile phone and contactable.
- ◆ Remain calm and explain to occupants what is happening.
- ◆ Consult the NSW RFS, 1800 NSW RFS, smart phone applications and local fire resources.
- ◆ Inform community of what is happening through school Facebook site and website.
- ◆ Move all persons to the designated refuge.
- ◆ Ensure all persons are accounted for (use listing of occupants and visitor register).
- ◆ Fire Warden to advise local emergency services that the school is evacuating (include details of how many people are onsite).
- ◆ Two persons to make regular exterior visual inspection of the refuge for embers and extinguish where possible or call 000 for assistance.

AFTER BUSH FIRE:

- ◆ No person should re-enter any evacuated building until advised by emergency services
- ◆ The Fire Warden (or person responsible) to arrange the movement of occupants back to the site
- ◆ All occupants are to be accounted for on their return
- ◆ Inform the WHS Directorate, police/emergency services of the return of persons to the premises