

## 16. Off Site Evacuation – transport by bus

If sufficient time is available to arrange off site evacuation by busses. The busses will be located in Shout Ridge Road as shown in Map 2.



Off-site evacuation will be to Lindfield Public School or a location designated by Department of Education or NSW Police.

## 17. After the bushfire event

- Principal decides when to re-open the workplace, in consultation with local emergency services, Director, Educational Leadership, Health and Safety Directorate and School Infrastructure NSW (determine temporary re-location)
- Confirm with NSW Fire and Rescue that utilities (water, electricity and gas) are safe to use.
- Air quality
- General housekeeping
- Review buildings/structure integrity,
- Review tree integrity
- Telecommunications/IT/equipment checks
- Advise the school community of plans to recommence operations including community users (school website, email or School ENews)
- Implement procedures to resume workplace activities including providing counselling and support to those affected by the incident
- Review Emergency Management and First Aid Plan

**Appendix 1 Detailed Breakdown of Children on site**

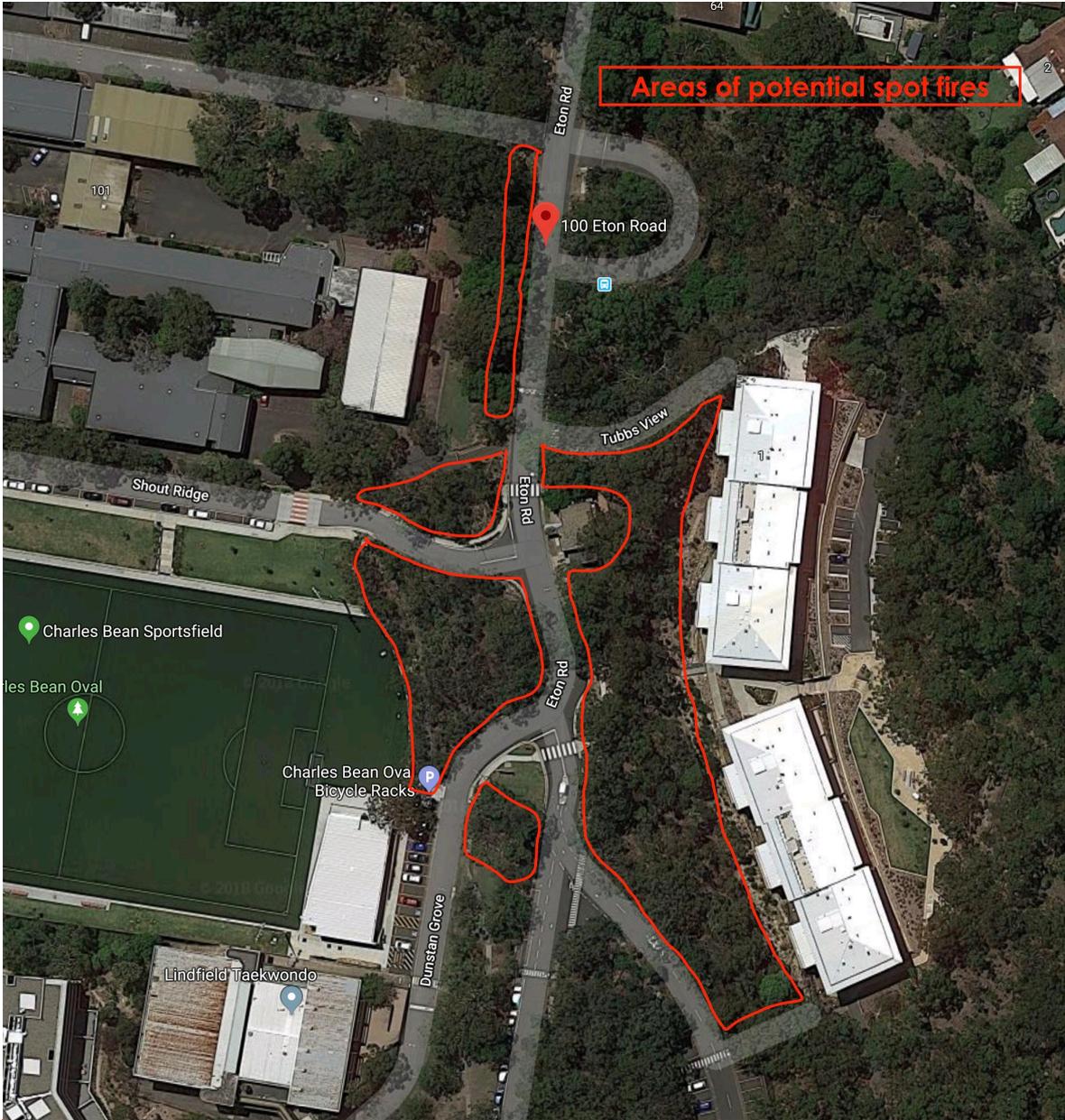
Year	Number of Children	Special Needs
Kinder	20	
1	20	
2	22	
3	30	
4	30	
5	30	
6	30	
7	30	
8	30	
9	30	
10	30	
11	24	
12	24	
<b>Total</b>	<b>350</b>	

Number of Teachers & Staff	Special Needs
30 - 50	

## Appendix 2 Areas of Potential Spot Fires

The approaches to and from the school are not in the care, control or management of the Department of Education. Various land management arrangements are in place with Ku-ring-gai Council and Defense Housing Australia that prevent areas being managed to meet Asset Protection Zone Standards. In the absence of a maintenance regimen, it is possible that spot fires can start and develop in the areas identified on Map 2. As such, evacuation to the off-site location is not to occur if embers are dropping out in the surrounds of the school. Guidance from emergency services should be sought and escort provided through these areas if required.

### Map 2 Areas of Potential Spot Fires



## Appendix 3 Roles and Responsibilities

[NB: this area will need to be updated prior to occupation]

In accordance with Australian Standard AS 3745-2010, an Emergency Control Organisation (**ECO**) is to be established for the planning, preparation and implementation of the on-site evacuation and emergency procedures and is to consist of Department of Education staff and or specialist providers with the following skills:

- Physical capability to perform the duties required
- Strong leadership qualities
- Maturity of judgement, good decision-making skills and capability to remain calm under pressure
- Sound knowledge of the local area
- Ability to be on site during the fire danger period; and
- Ability to complete the required training

The ECO does not have a 'statutory standing'. It is to follow any instructions or advice from authorised Emergency Service personnel related to evacuation.

Each person in the ECO shall have clearly defined duties and responsibilities.

Implementation of the Evacuation Plan is the responsibility of the Principal and ECO with assistance and support from staff, the Health and Safety Directorate, NSW RFS and Emergency Services when required. The Principal will ensure that:

- The evacuation plan is updated annually
- All staff are made aware of the existence of the Evacuation Plan and the Evacuation procedures to be adopted in the event of an emergency. Yearly training is to be provided for all staff in the implementation of the Evacuation Plan.
- The 'Evacuation Procedure' and map are displayed in strategic locations throughout school
- Evacuation procedures are tested regularly
- Deficiencies in the Evacuation Plan/evacuation management systems are reviewed and changes implemented to address these deficiencies
- Sirens (alarm system) on Fire units are tested and maintained on a regular basis
- A copy of the current plan is distributed to the local emergency management committee and emergency services.

The **Chief Warden (Principal)** is responsible for the following:

- Implementation of evacuation preparedness procedures
- Management and overseeing of any evacuation; until relieved of this responsibility by the attending commanding officer of Emergency Services, or the Police
- Notification to the Health and Safety Directorate's Incident Report and Support Hotline (Option 1) when decisions are made to temporarily cease operations, evacuate or shelter in place.
- Supervision of the ECO
- Ensuring the ECO achieves its responsibilities
- Liaising with Emergency Services and maintaining the Emergency Service contact lists
- Maintaining and displaying a current list of contact telephone numbers
- Distributing a current 'Evacuation Plan' in August each year to the Local Emergency Management Committee (LEMC), the Local Emergency Management Officer (LEMO) and other appropriate authorities. (e.g. NSW Rural Fire Services, NSW Fire Brigade)
- Maintaining Chief Warden and Deputy Chief Wardens rosters

## Deputy Chief Warden

The appointment of the Deputy (usually the Deputy Principal) is to ensure continuity of the Chief Warden's functions during absences. The selection of the Deputy should be consistent with the selection criteria for the Chief Warden. The deputy should be fully trained and prepared to take over the primary role of the Deputy Chief Warden.

The Deputy Chief Warden is responsible for the following:

- Assisting with the notification and implementation of the evacuation
- Assisting the Emergency Service personnel on their arrival, unless otherwise directed
- The Deputy Chief Warden will also be responsible for onsite evacuation and assembly areas, including setting up evacuees registration system to check people into and out from Evacuation Areas.

## Appendix 4 Glossary

<b>assembly point</b>	An area or building/structure that is used to assemble people for evacuation or that have evacuated from a site in an emergency situation.
<b>Bushfire Attack</b>	Attack by burning embers, radiant heat or flame generated by a bush fire.
<b>District Emergency Management Officer (DEMO)</b>	For emergency management purposes, NSW is divided into emergency management districts. Each Emergency Management District has a District Emergency Management Committee. The Committee is chaired by the District Emergency Operations Controller (DEOCON), supported by the District Emergency Management Officer (DEMO). The DEMO is also responsible for assisting local committees and communities within the relevant District on emergency management matters.
<b>emergency</b>	An event that arises internally, or from external sources, which may adversely affect the occupants or visitors in a facility, and which requires an immediate response.
<b>Emergency Planning Committee (EPC)</b>	Persons responsible for the documentation and maintenance of an emergency plan.
<b>Emergency warning and intercommunication system (EWI)</b>	A combined emergency warning and intercommunication system that facilitates both way communications and control during an emergency.
<b>evacuation</b>	The orderly movement of people from a place of danger.
<b>Fire Danger Index (FDI)</b>	The chance of a fire starting, its rate of spread, its intensity and the difficulty of its suppression, according to various combinations of air temperature, relative humidity, wind speed and both the long- and short-term drought effects.
<b>Local Emergency Management Officer (LEMO)</b>	The State is divided into Local Government areas with a Local Emergency Management Committee for each area. This Committee is chaired by a senior representative of the council, and is supported by a Council appointed Local Emergency Management Officer ( <b>LEMO</b> ).
<b>occupant</b>	A person attending a facility on a permanent or temporary basis, such as an employee, contractor, student or resident, but not a visitor

<p><b>on-site refuge</b></p>	<p>A building within the premises that is able to accommodate the people that will shelter. The place is not under threat from a bushfire. The Phase 1 school will <u>not</u> provide a refuge point within the school and off-site evacuation should always be the first option.</p>
<p><b>off-site evacuation point</b></p>	<p>A venue at another location some distance away that is able to accommodate all the people being evacuated. The place is not under threat from a bushfire.</p>
<p><b>relocation</b></p>	<p>Movement of persons and/or organisations to an alternate area</p>
<p><b>State Environmental Planning Policy (SEPP)</b></p>	<p>State Environmental Planning Policy (SEPP) is a legislated policy that deals with issues significant to the state and people of New South Wales.</p>
<p><b>sheltering</b></p>	<p>Procedures for a relevant situation where the safest course of action is to remain in a building or location.</p>
<p><b>support needs</b></p>	<p>People with physical, intellectual, visual, or auditory disabilities or impairments, either temporary or permanent who require support. It also includes aged persons and juveniles who are dependent on others for their care and wellbeing.</p>