

BUSHFIRE EMERGENCY MANAGEMENT AND EVACUATION PLAN

Phase 1 School: Lindfield Learning Village
Eton Road, Lindfield

Prepared for
NSW Department of Education

Version 0.7
Date 29 August 2018



Document Tracking:

Project Name:	Lindfield Learning Village Evacuation Plan
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Client Details:	NSW Department of Education

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Document Control

Version	Primary Author(s)	Description	Date Completed
0.1	Lew Short	Draft for issue	6 May 2018
0.7	Lew Short & Dan Copland	Post meeting with DoE	29 August 2018



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1. Plan Authorisation & Review

This document has been reviewed by the Department of Education and complies with the Departments requirements for bushfire evacuation.

Responsibility for enacting, testing and implementing the document rests with the Department of Education. This document does not include evacuation arrangements for specific hazards (e.g. floods, storm, active shooter, internal structure fire etc) which are contained within individual Plans and Department of Education specific policies.

This document is to be reviewed through consultation with stakeholders affected by this document:

- no less than every three years;
- following an emergency resulting in significant evacuations

The Principal is responsible for authorisation of the plan and review as per Table 1. The Plan is to be reviewed and signed by 1 August in each year, prior to the start of the Bushfire Danger Period on 1 October.

Table 1 Plan authorisation and review

	Name	Signature	Date
2019 Authorised by	Ms Stephanie McConnell Principal Lindfield Learning Village		
2020 Authorised by			
2021 Authorised by			

The Principal is responsible for 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 Police, Fire and Rescue NSW).

2. School Details

This plan is for Lindfield Learning Village located at 100 Eton Road, Lindfield and legally known as Lot 2 DP1151638.

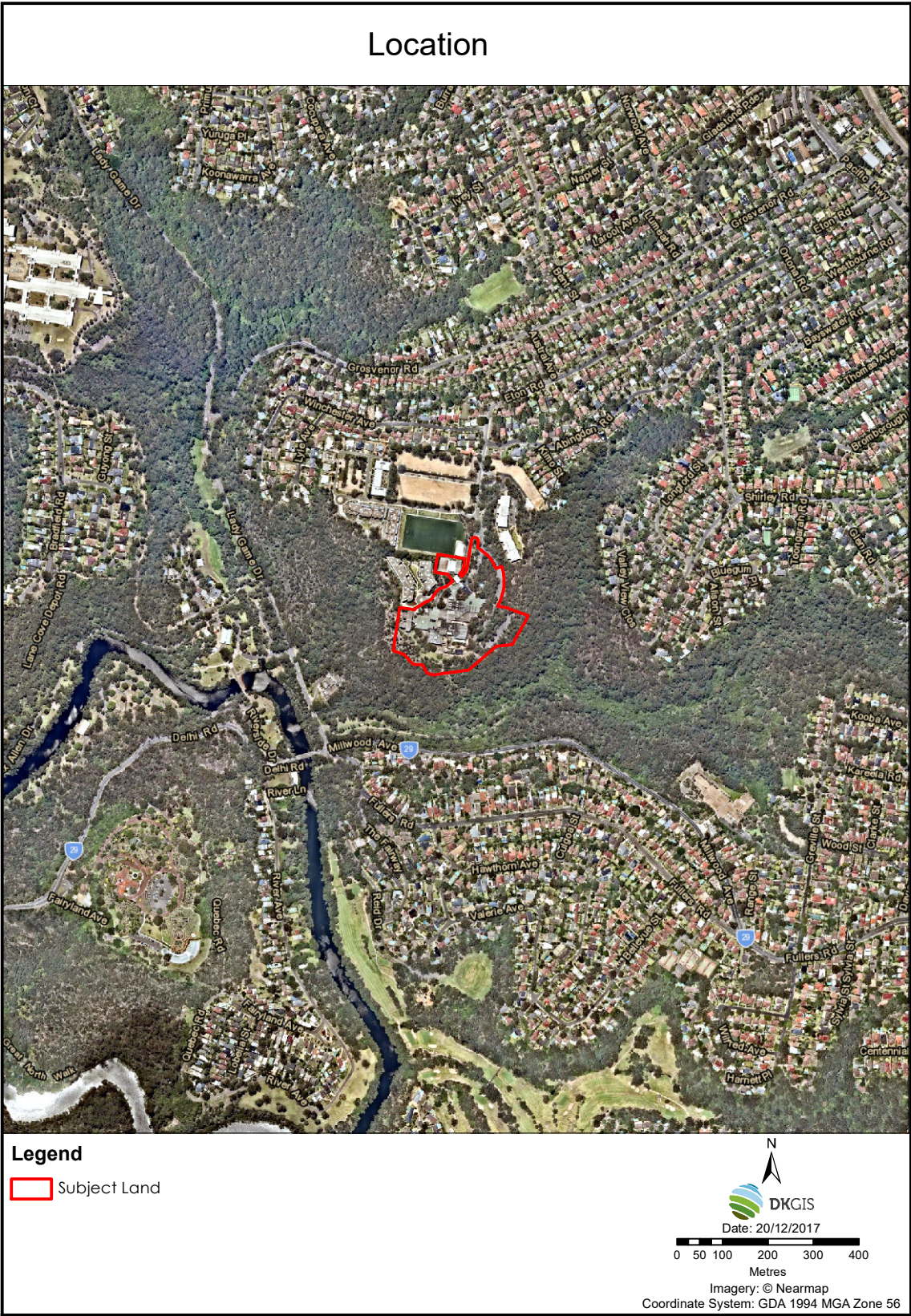
Lindfield Learning Village, includes learning spaces, offices, open space and associated facilities.

The *Bushfire Emergency Management and Evacuation Plan* has been designed to assist school and Department of Education management to protect life 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 bushfire attack.

Contact Person	Stephanie McConnell Principal	Mobile: 0414 712 089 Stephanie.mcconnell@nsw.edu.au
Number of children	350 (see Appendix 1 for detailed breakdown)	
Number of staff	30 - 50	
Number of occupants with special needs	To be completed prior to occupation	
Emergency assembly point	Auditorium	See Map 1
Primary Place of Assembly	Inside entry to main building – outside the Auditorium	See Map 1
Assembly point for off-site evacuation	Charles Bean Oval (short-term assembly only)	See Map 1
Off-site evacuation to	Lindfield Public School 218 Pacific Hwy, Lindfield NSW 2070	See Map 2

Figure 1 Lindfield Learning Village Location



3. Scope

The NSW Department of Education have commissioned Blackash Bushfire Consulting (Blackash) to prepare a *Emergency Management and Bushfire Evacuation Plan* for the proposed use of the existing facilities at 100 Eton Road, for a future school known as the Lindfield Learning Village. The Lindfield Learning Village (the School) incorporates Lot 2 and 4 in DP 1151638 known as 100 Eton Road Lindfield (the site). 'Lindfield Learning Village' is proposed to eventually accommodate approximately 2,100 students from kindergarten to Year 12.

The development of the school is being proposed in a number of different phases. Phase 1 for which this plan is applicable, will seek to permit a school for 350 students to open in time for Term 1 2019. The Phase 1 school will comprise:

- One home-base accommodating 350 students from Kindergarten to Year 12;
- Administration space for approximately 30-50 staff;

This Bushfire Management and Emergency Evacuation Plan does not extend to the proposed Phase 2 or Phase 3 school.

The bushfire evacuation procedures have been completed in accordance with NSW Rural Fire Service *Guide to Developing A Bushfire Emergency Management Plan* and with consideration of Australian Standard AS 3745-2010 – *Planning for Emergencies in facilities* and NSW Government *Evacuation Management Guidelines (March 2014)*.

Construction Stage 1 of the school has been amended to permit a school of 350 students (referred as 'the Partial School') to be opened at the beginning of first term 2019. The partial school has been designed to accommodate a 100m APZ around the portion of the existing building to be occupied by students.

Specific building evacuations for internal structure fires are not within the scope of this Plan. Building evacuation routes or maps must be developed and provide an accurate layout of the building and multiple exit routes from any location in the event of a structure fire within any of the school buildings. These maps must be posted in prominent positions in well-travelled areas (e.g. hallways, stairwells and entries).

Based on recommendations from NSW Rural Fire Service, the plan addresses provisions relating to single access into the site, that firefighting assistance may be limited in the event of a bushfire, and that evacuation may not be possible as escape routes may be blocked.

4. Introduction

Bushfire is a normal part of Australia's natural environment, particularly in eucalypt forests and grasslands. However, the frequency and intensity of bushfires varies throughout the landscape and seasons. Bushfires are a common occurrence during drier parts of the year.

Climate change is expected to bring longer bushfire seasons to parts of Australia, an increasing number of extreme fire weather days, and increasing fire intensity.

Bushfires of low or moderate intensity often pose little threat to life, property and community assets, but the potential for changes in wind direction can be a significant hazard. However, bushfires that burn in heavy fuels, steep terrain or on hot, dry and windy days often spread rapidly, crown in forests, produce powerful convection columns and create extensive spot fires ahead of the fire front, often making their control impossible until weather conditions moderate.

As the fire danger reaches "extreme", bushfires are often described as firestorms and become impossible to control. When the fire danger reaches 'Catastrophic', the risk of serious injury or death to people in the path of a bushfire increases significantly, and many properties and other community infrastructure can become difficult or impossible to defend.

The intensity of a bushfire, which determines to a large extent how much damage it will do, is a product of the fuels burning (quantity, arrangement, size, moisture content), the weather at the time (temperature, wind speed and direction, relative humidity, atmospheric stability) and the topography of the land where the fire is burning (slope and aspect).

Vulnerability to bushfire risk is a combination of the physical location of the persons under threat and the understanding and ability that person has that enables them to deal with the risk.

It is the position of Australian fire agencies that the safest action to protect life is for people to be away from the bushfire or threat of bushfire as early as possible. In NSW schools are identified as Special Fire Protection Purpose (SFPP) development under section 100B of the *Rural Fires Act, 1997*. Occupants of SFPP developments require special care.

The nature of SFPPs means that occupants may be more vulnerable to bushfire attack for one or more of the following reasons (Planning for Bushfire Protection 2006 p. 28):

- They may be less educated in relation to bush fire impacts;
- They may have reduced capacity to evaluate risk and to respond adequately to the bushfire threat;
- They may present organisational difficulties for evacuation and or management;
- They may be more vulnerable through stress and anxiety arising from bush fire threat and smoke;

- *There may be significant communication barriers;*
- *Supervision during a bush fire may be difficult; and*
- *Logistical arrangements for the numbers of residents may be complicated in terms of alternate accommodation, transport, healthcare and food supplies.*

People within school facilities and those who care for them, are likely to need more time, resources, support and assistance to evacuate safely.

The school will require early advice and or a decision to evacuate or close the school and may need to be evacuated prematurely due to the complexity of the process and the duty of care borne by the teachers. Due to the precautionary approach required to be taken with the school children, the evacuation point has been determined as Lindfield Public School. Arrangements have been put in place by the Department of Education to provide for LLV at Lindfield Public if required.

School children are particularly vulnerable to the effects of bushfire and are more likely to be adversely affected by smoke or heat and health related issues (such as stress, respiratory issues etc) while being evacuated. One of the specific objectives for SFPP development in PBP 2006 is provide for safe emergency evacuation procedures. SFPP Developments are highly dependent on suitable emergency evacuation arrangements and separation from bushfire threats.

Schools are particularly prone to traffic-generated congestion on roads at start and finish times. This is heightened when parents believe that their children are likely to be exposed to bush fire and in seeking to reach the school, cause road congestion and hamper the firefighting effort (PBP 2006 p. 29) and this plan has been developed to reduce risk to as low as reasonably practical.

The focus on the Evacuation Plan has been to put in place strategies that do not expose the school community to the effects of bushfire attack and focus on eliminating exposure to bushfire threat by closing the school on Total Fire Ban Days, engaging with the school community regarding forecast bushfire risk and providing for early evacuation from site if there are fires in the vicinity. A redundancy option has been included should early evacuation be impeded by bushfire, embers or smoke impacting the school that makes evacuation unsafe.

The plan is based on the premise that:

1. On Total Fire Ban days, the school will close;
2. Leaving a high risk bushfire location is the safest action, and evacuating before a bushfire threatens is always safer than remaining until a bushfire starts. Leaving becomes increasingly appropriate with higher Fire Danger Ratings.

Evacuation is a risk management strategy that may be used to mitigate the effects of an emergency on a community. It involves the movement of people to a safer location and their return. The types of evacuation and alternatives to evacuation include¹:

Immediate Evacuation This results from a hazard impact that forces immediate action, thereby allowing little or no warning and limited preparation time.

Pre-Warned/Managed Evacuation This follows the receipt of sufficient and reliable information which prompts a decision to evacuate ahead of a potential hazard impact.

Self Managed Evacuation/Relocation This is a spontaneous type of evacuation involving the self-initiated movement of people as individuals, families or community groups. This may include circumstances where residents are advised to leave early ahead of dangerous conditions

Shelter in Place Shelter in place should be considered as an alternative when the risk associated with evacuation is seen as being greater than that of sheltering in place or as an outcome of an immediate threat to individuals, or the school community where evacuation cannot be initiated in a safe manner.

The Phase 1 school will not provide a refuge point within the school and off-site evacuation should always be the first option.

5. Aim

The aim of this document is to inform and enhance emergency management arrangements for evacuations during actual and, or forecast bushfires. It is based on zero loss of life and evacuation from the site to avoid the risk.

The plan has been completed such that it does not rely on the immediate availability of emergency service personnel to undertake the evacuation. As such, the decision to evacuate must be undertaken confidently and without hesitation by the Principal or Department of Education person with delegated authority.

¹ NSW Evacuation Management Guidelines (March 2014)

The fundamental priority of people within the school site must be to leave the area to the primary evacuation point well before there is a risk of bushfire, either in the area, or along a route to an area not prone to bushfire attack.

6. Authority to Evacuate

NSW Department of Education can initiate an evacuation of the school.

NSW Agencies with legislated authority to order an evacuation are:

- a) Combat Agencies with appropriate legislation; and
- b) the NSW Police Force.

A Combat Agency generally issues an order to evacuate; consideration should be given to how affected people may respond to such an order. Police Officers generally enforce such orders.

NSW Police Force may issue an evacuation order under Section 60L State Emergency & Rescue Management Act 1989. A senior police officer may, if satisfied that there are reasonable grounds for doing so for the purpose of protecting persons from injury or death threatened by an actual or imminent emergency, direct, or authorise another police officer to direct, a person to do any or all of the following once a danger areas is declared:

- (a) to leave any particular premises and to move outside the danger area,
- (b) to take any children or adults present in any particular premises who are in the person's care and to move them outside the danger area,
- (c) not to enter the danger area. A 'danger area' means the areas specified by a senior police officer as the area affected by an emergency.

Fire & Rescue NSW under Section 19 Fire Brigades Act 1989 through the officer in charge at a fire or hazardous material incident may cause to be removed any person, vehicle, vessel or thing the presence of whom or which at or near a fire or hazardous material incident might, in the officer's opinion, interfere with the work of any fire brigade or the exercise of any of the officer's functions.

NSW Rural Fire Service Section 22A of the Rural Fires Act 1997 provides that an officer of a rural fire brigade or group of rural fire brigades may cause to be removed any person, vehicle, vessel or thing the presence of whom or which at or near a fire, incident or other emergency might, in the officer's opinion, interfere with the work of any rural fire brigade or the exercise of any of the officer's function

7. Emergency Roles & Responsibilities

Where emergency services are not present and direction has not been provided, the Principal should initiate an evacuation.

The NSW Police, in consultation with the Emergency Control Organisation (ECO – Appendix 3) and other emergency control agencies, has overall responsibility for evacuations within the school grounds and can initiate an evacuation. When so directed, the Principal is to act under the authority of NSW Police.

Position	Name of Person	Responsibility	Mobile Phone Number
Principal	Ms Stephanie McConnell	Site Controller responsible for co-ordination of response procedures and chief communicator with Emergency Services and DOE. See Appendix 4	
Principal/ Chief Fire Warden	To be determined prior to occupation	See Appendix 3	
Deputy Chief Fire Warden	To be determined prior to occupation	See Appendix 3	

8. Emergency Management References

8.1. Emergency Contacts

Organisation	Office	Phone Number
Emergency	General emergency number Fire/ Police/ Ambulance	000
NSW Police	2 Park Ave, Gordon NSW 2072	(02) 9418 5399 000
NSW Rural Fire Service Hornsby Fire Control Centre	1049 Pacific Hwy, Cowan NSW 2081	(02) 9883 2000 000
NSW Rural Fire Service	Bushfire Information Line	1800 679 737
Fire and Rescue NSW Gordon Station	Pacific Hwy, Gordon NSW 2072	(02) 9449 9834 000
Ku-ring-gai Council	Local Emergency Management Officer (LEMO) 818 Pacific Highway, Gordon NSW	02 9424 0000
Health and Safety Directorate	Incident Report and Support Hotline	1800 811 523 (Select Option 1)
Director, Educational Leadership	Sue Lowe	
Lindfield Public School (off site evacuation)	218 Pacific Hwy, Lindfield NSW	(02) 9416 1903

8.2. Transportation Arrangements

Number of vehicles required	To be determined prior to occupation
Name of organisation providing transportation	To be determined prior to occupation
Transport provider contact phone number	To be determined prior to occupation
Time required to have transportation available	To be determined prior to occupation
Bus pick up point	Shout Ridge Road as shown in Map 2

9. Map of Emergency Assembly Areas

[NB: To be updated prior to occupation]

10. Preparation for bushfires

The official Bushfire Danger Period generally starts on 1 October and extends through to the following April. However, the fires season has been starting earlier and finishing latter. During this period, bushfires can occur at any time.

Before and at the commencement of the Bush Fire Danger Period, the Principal will:

- Review and update the school's Emergency Management Plan that includes this Bushfire Management Plan.
- Liaise with emergency service agencies about emergency procedures and vegetation management near the school and any other issues that are appropriate.
- Ensure Bushfire Management Program and Vegetation Management Plan have been completed prior to 1 October each year. Including firebreaks maintained and garden rubbish, native shrubs and tree branches kept well clear of buildings
- Communicate the school's bushfire preparedness arrangements (the Bushfire Plan) with school staff including their responsibilities at a staff meeting late September/early October (Late Term 3/Start of Term 4)
- Communicate the school's bushfire preparedness arrangements with the school and student community e.g. school newsletter or intranet.
- Communicate the school's bushfire preparedness arrangements with community users
- Review school's set-up for local notification system i.e. SMS messaging process and/or school website updates to communicate during emergency situations to parents (includes communication regarding short-term immediate ceasing operations or ceasing operations next day).
- Review staff completion of the e-safety Bush Fire module early October of each year.
- Test and verify fire protection systems (fire hydrants, evacuation alarms, fire extinguishers)
- Check emergency equipment and first aid resources are available and operational (battery radio, mobile telephone)
- Consult with the NSW RFS regarding bushfire arrangements evacuation and a shelter in place options
- Provide updated Principal and Executive contact details including a mobile number for emergency contact after school hours to local Emergency Services and Police.
- Conduct practice fire evacuation drills
- Arrange contractors to clear gutters of dry leaves and other debris around the site (garden rubbish, native shrubs and tree branches kept well clear of buildings).

- Mowing of areas close to school buildings to be done regularly.
- Lock away flammable items e.g. door mats and garbage skips
- If Asset Protection Zones have not been maintained by October each year, liaise with School Infrastructure NSW regarding Asset Protection Zones maintenance
- Contact off-site assembly area (where applicable) i.e. school, community facilities for notification of potential use during a bushfire emergency
- Contact transport suppliers to confirm potential use during a bushfire emergency

During the bushfire danger period including during periods of increased fire danger, the Principal will monitor information sources for bushfire conditions by:

- Listening to the local radio station, TV and/or monitoring the NSW Rural Fire Service website at www.rfs.nsw.gov.au for information on bushfire activity or fire danger ratings.
- Knowing the Fire Danger Ratings for the area
- 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)
- Contacting the Health and Safety Directorate's Incident Report and Support Hotline on 1800 811 523 (Option 1) for information and support
- Downloading the free iPhone application from NSW Rural Fire Service – Fires Near Me NSW and keeping aware of fire in the vicinity of the school.

11. Procedures to temporarily cease operations due to an emergency or potential emergency situation

Follow the NSW Department of Education *Procedures to temporarily cease operations due to an emergency or potential emergency situation* issued by the Health and Safety Directorate. This document requires among other matters that:

In the event of an emergency, schools should enact their Emergency Management Plan, which is inclusive of an evacuation plan, and contact emergency services immediately. In most cases, schools will be advised by emergency services of the appropriate action to take.

However, there may be occasions when the Principal or Director, Educational Leadership has been advised of an emerging situation and determine that it is in the best interests of the safety of staff and students to temporarily cease operations at the school. In some cases this will relate to the operation of the school for the following day.

These major disruptions to the school will mean that the Principal, as the leader and manager of the school site, or Director, Educational Leadership will make the decision that the school is either:

- Operational (this means that there are staff and students on site, albeit likely to be minimal); or*
- Non-operational (this means that there are no staff or students on site).*

Where a school determines that a decision to temporarily cease operations is appropriate for an emergency situation, including natural disasters such as bushfire or flood, it must make contact with the Health and Safety Directorate to provide details. This will allow the Department to fulfil its obligations for advising the State Emergency Operations Centre (SEOC) of any temporary closures during an emergency event.

The *Procedures to temporarily cease operations due to an emergency* articulates a number of steps that should be followed.

12. Shelter in Place Options

Shelter in Place Shelter in place should be considered as an alternative when the risk associated with evacuation is seen as being greater than that of sheltering in place or as an outcome of an immediate threat to individuals, or the school community where evacuation cannot be initiated in a safe manner.

One short term option has been provided by the Department of Education within the school that can be used as a last resort shelter in place option.

Assembly Area 1 Inside entry to main building – outside the Auditorium. This area has been separated from the rest of the school by 2 hour fire walls.

In developing the Evacuation Plan, Blackash acknowledges that an assembly area is not a stand-alone solution to mitigating bushfire risk to life safety. The assembly area is only one consideration in developing a comprehensive set of measures to counteract the effects of a bushfire event that include effective land-use planning, fuel management, community strategic bushfire planning and emergency services strategies.

Importantly, the use of the assembly area is not considered to be a 'stand-alone solution' to potential risks to life safety in a bushfire event. Rather, it should be considered to be a life safety measure that is a last resort which may provide temporary shelter from the immediate effects of a bushfire.

The primary objective of the assembly area is to provide temporary shelter to members of the school community who have not been able to evacuate the school/ local area prior to the impact or passage of a bushfire and consequently find themselves not able to safely evacuate due to bushfire attack.

Therefore; the fundamental priority of people within the school site must be to leave the area well before there is a risk of bushfire, either in the area, or along a route to an area not prone to bushfire attack.

13. Evacuation Process

The evacuation process has been adopted from NSW *Evacuation Management Guidelines* (March 2014).

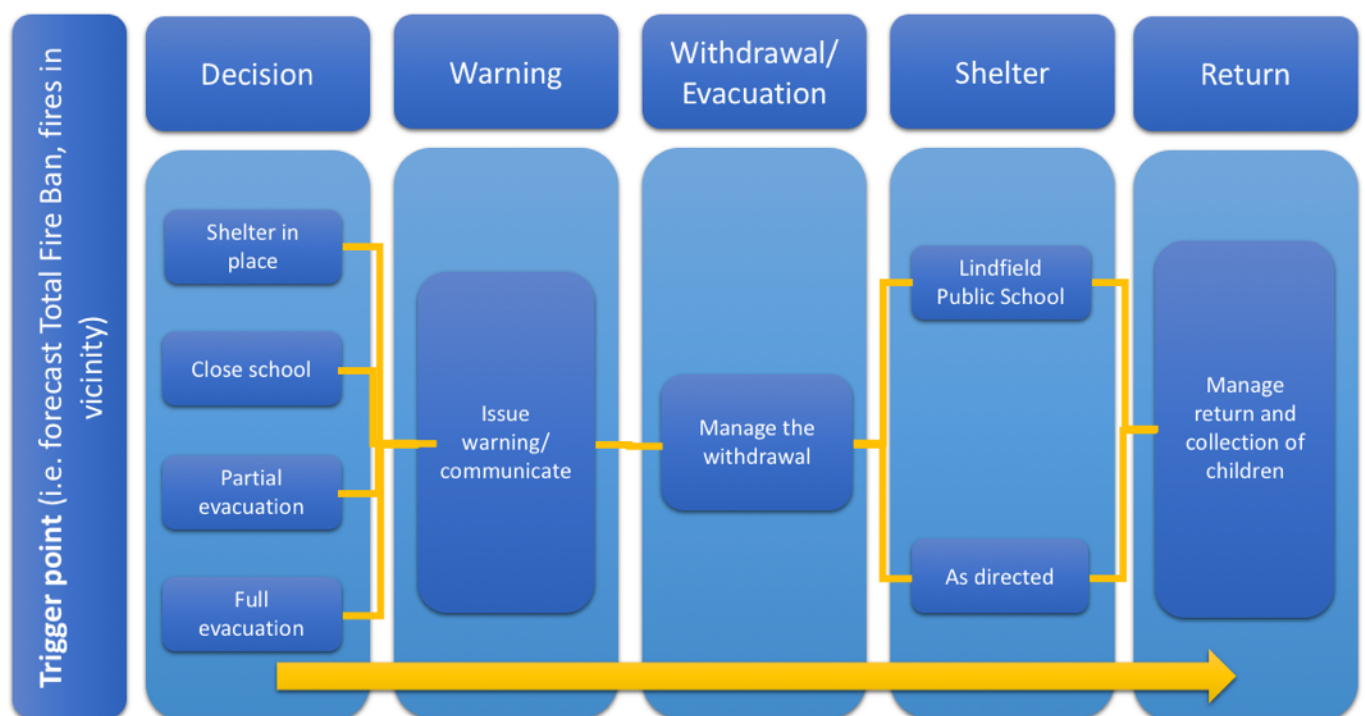
The decision to advise or direct evacuation should be considered whenever there is a potential need to move people to a safer place. This process should be constantly reviewed in changing circumstances.

The decision to evacuate people who are at immediate risk during an emergency is not always straightforward, as it is often based on incomplete or unverified information in a rapidly developing and dynamic situation. Timing of the decision is a significant factor.

The Principal must consider whether the lead warning times they have available to them permit a safe evacuation of a location threatened by bushfire. If sufficient time is available then properly planned and executed evacuation is the most effective strategy.

Figure 2 shows the evacuation process.

Figure 2 Evacuation Process



14. Evacuation Considerations

14.1. Evacuation Preparedness

The Principal is responsible for implementing the following procedures to facilitate the objectives of this Plan:

- Ensure all staff and visitors to the school are alerted of the Fire Danger Rating during the bushfire danger period
- Ensure staff are trained and familiar with the Evacuation Plan necessary for their efficient and effective operation in an emergency
- Ensure staff and visitors are provided/shown the location of the written evacuation procedures
- Ensure evacuation procedures are displayed in strategic locations

14.2. When to Evacuate

Off-site evacuation should always be the first option.

Timing for the decision to assemble prior to shelter in place or evacuate, will depend on size of the fire and how quickly it is spreading. The decision when to evacuate is to be determined by:

- Instructions from the Police or Fire Authority
- The likelihood that a bushfire may impact the school in a manner that may cause injury, undue stress or other significant adverse effects e.g. smoke induced medical problems
- Decision by the Principal

14.3. Procedures for Evacuations

Evacuation involves relocating people to where they are safer and by a route that is relatively safe.

The action taken is largely determined by the nature of the fire threat, the people involved and their location. Welfare of evacuees following evacuation is also an important consideration. Such procedures require careful and timely consideration of all factors.

Every bushfire attack scenario will be different. The response to each must therefore be specific and include consideration of the following:

- Location of fire
- Fire behaviour including;
- rate and direction of spread
- Ember affecting the area
- Smoke affecting the area
- Numbers of potential evacuees
- Availability of access
- Transport

14.4. Procedures to be followed by the Principal

The Principal/ chief warden (or delegate), on becoming aware of a bushfire emergency, will take the following steps:

1. Ascertain the nature of the emergency or potential emergency situation and determine appropriate response using the Bushfire Emergency Management and Evacuation Plan
2. Contact Emergency Services for advice and support
3. Inform the Health and Safety Directorate's Incident Report and Support Hotline 1800 811 523 (Select Option 1).
4. Ensure each class is checked to ensure all children and staff are accounted for
5. Utilise PA systems or the emergency system to alert all children, staff and visitors that a bushfire emergency has been declared.
6. Brief and co-operate with the Emergency Services personnel if/as required
7. Check triggers for evacuation off site.
8. If safe, evacuate off site to Lindfield Public School
9. If unsafe to evacuate off site, seek temporary assembly building inside the main building near the front doors.

15. Local Context Risks

15.1. Check Fire Danger Ratings

The Bushfire Danger Ratings give an indication of the possible consequences of a fire, if one was to start.

Bushfire Danger Ratings are based on predicted weather conditions such as temperature, humidity, wind and the dryness of the landscape. Bushfires are more likely to spread and cause damage on days when the weather is very hot, dry and windy. The higher the fire danger rating, the more dangerous the conditions.

Figure 3 describes each of the Fire Danger Ratings and what the school should do.

The school is on the Department's Bushfire Register and is required to close on days when a Catastrophic Fire Danger Rating is issued in this NSW Fire Area. Schools on the Bushfire Register will be alerted by the Health and Safety Directorate to preliminary weather forecasts where a Catastrophic Fire Danger Rating is predicted (but not confirmed) up to four days before the event. Preliminary weather forecasts will provide the school with the opportunity to undertake initial preparation should a Catastrophic Fire Danger Rating be issued, requiring them to temporarily cease operations on relevant days.

Given the location of the school and the single accessway into and out of the school, the school will also close when a Total Fire Ban has been declared by the Commissioner of the NSW Rural Fire Service.

The State Emergency Operations Centre (SEOC) will notify the department at approximately 4.30pm each day when there are Catastrophic Fire Danger Ratings predicted for the following day.

The Health and Safety Directorate will issue a notification to the Principal via email and telephone advising them that they must relocate or temporarily cease operations for the day the Catastrophic Fire Danger Rating is to be implemented or when a Total Fire Ban has been declared. Upon this advice the Principal will implement an emergency response as per Section 12 of this plan.

The Rural Fire Service provides a map of the Fire Danger Ratings at:

<https://www.rfs.nsw.gov.au/fire-information/fdr-and-tobans>. The school is within the Greater Sydney Region.

Figure 3 Fire Danger Ratings and what they mean (Source AFAC www.fireandbiodiversity.org.au/literature.../AFAC_Fire_Danger_Ratings_explained)

Fire Danger Rating	Description
CATASTROPHIC FDI 100+ (Code Red)	<ul style="list-style-type: none"> Fires will be uncontrollable, unpredictable and fast moving – flames will be higher than roof tops. People will die and be injured. Thousands of homes and businesses will be destroyed. Well prepared, well constructed and defended homes may not be safe during the fire. Construction standards do not go beyond a Fire Danger Index of 100. Thousands of embers will be blown around. Spot fires will move quickly and come from many directions, up to 20 km ahead of the fire. <p>Leaving is the best option.</p>
EXTREME FDI 75-99	<ul style="list-style-type: none"> Fires will be uncontrollable, unpredictable and fast moving – flames will be higher than roof tops. People will die and be injured. Hundreds of homes and businesses will be destroyed. Only well prepared, well constructed and actively defended houses are likely to offer safety during a fire. Thousands of embers will be blown around. Spot fires will move quickly and come from many directions, up to 6 km ahead of the fire. <p>Leaving is the safest option for your survival.</p>
SEVERE FDI 50-74	<ul style="list-style-type: none"> Fires will be uncontrollable and move quickly – flames may be higher than roof tops. There is a chance people may die and be injured. Some homes and businesses will be destroyed. Well prepared and actively defended houses can offer safety during a fire. Expect embers to be blown around. Spot fires may occur up to 4 km ahead of the fire <p>Leaving is the safest option for your survival. Your home will only offer safety if it and you are well prepared and you can actively defend it during a fire.</p>
VERY HIGH FDI 25-49	<ul style="list-style-type: none"> Fires can be difficult to control – flames may burn into the tree tops. There is a low chance people may die or be injured. Some homes and businesses may be damaged or destroyed. Well prepared and actively defended houses can offer safety during a fire. Embers may be blown ahead of the fire. Spot fires may occur up to 2 km ahead of the fire. <p>Leaving is the safest option for your survival. Your home will only offer safety if it and you are well prepared and you can actively defend it during a fire.</p>
HIGH FDI 12-24	<ul style="list-style-type: none"> Fires can be controlled Loss of life is highly unlikely and damage to property will be limited Well prepared and actively defended houses can offer safety during a fire. Embers may be blown ahead of the fire. Spot fires can occur close to the main fire. <p>Know where to get more information and monitor the situation for any changes</p>
LOW-MODERATE FDI 0-11	<ul style="list-style-type: none"> Fires can be easily controlled Little to no risk to life and property <p>Know where to get more information and monitor the situation for any changes</p>

15.2. Charles Bean Oval (Synthetic Turf)

The areas immediately to the north of the proposed Phase 1 school building, are large public open playing fields, known as Charles Bean Oval.

Generally, large open space areas that are well separated / shielded from adjoining hazards, present good opportunities for evacuation assembly, and even safe refuge, when the potential bushfire impacts are minimal. Charles Bean Oval is well separated from the significant hazard areas contained within Lane Cove National Park, however, remnant hazards are present adjacent to the north eastern corner and southern boundary of the oval, in the form of retained conservation and landscaped areas, respectively. Therefore, some residual risks are in place for the oval based on its location / context within Crimson Hill.

Furthermore, there are also critical decision-points regarding whether the oval is 'fit-for-purpose' in terms of being utilised as an assembly / refuge area for students and staff due to the synthetic, and potentially hazardous, nature of material used in oval.

Blackash has undertaken consultation with the manufacturer of the synthetic oval materials and investigated research / testing materials provided, in order to determine the suitability and level of risk involved in utilising the oval for evacuation / assembly purposes.

In summary, the following overview of the synthetic oval product is provided:

- The synthetic turf material utilised is a plastic and, therefore, is 'petroleum-based'.
- Key area of concern is not the turf itself, but the black rubber that is used as both an underlay and to lay across the top of the turf. The rubber is recycled car tyres.
- The manufacturer has had significant testing of the synthetic product, but the focus of testing has been for response of material during internal / structural fires - rather than external bushfire impacts. These bushfire responses are still unknown, however, some assumptions can be extrapolated from existing information.
- The key threshold for the plastic turf and recycled rubber is 120 degrees Celsius - this is the melting point. Potentially toxic / harmful fumes will likely be emitted even before melting point is reached.
- The oval also have the potential to be impacted by 'spot fires' possibly for several hours before and after the main fire front has passed. The impact of these spot fires is to likely cause the emission of toxic smoke throughout the vicinity of the oval.

Therefore, based on the above key points, and supporting testing / research materials, it is recommended that Charles Bean Oval only be utilised as part of the

evacuation/emergency planning for Lindfield Learning Village as short-term assembly / evacuation as part of the bus collection procedures.

Due to the toxic nature of the smoke and the potential for the substrate to burn, the oval should not be used if spot fires or ember attack is occurring. The preference is to evacuate students and staff off site early (where possible) and to also shelter in place within the Phase 1 buildings (if time permits).

16. Emergency Alerts

Emergency Alert is a national telephone warning system that aims to save lives by letting people know about threats such as bushfire as early as possible. When danger is imminent, authorised groups such as NSW Rural Fire Service, NSW Police or the NSW SES can send a warning message to residents in high risk areas.

Emergency Alerts are sent in the form of:

- recorded voice messages to landline numbers based on handset location
- text messages to mobile phones based on billing address

If the school receive an Emergency Alert, follow the instructions in the message.

17. Bushfire Alert Levels

During a bush fire, Alert Levels are used to give you an indication of the level of threat from a fire.

Don't wait for a warning. Some fires start and spread so quickly there may not be any time for a warning. If you get a Bush Fire Alert, you must take it seriously. Failure to take action can result in death or injury.

There are three levels of Bush Fire Alerts:

Table 2 Bushfire Alert Levels



Advice

A fire has started. There is no immediate danger. Stay up to date in case the situation changes.



Watch And Act

There is a heightened level of threat. Conditions are changing and you need to start taking action now to protect students, staff and visitors.



Emergency Warning

An Emergency Warning is the highest level of Bush Fire Alert. The school may be in danger and need to take action immediately. Any delay now puts the lives of students, staff and visitors at risk.

For some fires, warning messages may be heard over the radio or television, such as a siren, or you may receive an Emergency Alert text message or phone call. Other fires may start so quickly that there will be no time for any warning at all.

18. Actions During Dangerous Fire Danger Weather

This school is on the Department's Bushfire Register and hence is required to close on days when an Severe, Extreme or Catastrophic FDR is issued in this NSW Fire Area.

Table 3 Extreme Weather & Catastrophic Fire Rating

Triggers	Actions	Responsible for Implementation
Total Fire Ban is Declared	When a Total Fire Ban is declared by the Commissioner of the NSW Rural Fire Service for the Sydney Basin weather district, the school is to be closed on the designated day of Total Fire Ban.	Principal
If Catastrophic, Extreme or Severe, Fire Danger Rating is issued or received (above Fire Danger Index of 50)	When Catastrophic or Extreme Fire Danger Rating is issued, the school is to be closed on the designated day. A Total Fire Ban should be declared on these days that will require the closure of the school.	Principal
	Upon receipt of Health and Safety Directorate email or telephone call advising of CFDR, school activates action plan to close the school for the day the Catastrophic Fire Danger Rating is to be implemented	Principal
	Initiate preparation i.e. determine availability of temporary relocation or alternative place of work and prepare notification to school community.	Principal
	Activate local notification requirements to school community (school website and local School ENews, SMS, APP, Facebook) regarding temporary arrangements for school temporarily ceasing operations for the start of the next school day.	Principal
	Confirm details of school's relocation or closure by contacting the Health and Safety Directorate's Incident Report and Support Hotline on 1800 811 523 (Option 1).	Principal
	Notify Director, Educational Leadership of school's actions	Principal

	Monitor local weather conditions for further advice. Health and Safety Directorate provides daily updates after 4.30pm the following day if the school needs to temporarily cease operations due to CDFR being issued.	Principal
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19. Actions & General Principles for Evacuation

Trigger/ Scenario	Primary Responses	Actions	Responsible for Implementation
Emerging Bushfire Risk / Catastrophic Fire Danger Rating	Watch & Act Controlled Closure of School	After consultation with Emergency Services, and notification to Health and Safety Directorate, school determines with Director Educational Leadership to temporarily cease operations for the day and/or the next day.	Principal
		Updates school website or School ENews/SMS/APP/Facebook with advice to parents to collect students as soon as possible. Notification to Health and Safety Directorate Incident Report and Support Hotline on 1800 811 523 (Option 1).	Principal
		Student release to parents to be recorded	Principal
		Provides updates to Director, Educational Leadership and Health and Safety Directorate on status of personnel on site.	Principal
Bushfire in the surrounding area	Watch & Act Off-site Evacuation	SAFETY NOTE: Evacuation must be COMPLETED well in advance of the fire arrival to ensure people are not caught in the open or on access roads between Dunstan Grove or bushland adjacent to Charles Bean Oval and Eton Road (see Appendix 1).	Principal

Trigger/ Scenario	Primary Responses	Actions	Responsible for Implementation
Fire WILL NOT arrive in next 2 hours	Controlled Closure of School	If this cannot be achieved then on-site shelter in place should be sought. The Phase 1 school will not provide a refuge point within the school and off-site evacuation should always be the first option.	
		Consult through NSW RFS Website www.rfs.nsw.gov.au , contact 1800 NSW RFS, check smart phone Fires Near Me application	Principal
		Inform staff of fire situation	Principal
		Fire wardens or authorised persons to coordinate evacuation Evacuate to Lindfield Public School.	Principal
		Alert staff to potential activation of procedures for safe movement of students with disabilities and/or health conditions.	Principal
		Consult with local Emergency Services, Director, Educational Leadership and Health and Safety Directorate to determine action to be taken e.g. temporarily relocate or cease operations.	Principal
		Check www.livetraffic.com.au for potential road closures or traffic restrictions (consider road blocks for parent pick up from school site or off site location)	Principal

Trigger/ Scenario	Primary Responses	Actions	Responsible for Implementation
		Prepare notifications (School ENews/SMS/APP/Facebook) to parents/carers pending potential collecting of students by parents or evacuation activity	Principal
		Continue to monitor situation and stay contactable with mobile phone at all times	Principal
		Contact transport providers to alert of potential requirement	Principal
		Arrange initial collection of Emergency Kit contents: including:- First Aid Kit, Health Care Plans and prescribed medication, student class roll, visitors book, mobile phones, emergency contact list (students and staff), Bushfire Emergency Plan, pens, whistle or bell, workplace keys,	Principal, SAM
Imminent bush fire threat to the school (less than 2 hrs to impact)	Emergency Warning	Careful assessment of fire potential required by experts, evacuation only to proceed if it can be completed at least 1 hour before potential arrival of fire.	Principal
	Off-site Evacuation (if time permits) Controlled Closure of School	After consultation with Emergency Services, school determines with Director Educational Leadership to temporarily cease operations and evacuate. Notification to Health and Safety Directorate Incident Report and Support Hotline on 1800 811 523 (Option 1)	Principal

Trigger/ Scenario	Primary Responses	Actions	Responsible for Implementation
		Updates School ENews/SMS/APP/Facebook to parents/cares/next of kin to advise of action for off site evacuation	Principal
		Implement transport arrangements (where applicable) – call bus company to evacuate	Principal
		Sound continuous siren (evacuation bell).	Office staff
		Collect Emergency Kit items (see above)	Office Staff
		Students, staff, visitors and contractors move to site assembly area	Teachers
		Conduct roll call of students, staff, visitors and contractors at school site assembly area	Teachers
		Report missing persons to Chief Warden (Principal)	Teachers
		Floor Wardens check that all classrooms and toilets are clear and close doors	
		Evacuation commences	
		Upon arrival at off site evacuation assembly area conduct roll call again.	

Trigger/ Scenario	Primary Responses	Actions	Responsible for Implementation
		Student release with parents to be recorded.	Class teacher
		Continue to monitor situation and stay contactable with mobile phone at all times	
		Provides regular updates to Health and Safety Directorate's Incident Report and Support Hotline 1800 811 523 (Option 1) and Director Educational Leadership on status.	
Imminent bush fire threat to the school (less than 2 hrs to impact - insufficient time to enact off-site evacuation procedures) Also applicable for Any situation which emergency services or staff believe	Emergency Warning On-site evacuation (shelter in place) Controlled Closure of School	<p>Not possible to complete off-site evacuation before fire (potentially) arrives or cuts access is a potentially life threatening situation.</p> <p>Staff should be aware of the fire location and predicted fire weather conditions to determine appropriate response/action.</p> <p>Seek temporary shelter in Assembly Area 1. The primary objective of the Assembly Area 1 is to provide temporary shelter to members of the school community who have not been able to evacuate the local area prior to the impact or passage of a bushfire and consequently find themselves not able to safely evacuate due to bushfire attack.</p>	Principal

Trigger/ Scenario	Primary Responses	Actions	Responsible for Implementation
warrants shelter in place Not possible to complete off-site evacuation before fire (potentially) arrives or cuts access		<p>The fundamental priority of people within the school site must be to leave an area well before there is a risk of bushfire, either in the area, or along a route to an area not prone to bushfire attack.</p>	
General	Advice	<p>Contact 000 and advise fire services that fire is imminently about to impact the school and advise of the staff and student location.</p> <p>Advise 000:</p> <ul style="list-style-type: none"> • Location: school Auditorium, in the main building • Number of students, staff and visitors • Request immediate assistance from emergency services 	Principal

20. Sheltering Procedures

The Phase 1 school will not provide a refuge point within the school and off-site evacuation should always be the first option.

Note: Timing for the decision to assemble prior to shelter in place or evacuate, will depend largely on size of fire and how quickly it is spreading.

The school has been designed, built and maintained to meet Building Code of Australia fire service requirements. The school has been isolated from non-habitable parts of the buildings by two-hour fire rated walls. A firewall is a fire-resistant barrier used to prevent the spread of fire for a prescribed period (2 hours). Firewalls have been used throughout the buildings to subdivide buildings into separate fire areas and are constructed in accordance with Building Code of Australia. Firewalls are a portion of a building's protection systems. The fire compartmentation has been designed to provide a layered approach to fire compartmentation to protect the Auditorium.

Generally, a bushfire will move through an area relatively quickly. It is crucial that the external and internal fire situation is monitored continuously by the Principal or Chief Warden to determine when it is safe to evacuate. Specialist training will be provided to staff to be aware of what to look for and what action to take.

- **Primary Assembly location:** Inside the main entry point to the school and School Auditorium
- **Secondary Assembly location:** Charles Bean Oval (short-term only – associated with off-site evacuation / bus collection only) Do not use the oval if there are spot fires or embers dropping in the vicinity.
- **Off-site evacuation:** Lindfield Primary School.

Table 4 Procedures for Shelter in Place

Triggers	Actions	Repsonsible for Implementation
Imminent bush fire threat to the school – primary action to “shelter in place” (or no time to enact evacuation procedures if evacuation is the primary action)	<p>Contact 000 and advise fire services that fire is imminently about to impact the school and the location of all staff and students.</p> <p>Advise 000:</p> <ul style="list-style-type: none"> • Location: • Number of students, staff and visitors • Request immediate assistance from emergency services 	
	After consultation with Emergency Services, school determines with Director Educational Leadership to temporarily cease operations and “Shelter in Place”. Notification to Health and Safety Directorate Incident Report and Support Hotline on 1800 811 523 (Option 1).	Principal
	Updates School ENews/SMS/APP/Facebook to parents/carers/next of kin to advise of school “shelter in place”.	Principal
	Sound short bursts of the hooter (lock down bell).	Office Staff
	Collect Emergency Kit items (see Evacuation Procedures).	Office Staff

	Emergency Kit inside shelter (bottled water, cups, buckets, toilet paper, first aid kit, torches, sign out sheets, rags for base of doors, towels). Students bring bags if possible.	
	Floor Wardens check that all classrooms and toilets are clear and close doors	Fire Wardens
	Students, staff, visitors and contractors move to “shelter in place” location.	
	Conduct roll call of students, staff and visitors	Teachers
	Report missing persons to Chief Warden (Principal)	Techers
	Turn off air conditioning	Principal
	Close doors	Principal
	Keep students, staff and visitors hydrated	Principal and teachers
	Continue to monitor bushfire situation and stay contactable with mobile phone at all times.	
	Provide updates to, Health and Safety Directorate’s Incident Report and Support Hotline (Option 1), Director, Educational Leadership. and parents on status *advise parents not to come to the school to collect students. Communications will be kept open at all times	
	When the fire has passed and the threat from radiant heat has abated, all persons may move to the Secondary Assembly Point on Charles Bean Oval	

	Conduct roll call of all persons	
	Provide updates to Health and Safety Directorate via Incident Report and Support Hotline (Option 1) and to Director, Educational Leadership on status	
	Updates School ENEWS/SMS/APP/Facebook with advice to parents to collect students	
	Student release with parents to be recorded.	
Transport and pick up arrangements	Depending on the situation arrangements will be made with police for off-site evacuation, transport by bus or pick up by parents.	Principal

21. Off Site Evacuation - Walking

The decision to evacuate is a difficult one. However, once direction has been received from police or emergency services, Department of Education or at the discretion of the Principal, the Principal and staff should act on this advice. If the Principal is not comfortable with the direction from police or emergency services they should advise emergency services and seek comfort that student, staff and visitor safety can be provided.

The evacuation is predicated on a safe layered approach to providing life safety. Several redundancies have been built into the evacuation plan to provide flexibility and to take account of potential fire scenarios.

If off-site evacuation is required, it must avoid areas as identified in Appendix 1 that have potential for spot fires. The starting point for off-site evacuation is Charles Bean Oval, however, this is to be utilised as a short-term collection point only due to the potential hazards associated with the oval itself.

Figure 4 and Figure 5 provide the routes to be taken to Lindfield Public School. Walking evacuation is preferred via Grosvenor Road as the evacuees can use footpaths adjacent to the road.

Figure 4 Off-site evacuation: walking to Lindfield Public School via Eton Street

(source Google Maps)

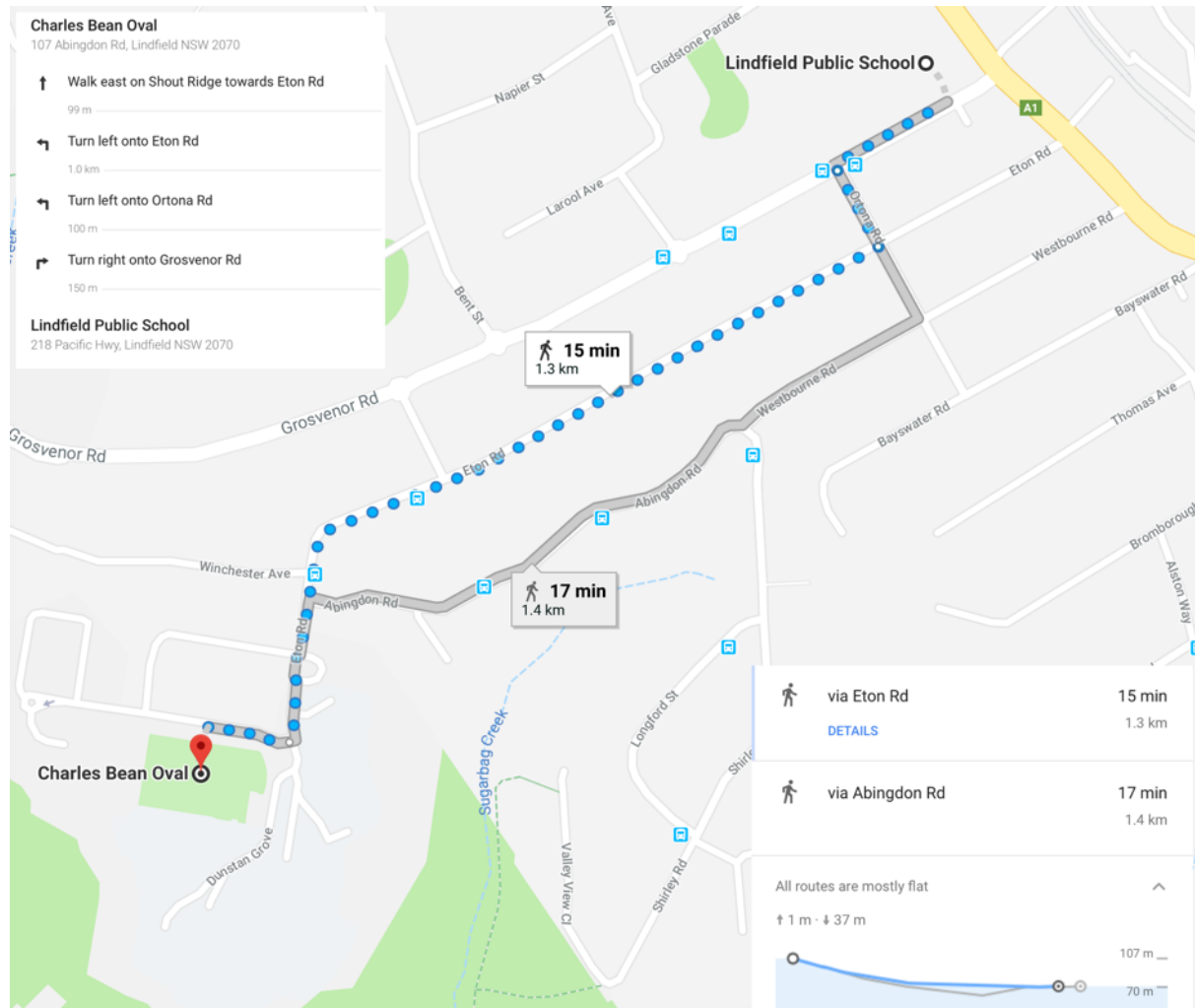
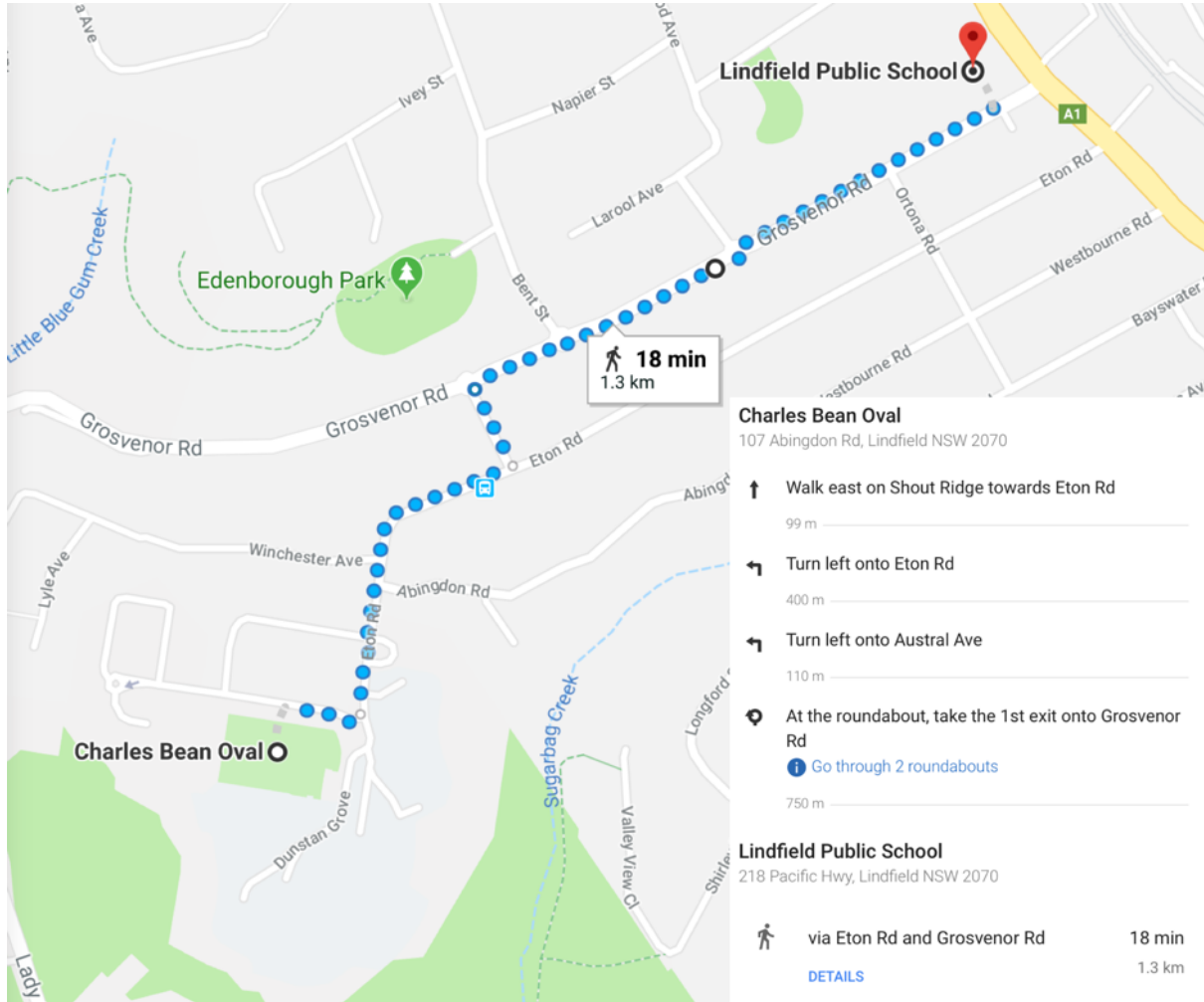


Figure 5 Off-site evacuation: walking to Lindfield Public School via Grosvenor Road

(source Google Maps)



22. Off Site Evacuation – transport by bus

If sufficient time is available to arrange off site evacuation by busses. The buses will be located in Shout Ridge Road as shown in Figure 6.

Figure 6 Off-site evacuation: walking to Lindfield Public School (source Google Maps)



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

23. Post-bushfire Event Actions

- 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

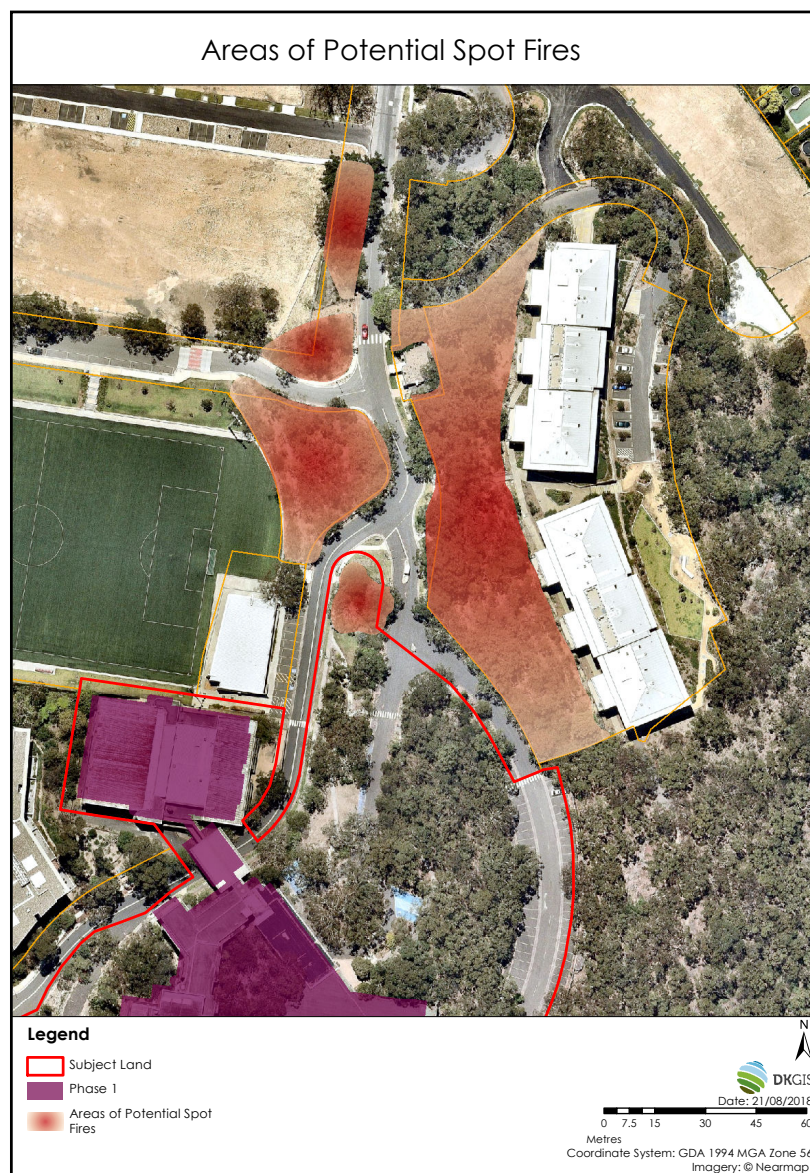
Year	Number of Children	Special Needs
Kinder	20	
1	20	
2	22	
3	30	
4	30	
5	30	
6	30	
7	30	
8	30	
9	30	
10	30	
11	24	
12	24	
Total	350	

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 Figure 7. 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.

Figure 7 Areas of Potential Spot Fires



Appendix 3 - Roles and Responsibilities

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

assembly point	An area or building/structure that is used to assemble people for evacuation or that have evacuated from a site in an emergency situation.
Bushfire Attack	Attack by burning embers, radiant heat or flame generated by a bush fire.
District Emergency Management Officer (DEMO)	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.
emergency	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.
Emergency Planning Committee (EPC)	Persons responsible for the documentation and maintenance of an emergency plan.
Emergency warning and intercommunication system (EWI)	A combined emergency warning and intercommunication system that facilitates both way communications and control during an emergency.
evacuation	The orderly movement of people from a place of danger.
Fire Danger Index (FDI)	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.
Local Emergency Management Officer (LEMO)	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 (LEMO).
occupant	A person attending a facility on a permanent or temporary basis, such as an employee, contractor, student or resident, but not a visitor

on-site refuge	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.
off-site evacuation point	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.
relocation	Movement of persons and/or organisations to an alternate area
State Environmental Planning Policy (SEPP)	State Environmental Planning Policy (SEPP) is a legislated policy that deals with issues significant to the state and people of New South Wales.
sheltering	Procedures for a relevant situation where the safest course of action is to remain in a building or location.
support needs	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.

Appendix 5 - Phase 1 School Extent



