

PRELIMINARY BUSHFIRE EMERGENCY MANAGEMENT AND EVACUATION PLAN

Phase 1: Lindfield Learning Village Eton Road, Lindfield

Prepared for
NSW Department of Education

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1. 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;

The bushfire evacuation procedures have been completed in accordance with NSW Rural Fire Service *Guide to Developing A Bushfire Emergency Management Plan* and meet the requirements of Australian Standard AS 3745-2010 – *Planning for Emergencies in facilities*. On-site and off-site evacuation procedures are included.

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).

2. Plan Authorisation & Review

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			
2022 Authorised by			
2023 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 Fire Brigade).

3. 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	

4. 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
NSW Rural Fire Service Hornsby Fire Control Centre	1049 Pacific Hwy, Cowan NSW 2081	(02) 9883 2000
NSW Rural Fire Service	Bushfire Information Line	1800 679 737
Fire and Rescue NSW Gordon Station	Pacific Hwy, Gordon NSW 2072	(02) 9449 9834
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	XXX
Lindfield Public School (off site evacuation)	218 Pacific Hwy, Lindfield NSW	(02) 9416 1903

4.1. 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

5. 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	See Map 1
Off-site evacuation to	Lindfield Public School 218 Pacific Hwy, Lindfield NSW 2070	See Map 2

6. Map of Emergency Assembly Areas

[NB: INSERT MAP ONCE COMPLETED]

7. Preparation for bushfires

The Bushfire Danger Period starts on 1 October and extends through to the following April. 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 811523 (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.

8. Evacuation Considerations

8.1. 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
- 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

8.2. When to Evacuate

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

8.3. 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

8.4. Procedures to be followed by the Principal

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

1. Ascertain the nature of the emergency 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 refuge inside the main building near the front doors.

9. 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 1 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. 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. 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 1 Fire Danger Ratings and what they mean (Source AFAC
[www.fireandbiodiversity.org.au/ literature.../AFAC Fire Danger Ratings explained](http://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>

10. 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.

11. 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.

12. Actions Catastrophic Fire Danger Ratings

[NB: will need to include provisions for TOBAN]

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

Table 3 Extreme Weather & Catastrophic Fire Rating

Trigger	Action	Who
TOTAL Fire Ban is Declared	When a Total Fire Ban is declared by the Commissioner of the NSW Rural Fire Service, the school is to be closed on the designated day of Total Fire Ban.	Principal
If Extreme, Catastrophic Fire Danger Rating is issued	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 CFDR being issued.	Principal

13. Actions & General Principles for Evacuation

Trigger/ Scenario	Action	Who
Emerging Bushfire Risk	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. Evacuate Fire WILL NOT arrive in next 2 hours	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 Sportsfield and Eton Road (see Appendix 1). 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.	Principal
	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

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	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
	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 – primary action to evacuate (if sufficient time)	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
	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	Principal

	on 1800 811 523 (Option 1)	
	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.	
	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.	

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<p>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> <p>Any situation which emergency services or staff believe warrants shelter in place</p> <p>Not possible to complete off-site evacuation before fire (potentially) arrives or cuts access</p>	<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>Principal</p>
<p>General</p>	<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 	<p>Principal</p>

14. 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 Sportsfield.
- **Off-site evacuation:** Lindfield Primary School.

Table 4 Procedures for Shelter in Place

Trigger	Action	Who
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
	<p>Collect Emergency Kit items (see Evacuation Procedures).</p> <p>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.</p>	Office Staff
	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 Sportsfield	
	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	

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	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

15. Off Site Evacuation - walking

The decision to evacuate is a difficult one. However, once direction has been received from police or emergency services, 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 Sportsfield. Map 1 provides the route to be taken to Lindfield Public School.

Map 1 Off-site evacuation: walking to Lindfield Public School (source Google Maps)

