

Bushfire and grassfire response plan

1. Key information

1.1. Bushfire contact information

In case of emergency or fire spotted, call 000	
Service / position	Name / phone number
Local Fire Control Centre	Blue Mountains District – 4784 7444
Police Area Command/District	Katoomba - 02 4782 1675
Incident Report and Support Hotline	1800 811 523, option 1
Director, Educational Leadership	Helen Davies 0414 228101 Nirimba Claire Stanton 9208 7626
Assisted School Travel Program contractor	Katoomba Leura Radio Cabs 4782 1311
Early Learning (if applicable)	1300 083 698 or earlylearning@det.nsw.edu.au
Transport company	Blue Mountains Buses 02 4751 1077 Lithgow Bus Company – 02 6352 3888
Vehicles required	8 buses + 2 Wheelchair accessible taxis

1.2. Stay up to date

				
'Fires Near Me' Free Smart-phone App	Local radio, TV, newspaper, local ABC/emergency broadcaster	Fire Danger Ratings at rfs.nsw.gov.au/fdr Fire Activity and Alert Levels at rfs.nsw.gov.au Livetraffic.com	Email or text message communication from the department to the principal or workplace manager	facebook.com/nswrfs twitter.com/nswrfs

2. Proactive temporarily cease school operations

When the NSW Rural Fire Service (RFS) declares a **Catastrophic Fire Danger rating**, Category 1 and 2 schools will be directed by the department to [proactively temporarily cease school operations](#) for the next day.




Note: all schools may be directed by the department to proactively temporarily cease school operations based on advice from emergency services and the State Emergency Operations Centre.

Directions will be sent to the principal or workplace manager's email address, school email address and/or sms/phone call.

3. Bushfire Emergency Response

3.1. Seek information (decision making toolkit)

Consider the following decision-making factors in a bushfire emergency. If there is a bushfire in the surrounding area, the Chief Warden or delegate should check Alert Levels through the Fires Near Me app – see below:
 Also monitor local radio, TV, ABC/emergency broadcaster, Facebook.com/nswrfs, twitter.com/nswrfs, for bushfire updates.

<input type="checkbox"/>	 <p>Alert Level – Advice: A fire has started. There is no immediate danger. Stay up to date in case the situation changes.</p> <p>Action: Contact the local emergency service 4784 7444 Blue Mountains Fire Control Centre or Bush Fire Information Line 1800 679 737 and seek advice on bushfire(s) in the surrounding area and any potential threat to the school site or access routes to and from the school. If advised, initiate evacuation action.</p>
<input type="checkbox"/>	 <p>Alert Level – Watch and Act: There is a heightened level of threat. Conditions are changing and you need to start taking action now.</p> <p>Action: Contact the local emergency service 4784 7444 Blue Mountains Fire Control Centre or Bush Fire Information Line 1800 679 737 and seek advice on bushfire(s) in the surrounding area and any potential threat to the school site or access routes to and from the school. If advised or if considered appropriate, initiate evacuation action.</p>
<input type="checkbox"/>	 <p>Alert Level – Emergency Warning: An Emergency Warning is the highest level of Bush Fire Alert. You may be in danger and need to take action immediately. Any delay now puts life at risk.</p> <p>Action: Initiate Evacuation action or Shelter in Place. Contact the local emergency service 4784 7444 Blue Mountains Fire Control Centre or Bush Fire Information Line 1800 679 737 and seek advice on bushfire(s) in the surrounding area and any potential threat to the school site or access routes to and from the school.</p>
<input type="checkbox"/>	Consider road closures and detours that may be in place and impact evacuation.
<input type="checkbox"/>	Consider the time it will take to mobilise staff, students and visitors to both the onsite assembly area and offsite evacuation locations (see below at 3.2).
<input type="checkbox"/>	Check local transport availability for evacuation, if required.
<input type="checkbox"/>	Based on the information above , the Chief Warden will make a decision to evacuate offsite if there is enough time to complete it safely; otherwise shelter in place arrangements should be actioned unless otherwise advised by emergency services.

Note: Early offsite evacuation in advance of bushfire impact is the safest option. Late evacuation can present a significant risk to life.

3.2. Evacuate

Evacuation location	Details
Onsite assembly area	School Hall - estimated time to mobilise to the area 10 minutes
Offsite evacuation location 1	Coerwull Public School, 319 Main Street, Lithgow - nearest cross street Martini Parade - Ph: 6351 3106 - estimated time it will take to evacuate to the location 1 ½ hours
Offsite evacuation location 2	Katoomba Public School, Merriwa Street Katoomba - nearest cross street Lurline Street – Ph: 4782 1226 - estimated time it will take to evacuate to the location 1 ¼ hours

<input type="checkbox"/>	When an evacuation order has been given or a decision has been made to evacuate , the Chief Warden liaises with local emergency services 4784 7444 Blue Mountains Fire Control Centre or 000 to provide them with the number of persons evacuating.
<input type="checkbox"/>	Chief Warden or delegate notify their DEL - Helen Davies 0414 228101 or Nirimba -Claire Stanton 9208 7626 and the Health, Safety and Staff Wellbeing Directorate Incident Report and Support Hotline on 1800 811 523 , that the school is evacuating.
<input type="checkbox"/>	Chief Warden or delegate notify parents/carers via Compass and P&C Facebook messaging and community users via Compass that the school is evacuating.
<input type="checkbox"/>	Office Staff: Arrange for transport vehicles to meet at the onsite evacuation assembly area.
<input type="checkbox"/>	Office Staff: Contact the offsite evacuation assembly area and inform them of estimated arrival if applicable.
<input type="checkbox"/>	Chief Warden or delegate: Raise the alarm continuous escalating siren with voice over.
<input type="checkbox"/>	Move all persons to the onsite assembly area unless otherwise advised by the Chief Warden. Note: Students carrying medication, puffers or water, etc should take it with them. Office Staff: First Aid Kits (epipens, asthma relievers), medications, class rolls, contact numbers folders, student kits from back room. Trolleys in strong room for moving equipment.
<input type="checkbox"/>	Assist persons with a disability, in accordance with Disability Register, to evacuate. If unable to support relocation, the nominated staff member must: <ul style="list-style-type: none"> consider relocating the person with a disability to a safe area on the same floor, close to an evacuation stairwell or route report your location to the Chief Warden, and remain with the person.
<input type="checkbox"/>	Teachers mark class rolls to account for all persons and report missing persons to Chief Warden or delegate , before departure.
<input type="checkbox"/>	If safe to do so , close all doors and windows of all site buildings and switch off gas mains, before leaving the school.
<input type="checkbox"/>	At the offsite evacuation assembly area, account for all persons and report missing persons to Chief Warden.
<input type="checkbox"/>	To the extent it can practicably be done, support and attend to: <ul style="list-style-type: none"> students, staff, and/or visitors with healthcare needs and/or who require first aid. individualised needs of a person with a disability as outlined in the school’s Disability Register.

<input type="checkbox"/>	Chief Warden or delegate to advise the local emergency service 4784 7444 Blue Mountains Fire Control Centre or 000 that all persons have been evacuated and are accounted for and safe at the offsite evacuation assembly area.
<input type="checkbox"/>	Chief Warden or delegate continues to provide regular updates to the DEL and Health, Safety and Staff Wellbeing Directorate Incident Report and Support Hotline on 1800 811 523 .
<input type="checkbox"/>	Chief Warden or delegate to notify Assisted School Travel Program contractor on 4782 1311, BOOSH on 0438 099 006 and Community Users on Compass that the school is evacuating.
<input type="checkbox"/>	Only when it is safe to do so Chief Warden or delegate notify parents with instructions for pick up from the offsite evacuation assembly area in place. Record students released to parent/carer. For all students check the authorised person is picking them up. Note: Make sure parents/carers do not block access to the site for emergency vehicles.
<input type="checkbox"/>	Maintain situational awareness and stay up to date through <i>Fires Near Me</i> mobile application, local radio, TV, ABC/emergency broadcaster, facebook.com/nswrfs, twitter.com/nswrfs

3.3. Shelter in place

Shelter in place should only be actioned when it is unsafe to evacuate.

Any direct and specific evacuation directions from emergency services will override a 'shelter in place' action.

During large scale bushfires, assistance may not immediately be rendered and schools must be prepared to shelter in place for longer periods.

Shelter in place arrangements	Details
Shelter in place refuge 1	School Hall
Shelter in place refuge 2 (if available)	Non available

<input type="checkbox"/>	Chief Warden or delegate: Raise the alarm continuous escalating siren with voice over.
<input type="checkbox"/>	Wardens to check all buildings are empty, all doors and windows are closed, and any door mats are placed indoors.
<input type="checkbox"/>	All persons must report to the nominated shelter in place refuge unless otherwise advised by the Chief Warden. Note: Students carrying medication, puffers or water, etc should take it with them. Office Staff: First Aid Kits (epipens, asthma relievers), medications, class rolls, contact numbers folders, student kits from back room. Trolleys in strong room for moving equipment.
<input type="checkbox"/>	Assist persons with a disability, in accordance with Disability Register, to the refuge site. If unable to support relocation, the nominated staff member should: <ul style="list-style-type: none"> relocate the person with a disability to a safe area on the same floor, close to an evacuation stairwell or route report the location to the Chief Warden, and remain with the person, where practicable.
<input type="checkbox"/>	Teachers mark class rolls to account for all persons and report missing persons to Chief Warden or delegate .

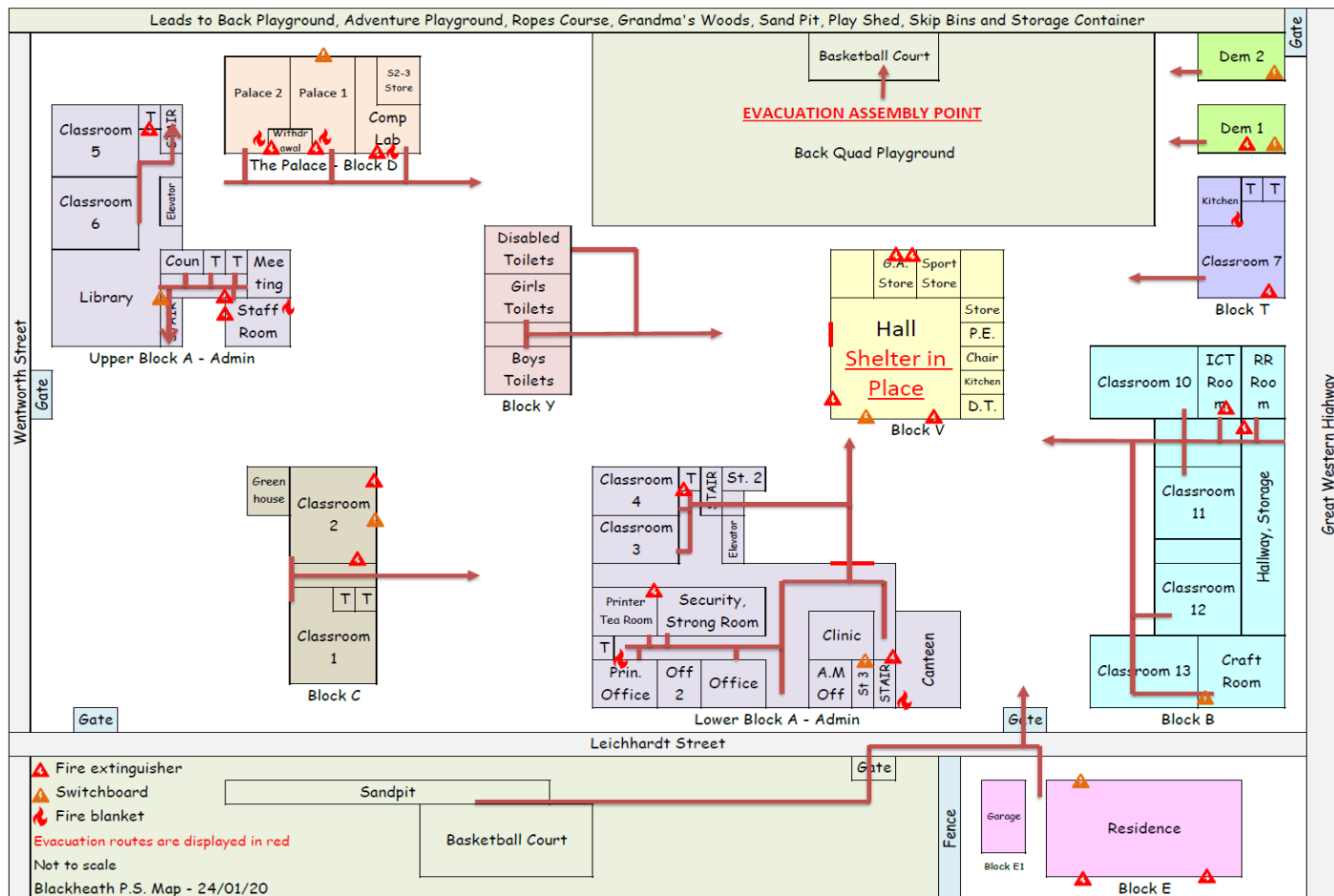
<input type="checkbox"/>	Call triple zero (000) for immediate assistance. Advise that the school is sheltering in place, the location of the shelter in place refuge on site, and how many people there are.
<input type="checkbox"/>	Support and attend to: <ul style="list-style-type: none"> • students, staff, and/or visitors with healthcare needs and/or who require first aid. • individualised needs of a person with a disability as outlined in the school’s disabilities register.
<input type="checkbox"/>	Chief Warden or delegate notify DEL, Helen Davies 0414 228101 or Nirimba-Claire Stanton 9208 7626 and Health, Safety and Staff Wellbeing Directorate Incident Report and Support Hotline on 1800 811 523 , that the school is sheltering in place.
<input type="checkbox"/>	Chief Warden or delegate notify parents/carers via Compass and P&C Facebook messaging. Continue to provide regular updates as the situation changes.
<input type="checkbox"/>	Chief Warden or delegate to notify Assisted School Travel Program contractor on 4782 1311, BOOSH on 0438 099 006 and Community Users on Compass that the school is sheltering in place.
<input type="checkbox"/>	Maintain situational awareness and stay up to date through <i>Fires Near Me</i> mobile application, local radio, TV, ABC/emergency broadcaster, facebook.com/nswrfs , twitter.com/nswrfs
<input type="checkbox"/>	Undertake a visual inspection for embers from inside the building of refuge. Updated emergency services of any identified risks.
<input type="checkbox"/>	Only when it is safe to do so, Chief Warden or delegate seek confirmation from local emergency services 4784 7444 Blue Mountains Fire Control Centre on next steps.
<input type="checkbox"/>	Only when it is safe to do so, Chief Warden or delegate notify parents with instructions for pick up from the evacuation assembly area/shelter in place. Record students released to parent/carer. For all students check the authorised person is picking them up. Note: Make sure parents/carers do not block access to the site for emergency vehicles.

TAB A – Attachments

- A. Map of shelter in place refuge and onsite assembly area
- B. Map of offsite evacuation assembly Coerwull Public School area 1 + route instructions.
- C. Map of offsite evacuation assembly Katoomba Public School area 2 + route instructions
- D. Map of the animal offsite evacuation assembly area

Bushfire and grassfire response plan

A. Map of shelter in place refuge and onsite assembly area



Bushfire and grassfire response plan

B. Map of offsite evacuation Coerwull Public School assembly area 1 + route instructions.

**30 min (29.1 km) via
Great Western
Hwy/A32**

**Blackheath Public
School Leichhardt
St, Blackheath**

Head west on
Leichhardt St towards
Great Western
Hwy/A32 - 46 m

Turn left onto Great
Western Hwy/A32 -
230 m

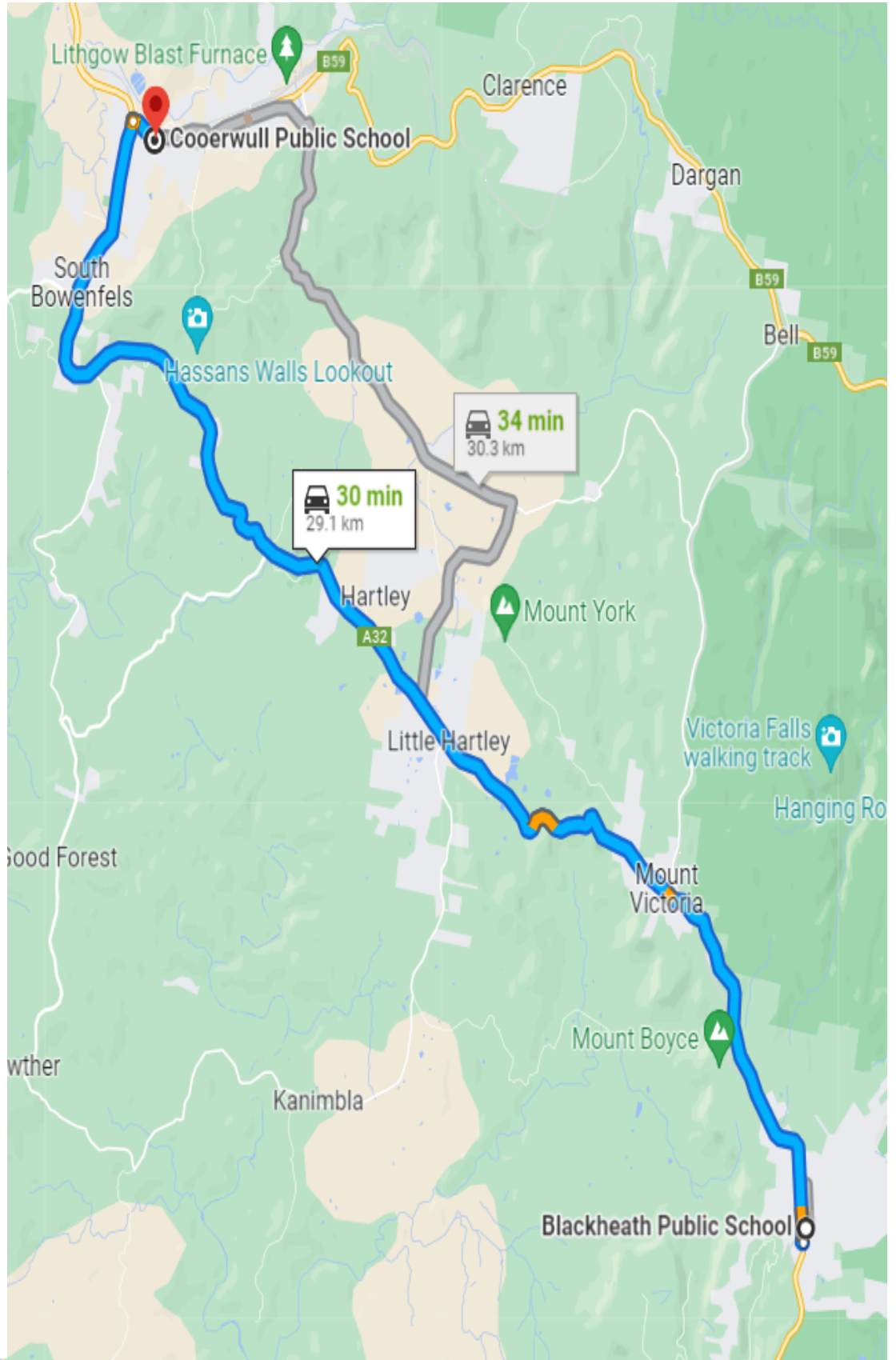
Turn right onto Abbott
St - 20 m

Turn right towards
Great Western
Hwy/A32 - 84 m

Turn left onto Great
Western Hwy/A32-
28.2 km

Turn right onto Main
St/B59 Destination will
be on the right - 550 m

**Coerwull Public
School 319 Main St,
Lithgow NSW 2790**



C. Map of offsite evacuation Katoomba Public School assembly area 2 + route instructions

**13 min (11.6 km)
via Great Western
Hwy/A32**

**Blackheath Public
School Leichhardt
St, Blackheath**

**Head west on
Leichhardt St towards
Great Western
Hwy/A32 - 9 s (46 m)**

**Turn left onto Great
Western Hwy/A32 -
8 min (8.8 km)**

**Follow Bathurst Rd
and Lurline St to
Merriwa St 5 min - (2.8
km)**

**Katoomba Public
School 18 Merriwa
St, Katoomba**

