

# BUSH FIRE EMERGENCY MANAGEMENT AND EVACUATION PLAN

Name of facility: Casino Public School

Address: 103 Walker St CASINO 2470

Prepared by: Garry Carter

Authorised by: Casino Public School emergency management Committee

Date: 17/5/2019

TO BE REVIEWED ANNUALLY

# Facility Details

**This plan is for:** Casino Public School

and has been designed to assist management to protect life and property in the event of a bush fire.

This Plan outlines procedures for both **sheltering** (remaining on-site) and **evacuation** to enhance the protection of occupants from the threat of a bush fire. The Primary Action to follow under normal bush fire conditions is to:

**Shelter**

**Evacuate**

Contact person	Garry Carter	Position / role	Principal
Phone number (BH)	66621113	Phone number (AH)	0457520441
Type of facility	Public School	Number of buildings	15
Number of employees	85	Number of employees with support needs	
Number of students	709	Number of students with support needs	52

Provide description of support needs:

- 2 students in wheel chairs. The rest of the student’s support needs are around anxiety and behavior.
- 30 students have mild to intellectual disabilities and are supported by support staff and off class teachers and staff.

## Roles & Responsibilities

The following outlines who has the responsibility of implementing the emergency procedures in the event of a bush fire.

Position	Name or person	Building/area of responsibility	Mobile phone number
Chief Warden	Garry Carter		Mobile: 0457520441
D/Chief Warden	Sharon Bain	Bottom A Block (admin, staffroom, offices, classroom, toilets)	Mobile: 0457520520
D/Chief Warden	Julie Shephard		
Floor Warden	Mrs Wood	Toilets, C Block -Kinder	Extension 17
Floor Warden	Mrs Dollisson	S Block – Library	Extension 20
Floor Warden	Ms Hayes	T Block – Support Unit	Extension 16
Floor Warden	Mrs Clark	M Block - Preschool	Extension 24 or 21
Floor Warden	Mr Richardson	Top Level of A Block	
Floor Warden	Mr Piccoli	B Block – Stage 1	
Floor Warden	Ms Grande	MDR – Year 2	
Floor Warden	Danielle Parker	Q Block (canteen) P Block (Hall)	66621113 Extension 18
Floor Warden	Mrs King	R Block – Stage 2	66621113
Floor Warden	Mrs Stewart	Demountable Classroom – northern	
Floor Warden	Miss Fredericks	Demountable Classrooms –southern	



## Emergency Contacts

Name of organisation	Office/contact	Phone Number
NSW Rural Fire Service	Local Fire Control Centre	02 6663 0000 Northern Rivers
NSW Rural Fire Service	Bush Fire Information Line	1800 679 737 1800 NSW
NSW Rural Fire Service	Website	<a href="http://www.rfs.nsw.gov.au">www.rfs.nsw.gov.au</a>
NSW Police Force	Casino Police	6662 0099
NSW Health	Casino Hospital	6662 2111
Department of Education	Casino Public School Principal	BH Phone 02 66621113 Mobile: 0457520441 AH Phone: 0457520441
Department of Education	Casino Public School Deputy Principal	BH Phone: 0266621113 Mobile: 0457520052 Mobile: 04373666356

# SHELTERING PROCEDURES

Evaluation of the safety of employees and occupants has determined that it would be safer for ALL persons to shelter in a designated refuge.

The following are the designated refuges allocated within the premises.

## Designated refuges

- a. School Assembly Hall

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- b. Within classrooms

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- c.

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- d.

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## Procedure for sheltering during a bush fire emergency

Trigger	Action
<p>In the event of an approaching bush fire threatening the premises within X hours, the primary action to shelter will take place, staff and occupants of the premises shall follow the procedure/action outlined:</p>	Designated Fire Warden will take control of the situation
	Remain calm and explain to the occupants what is happening.
	Staff to ensure all doors and windows closed within the premises
	Move all persons to the designated refuge.
	Ensure all persons are accounted for (use listing of occupants and visitors register).
	The Chief Fire Warden (or person responsible) is to advise the local emergency service that all students and staff have moved to the designated shelter, including the number of people and confirmation of the location of the shelter.
	All windows and doors should be closed and the base of doors covered to prevent smoke entry. Air conditioning should be turned off.
	After all the occupants have been relocated to refuge, nominated staff will commence contacting relevant families affected.
	Maintain situational awareness through radio, NSW RFS website, 1800 NSW RFS, smart phone applications and local firefighting resources.
	Two persons to make regular exterior visual inspection (wearing appropriate protection from bush fire) of the refuge for embers and extinguish where possible or call 000 for assistance.
<p><b>NOTE: Ventolin and epi pens are require to be placed in the first aid kit and taken to the refuge to accommodate students with allergic reactions and asthma.</b></p>	

## After the bush fire emergency

- a. No person should re-enter any evacuated building until advised by the emergency service
- b. The Fire Warden (or person responsible) to arrange the movement of occupants back to the site and or their separate accommodation.
- c. All occupants are to be accounted for on their return.
- d. Inform the HS Directorate, police/emergency service of the return of persons to the premises

# EVACUATION PROCEDURES

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

## Designated assembly points

1. The Fire Warden (or person responsible) is to advise the local emergency service (include phone number) that the centre is being evacuated (include how many people and where they are going)
2. Arrange for vehicles to meet at designated assembly point for pick-up of persons
3. Contact refuge and inform them of pending arrival.
4. Move all persons to the assembly point for evacuation.
5. Ensure all persons are accounted for prior to departure (use listing of occupants).
6. Ensure all site buildings have all doors and windows closed prior to leaving site.
7. At refuge, move all persons inside and ensure all persons are accounted for and safe.
8. The Fire Warden (or person responsible) to advise the local emergency service (include phone number) that the all persons have been evacuated and are accounted for and safe at the designated refuge.
9. After all the occupants are accounted for and safe at the designated refuge nominated staff will commence contacting families affected
10. Maintain situational awareness through radio, NSW RFS website, 1800 NSW RFS, smart phone applications and local firefighting resources.
11. **NOTE: Ventolin and epi pens are require to be placed in the first aid kit and taken to the refuge to accommodate students with allergic reactions and asthma.**

## Refuge (primary)

Name of venue (primary):

Address of venue:

Nearest cross-street:

Map reference:

Phone number:

## Transportation arrangements

Number of vehicles required:

Name of organisation providing transportation:

Contact phone number:

Time required to have transportation available:

Estimated travelling time to destination:

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## Refuge (alternate)

Name of venue (alternate):

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Address of venue:

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Nearest cross-street:

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Map reference:

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## Transportation arrangements

Number of vehicles required:

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Name of organisation providing transportation:

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Contact phone number:

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Time required to have transportation available:

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Estimated travelling time to destination:

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

- a. Ensure that the staff are prepared in accordance with the Bush Fire Emergency Management and Evacuation Plan.
- b. Ensure that all persons are informed of the evacuation/shelter-in-place procedures
- c. Ensure that families are provided with a copy of the procedure "What to do if the centre is to be evacuated" upon arrival at the centre (for schools and child care centres etc).
- d. Ensure building and areas around buildings are prepared and maintained.
- e. Ensure any firefighting equipment (hoses etc.) is serviceable and available.
- f. Update contact details of staff and occupants
- g. Contact and update emergency services with the premises' contact details.
- h. Contact refuges for potential use during a bush fire emergency.
- i. Contact transport suppliers for potential use during a bush fire emergency.



## Procedures for evacuation in the event of a bush fire

Trigger	Action
<p>In the event of a bush fire in the surrounding area, occupants of the premises shall follow the procedure/actions outlined:</p>	<p>Consult the NSW RFS website, 1800 NSW RFS, smart phone applications and local firefighting resources for fire situation and updates</p>
	<p>Inform staff and occupants of the fire situation</p>
	<p>Ensure that the person in charge, ie. Chief Warden, has a mobile phone and is contactable.</p>
	<p>Advise the local emergency services that the centre is operating, and that it will need to be advised early in the event of an evacuation being necessary.</p>
	<p>Make arrangement for transportation (for evacuation).</p>

## After the bush fire event

- a. No person should re-enter any evacuated building until advised by the emergency service

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- b. The Fire Warden (or person responsible) to arrange the movement of occupants back to the site and or their separate accommodation.

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- c. All occupants are to be accounted for on their return.

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- d. Inform the HS Directorate, police/emergency service of the return of persons to the premises

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## Attachment 1

Occupant/employee listing to be taking separately to this plan in the event of an emergency.

## Attachment 2

Contact details for parents/guardians listing to be taking separately to this plan in the event of an emergency.

### Attachment 3 Site Layout of Premises

