






# 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	Hornsby/Ku-ring-gai Fire Control Centre 02 9883 2000
Police Area Command/District	KU-RING-GAI PAC Hornsby Police Station – 02 9476 9799
Incident Report and Support Hotline	1800 811 523, option 1
Director, Educational Leadership	Adam Boulus [REDACTED]
Assisted School Travel Program contractor	1300 338 278 (Prompt 0)
Early Learning (if applicable)	1300 083 698 or earlylearning@det.nsw.edu.au
Transport company	CDC Bus Company - 131500
Vehicles required	N/A

## 1.2. Stay up to date

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

# 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 Hazards 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><b>Alert Level – Advice:</b> A fire has started. There is no immediate danger. Stay up to date in case the situation changes.</p> <p><b>Action:</b> Contact the local emergency service (02 9883 2000) 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><b>Alert Level – Watch and Act:</b> There is a heightened level of threat. Conditions are changing and you need to start taking action now.</p> <p><b>Action:</b> Contact the local emergency service (02 9883 2000) 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><b>Alert Level – Emergency Warning:</b> 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><b>Action:</b> Initiate Evacuation action or Shelter in Place. Contact the local emergency service (02 9883 2000) 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 <b>onsite</b> assembly area and <b>offsite</b> evacuation locations (see below at <a href="#">3.2</a> ).
<input type="checkbox"/>	Check local transport availability for evacuation, if required.
<input type="checkbox"/>	<b>Based on the information above</b> , 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
<b>Onsite assembly area</b>	Assembly area one – Basketball court area Assembly area two – School oval
<b>Offsite evacuation location 1</b>	Cowan Community Centre <b>Address:</b> Bujwa Bay Rd, Cowan NSW 2081 <b>Hours:</b> <b>Phone:</b> <a href="tel:(02)98476050">(02) 9847 6050</a>
<b>Offsite evacuation location 2</b>	Berowra RSL <b>Address:</b> 997 Pacific Hwy, Berowra NSW 2081 You visited in June <b>Phone:</b> <a href="tel:(02)94561844">(02) 9456 1844</a>

<input type="checkbox"/>	<b>When an evacuation order has been given or a decision has been made to evacuate</b> , the Chief Warden liaises with local emergency services (02 9883 2000) to provide them with the number of persons evacuating.
<input type="checkbox"/>	Chief Warden or delegate notify their Director, Education Leadership (DEL), and the Health, Safety and Staff Wellbeing Directorate Incident Report and Support Hotline on <b>1800 811 523</b> , that the school is evacuating.
<input type="checkbox"/>	Chief Warden or delegate notify parents/carers and community users using the preferred method (for example, via SMS, COMPASS or school website), that the school is evacuating.
<input type="checkbox"/>	Arrange for transport vehicles to meet at the onsite evacuation assembly area.
<input type="checkbox"/>	Contact the offsite evacuation assembly area and inform them of estimated arrival if applicable.
<input type="checkbox"/>	Raise the alarm (evacuation signal).
<input type="checkbox"/>	Move all persons to the <b>onsite assembly area</b> unless otherwise advised by the Chief Warden. <b>Note:</b> Students carrying medication, puffers or water, etc should take it with them.
<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"> <li>consider relocating the person with a disability to a safe area on the same floor, close to an evacuation stairwell or route</li> <li>report your location to the Chief Warden, and</li> <li>remain with the person.</li> </ul>
<input type="checkbox"/>	Account for all persons and report missing persons to Chief Warden, before departure.
<input type="checkbox"/>	<b>If safe to do so</b> , 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"> <li>• students, staff, and/or visitors with healthcare needs and/or who require first aid.</li> <li>• individualised needs of a person with a disability as outlined in the school's Disability Register.</li> </ul>
<input type="checkbox"/>	Chief Warden to advise the local emergency service (02 9883 2000) 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 <b>1800 811 523</b> .
<input type="checkbox"/>	If applicable, the Chief Warden or delegate to notify Assisted School Travel Program contractor on (1300 338 278 (Prompt 0)), and Community Users –that the school is evacuating.
<input type="checkbox"/>	<b>Only when it is safe to do so</b> 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 younger students check the authorised person is picking them up. <b>Note:</b> Make sure parents/carers do not block access to the site for emergency vehicles.
<input type="checkbox"/>	Maintain situational awareness and <a href="#">stay up to date</a> through <i>Hazards 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.

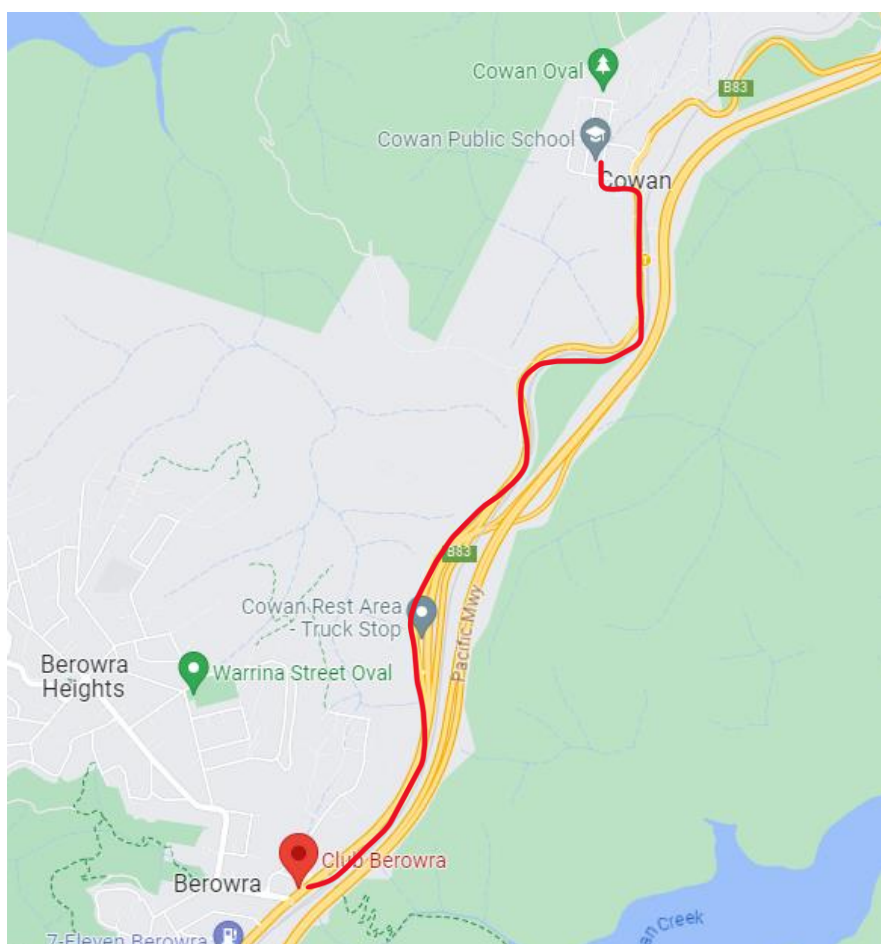
Shelter in place arrangements	Details
Shelter in place refuge 1	Double BER building – Building H
Shelter in place refuge 2 (if available)	N/A

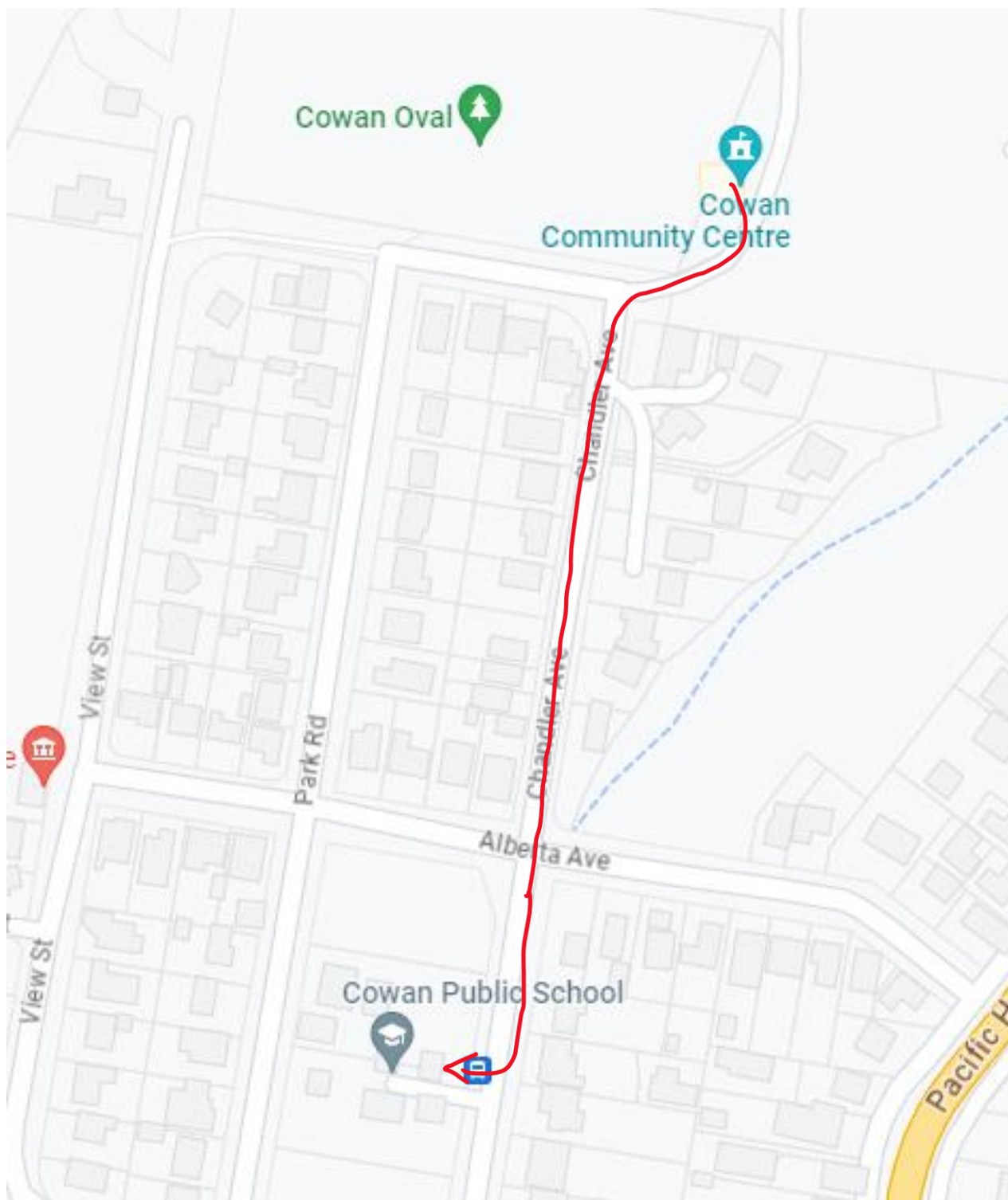
<input type="checkbox"/>	Raise the alarm (shelter in place signal).
<input type="checkbox"/>	Wardens to check all buildings are empty, all doors and windows are closed, and any door mats are placed indoors.
<input type="checkbox"/>	All persons must report to the nominated <b>shelter in place refuge</b> unless otherwise advised by the Chief Warden. <b>Note:</b> Students carrying medication, puffers or water, etc should take it with them.
<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"> <li>relocate the person with a disability to a safe area on the same floor, close to an evacuation stairwell or route</li> <li>report the location to the Chief Warden, and</li> <li>remain with the person, where practicable.</li> </ul>
<input type="checkbox"/>	Account for all persons and report missing persons to the Chief Warden.
<input type="checkbox"/>	<b>Call triple zero (000)</b> 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"> <li>students, staff, and/or visitors with healthcare needs and/or who require first aid.</li> <li>individualised needs of a person with a disability as outlined in the school's disabilities register.</li> </ul>
<input type="checkbox"/>	Chief Warden or delegate notify DEL and Health, Safety and Staff Wellbeing Directorate Incident Report and Support Hotline on <b>1800 811 523</b> , that the school is sheltering in place.
<input type="checkbox"/>	Chief Warden or delegate notify parents/carers and community users of the situation using the preferred method (for example, via SMS, COMPASS, or school website). Continue to provide regular updates as the situation changes.

<input type="checkbox"/>	If applicable, the Chief Warden or delegate to notify Assisted School Travel Program contractor on (1300 338 278 (Prompt 0)), that the school shelter in place.
<input type="checkbox"/>	Maintain situational awareness and <a href="#">stay up to date</a> through <i>Hazards 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"/>	<b>Only when it is safe to do so</b> , Chief Warden or delegate seek confirmation from local emergency services (02 9883 2000) on next steps.
<input type="checkbox"/>	<b>Only when it is safe to do so</b> , 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 younger students check the authorised person is picking them up. <b>Note:</b> Make sure parents/carers do not block access to the site for emergency vehicles.

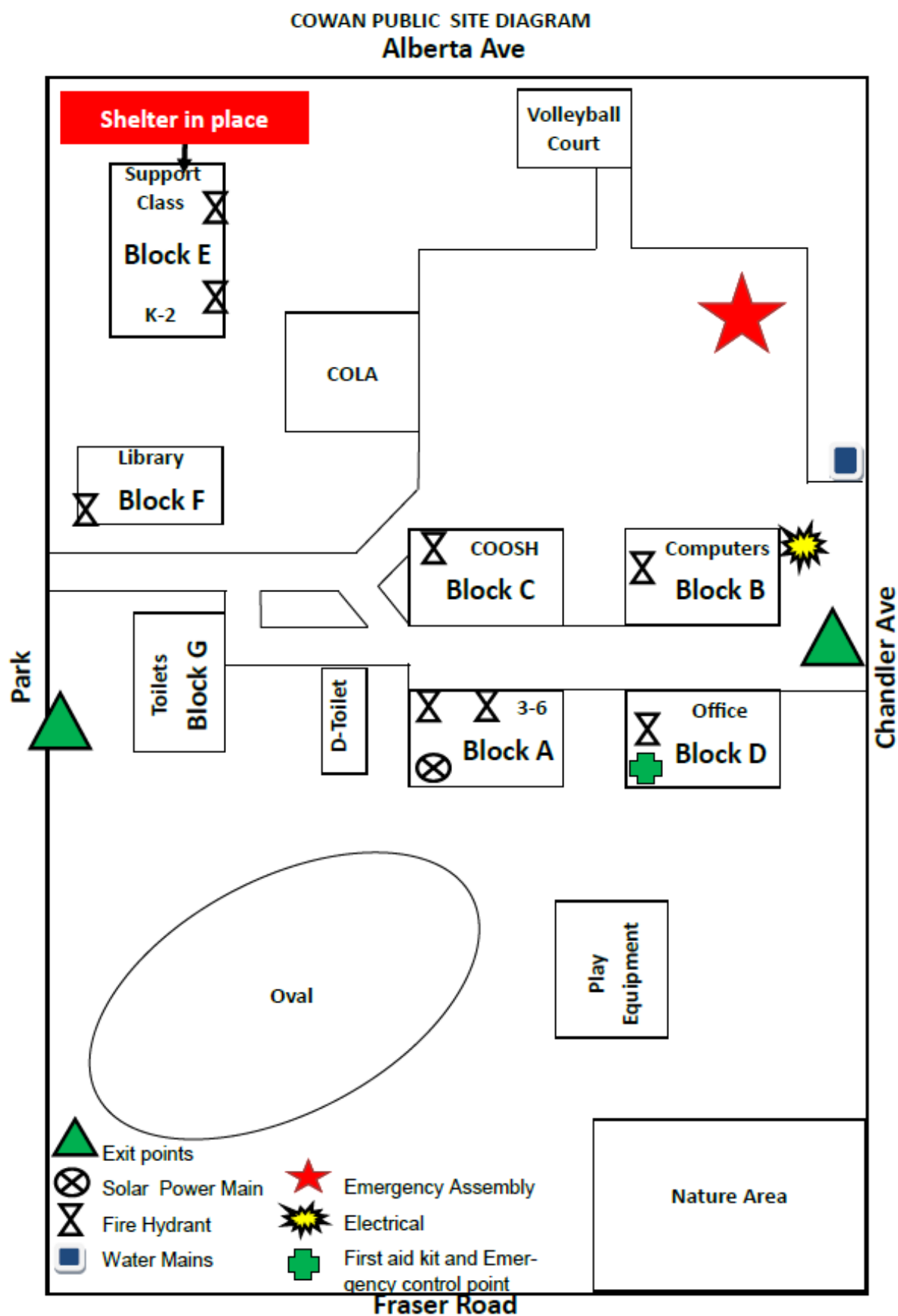
## TAB A – Attachments

- A. Map of both the onsite evacuation assembly area and offsite evacuation assembly areas 1 and 2 + route instructions. Routes marked in red line 
- B. Map of shelter in place refuge 1 – See below









Version 1 – Reviewed 02 August 2023