

# **Coorabell Public School Bushfire Response Procedure March 2019**

**Effective: March 2019 (updated 11/11/19)**

**Review date: March 2020**

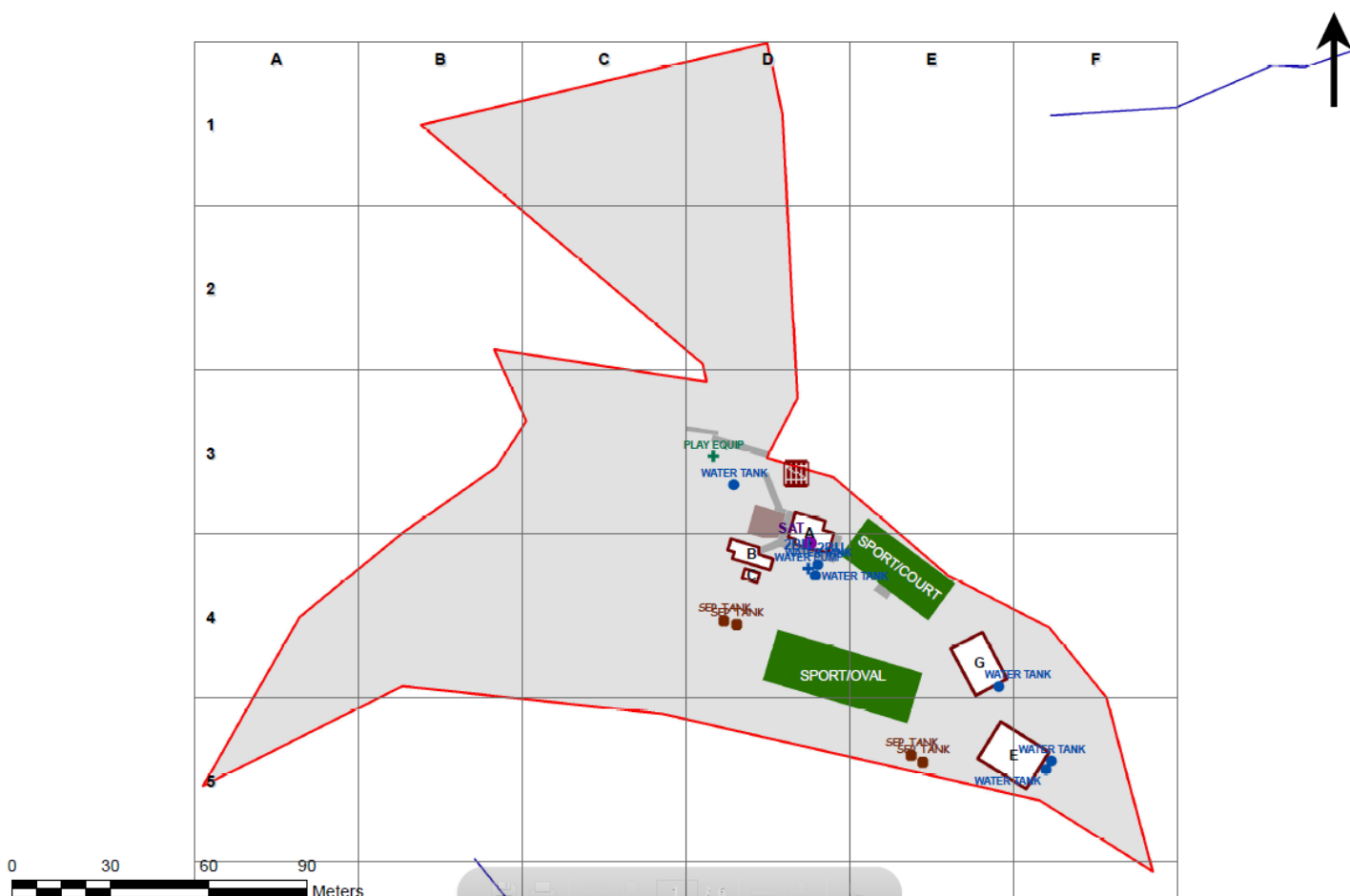


## ON SITE SHELTERING PROCEDURES

1. Following continuous ringing of hooter – assemble with your class on the tennis court.
2. Bring class roll – mark the roll and in the event of a bush fire bring classroom fire extinguisher (if possible).
3. Evaluation of the safety of employees and occupants will be determined by the chief warden at the tennis court whether it would be safer for ALL persons to shelter in a designated refuge.
4. **The designated ON SITE SHELTERING emergency assembly point will be the year 4/5 (Mr Keylock) 5/6 (Mr Eason) classrooms.** This facility has drinking water and can accommodate all Coorabell Public staff and students away from the effects of the main bush fire hazard.

Bush fires can start within close proximity to the property, leaving insufficient time for evacuation. In these circumstances occupants are more likely to be safer remaining in an on-site refuge on site rather than trying to evacuate as the majority of deaths during bush fires result from people trying to leave their properties at the last moment. Leaving late places you at greater risk of getting caught in your car and suffering from smoke inhalation or extreme heat.

It is important to note that emergency services may call for a pre-emptive evacuation of the facility for public safety. The need to evacuate will be communicated via the Chief Warden.



## Procedure for sheltering during a bush fire emergency

<p>In the event of an approaching bush fire threatening the premises, staff and occupants of the school will follow the following procedure:</p>	Designated Fire Wardens will take control of the situation
	At the sound of a continuous hooter, Teachers to remain calm and explain to the occupants what is happening - Evacuate to the tennis court
	Chief warden will evaluate the safety of employees and occupants and it will be determined by the chief warden at the tennis court whether it would be safer for ALL persons to shelter in a designated refuge.
	Move all persons to the designated refuge.
	Ensure all persons are accounted for (use class roles 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 the 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
	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
<p><b><i>NOTE: Ventolin and epi pens are required to be placed in the first aid kit and taken to the refuge to accommodate students with allergic reactions and asthma.</i></b></p>	

### After the bush fire emergency

- ✓ No person should re-enter any evacuated building until advised by the emergency service
- ✓ The Chief Fire Warden (or designated fire wardens under the direction of the Chief Warden) to arrange the movement of occupants back to the site or as otherwise directed by emergency services.
- ✓ All occupants are to be accounted for on their return.
- ✓ Inform the WHS Directorate, police/emergency service of the return of persons to the premises

## EVACUATION PROCEDURES

Emergency services may call for a pre-emptive evacuation of the facility for public safety. The need to evacuate will be communicated via the Chief Warden.

**The designated emergency assembly point will be on the school tennis court in the case of evacuation from site.**

1. The Chief Fire Warden (or person responsible) is to confirm with the local emergency service that the school is being evacuated (including how many people and where they are going)

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2. Move all persons to the assembly point for evacuation.

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3. Ensure all persons are accounted for prior to departure.

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4. Ensure all site buildings have all doors and windows closed prior to leaving site.

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5. The Fire Warden (or person responsible) to advise the local emergency **Bangalow Fire Service 66 87 1333** or **Mullumbimby Fire & Rescue Centre 02) 6684 3786** that the all persons have been evacuated and are accounted for and safe at the designated refuge.

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6. After all the occupants are accounted for and safe at the designated refuge nominated staff will commence contacting families affected.

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7. Maintain situational awareness through radio, NSW RFS website, 1800 NSW RFS, smart phone applications and local firefighting resources.

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8. ***NOTE: Ventolin and epi pens are required to be placed in the first aid kit and taken to the refuge to accommodate students with allergic reactions and asthma.***

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## Response Procedure for Specific Hazards – Bushfire

### Coorabell Public School

#### FacilityDetails

**This plan is for:** Coorabell 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: either Shelter or Evacuate as advised by emergency services and under the direction of a designated Chief Fire Warden.

Contact person	Geoff Coghlan	Position / role	Principal
Phone number (Business Hours)	66 84 7281	Phone number (After Hours)	07 55330139 0459 500 001
Type of facility	Public School	Number of buildings	11
Number of employees	11	Number of employees with support needs	0
Number of students	124	Number of students with support needs	1 - Kuhane Tuki-Grube

#### Evacuation Location

The lead emergency agency (NSW Rural Fire Service or NSW Fire Brigade), or any other delegated agency, shall advise of the location for evacuation, if evacuation is required. Decisions concerning evacuation and the selection of designated safe assembly areas and access routes should be made according to the circumstances and the time of the emergency.

#### Emergency Contacts

Contact	Additional Info	Phone Number
NSW Rural Fire Service	Local Fire Control Centre - Bangalow	66 87 1333
NSW Rural Fire Service	Mullumbimby Fire and Rescue	6684 3786
	Murwillumbah	6671 5500
NSW Rural Fire Service	Bush Fire Information Line	1800 679 737
NSW Rural Fire Service	Website	<a href="http://www.rfs.nsw.gov.au">www.rfs.nsw.gov.au</a>
NSW Police Force		000
NSW Fire Brigade		000
NSW Ambulance Service		000
FACS		13 DoCS
State Emergency Service		6684 3444 132 500
Byron Shire Council		66 26 7025
Byron Bay Police Station		66 85 94 99

Note: **All fires are to be reported to 000**

## Roles & Responsibilities

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

<b>Chief Warden</b>		
<b>Name</b>	<b>Title</b>	<b>Contact phone numbers</b>
Geoff Coghlan	Principal	66 847281 or 07 55330139 0459 500 001

<b>Deputy Chief Warden</b>		
<b>Name</b>	<b>Title</b>	<b>Contact phone numbers</b>
Lisa van Kempen	Assistant Principal	0403 518 533

<b>Section Wardens</b>		
<b>Name</b>	<b>Title</b>	<b>Contact phone numbers</b>
Lisa van Kempen	Assistant Principal	0403 518 533 ext
Lee Rowthorne	Teacher	0410 791 254 ext
Kay Edwards	Teacher	0411 477 125 ext
Steve Eason	Teacher	0404 951 012 ext
Sandra Cottrill	Teacher	0402 906 832 ext
Lee Keylock	Teacher	0401421621
Jenny Moore	SAM	66847281 or 0415 882 144 ext
Karen Ode	SAO	0428 840 088
Ann Ritchie	SLSO	0431 247 329
Sue Craigie	Teacher	66878664 0421 030 438

<b>First Aid Officer</b>		
<b>Name</b>	<b>Title</b>	<b>Contact phone numbers</b>
Jenny Moore	SAM	66847281 or 0415 882 144 ext
Karen Ode	SAO	6684 7281 or 0428 840 088

<b>Communications Officer</b>		
<b>Name</b>	<b>Title</b>	<b>Contact phone numbers</b>
Geoff Coghlan	Principal	66 847281 or 07 55330139

## Refuge (primary)

Name of venue (primary): Year 4/5 (Mr Keylock's classroom) Year 5/6 ( Mr Eason's classroom)

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Address of venue: Mango Lane

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Nearest cross-street: Coolamon Scenic Drive

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Map reference: As Above

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Phone number: Principal Geoff Coghlan 02 66 847281 or 07 55330139 or 0459 500 001

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## Transportation arrangements

Number of vehicles required: NIL

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Name of organisation providing transportation: NIL

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Contact phone number: NIL

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Time required to have transportation available: NIL

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Estimated travelling time to destination: NIL

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## OFF SITE Refuge (alternate)

Name of venue (alternate): Cavanbah Centre

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Address of venue: 249 Ewingsdale Road, Ewingsdale

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Nearest cross-street:

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Map reference: As Above

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## Transportation arrangements

Number of vehicles required: 2 buses

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Name of organisation providing transportation: Owner - Bangalow Transit Pat Bulzomi  
0400 585 331 Bob Sweeney 0417 892 456

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Contact phone number: Pat Bulzomi 0400 585 331 Bob Sweeney 0417 892 456

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Bus drivers: Dave Johnson 0418 760 720 Jo Peters 0404 029 848

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Time required to have transportation available: 15 minutes between 10-2pm or up to an hour before 10am or after 2pm.

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Estimated travelling time to destination: 15-20 minutes to Cavanbah Centre

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## **Bushfire Preparedness:**

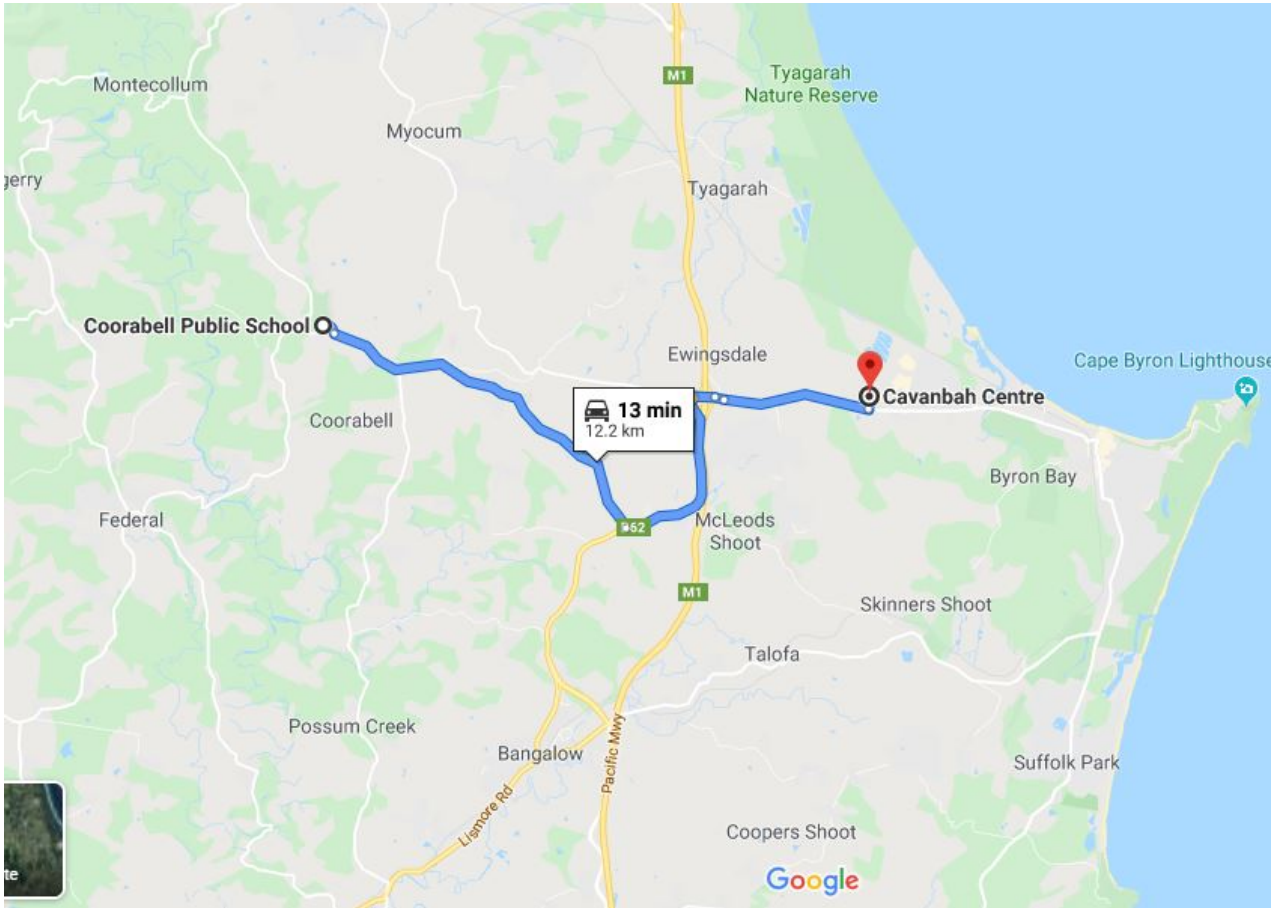
Before and at the commencement of the Bush Fire Danger Period, we will:

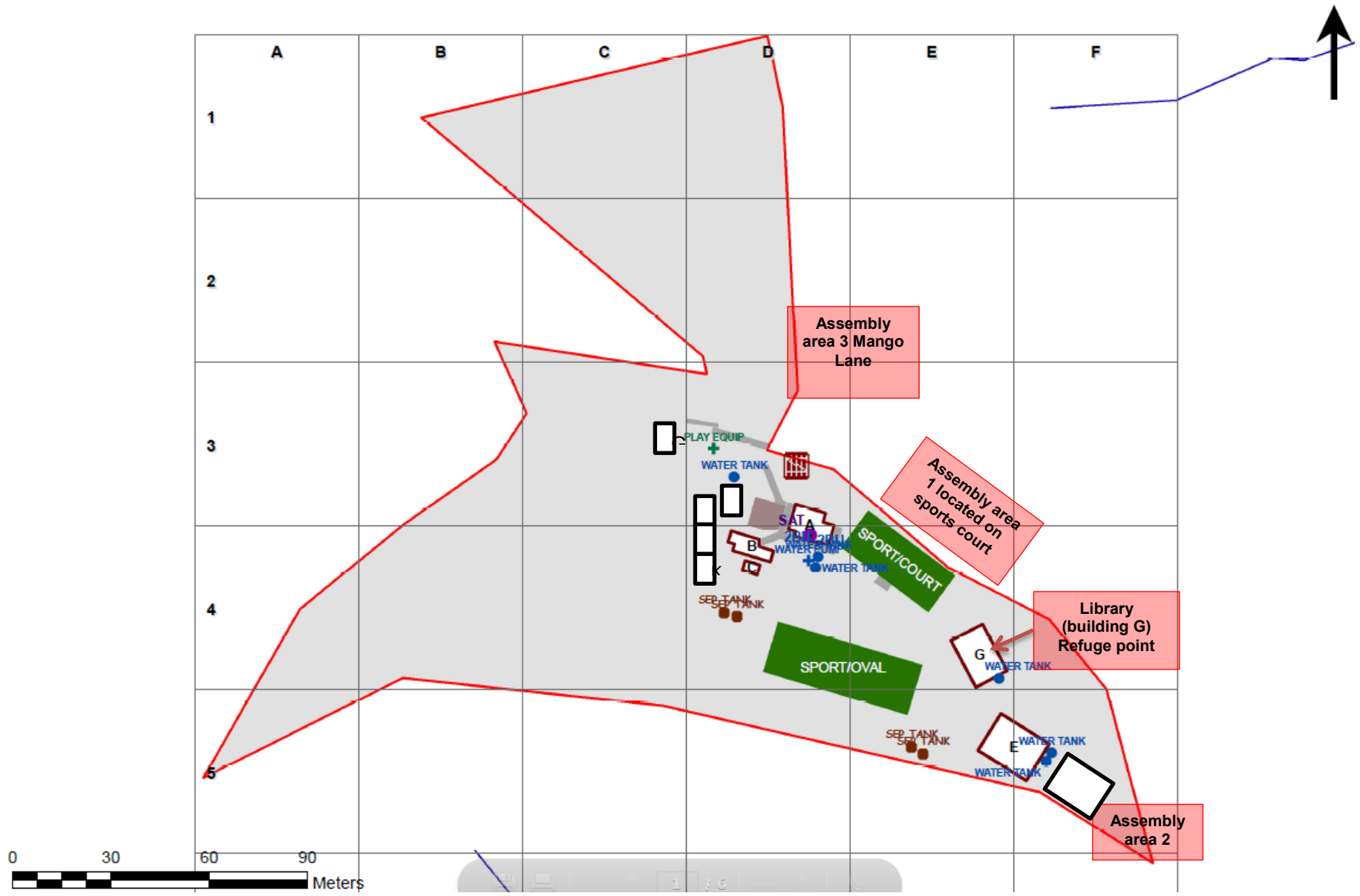
- a. Ensure that the staff are prepared in accordance with the **Bush Fire Emergency Management and Evacuation Plan**.
- b. Ensure that all persons are informed of the evacuation/shelter-in-place procedures
- c. Ensure that families are provided with a copy of the procedure "What to do if the centre is to be evacuated"
- 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.
- j. ***NOTE: Ensure that Ventolin and epi pens are in date and placed in emergency first aid kit.***

## **After the bush fire event**

- 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 WHS Directorate, police/emergency service of the return of persons to the premises

Off-site Refuge and evacuation centre





Administration (BOOA)



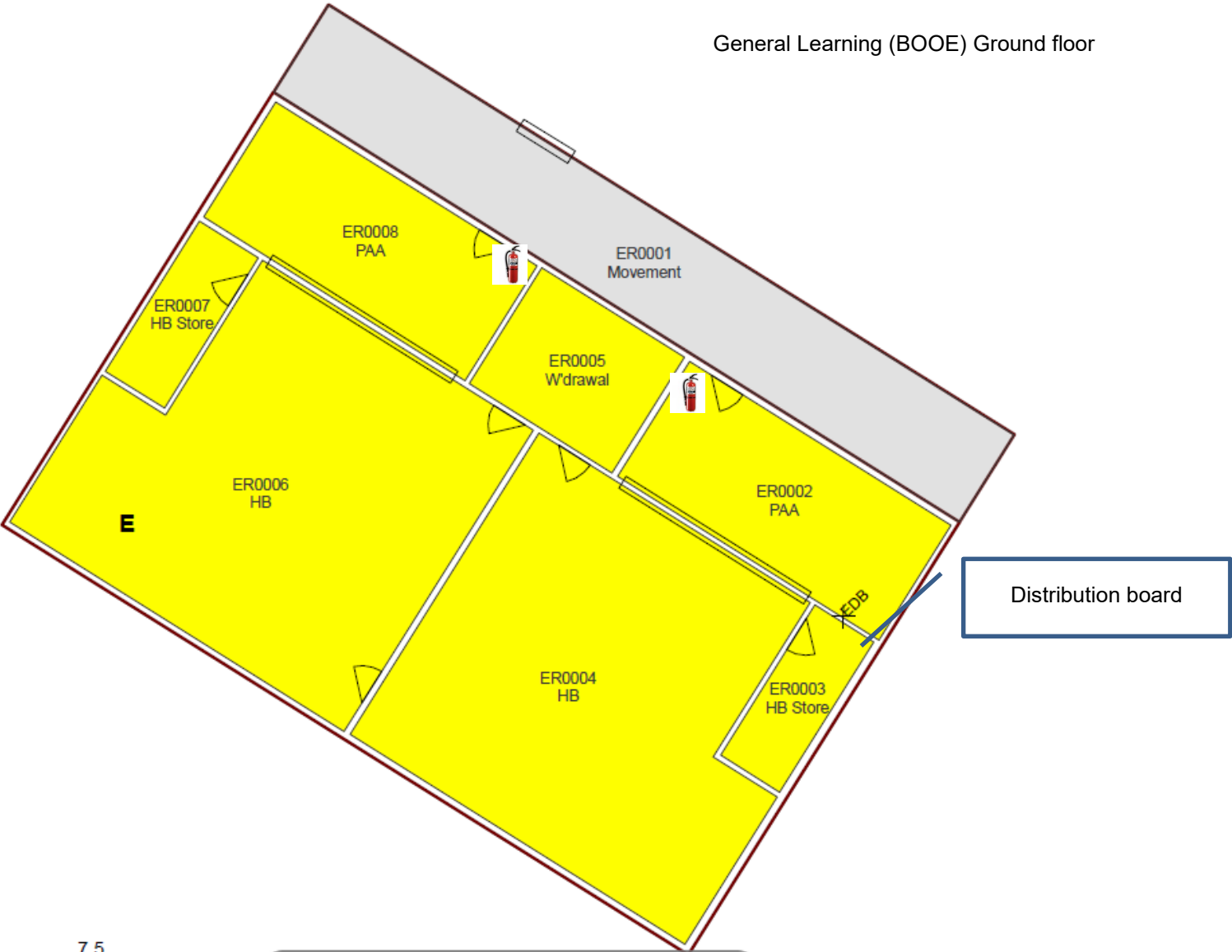
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Pupil Facilities (BOOB)





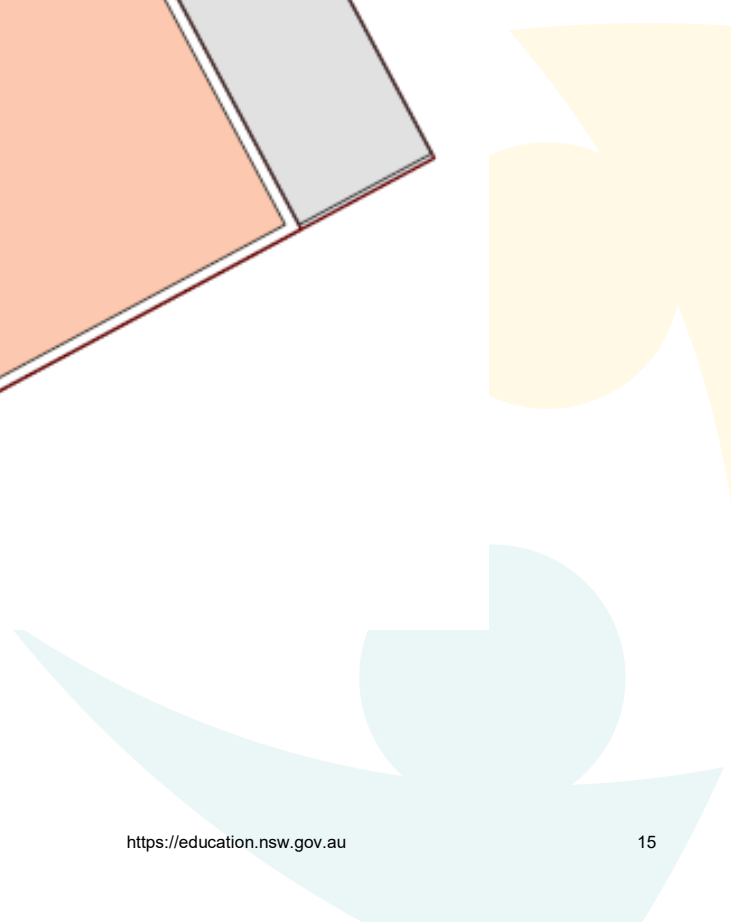
General Learning (BOOE) Ground floor



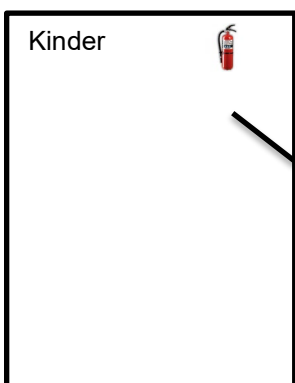
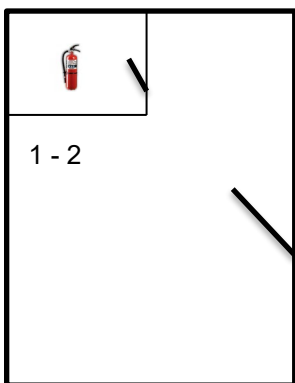
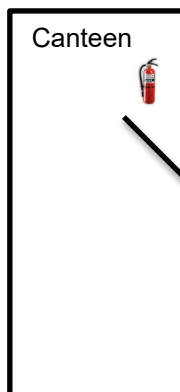
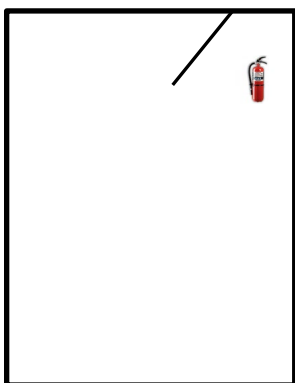
# Emergency management plan



Library (BOOG)



# Emergency management plan

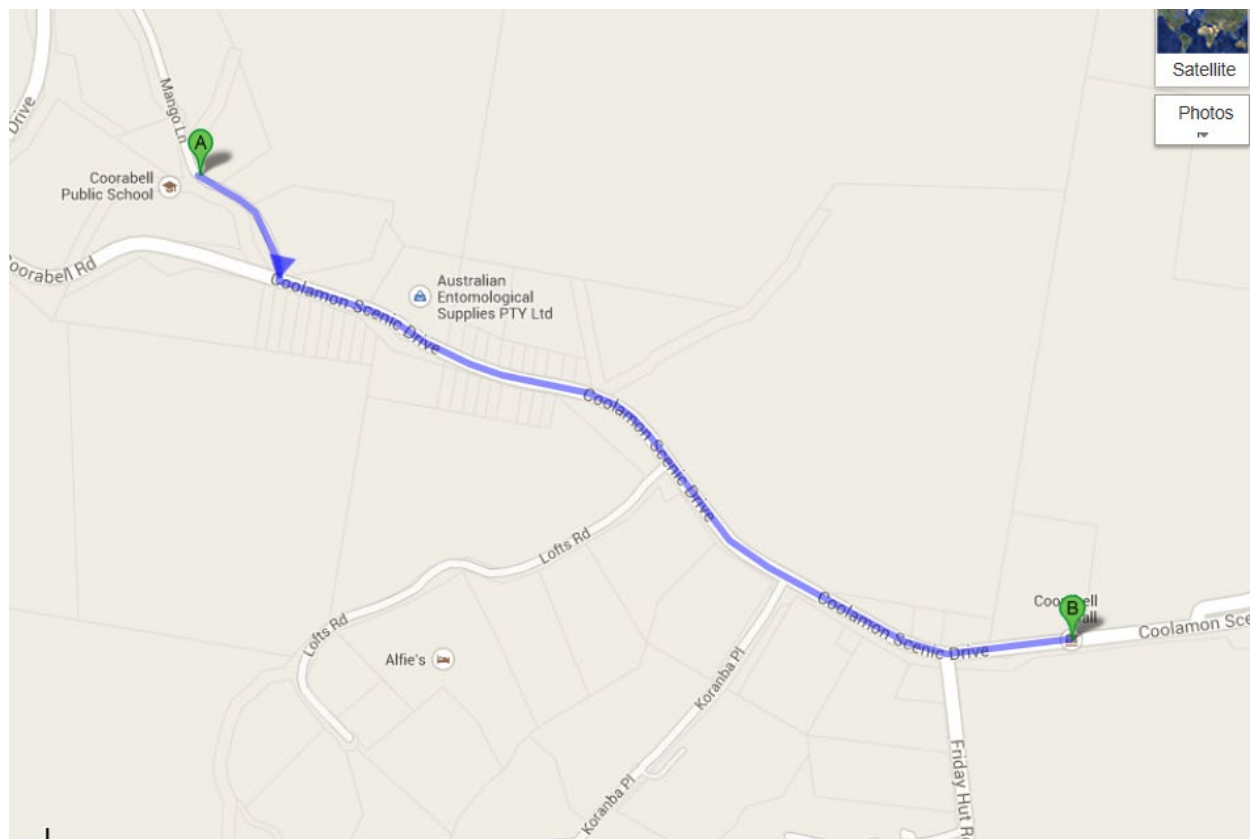




# Emergency management plan



Off-site Refuge (alternative refuge) Coorabell Hall, Coolamon Scenic Drive, Coorabell



Name of facility:	Coorabell Public School
Address:	Mango Lane, Coorabell
Prepared by:	Lisa van Kempen & WHS committee
Authorised by:	Geoff Coghlan
Date:	13 March 2019