

Appendix F - Bushfire and grassfire response plan – Category 2

1. Key information

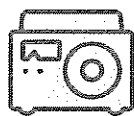
1.1 Bushfire contact information

In case of emergency or fire spotted, call 000	
Service / position	Name / phone number
Local Fire Control Centre	Northern Rivers Fire Control Centre / 02 6663 0000
Police Area Command/District	Ballina Police Station / 02 6681 8699
Incident Report and Support Hotline	1800 811 523, option 1
Director, Educational Leadership	Peter Campbell / 0429 882 272
Bush Fire Information Line	1800 679 737
Assets Service Officer	John Markwort / 0428 104 513
School Community	Class Dojo Message, RFS, Local Radio
Cleaners/Supervisors	Jodie Taylor / 0422 853 963
Assisted School Travel Program	1300 338 278
Transport company	Beaumont Buses / 0402 225 917 Alstonville Bus Service/ 02 6628 3851
Vehicles required	2 buses

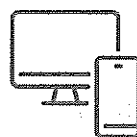
1.2 Stay up to date



'Hazards Near Me'
Free Smart-
phone App



Local radio, TV,
newspaper, local
ABC/emergency
broadcaster



Fire Danger Ratings
at 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 Northern Rivers Fire Control Centre (02 6663 0000) 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 Northern Rivers Fire Control Centre (02 6663 0000) 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 Northern Rivers Fire Control Centre (02 6663 0000) 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	I Block, K-1, 2 Classrooms. Estimated 5 minutes to relocate all persons to this location.
Offsite evacuation location	Alstonville Public School, 58 Main Street, Alstonville NSW 2477, Phone 02 6628 0775. Estimated 15 minutes to evacuate all persons to this location.
<p>In circumstances where both offsite evacuation locations are not available, an alternative location will be determined in consultation with emergency services i.e., local evacuation centre or Neighbourhood Safer Place</p>	
<input type="checkbox"/>	When an evacuation order has been given or a decision has been made to evacuate, the Chief Warden liaises with Northern Rivers Fire Control Centre (02 6663 0000) to provide them with the number of persons evacuating.
<input type="checkbox"/>	Chief Warden or delegate notify their Director, Education Leadership (DEL), and the Incident Report and Support Hotline on 1800 811 523, that the school is evacuating.
<input type="checkbox"/>	Chief Warden or delegate notify parents/carers using Class Dojo Message, 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 location and inform them of estimated arrival.
<input type="checkbox"/>	Raise the alarm (verbal announcement/instruction).
<input type="checkbox"/>	Move all persons to the onsite assembly area unless otherwise advised by the Chief Warden. Note: Office staff to collect evacuation kit and medications. Students to bring school bags 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"> • relocate the person 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"/>	Account for all persons and report missing persons to Chief Warden, before departure.
<input type="checkbox"/>	If safe to do so, close all doors and windows of all buildings before leaving the school.
<input type="checkbox"/>	At the offsite evacuation location, 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 to advise the Northern Rivers Fire Control Centre (02 6663 0000) that all persons have been evacuated and are accounted for and safe at the offsite evacuation location.
<input type="checkbox"/>	Chief Warden or delegate to provide regular updates to the DEL and Incident Report and Support Hotline on 1800 811 523.
<input type="checkbox"/>	Chief Warden or delegate to notify Cleaner that the school is evacuating.
<input type="checkbox"/>	Chief Warden or delegate notify parents with instructions for pick up from the offsite evacuation location. Record students released to parent/carer ensuring an 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 <u>stay up to date</u> 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	I Block, K-1, 2 Classrooms
<input type="checkbox"/>	Raise the alarm (verbal announcement/instruction).
<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: Office staff to collect evacuation kit and medications. Students to bring school bags 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"> • relocate the person 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"/>	Account for all persons and report missing persons to the Chief Warden.
<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 and the 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 of the situation using Class Dojo Message. Continue to provide regular updates as the situation changes.
<input type="checkbox"/>	Chief Warden or delegate to notify Cleaner that the school is sheltering in place.
<input type="checkbox"/>	Maintain situational awareness and <u>stay up to date</u> 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. Update emergency services of any identified risks.
<input type="checkbox"/>	Chief Warden or delegate seek confirmation from Northern Rivers Fire Control Centre (02 6663 0000) on next steps.
<input type="checkbox"/>	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 ensuring an authorised person is picking them up. Note: Make sure parents/carers do not block access to the site for emergency vehicles.

EVACUATION DIAGRAM

Rous Public School

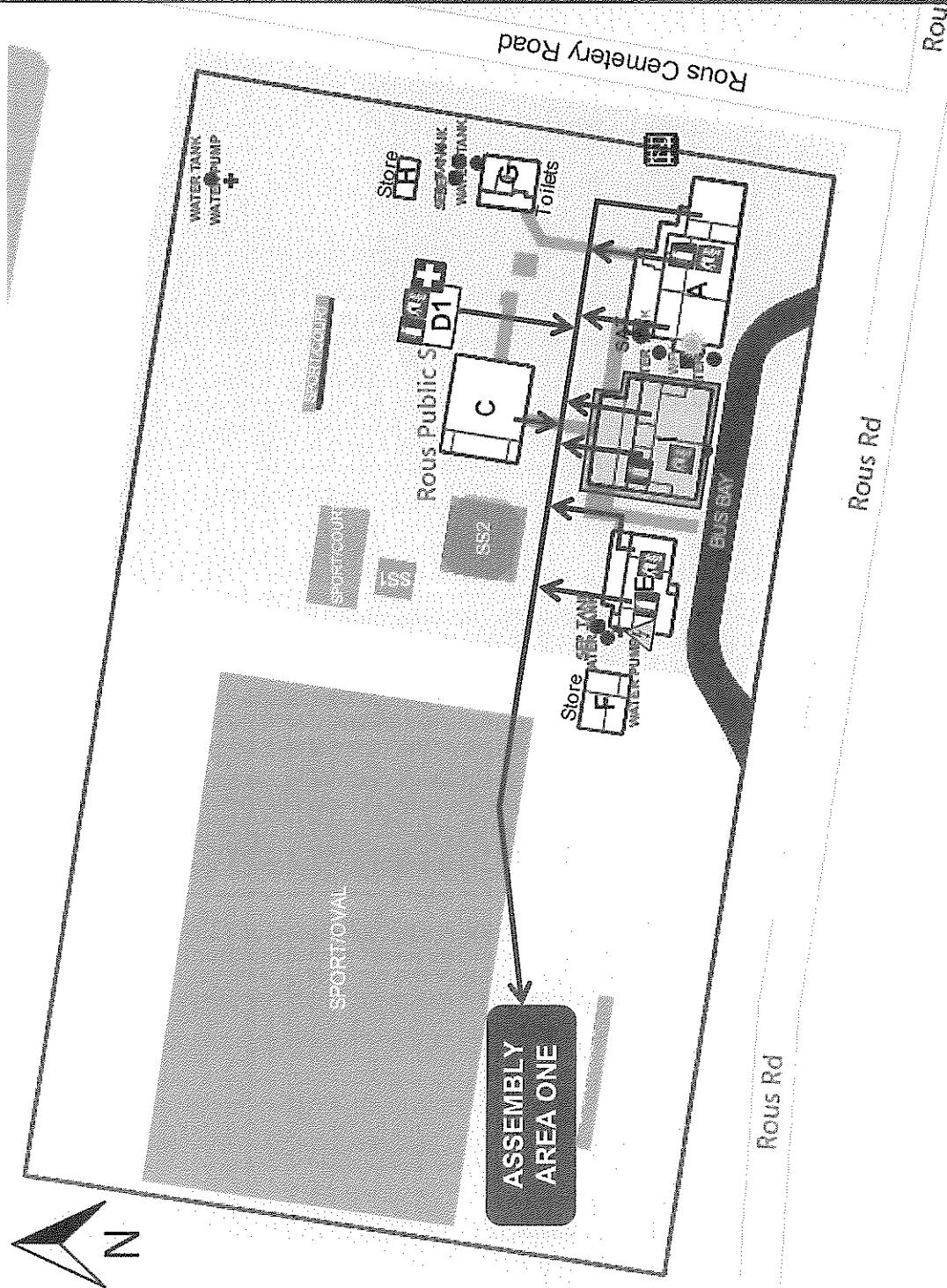
248 Rous Road, Alstonville NSW 2477
 Phone: 02 6629 5294
 Nearest cross street, Rous Cemetery Road

Assembly Area One (1)

'Cricket nets' western side of playground

OFFSITE ASSEMBLY AREA

Back paddock behind the school using gate — then follow advice of emergency services



- Fire Extinguisher
- Fire Blanket
- Evacuation Exit/Route
- First Aid Kit
- Assembly Area
- Shelter in Place Refuge
- Water Tank
- Water Pump
- Electrical Main
- Solar Main

IN AN EMERGENCY
CALL 000

NOT TO SCALE
 MAR 2023

INCIDENT SUPPORT UNIT
 1800 811 523, Option 1

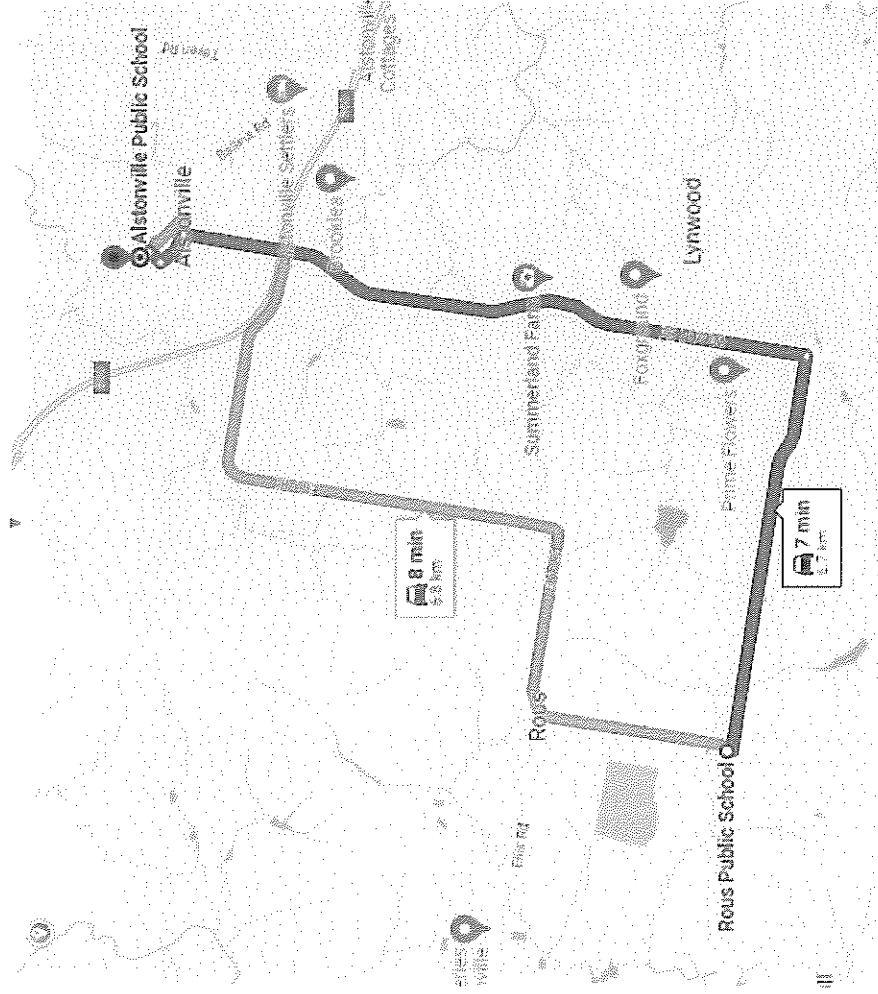
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LEGEND

Offsite Bushfire Evacuation Location

Alstonville Public School, 58 Main Street, Alstonville NSW 2477

Phone 02 6628 0775



Appendix G - First aid plan

To ensure legislative requirements are met, the first aid plan is developed using a risk management approach to meet the needs of the individual workplace. This plan details the strategies in place to ensure appropriate provision of first aid arrangements relative to our workplace requirements, as per the First Aid Procedures.

Details of school / workplace

School / workplace	Rous Public School		
Date of this review	23/06/2023	Date of next review (due within 12 months)	23/06/2024

List of emergency contacts and other key contacts

Medical Emergency 000 | Poison Info Centre 131 126

Medical Centre	Medical Centre 02 6628 3101; Alstonville Clinic 02 6628 0505
Hospital	Ballina District Hospital 02 6620 6400
Other (please specify)	

First aid plan sign off

Name of principal or workplace manager	Krystal Jenkins, Principal		
Signature		Date	23/06/2023