**Como West Public School**

**Bush Fire Prone**

**Response Procedure for Specific Hazards – Bushfire**

The Department of Education and Communities has rated Como West Public School as being in a bush fire prone area. This means that this school will be required to prepare and plan for the bush fire season, review the school’s Emergency Management Plan and ensure that plans are in place in the event that the school is required to evacuate during the school day. The school may also be required to close at the direction of local emergency services and in consultation with the School Education Director in the case of a local bushfire hazard.

Fire Danger Rating forecast will be monitored by the school throughout the bush fire season and any advice regarding bush fire hazards, in the local vicinity, provided by the local authorities will be acted upon.

Information about emergency management will be provided to parents and carers prior to and during the bush fire season to ensure that they are reassured that the school is prepared in the event of a bush fire hazard. This information will include advising that students will not be dismissed from school during an evacuation, on route to the off-site evacuation point and only to the care of an authorised person/parent or carer from the evacuation point. This is to ensure that all students are accounted for.

**Before the bush fire season the school will:**

* review and update the emergency management plan, which will include a bush fire evacuation plan;
* conduct fire drills;
* arrange for contractors to clear gutters of dry leaves and other debris;
* have firebreaks maintained and garden rubbish, native shrubs and tree branches kept well clear of buildings;
* liaise with emergency service agencies about emergency procedures or vegetation management in the vicinity of the school and any other issues that are appropriate;
* ensure staff are familiar with bush fire response procedures at a staff meeting in early October and the start of each new school year.

**During the bush fire season**

* During the bush fire season, the school will listen to the local radio station and/or monitor the NSW Rural Fire Service for information about bush fire activity.
* The school will cooperate with the NSW Rural Fire Service and NSW Fire and Rescue as they work with the Local Emergency Management Committees to plan for managing bush fire risk and activity or follow their instruction during a bush fire event.
* If bush fires are burning the Principal will discuss the school’s specific circumstances with local emergency services agencies and the School Education Director to determine whether they need to temporarily cease operations or relocate.
* If there is a threat of bush fire, the Principal will contact emergency services and seek urgent advice. Where required, the school will implement their Emergency Management Plan with respect to bush fire, where possible, in consultation with emergency services.

**In the event of the requirement to evacuate during the school day**

* Decision to evacuate to off-site location is made by the Principal in consultation with emergency services and the School Education Director or if directed by emergency services.
* Staff and students evacuate to school assembly point (basketball court) if safe to do so.
* **First aid kits, Epipens, Asthma medication and health care plans will be taken with staff to off-site evacuation site. (Como PS)**
* Rolls marked prior to leaving site.
* All staff/contractors/visitors will be accounted for.
* Students walk to Como West Public School.
* Email and SMS sent to parents that students will be at Como Public School.
* Students will only be released to identified/authorised person/parent/carer from off-site evacuation point.

**In the event of the school being closed due to a local fire event – outside of school hours if a local fire impacts on the normal operation of the school**

* Parents will be advised of a temporary closure of the school by email and SMS.

**Staff**

If the school is required to close prior to the commencement of the school day and the school is declared temporarily closed and the staff is unable to attend the school site staff should make individual decisions regarding how they will respond in the event of the school closure unless otherwise directed by the Principal or School Education Director.

All staff will then to decide on one of the following options:

* Remain at home;
* Travel to the nearest DEC school or district office that is open;
* Travel to Como West Public School.

All staff will contact the Principal to advise of the location they are working from or if they are taking leave.

**Cleaning staff/Contractors**

Cleaning staff will cooperate with the direction of the Principal in the event of an evacuation.

Cleaning staff need to contact their employer and have an agreed plan in place where there is a need for an evacuation outside of school hours.

**Before & After School Care**

Before & After School Care will follow the school’s emergency management.

The Principal and the Before & After School coordinators will communicate with each other if they are aware of a local fire event which may impact on their operation and safety.

Before & After School staff also needs to be aware that if there is a school closure, the school remains closed until they are notified by text message or told by the Principal or emergency services that the school is open.

Before and After School staff must provide the mobile number to the school office of the coordinators and permanent staff and this information must be kept current.

***Evacuation Assembly Areas and Evacuation Routes - summary***

**Evacuation Route –To Como Public School**

* Students assemble on basketball court facing Wolger Street.
* Exit gate opposite junior fixed playground equipment and turn right.
* Cross Wolger Street using the crossing.
* Turn left and turn right into Warraba Sreet.
* Use crossing on Warraba Street to cross on side of road where the path is.
* Continue down Warraba Street.
* Turn right at Como Parade and cross the road to walk on the path.
* Turn right at Railway Road and go under the railway line using the pedestrian tunnel.
* Turn left at Novara Cres and continue till reaching the crossing opposite Como Public School.
* Use the crossing on Novara Cres and then cross at the crossing directly opposite on Genoa Cres.
* Turn right and enter the gates of Como Public School on Genoa Cres.

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| **Como Public School** |
| **Address**: Genoa St, Como NSW 2226  **Telephone**: 02 9528 9003, 9589 1706  **Fax**: 02 9528 3407  **Email**: [como-p.school@det.nsw.edu.au](mailto:como-p.school@det.nsw.edu.au) |

* All staff will be trained in emergency management and will make themselves familiar with evacuation routes and assembly areas.
* Evacuation drills will be conducted twice per year.

**Transport Details**

Staff and students will walk to Como Public.

Buses may be used if deemed appropriate to travel to Como Public, depending upon their arrival time.

|  |  |  |  |
| --- | --- | --- | --- |
| **Mode of Transport** | **Company Name / Private Vehicle Owner Name** | **Phone / Mobile Number** | **Time required prior to evacuation** |
| Walking | Not applicable | Not applicable | Not applicable |
| Bus | Veolia | 87243022 or  87000555 | 10 mins |

**The lead emergency agency (eg RFS or FIRE RESCUE NSW), or any other delegated agency, may advise of an alternative location for evacuation according to the circumstances.**

**Emergency Contacts**

NSW Rural Fire Service – 000 Fire and RESCUE NSW – 000

NSW Police Force – 000 Sutherland Shire Council – 9710 0333

State Emergency Service – 000 NSW Ambulance Service - 000

Sutherland Hospital, Caringbah – 9540 7111

Department of Community Services (DoCS) – Head Office – 9716 222 or 132111 to report suspected abuse or neglect.

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

**In the event of a bushfire:**

         Contact FIRE RESCUE NSW on 000. Do not assume that the fire has been reported.

         Liaise with emergency services regarding evacuation.

**If the organised movement of students to a safe location is judged to be impossible, the following procedures should be followed:**

      Direct students and staff to move to the hall.

      A roll call will be conducted.

     Doors will be closed and the base of doors covered to prevent smoke entry.

      Students will be assembled away from the part of the building which will be initially exposed to the fire, in accordance with established evacuation procedures.

      When the fire has passed, the students and staff as directed by the emergency services will leave the building in an orderly manner by the nearest, safest exit and assemble away from the initial exposure area.

      A roll call should be conducted in a safe area away from the building.

First aid kits, Epipens, Asthma medication and health care plans will be taken with staff to the hall.

**Evacuation from school site (relocation)**

**Walking From Como West Public to Como Public**

