



# Bushfire Management Plan, 2019

November 2019

St Joseph's Catholic High School, Albion Park

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Approval date: Term 4 2019

Evaluation date: Term 2 2020

*This document should be referenced as:  
SJCHS (2019) Bushfire Management Plan, 2019. St Joseph's Catholic High School, Albion Park*

## Preface

We live, work and study in a beautiful coastal landscape, with an amazing natural and cultural history. The school community values the local natural and cultural landscapes. However, during bushfires, the natural landscape can provide a risk to the community of St Joseph's Catholic High School.

This bushfire management plan attempts to minimise the risk to (i) staff, students and the school community and (ii) the school infrastructure while undertaking school activities.

Planning has been undertaken to minimise these bushfire risks, and the plan provides a clear direction during the event of a bushfire within close proximity to the school site.

Amanda Wilson, Principal  
St Joseph's Catholic High School

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## 1. Introduction

Bush fire is part the Australian landscape, and drives the ecology of both terrestrial and aquatic ecosystems. However, bushfires in the urban- bushland interface can occur having significant impact on the local community. Prior planning and operational management is required to minimise the impact of bushfire on the school infrastructure and the school community.

This Bush Fire Management Plan has been developed for the St Joseph's Catholic High School Albion Park and aims to provide a clear and effective tool for the school to use during a Bush Fire Emergency. The plan has been developed using the Catholic Education Diocese of Wollongong (CEDoW) handbook and adapted following consultation and engagement with the NSW Rural Fire Service. The School Work Health and Safety Committee has also reviewed the plan.

### **Purpose**

The purpose of this plan is to ensure, as far as practicable, the safety, health and well-being of students, staff, contractors and visitors during a bushfire in the vicinity of St Joseph's Catholic High School, Albion Park

### **Objectives**

To minimise the impact of bushfires on: (i) the staff, students and school community and the (ii) the school infrastructure.

To comply with legislative and policy drivers relating to bushfire management.

### **Scope of the bushfire management plan**

This plan applies to (i) the planning, (ii) operational management and (iii) evaluation of all activities at the school associated with the management of bushfires.

The school recognises that it is not a fire control organization and relies on emergency services to control fires. This plan is primarily focused on minimising the impact of bushfires on people and property.

This plan should be read in conjunction with the school emergency plan. The bush fire plan comprises a component of the school emergency plan.

## The local area and bushfire

### Climate

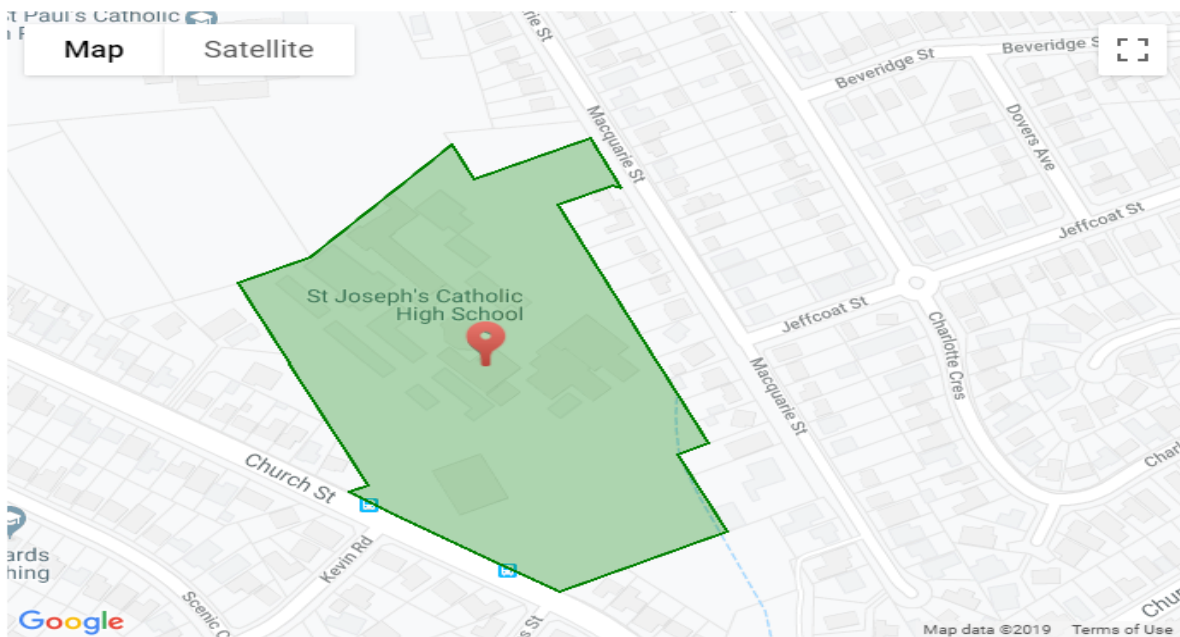
The average climate in the area is generally mild with average temperatures ranging from 17.4° C in June to 26.1° C in January. Rainfall is more pronounced in summer/autumn, with average annual rainfalls of 1280mm in Albion Park. The bush fire season is defined as between September and March (Illawarra Bushfire Management Committee). In the past 10 years, a noticeable change in climate has occurred with significant reductions in rainfall, higher maximum daily air temperature, and extended periods of dry weather resulting in a substantially drier landscape during the bushfire season.

The prevailing weather conditions associated with the bush fire season in the Illawarra are north-westerly winds accompanied by high daytime temperatures and low relative humidity. During the bushfire season, extreme weather conditions are experienced including (i) frequent dry lightning storms and (ii) on occasions strong hot westerly winds.

### The local landscape and bushfire

The St Joseph's Catholic High School is set within the urban-bushland interface in Albion Park.

Figure 1. St Joseph's Catholic High School, Albion Park. *Is not identified as bush fire prone*



### Your search result

You have conducted a search of the online bush fire prone land tool for the land in the map above. This search result is valid for the date the search was conducted. If you have any questions about the Bush Fire Prone Land Tool please contact [bushfireprone.mapping@rfs.nsw.gov.au](mailto:bushfireprone.mapping@rfs.nsw.gov.au)

The parcel of land selected is not identified as bush fire prone however you could still be affected by a bush fire.

## **Bushfire threat**

Bushfire threat essentially takes four forms (RFS 2014), these threats include wind, smoke, radiate heat and flame.

**Wind:** Strong winds resulting from severe bush fires will drive embers into vulnerable areas of a building, preheat and dry fuel ahead of a fire, lift roofing and extend flames along a more horizontal plane closer to building elements (RFS 2014).

**Smoke:** While smoke will cause minimal damage to property, it can severely affect the health of residents. Smoke is a significant factor in at risk developments, particularly where residents are susceptible to respiratory disorders. Smoke can also reduce visibility during evacuation or shelter situations. Embers: Ember attack is responsible for most bush fire related building fires. Embers can also cause spotting in advance of the bush fire and ignite building elements (RFS 2014).

**Radiant heat:** Radiant heat can severely impair the health of residents and the integrity of building elements. Radiant heat can prevent emergency services personnel assisting occupants of at risk developments (RFS 2014).

**Flame:** Flame attack will severely restrict firefighting operations, resulting in the ignition of building elements and a threat to the health of residents and their capacity to evacuate the area (RFS 2014).

## **Bushfire hazards at the school**

Hazards and risks associated with bushfires and wildfires near the school were identified (Appendix 1) according to standard risk assessment guidelines (CEDoW 2016c; CEDoW 2016d). Bushfire mitigation measures have been developed and adopted to minimise fire risk to people and property.

### **Hazards associated with fire event**

Specific bushfire hazards were identified associated with the actual fire event (Appendix 1) and the management of people during this period. The high priority hazards that need to be managed via event management mitigative measures are identified below:

1. Exposure to fire during the movement of students, staff and parents travelling by car or on foot to or from school through a fire area, causing exposure to radiant heat, smoke and ember attack. These are to be addressed via the evacuation and shelter in-place procedures.

Other hazards were identified and can be addressed via mitigative measures (Appendix). These hazards were deemed to be important, but a lower priority.

The screenshot displays a web-based land parcels viewer. The main area is an aerial satellite image of a residential neighborhood. A specific property is outlined in black. The property is located at 16 Macquarie Street, Albion Park. The interface includes search filters at the bottom: ADDRESS SEARCH, STREET SEARCH, PROPERTY ID SEARCH, LOT PLAN SEARCH, PROPERTY/PARK SEARCH, and ROAD NAME SEARCH. On the right side, there is a 'LAND PARCELS' panel with the following information:

LAND PARCELS	
PARCEL INFO 1 OF 1	
streetview	
S94 Precinct	7 - Albion Park
S94 Benefit Area	No
S94 Benefit Area Developer	No
S94 Car Parking Precinct	No
Planning Agreement	No
PROPERTY INFO 1 OF 1	
Land Title	LOT: 1 DP: 788711
Property Address	16 Macquarie Street
Suburb Name	ALBION PARK
Property Name	St Joseph's Catholic High School
Land ID	16036
Property ID	160937
Area	5.60 Ha
WASTE COLLECTION	YES (1)

## Part two: pre-fire season planning.

### Site preparation and planning:

A review of the school grounds and buildings prior to the Bush Fire Season (i.e. July) needs to be completed to ensure that necessary clearing and maintenance is conducted. A review of essential emergency and first aid kits should also be completed at this time. The pre-bushfire season preparation and planning should include:

- A review of the existing bushfire (i) hazard and risk assessment and the (ii) plan for the site.
- Contact with the local Rural Fire Service / Fire and Rescue New South Wales units for advice on key exposures of the site.
- Contact with the CEDoW regarding preventative maintenance, trimming and clearing of vegetation.
- Cleaning of leaves and combustible fuel from the roof, gutters and downpipes of all school buildings. High priority for the Blocks D and E and the agricultural shed.
- Remove and store any flammable items away from school buildings.
- Confirm the most appropriate school building to use as the "Shelter In Place".
- Review the emergency survival kit contents.
- Review the contents of the first aid kit.
- Stock bottled water, toilet paper, towels, candles/torches and matches, woollen blankets, portable battery-operated radio, spare batteries, contact lists, class lists, masks, gloves, goggles, mobile phone chargers.



### **Pre-bushfire season communication**

At the commencement of the Bush Fire season, the school will ensure that appropriate communication is shared with staff, students, emergency services and the community regarding the Bushfire procedures adopted by the school. This will include:

- Include information in the school newsletter and website to communicate the school procedures should a bush fire emergency eventuate.
- Confirm emergency contact details for students and staff and details of alternative carers/contacts in case of a bush fire emergency in **WEEK 3** of Term 1.
- Contacting the Rural Fire Brigade and Fire and Rescue NSW for advice on how to establish mobile phone contact with key officers.
- Sending details of the school's emergency procedures to local fire stations and fire control for review or notification.
- Ensuring emergency drills have been completed each academic year. Preferably earlier in the school year.
- Ensuring the schools 'Bush Fire Emergency Management Plan has been loaded onto the school website for parents and the community.
- Regular reminders to students and staff to have their own water bottle at school and to ensure it is flushed and refilled regularly.
- Provide copy of the Bush Fire Emergency plan with the CEDoW.

### **Part three: procedures during a bushfire event.**

#### **Bushfire emergency procedures**

In the event of a bushfire two options for action are available to the 'Person in Charge'. The implementation of these options will be dependent on the predicted weather conditions such as the temperature, humidity and wind conditions as well as advice from the NSW Rural Fire Service. At all times the students, staff, parents and visitor's safety will be paramount.

#### **School closure procedure**

School closure procedures will be invoked upon notification from the CEDoW or other regulatory body such as RFS. A decision to close the school is likely to occur outside of school hours and so it is important that parents/carers and staff listen to the local ABC radio and check [www.nswrfs.gov.au](http://www.nswrfs.gov.au).

Once it has been deemed appropriate to close the school, the Principal will determine if the SJCHS Emergency response plan is to be implemented (SJCHS 2019). This plan deals with site evacuation.

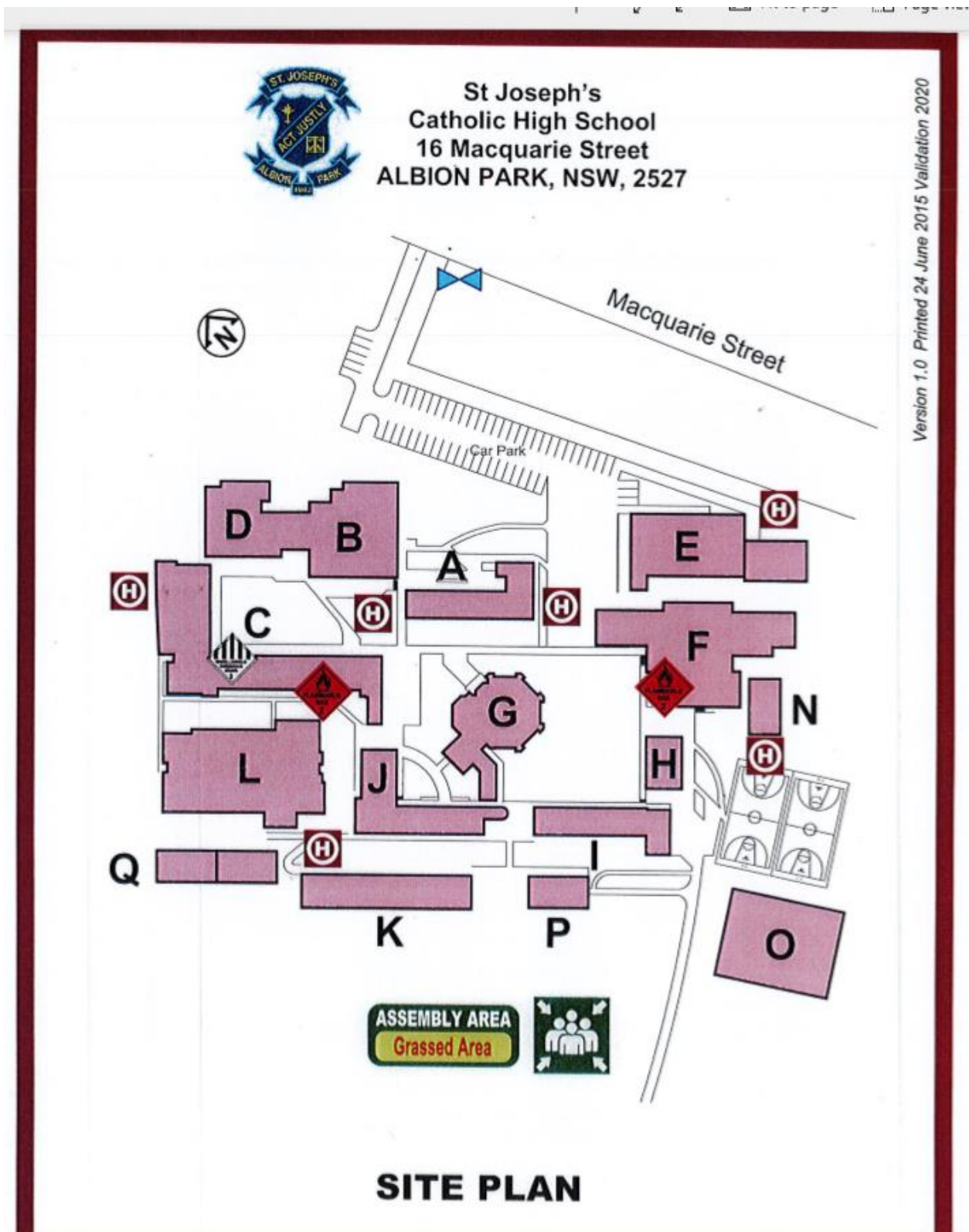
#### **Shelter In-place procedure**

If conditions prevent staff, students and visitors leaving the school site safely due to insufficient time or unsafe conditions the 'Shelter in Place' procedures will be invoked. Shelter in Place procedures will be invoked if there is an immediate level of risk as a result of a Bush Fire alert. In this instance, all students, staff and visitors will be re-located to a central and relatively fire-safe building in the school premises to increase ease of protection. This will be known as the "shelter in place".

The School Hall has been identified as the "shelter in-place" location (*Figure 2*).

Role specific duties are listed in Appendix 2.

Figure 2. Shelter in place location for St Joseph's Catholic High School, Albion Park.



### **Roles and responsibilities during a bushfire event.**

The roles and responsibilities for the management of people and infrastructure at the school, during a bushfire are listed in Appendix 2. These responsibilities have been made consistent with the School Emergency Plan (SJCHS 2019). Emergency contacts are listed in Appendix 3.

### **School closure procedures**

During bushfires the NSW Rural Fire Service will provide regular information regarding Bushfire alerts. These alerts will be taken seriously and prompt action will be taken by the CEDoW and the school. Should the decision be made to close the school due to a significant risk of harm as a result of a bushfire, the associated procedures will be implemented.

#### **Prepare and Act (likely to be catastrophic or extreme fire danger rating).**

- The fire danger ratings and recommendations to close schools will be communicated by the Catholic Education Commission (CEC) to the CEDoW by 5pm in order to invoke the school closure procedures for the following day.
- The School Principal will be notified by the CEDoW if a **catastrophic** or **extreme** fire danger rating is advised.
- Parents will receive a generated **SMS** from the CEDoW advising that the school is closed and students are to stay at home until notified to return.
- Staff will be advised by SMS and/or email that the school is closed and to remain at home and not to report to work.
- A sign will be placed on the school gate by 8.00am by the Local Warden or nominated local staff member to indicate that the school will be closed due to a bushfire alert.
- The Local Warden or nominated local staff member will (if safe to do so) be at the school between 8.00am till 9.00am in case students come to the school on the day. Should this occur, parents will be contacted by the Local Warden or nominated local staff member and arrangements will be made to have the students collected as soon as possible.
- All excursions will be cancelled or postponed.
- Students away on overnight excursions will remain at their present location and will be advised by the Principal/delegate/CEDoW when the bush fire alert has been lifted and it is safe for them to return.
- The school will remain closed until the alert has been lifted and confirmation to open has been received from the CEDoW.
- If the declaration of the fire danger rating occurs after hours, parents are advised to listen to the local ABC radio or visit [www.nswrfs.gov.au](http://www.nswrfs.gov.au)

#### **Recovery following school closure**

- Parents will be advised when students may return to school through a generated **SMS** from the CEDoW.
- Counselling services will be available for students, staff and parents/visitors.

#### **Evaluation following school closure**

- A coordinated de-brief and evaluation of the closure process will be completed at the school as soon as practicable once normal school operations have resumed.

## Shelter in-place procedures

Some fires start and spread so quickly that there is no time for any warning at all. Should the school be notified or believes that there is a fire in the local area and that the school is in immediate danger, then the “person In charge” will commence the ‘shelter in place’ procedures. It is important to understand that during the “shelter in-place” procedures that staff, students and visitors on site will not be allowed to leave until advised that it is safe to do so.

### Prepare and Act (likely to be an Immediate local threat)

- ‘Person in charge’ to confirm and validate the current local situation with Emergency Services (NSW Rural Fire Service, Fire and Rescue NSW and the Police).
- The ‘Person in Charge’ or their delegate to contact the CEDoW HOSS and Assistant to the Director, Tim Gilmour, to advise of the local bush fire threat and notify them regarding the commencement of the ‘shelter in place’ procedures.
- Parents to be notified of the action taken by the school regarding the local threat as soon as possible via SMS from the CEDoW, “ *The school has activated their school Bush Fire Management Plan – Shelter in Place. Students are safe and you will be kept informed of all developments. Do not come to school until notified*”.
- The ‘person in charge’ or delegate to sound the ‘shelter in place’ alarm (***bell and recording “Shelter in Place, Shelter in Place, Shelter in Place”***) and all school activities will cease immediately
- Staff to commence the relocation of school operations to **the School Hall**. Students to bring bags and water bottles.
- School gates to be locked by the SSSO or delegate to prevent any individual entering or exiting the premises. It is assumed the Rural Fire Service will cut gate locks if required.
- All toilet facilities and buildings to be checked by the SSSO or delegate.
- SSSO to take first aid kit, medications, torch and emergency survival kit with them to the ‘shelter in place’ location.
- Students roll call to be completed and student number to be advised by the Office manager to the delegate once at the shelter in place.
- All doors to be closed and wet towels to be placed at the base of doors and any other exits.
- All windows to be closed and binds to be pulled down to block vision for the students.
- The air conditioner to be left on.
- All staff to keep students calm.
- Once in the shelter in-place mode, no one is to leave without the authority of the ‘Person in Charge’. Parents/visitors at the school are to shelter until the threat has passed and an all clear has been given by the ‘Person in Charge’.
- Students away on an excursion to remain at their present location (unless it is unsafe to do so) and not return to school.
- Students away on over-night excursions to remain at their present location (unless it is unsafe to do so).
- The ‘person in charge’ will stay in contact with the emergency services until clearance is provided that the threat has ceased.

### **Recovery following “shelter in-place”**

- Parents will be advised when the localised threat has ceased, and that it is safe to come to the school to collect their child/children through a generated SMS from the CEDoW, *“The school is no longer under threat. Parents can come to the school and collect their children”*.
- Counselling services will be available for students, staff and parents/visitors.

### **Evaluation following “shelter in-place”**

- A coordinated debrief and evaluation of the ‘Shelter in Place’ process will be completed at the school as soon as practicable once normal school operations have resumed.

### **References**

- Australian Institute for Disaster Resilience (2015). Australian Disaster Resilience Handbook 10: National Emergency Risk Assessment Guidelines. <https://knowledge.aidr.org.au/media/2030/handbook-10-national-emergency-risk-assessment-guidelines.pdf>
- CEDoW (2016a). Emergency planning and response procedures manual. Catholic Education Diocese of Wollongong, Wollongong.
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- Rural Fire Service (2014). A guide to developing a Bush Fire Emergency Management and Evacuation Plan [https://www.rfs.nsw.gov.au/\\_data/assets/pdf\\_file/0020/29270/Form.pdf](https://www.rfs.nsw.gov.au/_data/assets/pdf_file/0020/29270/Form.pdf)
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## Glossary

**Assets:** anything valued by the community which includes houses, crops, heritage buildings and places, infrastructure, the environment, businesses, and forests, that may be at risk from bushfire.

**Bush Fire:** a general term used to describe fire in vegetation, includes grass fire.

**Bush Fire Hazard:** the potential severity of a bushfire, which is determined by fuel load, fuel arrangement and topography under a given climatic condition.

**Bush Fire Risk:** the chance of a bushfire igniting, spreading and causing damage to the community or the assets they value.

**Bush Fire Risk Management:** a systematic process that provides a range of treatments which contribute to the well-being of communities and the environment, which suffer the adverse effects of wildfire/bush fire.

**Bush Fire Threat:** potential bush fire exposure of an asset due to the proximity and type of a hazard and the slope on which the hazard is situated.

**Consequence:** outcome or impact of a bush fire event.

**Fire Fighting Authorities:** the NSW Rural Fire Service, NSW Fire Brigades, the National Parks and Wildlife Service and Forests NSW.

**Fire Thresholds:** Minimum threshold intervals between fire events are generally established by determining the minimum time-frames required for key plant species within an ecological community to reach reproductive maturity, whilst avoiding deleterious impacts to species diversity and habitat structures in the broader ecological community

**Likelihood:** the chance of a bush fire igniting and spreading.

**Major Bush Fire:** A bush fire which requires the attendance of multiple brigades, or causes damage to property or injury to one or more persons.

**Overall Fuel Hazard:** refers to the Overall Fuel Hazard Guide as described in the document published by Dept. of Sustainability and Environment 3<sup>rd</sup> edition.

**Recovery costs:** the capacity of an asset to recover from the impacts of a bush fire.

**Risk Acceptance:** an informed decision to accept the consequences and the likelihood of a particular risk.

**Risk Analysis:** a systematic process to understand the nature of and to deduce the level of risk.

**Risk Assessment:** the overall process of risk identification, risk analysis and risk evaluation.

**Risk Identification:** the process of determining what, where, when, why, and how something could happen.

**Risk Treatment:** the process of selection and implementation of measures to modify risk.

**Vulnerability:** the susceptibility of an asset to the impacts of bush fire.

## Appendix 1: Bushfire hazard and risk assessment.

The following hazard and risk assessment was prepared using the CEDoW risk assessment guidelines.

No.	Stage	Hazard	Hazard	Location	Likelihood	Consequence	Risk	Mitigation measure	Likelihood	Consequence	Risk	Priority	Mitigation measure timing
1	Planting	High fuel loads on site	High fuel loads associated with leaf drop from nearby bushland	South eastern corner	Likely	Moderate	High	Site maintenance in winter and spring, including removing fuel from the roof and gutters of buildings	Unlikely	Minor	Low	High priority	winter and spring
2			Storage of combustible material near buildings (i.e. mulch, garden waste)	South eastern corner	Possible	Moderate	Medium	Remove the storage of mulch and garden waste away from buildings. Review current practices	Possible	Insignificant	Low		One off activity
3		Proximity to bushland	High fuel loads and large Eucalyptus trees in close proximity to bushland-school interface.	South eastern corner	Likely	Moderate	High	Maintain asset protection zones (APZ) in bushland	Unlikely	Minor	Low	High priority	As required
4			Combustible mulch used in landscaping close to buildings.	South eastern corner	Unlikely	Minor	Low	Use inorganic mulch in selected locations, within close proximity to bushland-school interface	Unlikely	Minor	Low		One off activity
5			Limited access to external fire hoses.	South eastern corner	Possible	Moderate	Medium	Install additional external fire hose or sprinkler on selected building(s) on the southern boundary. Primarily one new hose on the western boundary of the school hall.	Unlikely	Minor	Low		One off activity
			Flammable plastic bottles used as a greenhouse near demountable buildings.	South eastern corner	Possible	Moderate	Medium	Removal of structure.	Unlikely	Minor	Low		One off activity
6			Combustible planting near bushland/school interface.	South eastern corner	Unlikely	Minor	Low	Review existing plantings and consider replacement with less combustible plantings. Refer to RES guidelines.	Unlikely	Minor	Low		One off activity
<b>Event Management</b>													
7		Ember attack (school)	Ember attack during shelter in place.	Shelter in-place school hall	Unlikely	Moderate	Medium	Utilise external sprinkler system, or additional fire hoses. See No. 5 also.	Unlikely	Minor	Low		Event based
8			Ember attack during shelter in place.	School site.	Unlikely	Moderate	Medium	Onsite control of embers using accredited fire fighters.	Unlikely	Minor	Low		Event based
9		High smoke levels	High smoke levels	Shelter in-place school hall	Unlikely	Moderate	Medium	Ensure automatics have Ventroln puffers, close windows and doors. Use wet towels to seal off doors/shelter in place	Unlikely	Insignificant	Low		Event based

## Appendix 2: Shelter in place procedures by role.

A. Shelter in place procedures	
<b>Event Warden / Communication Officer – Office Manager</b>	
<ul style="list-style-type: none"><li>• Calls Emergency Services 000. Reports emergency. Relays Emergency Services instructions to <b>Chief Warden</b>.</li><li>• Proceed to the shelter in place location (i.e. School Hall).</li><li>• Advise <b>Gate Wardens</b> to where to direct emergency services.</li><li>• Maintains a log of events, including record of instructions and information between the Chief Warden, Wardens and Building Occupants.</li><li>• Place shelter-in place sign in courtyard next to school hall.</li><li>• Collate missing visitor list with Reception SSO for <b>Deputy Warden</b>.</li><li>• Advises CEDoW - SI-SS (School Improvement Services Specialist Support). Paul McCann B: 4253 0833 M: 0419 439 152 or Cynthia McCammon M: 0439 887 978.</li><li>• Advises CEDoW Media Liaison Officer and Prof. Assist. To Director of Operations – Tim Gilmour B: 4253 0938 M: 0438 669 677. All enquiries are to be forwarded to the Media Liaison Officer. No Staff Member is to communicate or make statements to media regardless of role with ECO</li></ul>	
<b>Attendance SSO and Reception SSO</b>	
<b>Attendance SSO</b> <ul style="list-style-type: none"><li>• Print Evacuation Report from Sentral - Sentral/Attendance/Evacuation Summary (red button on left hand side of screen).</li><li>• Maintain up to date PALs lists and update “Shelter-in place event”.</li><li>• Maintain up to date Staff lists.</li><li>• Replacement staff lists noting absent staff and relief staff.</li><li>• Proceed to the shelter-in place location.</li><li>• Remain with <b>Deputy Warden</b> at all times.</li><li>• Assist <b>Deputy Warden</b> with distributing rolls to <b>Year Coordinators</b> and collating a list of missing Staff and Students.</li><li>• Be available to give direct assistance to <b>Deputy Warden</b> if required.</li></ul>	
<b>Reception SSO</b> <ul style="list-style-type: none"><li>• Collect visitor sign in Ipad.</li><li>• Collect staff sign in and out book.</li><li>• Collect student early leavers sign out board.</li><li>• Take First Aid Kits, Medications Bag, Defibrillator and give to <b>Senior First Aid Officer</b>.</li><li>• Proceed to the shelter-in place location.</li><li>• Assist <b>Event Warden</b> with collating a list of missing visitors for <b>Deputy Warden</b>.</li><li>• Be available to give direct assistance to <b>Site Warden</b> if required.</li></ul>	
<b>Publications SSO/ Print room SSO</b> <ul style="list-style-type: none"><li>• Take First Aid Kits, Medications Bag, Defibrillator and give to <b>Senior First Aid Officer</b>.</li><li>• Direct students in sickbay and any students in office area (e.g. shelter-in place location).</li><li>• Keep students together in a safe area.</li><li>• Take roll of these students and give to <b>Deputy Warden</b>.</li></ul>	
<b>Curriculum SSO</b> <ul style="list-style-type: none"><li>• Take school Megaphone and Signage to shelter-in place location.</li><li>• Set out Year Group Signs for PALs groups to assemble behind.</li><li>• Be available to give direct assistance to <b>Event Warden</b> if required.</li></ul>	



## A. Shelter in place procedures

### Gate / Area Wardens

- If Gate/Area Wardens are on class, direct the students according to evacuation map to the designated shelter in place location (i.e. School Hall).
- **Gate Wardens** (should take their mobile phones with them)
 

Front Gate:	Library Assistant
Bus Bay/Lower Gate:	Science Lab Assistant
- Gate Wardens are to restrict movements in and out of the school (if safe to do so).
- Direct Emergency Services to fire site as instructed by **Event Warden**.
- Under no circumstances are you to communicate or make a statement to media or public.
- If support is required call the school mobile 0408 487 441 for assistance.
- **Area Wardens**

Administration Block – including toilets, lock financials	SSO - Finance
A Block Classrooms, storeroom:	English Coordinator
Diverse Learning	Learning Support
B Block Work Rooms, storage areas, Construction centre:	TAS Coordinator
C Block: Classrooms, storeroom:	HSIE Coordinator
D Block Classrooms, storeroom:	Maths Coordinator
E Block (Drama, Music, GLA)	CAPA Coordinator
F Block –Labs, staffroom, 2 x store/prep rooms:	Science Coordinator
Library and Library work areas, Study rooms:	Teacher/Librarian
IT Office, Staffroom, common room, toilets & meeting rooms	IT Manager
Canteen (if open)	Canteen Supervisor
Hall, 2 Toilet Blocks (male & female):	DLN SSO
Gymnasium	IT SSO
- Search your designated areas to ensure all persons have evacuated.
- Windows and doors locked.
- Proceed to the Shelter in place location.
- Ensure an orderly movement of people to shelter in place location.
- Report any issues to **Deputy Warden** and have your name marked off roll.
- Be available to give direct assistance to **Deputy Warden** if required.

## A. Shelter in place procedures

### First Aid Officers

- If on class, direct the students according to evacuation map to the designated shelter in place location (e.g. Scholl Hall).

### Senior First Aid Officer

- See **Publications SSO** for first aid kits, defibrillator and student medications bag.
- Liaise with **Chief Warden** of injured people who may need assessing or treatment.
- Instruct **First Aid Officers** to treat injured people at the site of the incident (if safe to do so), or at the designated shelter in place location.
- Instruct first aid officers in "Shelter-in place" to place wet towels around doors of school hall.

### First Aid Officers

- Proceed to the Shelter in place location.
- Ensure name marked off roll by **Site Warden**.
- Await instructions from **Senior First Aid Officer**.
- 

### Teachers on Class

- On hearing the shelter in place announcement, lessons are to immediately cease.
- Listen for the instructions. All windows and doors are to be shut and locked, all electrical items switched off, students to take their bags with them to the shelter in place location.
- Direct the students according to evacuation map to the designated shelter in place location (eg School Hall). Evacuation Map and route to assembly area should be attached to the wall of each evacuation exit. Please move calmly and quickly.
- The teacher is to make a final check of the classroom ensuring that all students have evacuated the classroom.
- Once at assembly area students are to be directed to move to their year group area. PALS groups are to sit in alphabetical order in single file.
- Report to your **PALs Year Coordinator** to get your name marked off and collect your PALs Roll. If you are not on a PALs class report to the **Deputy Warden (AP)**
- **PALs teachers** mark roll and/or buddies roll and return them to **Year Coordinator**.
- Remain with your PALs students, ensuring a sense of calm until further instruction or dismissal from **Chief Warden**.

### Year Coordinators

- On hearing the shelter-in place announcement – follow Teachers on Class instructions then;
- Report to the **Deputy Warden** and **Attendance SSO** to collect your Year Group PALs Rolls.
- Distribute Rolls to PALs Teachers for marking.
- In the event there is a missing PALs teacher, give the roll to the buddy PALs teacher to mark.
- Confirm absences with Attendance SSO, using the student absence evacuation list.
- Inform **Deputy Warden** of all missing students and staff.
- Remain with your Year Group, ensuring a sense of calm until further instruction or dismissal from **Chief Warden**.

## A. Shelter in place procedures

### Fire Officer (s)

- Fire officer (i.e. Ag Farm Coordinator) and identified fire staff (i.e. RFS accredited) to meet outside school hall to discuss management of spot fires at “shelter in place”.
- **Fire Officer** to report to **Chief Warden** to confirm actions.
- Implement agreed actions between **Fire Officer** and **Chief Warden**.

### Other Staff

- On hearing the shelter in place announcement follow instructions to the designated location (e.g. School Hall). Evacuation Map and route to shelter-in place should be attached to the wall of each exit. Please assist students to move calmly and quickly to shelter-in place location.
- **Teachers not on a PALS class** report to **Deputy Warden** to have name marked off.
- **Casual Teachers and SSO Staff** report to **Site Warden** (L of A) to have name marked off.
- Any visitors to the school report to **Event Warden** (Office Manager) to have name marked off.
- Remain in the designated shelter in place location until further instruction or dismissal from **Chief Warden**

## Appendix 3: External emergency contacts.

The following are the external emergency contacts.

Name	Number
Police	000
Police (Albion Park)	4421 9699
Fire Service	000
Ambulance	000
Rural Fire Service (RFS):	
Albion Park	4424 4424
NSW RFS Information line	1800 679 737
SES	132 500
Poisons Information	131 126
Illawarra District Memorial Hospital	4421 3111
Catholic Education Office, Wollongong	4253 0800
<b>School Improvement Services Specialist Support</b>	
Paul McCann	4253 0833
Cynthia McCammon	0419 439 152
	0439 887 978
<b>Media Liaison</b>	4253 0938
Tim Gilmour	0438 669 677
<b>Safety Wellbeing &amp; Professional Services</b>	
Child protection	
Margaret Chittick	0418 468 115
Health safety and wellbeing	
Sue Phillipson	0438 528 360
Nate Chellew	0437 864 509
ICLT: David Emery	0419 223 748
Electricity: Endeavour Energy	131 003
Illawarra Water	4429 3214
Gas – ActewAGL	13 14 93
Hospital	4421 3111
Security Assistance: South Coast Security	4423 3400
Fire Safety System Provider: REMAC	4271 3199
Site electrician: Daniel Hantis	0402 312 175
Site plumber and gas fitter: Lester Schute	0413 860 550
Air Conditioning (if applicable)	
Illawarra Council	General 4429 3111 Emergency after hours 4421 3100
SafeWork NSW	131 050
Poisons Information Centre	131 126
Department of Health	9391 9000

*Note: This table has been copied from the SJE Emergency response plan 2018.*

## Appendix 4: Emergency survival kit contents

The following are suggested to be stored in the shelter in place in the instance of a bushfire incident.

1. Ten slabs of bottled water
2. Two x 5 L containers of water
3. Toilet paper
4. Candles
5. Lighters
6. 18 towels
7. Tubs
8. Woollen blankets
9. Portable operated battery radio
10. Spare batteries for radio and torches
11. Six torches
12. Current family contacts list
13. iPad from Administration building
14. Class lists
15. Masks
16. Goggles
17. Gloves
18. Mobile phone charger

**What about the following:**

**Sick bay**

**Fire extinguishers**

**Fire hose**

*Note: emergency kit will be stored in a locked and labelled cupboard in the “shelter-in place location” i.e. school Hall.*

## Appendix 5: First aid kit contents

- 1 triangular bandage
- 1 conforming bandage
- 1 roll tape
- 6 safety pins
- 1 scissors
- 3 soap wipes
- 3 saline wipes
- 1 gloves
- 1 forceps
- 1 5 pack swabs
- 10 cotton balls
- 2 sterile dressings
- 8 bandaid strips
- 8 adhesive dressing strips
- 1 CPR shield
- 1 blanket
- 4 knuckle bandages
- 3 plastic bags
- 1 note pad
- 1 pencil
- 1 sunscreen
- 1 sanitary pads
- 1 tampons
- 1 ice pack
- 1 ventolin
- 1 epipen