

Bushfire Survival Plan

POLICY STATEMENT

Loosh is located in the Lower Blue Mountains at Lapstone Public School (LPS). LPS has been assessed by fire authorities of being at high risk and under certain conditions as being located in a potential catastrophic fire zone. Accordingly, we face the very real possibility of bushfire impacting upon our Centre and/or our families.

This Bushfire Survival Plan aims to increase the preparedness of all staff, families, children and volunteers to ensure a quick and safe evacuation from the Centre. The plan provides a set of procedures in different scenarios to manage people leaving the Loosh premises and to have them relocate to another, safer location either on or off the LPS site.

Prevention Strategies

- Educate all staff and children about bushfire prevention, the Bushfire Survival Plan and safety.
- Ensure that all staff and children are aware of fire evacuation procedures and that a fire drill is conducted a minimum of every 3 months.
- Develop evacuation arrangements with a local bus company/relevant transport company.
- Conduct fire safety audits (in conjunction with LPS and DET).
- Initiate maintenance by LPS including pruning trees around the building, keeping gutters clear and grass low in bush fire prone seasons.

PROCEDURES

Scenario 1: Catastrophic fire rating announced for the following day(s)

1. SEOD will alert LPS Principal that a Catastrophic Fire Day Rating has been declared and to prepare the school for pre-emptive closure.
2. LPS Principal will notify the Loosh Nominated Supervisor of impending planned closure.
3. If the Nominated Supervisor hasn't been notified however becomes aware of the catastrophic announcement, they will contact the LPS Principal and the local RFS for further information.
4. The Nominated Supervisor is to have these contact details in their personal phone and be on call as required.
5. Once the rating has been confirmed, the Nominated Supervisor will activate the Bushfire Survival Plan and notify all parents, bus contractors, Glenbrook Primary School, St Finbars Primary school and any other relevant contractors that the Centre will be closed for the day(s).
6. A list of who has been contacted should be kept by the Nominated Supervisor.
7. The Nominated Supervisor will liaise with the LPS Principal to ensure notification of Loosh being closed is posted on the LPS website, Facebook site, Lapstone OOSH Facebook site and the LPS Skool Bag app.
8. Staff will post a "Centre closed" sign on the door.
9. In the case of not all families being contacted, a message will be left on available contact numbers.
10. The Centre will not provide any level of care on a Catastrophic Fire Day. A fee will still be charged on the day to cover staff wages and the cost of phone calls to parents and contacts.

Scenario 2 : If educators or other staff become aware of a bushfire in the local area and there are children in the Centre BUT no immediate threat.

1. Staff are to move all children inside the building.
2. Staff are to close all doors and windows.

3. Staff are to monitor NSW RFS apps, radio broadcasts, websites and social media to obtain updates as to the fire risk.
4. The Nominated Supervisor will contact the local NSW Fire Service (Glenbrook) discuss 'Local Emergency Evacuation Plan'. The relevant contact numbers are:
 - Rural Fire Brigade Glenbrook (4739 2222)
 - Rural Fire Service – Bush Fire Control Centre (4782 2159)
 - Rural Fire Service- Local (47847444)
 - Springwood Police (47510299)
5. Staff are to pay particular attention to monitoring children who suffer from asthma.
6. Staff are to prepare for possible evacuation by getting evacuation pack, medical management plans and medication, collecting rolls and contact lists as well as the First Aid kit.
7. Staff are to collect the Emergency Bag from the main office and ensure it has washers, torches and pre-packed bottled water.
8. The Nominated Supervisor will contact the Committee President as well as the LPS Principal to inform them of the situation.
9. Staff are to contact parents through the School Bag App and/or SMS and/or phone to advise them of the threat and encourage an early pick up if safe to do so. It is noted that instructions for the fire emergency bag and login system are saved on all computers and iPads.
10. Nominated Supervisor/Emergency staff member 1 to collect:Emergency Bag
11. Nominated First Aider/Emergency staff member 2 to collect:
 - Children attendance roll;
 - Staff attendance roll;
 - mobile phone;
 - The children in a safe and calm manner, reassuring the children where necessary; and,
 - Asthma Medication and plans (located in the main office in white containers).
12. Emergency staff member 3 to collect any animals if deemed safe to do so.

Scenario 3 : In the case of a serious threat where evacuation from Loosh building required.

1. It is note that the assembly point for the evacuation will be the LPS School Hall.
2. Staff are to follow the Loosh "Emergency Evacuation Procedure" to access the LPS School Hall.
3. Staff to turn off all electrical power in the building before leaving, if possible.
4. Staff are to notify Emergency Services of the decision to leave to the LPS Safe assemble area.
5. Staff will close all windows and doors of LPS School Hall, using wet towels where possible to block any smoke.
6. If LPS School Hall is under threat of flames, ember attack or flames can be seen, staff are to contact 000 or Glenbrook RFS on 4739 2222 and ask for immediate assistance.
7. All attempts will be made to keep the children safe and families updated on the current situation.
8. The Nominated Supervisor will contact the children's emergency contacts and inform them of the evacuation to LPS School Hall, and to organise possible pick up if deemed safe.

Scenario 4 : In the case of an evacuation from LPS School Hall and then to an offsite safe refuge area/evacuation centre

1. The Nominated Supervisor is to stay in close contact with Emergency Services to arrange transportation to a designated safe refuge area/evacuation centre.
2. The Nominated Supervisor is to contact children's emergency contacts and inform them of the evacuation and to organise possible pick up from offsite safe refuge area/evacuation centre.

3. Children will be transported using Blue Mountains Bus Co (02 4751 1077) or RFS/Emergency Services organised transportation.
4. All children, educators and other staff must stay inside the building until the transport arrives.
5. Children will travel on the bus with members of staff when possible.

Once at LPS School Hall or Safe Refuge Area/Evacuation Centre

1. Staff will check attendance sheets.
2. Nominated Supervisor will check staff attendance sheet.
3. Staff are to keep children calm and occupied.
4. Staff will contact families to inform them of the evacuation and to collect their children if it is possible and safe to do so.
5. Staff are to monitor NSW RFS apps, radio broadcasts or check social media and RFS websites for updates.
6. The Nominated Supervisor is to remain in contact with NSW Fire Brigade Control Room (to discuss 'Local Emergency Evacuation Plan (prepared by Emergency Services)).
7. Staff will ensure children have plenty of drinking water available.
8. Staff will monitor children who suffer from asthma.
9. All staff/children and families are to follow the directions of Emergency Services personnel.
10. A critical incident report is to be written within 48 hours of the evacuation by the Nominated Supervisor. In particular, areas of concern and potential improvements to the procedures to be noted. A debrief should be arranged with the LPS Principal after the event.

Scenario 5 : During school hours when no children present at Loosh

1. Once alarm has been heard or staff notified, all staff on site are to close all windows and doors.
2. Staff are to collect evacuation emergency kit.
3. Staff are to collect roll for morning and afternoon attendance.
4. Staff are to collect staff roll/emergency contacts list.
5. Staff are to collect red mobile phone.
6. All staff are to evacuate to the safe assembly point (LPS Hall) to be marked off on staff roll.
7. Staff are to contact Glenbrook Public School and St Finbars Primary School and advise them of the evacuation. Children from those schools will be expected to remain at their schools and in the care of their teacher. LPS children will remain in the care of LPS teachers.
8. Local bus services will also need to be contacted and advised of the situation where necessary.
9. Nominated supervisor is to call and inform other staff rostered for that day shifts as well as any other contractors scheduled for that day.
10. Staff are then to assist LPS Principal in informing emergency contacts and assisting where possible in the evacuation.

Scenario 6 : In the event where Loosh is damaged or destroyed

1. A Disaster Recovery Plan will be put in place with the assistance of LPS, Glenbrook Public School, St Finbars Primary School and all other relevant authorities.
2. Counselling will be made available to staff, children and families.

Emergency Numbers

Contact	Phone Number
Emergency Services	000 or 106 for deaf, speech or hearing impairment, text 0423 677 767, dial 1800 555 727
Jessie McCulloch Loosh Co-ordinator	0407 115 782
Belinda Kinneally Loosh President	0411 050 825
Marvic Aquilina LPS Principal	0419 480 040
Glenbrook RFS	4739 2222
Blue Mountains Bus Company	4751 1077
Local RFS	4784 7444
Springwood Police	4751 0299
SES 47823200	4782 3200
School Response Hotline	1300 363 778
Bushfire Helpline	1800 679 737
SEOC (school closures)	1300 677 677

Websites

NSW Rural Fire Service <https://www.rfs.nsw.gov.au>
 NSW RFS Twitter <https://twitter.com/nswrfs>
 NSW State Emergency Service (SES) <https://www.ses.nsw.gov.au>
 Fire & Rescue NSW <https://www.fire.nsw.gov.au>
 Lapstone Public School

Apps

RFS- Fires Near Me <https://www.rfs.nsw.gov.au/fire-information/fires-near-me>
 Skool Bag- Lapstone Public School

Social Media

Facebook
 Lapstone Public School
 Loosh
 NSW Rural Fire Service <https://www.facebook.com/nswrfs>

REVISIONS

Date of review	Reviewed by	Endorsed by	Date of next review
			14.01.14