**BUSHFIRE EVACUATION PLAN**

**INTRODUCTION**

Purpose and Objective

*This plan is for North Wagga Public School and has been designed to assist in the protection of life and property in the event of a bush fire. North Wagga Public School is on the bushfire register and* ***will not operate*** *on days designated with a ‘Catastrophic” fire danger warning day (only if on the register).*

*Our aim is to have preplanning for an evacuation of the premises where there is a need to relocate students, staff and visitors from one place to another to enhance the protection of those people.*

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| School: | *North Wagga Public School* | | | | |
| Principal: | Kim Woodside | | Phone:  Mobile:  Email: | 02 69213533  0412108738  Kim.woodside@det.nsw.edu.au | |
| Street: | Hampden Ave | | | | |
| Town: | Wagga Wagga | | Postcode: | 2650 | |
| Number of buildings: | 9 | | | | |
| Description of school:  *eg High, SSP, size of grounds, type of block, trees, ground vegetation, local surroundings etc..* | North Wagga Public School occupies approximately 2 hectares. Surrounding area is residential with minimal vegetation.  The entrance is located on the corner of Hampden Ave and William Street, North Wagga | | | | |
| Council name: | Wagga Wagga | | | | |
| RFS Captain:  name / phone | Rural Fire Service Office, 208 Fernleigh Rd Wagga wagga Ph 69714500 | | | | |
| Date of plan: | 19/11/2015 | Date for Review: | | | 19/11/2016 |
| Number of Staff: | 15 | Number of students: | | | 260 |
| Number of students with special needs: 0 (please attach health care plans) | | Varies with each group | | | |
| Names of students with special needs and name of illness/disability | NA | | | | |

**Roles & RESPONSIBILITIES**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Building / area of responsibililty | Phone: | Mobile: |
| Principal / Chief Warden | Kim Woodside | 02 6921 3533 | 0412108738 |
| Deputy Warden | Trudy Standley | 02 6921 3533 | 0410657409 |

Further information on roles and responsibilities:

**Evacuation ‘triggerS’**

*Conditions under which an evacuation may be initiated*

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| **Evacuation ‘Trigger’**  The safety of students and staff must be the guiding principle in determining the decision to evacuate. Any decision to evacuate should be based on the assessment of actual or potential danger, if possible on the advice of emergency services. 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.  The school population may be evacuated:  **Phone** **000** - if possible before making the decision. |
| 1. When directed by Emergency Services personnel 2. When directed by the Work Health and Safety Directorate 3. When directed to by the Department of Education, Director of Public School 4. When directed to by the Site Chief Warden 5. When principal (or Teacher in charge of group when Principal absent) judges an evacuation is necessary. Preferably in consultation with emergency services. |

**DESIGNATED ASSEMBLY POINTS**

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| 1. School Oval |
| 1. North Wagga Hall |
| **If the organised movement of students to a safe location is judged to be impossible, the following procedures should be followed:**   * Shelter in A block |

**TRANSPORT DETAILS**

*Including number of vehicles, owner, make, model and registration of vehicles, contact names and phone numbers, when to pre-arrange vehicles eg 1 hour before evacuation etc.*

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| 1. Busabout Wagga Ph 6921 2316 |
| 1. Makeham’s Coaches Ph 6971 9255 |
| 1. Allans Coaches (Coolamon) Ph 1300 368 641 |

**Evacuation LOCATION**

*Venue information and under what circumstances that venue is used – location (incl nearest cross street or map reference), owner, contact information*

**Venues identified as a ‘Safe Refuge’ are:**

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| **Safe Refuge Area 1**  **Location: North Wagga Hall**  **Address: Hampden Ave**  **Contact information:** Principal: 0408431599  **Directions:** North of school  **Note:** Key available on key safe located in Principal’s office  **Consultation date:** January 2014 |
| **Safe Refuge Area 2**  **Location: Wagga Public School**  **Address: Gurwood Street, Wagga**  **Contact information:** Principal:  **Directions:** Along Hampden Avenue, towards Wagga city  **Note:**  **Consultation dates:** As and when required |

**CONTACT DETAILS**

| **Organisation** | **Name** | **Telephone** |
| --- | --- | --- |
| **NSW Rural Fire Service**  **-Community Safety Officer** | **James Smith** | **6971 4500** |
| **Fire Brigade** | **000** | |
| **Police** |  | 000 |
| **State Emergency Service**  **Emergency Assistance** | SES | 132 500 |
| First Aid Officer | Vicki Archer | 6921 3533 |
| Ambulance |  | 000  131 233 |
| Local Hospital | Wagga Base Hospital | 6938 6666 |
| **Director of Schools** | Anne Nolan | 6937 3800 |
| WHS Consultant  Injury Management Advisor | Cheryl McKee | 6937 3867 |
|  |  | |
| **WHS Incident Hotline** | **1800 811 523** | |
| **School Safety and Response Unit** | **1300 363 778** | |
| **School Security Unit** | **1300 880 021** | |
| DEC Media Manager | Grant Hatch | 6334 8080  0419 284243 |
| Employee Assistance Program Provider | Optum  Davidson Trahaire | 1300 361 008  1300 360 364 |

**SECURITY DETAILS**

*Is security required?*

*If yes provide contact details for who is undertaking security*

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| *Not Applicable* |

**EVACUATION PROCEDURES**

In the event of a bush fire in the **surrounding area or threatening**, the procedure for evacuation will be:

1. Contact emergency services on ‘000’
2. Sound evacuation alarm. i.e. Continuous ringing of electronic bell
3. All staff, students and visitors to assemble at the school oval and roll call done
4. Contact bus company using school contact if required
5. Staff will direct students to either bus, car or building depending on urgency of situation and in consultation with emergency services.
6. Contact NSW Rural Fire Service:
7. Contact WHS Directorate: 9707 6404 or 9707 6227 (office hours)
8. Contact Marnie O’Brien: 0402 352 949 (after hours)
9. Contact Stan Zabkar Director, Safety and Security: 0422 006 963
10. Contact Director of Schools:
11. Contact contact parents/carers:

**Attachments**



Attachment 1: Site layout plans

**Details specific to North Wagga PS To Be Completed**

* List of employees
* List of students
* List of employees family contact details
* List of students’ family contact details
* Health Care Plans for students with special needs
* Health Care Plans for adults with special needs e.g. asthma etc.
* Copies of letters forwarded to parents advising of arrangements.