

## ST BEDE'S CATHOLIC COLLEGE

### BUSHFIRE MANAGEMENT PLAN



FACILITY NAME	St Bede's Catholic College
FACILITY ADDRESS	24 Heritage Drive, Chisholm, NSW
APPLICABLE TO	Staff, students, parents and all other occupants
DOCUMENT OWNER	Principal
APPROVAL DATE	12 <sup>th</sup> June 2018
APPROVED BY	Principal
SCHOOL ACTIONS	School Policy – Staff and parents are to ensure practices are consistent with this policy.
LAST REVIEW DATE/S	12 <sup>th</sup> June 2018
NEXT REVIEW DATE	12 <sup>th</sup> June 2019 or earlier if conditions change.
School Contacts	Principal – John Murphy (02) 4088 8222 0488 490 237
FACILITY TYPE	School Facility
NUMBER OF BUILDINGS	1
NUMBER FO EMPLOYEES	Capacity up to 50
NUMBER OF STUDENTS	Capacity up to 450

#### AIM

St Bede's Catholic College is committed to the safety of the students in our care. This plan has been designed to assist management to protect life and property in the event of a bushfire.

#### PURPOSE

This policy outlines the procedure for **sheltering** (remaining onsite) **as the primary response** to enhance the protection of occupants from the threat of bushfire.

#### WHO MUST COMPLY WITH THIS POLICY

This bushfire management plan policy applies to all those involved in the occupation of the site including students, staff, parents, guardians and friends who are involved in the use of facilities onsite.

## ROLES & RESPONSIBILITIES

POSITION	NAME	AREA OF RESPONSIBILITY
Chief Fire Warden	Brett Donohue	Entire Site and all occupants
Secondary Fire Warden	Liane Buckley	Ground Floor areas
Secondary Fire Warden	Tamara Borkowski	First floor areas
Secondary Fire Warden	Michelle Burgess	Second floor areas

## PROCEDURES

The Primary Action to follow under normal bushfire conditions is to **SHELTER**.

### ***Before and at the commencement of the Bushfire Danger Period, we will:***

- a. Ensure that the staff are prepared in accordance with the Bush Fire Emergency Management Plan.
- b. Ensure that all persons are informed of the shelter-in-place procedures.
- c. Ensure building, and areas around buildings, are prepared and maintained.
- d. Ensure any firefighting equipment (hoses etc.) is serviceable and available.
- e. Contact transport suppliers for potential use during a bushfire emergency.

### ***In the event of a bushfire in the surrounding area, we will:***

- a. Consult the NSW RFS website, 1800 NSW RFS, smart phone applications and local firefighting resources for fire situation and updates.
- b. Inform staff and occupants of the fire situation.
- c. Ensure that the person in charge, i.e. Chief Warden, has a mobile phone and is contactable.
- d. Advise the local emergency services that the centre is operating, and that it will need to be advised early in the event of an evacuation being necessary.

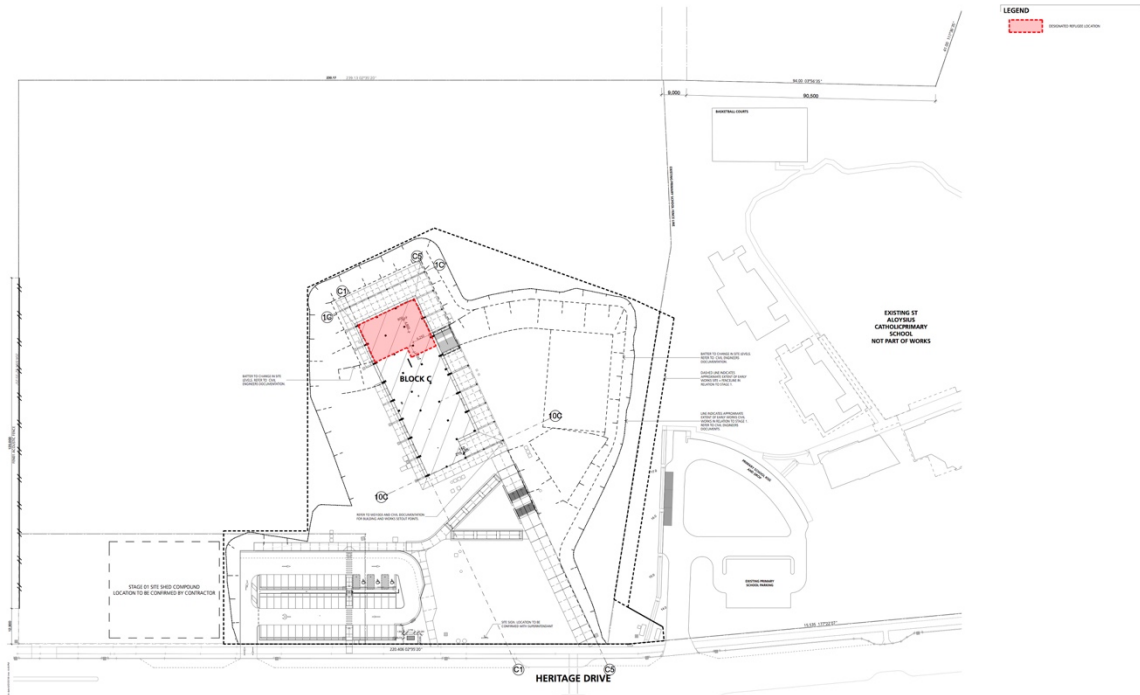
# 1. SHELTERING

## Designated refuges

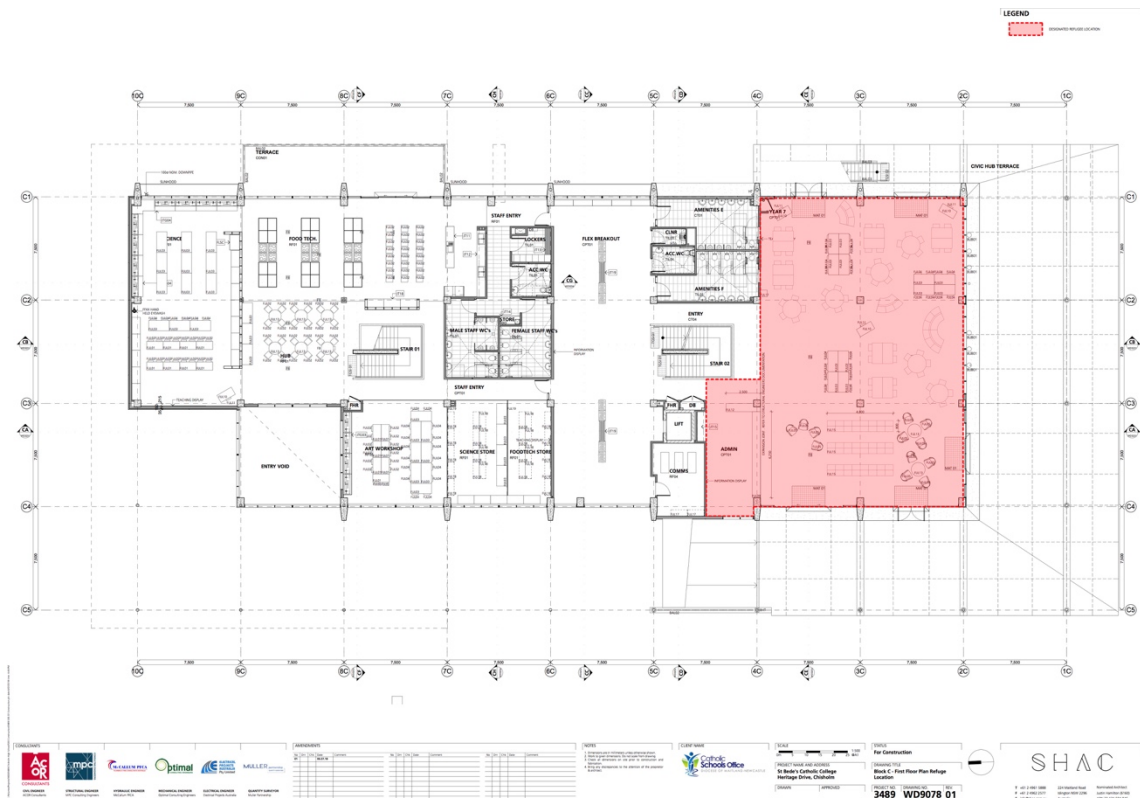
The following are the designated refuges allocated within the premises

- a. Primary - First Floor Learning Hub
- b. Secondary – remain in individual internal classroom spaces.

**Site Plan – refer to appendix for larger plans**



**Floor Plan – refer to appendix for larger plans**



## **Procedure for sheltering during bushfire emergency**

<b>TRIGGER</b>	<b>ACTION</b>
Approaching bushfire threatening the premises within 30 minutes, or under the advice of a Fire Authority.	The safe course of action will be to seek refuge/shelter.

- Designated Fire Warden will take control of the situation.
- The Fire Warden is to advise the local emergency service that the College is seeking shelter-in-place (include how many people and where they are going).
- Remain calm and explain to the occupants what is happening.
- Staff to ensure all doors and windows are closed within the premises.
- Move all persons to the designated refuge.
- Remain in the building and avoid any exposure to flame or smoke.
- Ensure all persons are accounted for.
- After all occupants have been relocated to refuge, nominated staff will commence contacting relevant families affected.
- Maintain situational awareness through radio, NSW RFS website, 1800 NSW RFS, smart phone applications and local firefighting resources.
- Two persons to make regular exterior visual inspection (wearing appropriate protection from bushfire) of the refuge for embers and extinguish where possible or call 000 for assistance.

### **After the bushfire event, we will:**

- a. Following confirmation that the threat has passed and the area is deemed safe by emergency services, the fire warden is to arrange the movement of occupants back across the site.
- b. All occupants to be accounted for upon their return.
- c. Inform that police/emergency service of the return of persons to the premises.

### **SUPPORT NEEDS**

Teachers designated as learning support are to ensure the safe sheltering of those students who have support needs. Any specific support needs, should be noted in student files and know to staff members affected.

## EMERGENCY CONTACTS

<b>ORGANISATION</b>	<b>OFFICE/CONTACT</b>	<b>CONTACT INFORMATION</b>
NSW Rural Fire Service	Local Fire Control Centre East Maitland Fire & Rescue NSW	11 Chelmsford Drive Metford NSW 2323 (02) 4934 7497
Fire & Rescue NSW	Zone Office Rutherford	2 Mustang Drive Rutherford NSW 2320 (02) 4932 8223
NSW Rural Fire Service	Bushfire Information Line	1800 679 737 1800 NSW RFS
NSW Rural Fire Service	website	<a href="http://www.rfs.nsw.gov.au">www.rfs.nsw.gov.au</a>
NSW Police Force	Maitland Local Area Command	3 Caroline Place Maitland NSW 2320 (02) 4934 0200

## REVISION

This Bushfire Management Plan will be revised and reviewed every 12 months, or when the conditions associated with site capacity or threat assessment level changes.

When revision is required, College will contact Local Fire Station for comment or confirmation of any changes to the Bushfire Evacuation Plan requirements.