



USHFIRE EVACUATION PLAN

St Agnes' Primary School



Created: September 2011
Reviewed: October 2014
Next Review: October 2017



midcoast
environmental

BUSHFIRE EVACUATION PLAN

**ST AGNES PRIMARY
SCHOOL
BORONIA STREET, PORT
MACQUARIE**

JUNE 2009

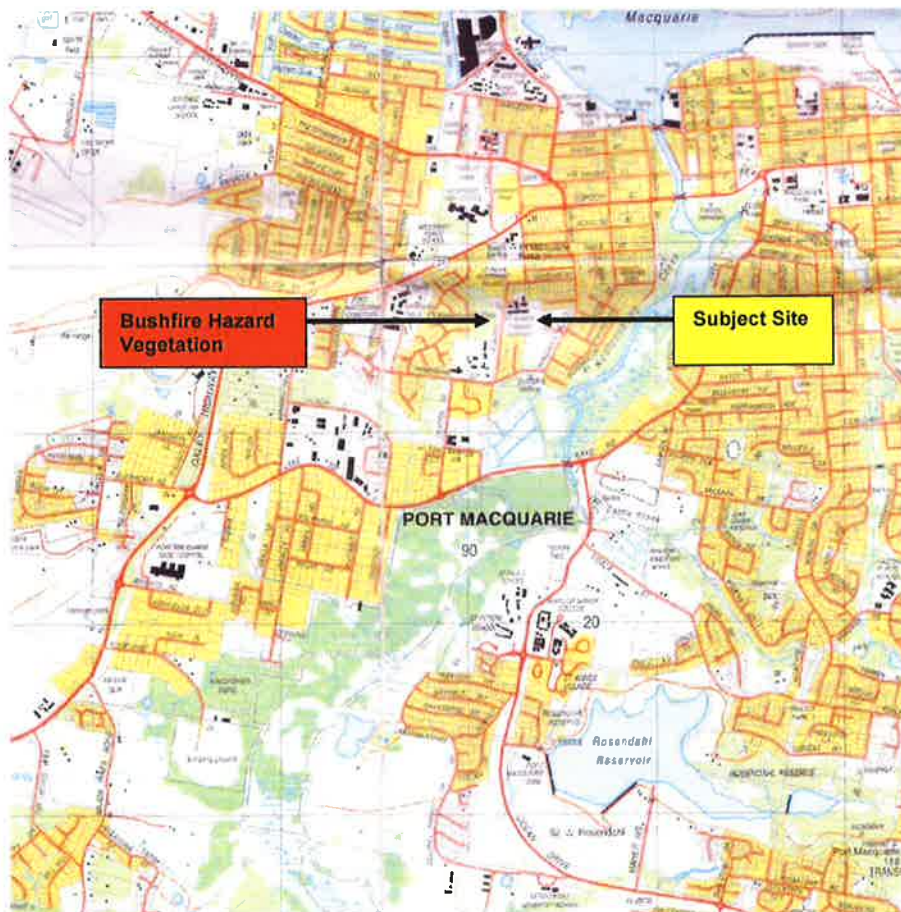
**AMENDED 15.06.11 PAGE 6
APPENDIX A ADDED PAGE 12
APPENDIX B ADDED PAGE 13**

INTRODUCTION

This plan is for the St Agnes Primary School which is located in Boronia Street, Port Macquarie, and has been designed to assist the school to protect life and property in the event of a bushfire. The preparation of this plan follows alterations and additions to the school the development consent for which included a requirement for the preparation of a Bushfire Evacuation Plan.

The subject site is located approximately 2kms southwest of the Port Macquarie CBD in an area which whilst predominantly residential in character is on the fringes of adjacent to the Port Macquarie Industrial area, refer to **Figure 1**.

Figure 1 – Site Location



The school site is bounded by existing developed residential land to the north and the east, a sports field to the south and Boronia Street adjoining the western boundary.

Vegetation of bushfire hazard significance is present to the west of the school (to the west of the Boronia Street road reserve). This area of vegetation is a remnant of coastal wetland forest which is approximately 3.3 hectares in size.

The nearest Fire Service is the Port Macquarie Fire Brigade which is located approximately 2km to the northeast of the school whilst the closest Rural Fire Service Fire Control Centre is located in Wauchope.

Access to the School is via Boronia Street which as mentioned above separates the school from the bushfire hazard vegetation. At the eastern end of the school is a second access/egress point which connects with Denehurst Place. It is this access point that will be the focus of bushfire evacuation.

Whilst it was the alterations and additions to the school which was the catalyst for the preparation of a bushfire evacuation plan this plan will consider full occupation of the school.

The school facility comprises a number of buildings together with external car parking and managed landscaped areas. The school contains;

- General Learning Classrooms
- Administration Building
- Hall
- Covered Outdoor Learning Area
- Library
- Canteen

The general layout of the school buildings can be seen in **Attachment 1**.

It is proposed that the school will have a maximum capacity of 590 students and 48 teachers and support staff at the facility at any one time. The majority (60%) of the students will rely on bus travel to get to and from school.

The alterations and additions to the school hall, administration building and General Learning Block C have been constructed in accordance with the requirements of Level 2 of AS3959.

AIM OF PLAN

The aim of this Bushfire Evacuation Plan is:

To have preplanning for an evacuation of the premises where there is a need to relocate a group of people, from one place to another, to enhance the protection of those people.

This is a sub-plan of the Emergency Management Plan prepared under Australian Standard AS 3745.

ADMINISTRATIVE PROVISIONS

Name of Premises: St Agnes Primary School

Type of Facility: Primary School

Street No and Name: Boronia Street, Port Macquarie

Suburb: Port Macquarie

Post Code: 2444

Council Name: Port Macquarie/Hastings Council

Contact Person/s: Pat McLoughlin - Principal
Trish Choelo – Deputy Principal

Date of Plan: 3rd June 2009

Plan Review: This Evacuation Plan will be reviewed at least annually by the Chief Fire Warden in conjunction with staff.

When revisions are made to the plan, the page(s) affected by the revision will be provided with a date of issue and version number.

Details of the plan review are to be provided in the history review table provided below:

No	Issue Date	Review History Revision Notes	Prepared By	Approved By

Date of Next Review: 3rd June 2010

BACKGROUND INFORMATION ON FACILITY

Number of Employees: Maximum of 48 at any one time.

Number of Students: Maximum of 590 at any one time.

User/Occupant Characteristics:

The occupants will consist of primary school students, teachers and administration staff. Each teacher will be responsible for their students at the time of any evacuation, with all teachers trained in the evacuation procedures. The administration staff would be expected to respond quickly to evacuation.

Number of Users with Special Needs:

Any teacher responsible for students with special needs is required to have appropriate resources to assist these students to evacuate.

Number of Buildings: 11

This is a sub-plan under: Australian Standard AS 3745

ROLES AND RESPONSIBILITIES

The roles and responsibilities have been determined with consideration of the nature of building users and the number of staff who are most likely to be present at the time of a bushfire emergency event.

Table 1 – Emergency Management Personnel

TITLE	NAME AND AREA OF RESPONSIBILITY	CONTACT PHONE	MOBILE PHONE NUMBER
Chief Fire Warden	Pat McLoughlin – Principal	65 837433	0418 837 433

XX

Deputy/Area Fire Warden	Trish Coelho – Deputy Principal	65 837433	0417 822 598
Area Fire Warden	Cath U'brien	65 837433	0419 983 717

It is the role of the Deputy and Area Fire Wardens, on identification from the Chief Fire Warden that there is a bushfire threatening, to immediately marshal all staff/students and ensure they are ready for evacuation if necessary.

All buildings are to be monitored by the fire wardens for ember attack before and after the fire event occurs. This monitoring should only be carried out when safe.

EVACUATION “TRIGGER”

Evacuation maybe initiated by either the Chief Fire Warden or the Emergency Services. Evacuation should only be undertaken when it is safe. The level of visibility should be assessed to ensure evacuation can be undertaken safely. If there will be limited visibility during evacuation, it is not recommended.

The students, staff and administration staff are to be placed on evacuation alert (ie shut all windows and doors of all buildings) and required to remain in there classrooms. Once the decision has been made to evacuate and it is safe the evacuees are to be marshalled in the undercover learning area ready for transport. Verbal communication will be used to place the school on evacuation alert. A ringing bell will be used to identify the need to marshal in the hall.

Evacuation is not recommended, if the school buildings are likely to be under ember or heavy smoke attack.

The length of time to evacuate should be timed as part of the Emergency Response Testing provided for in the Training Program, and this time factor is to be considered when assessing worsening of conditions and the need for evacuation.

DESIGNATED ASSEMBLY POINTS

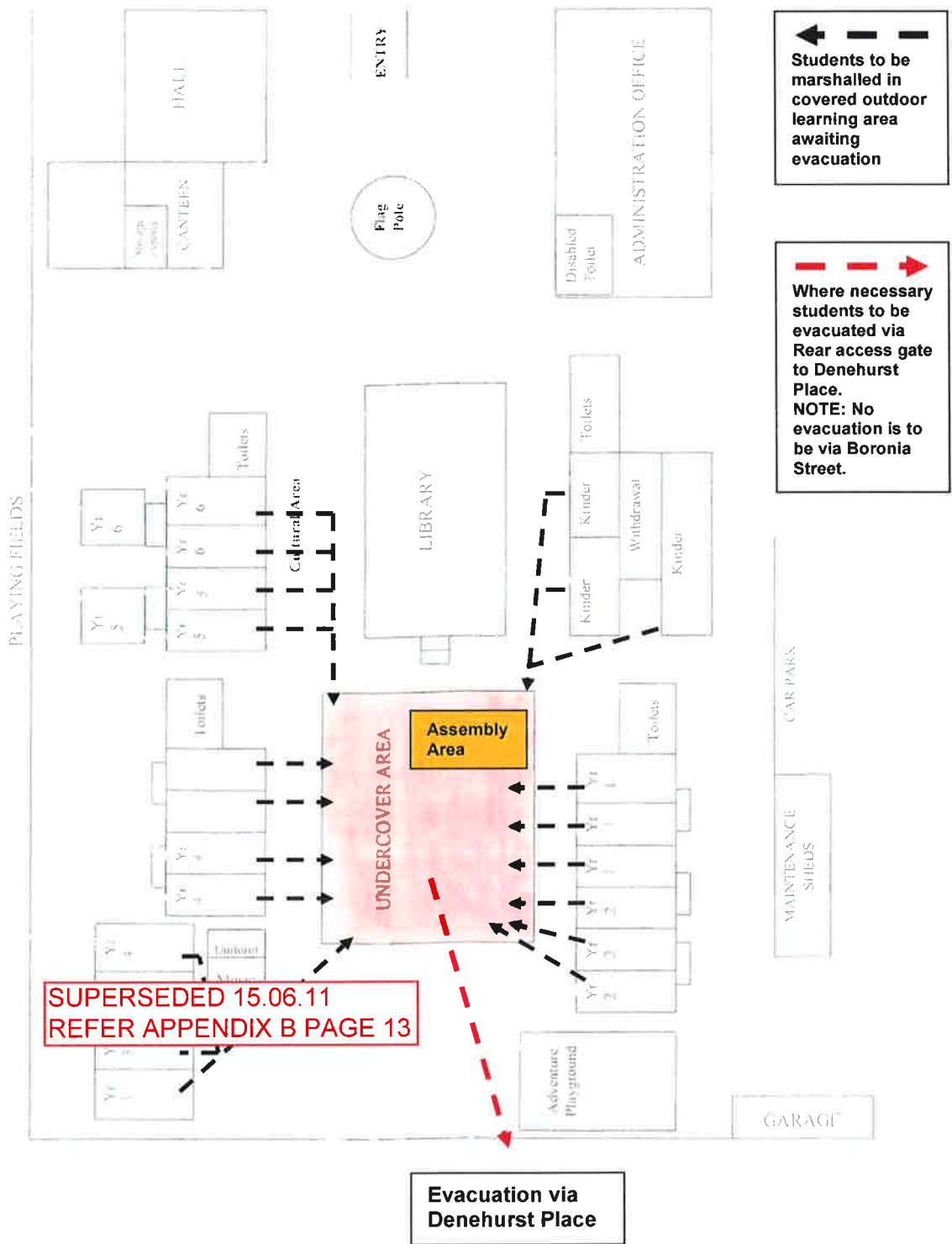
The covered outdoor learning area in the middle of the school will be used for assembly.

In this regard the covered outdoor learning area is better positioned to act as an assembly point and to facilitate evacuation via Denehurst place.

Once assembled, consideration can be given to evacuation should it be required.

Figure 2 below indicates the assembly point and evacuation strategy.

Figure 2 – School Assembly Point



TRANSPORT DETAILS

As previously stated it is anticipated that the majority, (60%), of students will travel to and from the primary school by bus.

Where necessary Busways are the nominated provider and will be contacted one (1) hour prior to any evacuation in order to confirm the availability of transport from the facility.

Table 2 – Bus Transport Details

SERVICE	PHONE NUMBER	COMMENT
Busways	1300 555611	Busways are the nominated provider and can supply a bus to transport students/building users requiring transport from the school.

It is important to note that all transportation requirements/arrangements are to be accessed using Denehurst Place and not Boronia Street.

Pedestrian and vehicle access to the school via Boronia Street during a bushfire incident is to be restricted to emergency response vehicles and personnel.

EVACUATION LOCATION

Venues identified as a SAFE REFUGE are:

Venue 1

Name of venue (Primary): St Peters Primary School

Address of venue: Ocean Drive, Port Macquarie

Nearest cross-street: Greenmeadows Drive, Port Macquarie

Venue 2

Name of venue (Secondary): McKillop Senior College

Address of venue: Lochinvar Place, Port Macquarie

Nearest cross-street: Ocean Drive, Port Macquarie

CONTACT DETAILS

The following is a list of contacts which maybe of use during a bushfire emergency event:

Table 3 – Emergency Contact Details

NAME OF ORGANISATION	NAME OF CONTACT	PHONE NUMBER
NSW Rural Fire Service	Port Macquarie Rural Fire Base	000 or 65851999
NSW Fire Brigade	Port Macquarie Fire station	000 or 65833000
NSW Police Service	Port Macquarie Police station	000 or 65830199
Department of Community Services	Port Macquarie Base	65833622
Port Macquarie-Hastings	Port Macquarie - Hastings	65818111
State Emergency Service	Port Macquarie SES (General)	65832322
	Flood and Storm	132500
NSW Ambulance Service	Port Macquarie Ambulance Station	131233
Local Hospital	Port Macquarie Base Hospital	65812000

SECURITY DETAILS

The school has contract security which will be advised of the evacuation and will go to the site as soon as the area is safe.

EVACUATION PROCEDURES

In the event of a bushfire in the surrounding area, occupants of the premises shall follow the procedure outlined below:

1. If there is a bushfire in a surrounding area, any employee or warden who becomes aware is to immediately advise the Chief Warden.
2. The Chief Warden will immediately advise the NSW Fire Brigade/NSW Rural Fire Service District Office, and is then to advise all fire wardens that there is an event in the surrounding area.
3. The Chief Warden will place the school on evacuation alert.
4. All staff should ensure all windows and doors of all buildings are to be shut to stop smoke and ember infiltration.
5. All students with special needs are identified by the Fire Wardens.
6. When required, the Chief Warden will advise the wardens and staff to marshal all students to the Assembly Point. This will be triggered by the ringing of the bell.
7. The Chief Fire Warden is to determine the need for transportation to be provided for building users/students in the event of evacuation and where necessary

contact the transport provider (Busways) in order to confirm the availability of and possible timing for bus transport. **All transportation requirements/arrangements are to be accessed using Denehurst Place and not Boronia Street.**

8. The Chief Warden will consider nominating persons to monitor buildings within the school for ember attack.
9. These persons will need to have direct contact with the Chief Warden.

In the event of a bushfire threatening and a decision to evacuate has been made by the Chief Fire Warden, occupants of the premise shall follow the procedure outlined below:

1. The Chief Warden will advise the NSW Fire Brigade/NSW Rural Fire Service District Office of the fire, and then advise all Fire Wardens of the need for evacuation.
2. All building users/students are advised to walk, not run, to the covered outdoor learning area for evacuation and are not to return to any other areas of the school for any reason.
3. Parents who have cars parked in Boronia Street will be advised to sign out and leave if safe to do so.
4. Office staff will take individual student's medical supplies, medical and visitor's register.
5. Teachers will take class roles and medical supplies.
6. Where necessary bus transport from the facility is to be positioned as close to the school as possible. **(All transportation requirements/arrangements are to be accessed using Denehurst Place and not Boronia Street).**
7. All marshalled students who are being transported by bus are to be directed into the bus. The Chief Warden is to determine the order of evacuation from the assembly points.
8. Buses will take the students to the Evacuation Location if required.
9. The Chief Warden or Emergency Services will decide whether total evacuation of the site is required.
10. The Chief Warden will consider further monitoring of the school buildings for ember attack.

TRAINING

To ensure that this evacuation plan is properly followed during facility emergencies, a training program shall be provided to employees.

The objectives of the training program shall be as follows:

- a) To ensure that personnel are knowledgeable of their roles and responsibilities.
- b) To ensure that personnel are knowledgeable of the evacuation procedures to effect a safe and expedient evacuation of the facility impacted by a bushfire emergency situation.

Facility personnel will receive training in the plan appropriate to the level of their expected involvement.

The following is the general training program:

Training Frequency

XX All Staff will receive training during initial employment orientation and refresher training at least every 6 months. When employees change areas in which they work or responsibilities for the work they undertake, they will receive from their supervisor appropriate training in their

responsibilities and actions as required by the plan for their new work area/new responsibilities.

Additional training will also be provided to employees whenever the plan is changed.

Training Level

All staff will receive training in the general plan procedures and specific procedures related to the plan.

Chief Warden Training

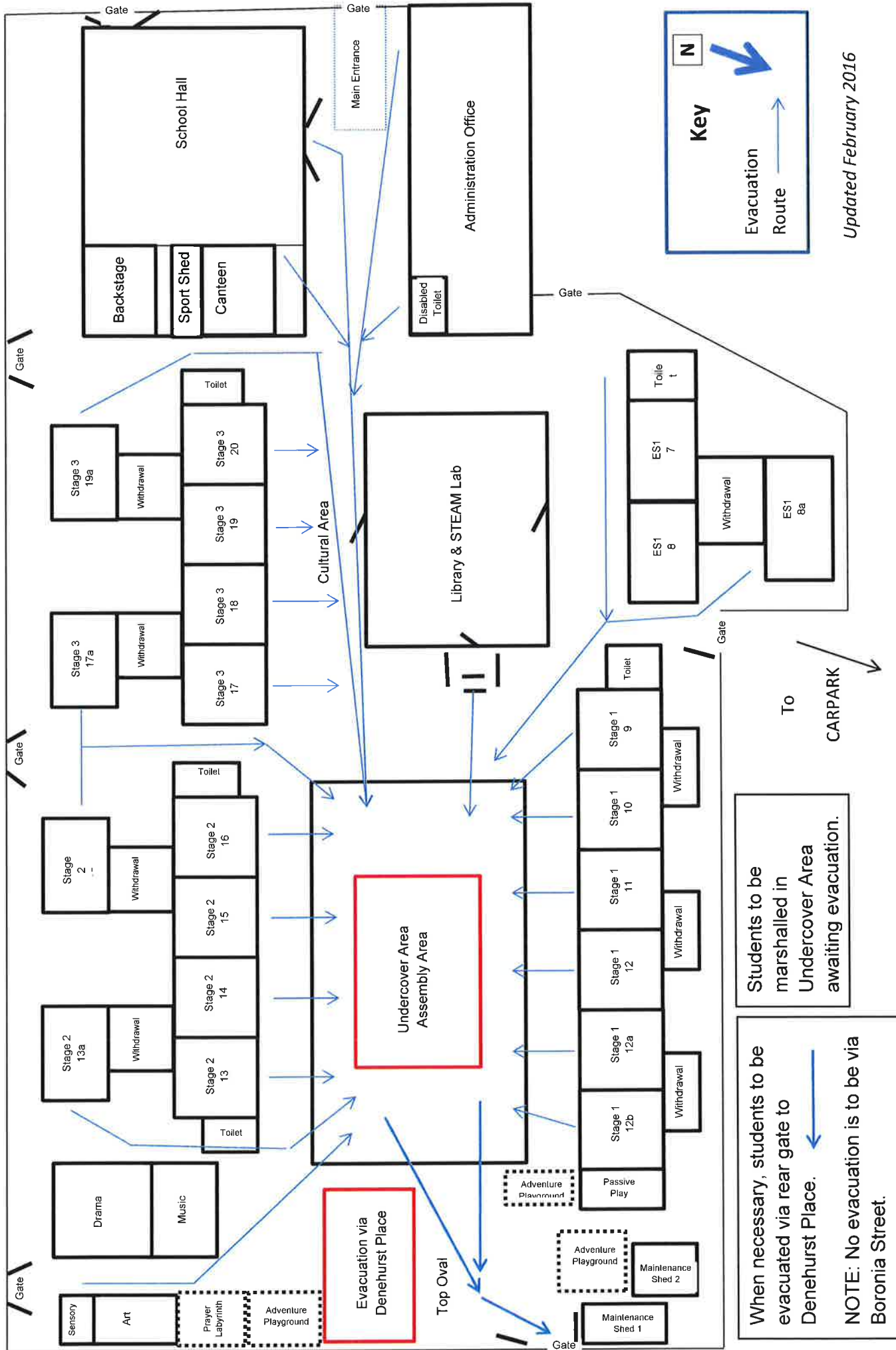
The Chief and Deputy Chief Wardens will receive additional training, beyond that received by staff dealing with actions, that are necessary to provide for the safety of personnel and facility users, and the protection of facility assets.

ATTACHMENTS

Attachment 1: Building Layout Plan

St Agnes' Primary School - Bushfire Emergency Evacuation Plan

Playing Fields



Updated February 2016