
Emmaus Catholic College

Kemps Creek



Bush Fire Emergency Evacuation Plan 2016

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EVACUATE or SHELTER-IN-PLACE

The decision to either *EVACUATE* or *SHELTER-IN-PLACE* as the primary action under general bush fire conditions is one of the more important decisions to be made. This decision needs to be based upon a good understanding of the location, occupants, the effects of bush fire and the time needed to act.

What is the difference between ‘*EVACUATE* and *SHELTER-IN-PLACE*’?

- **Evacuation** is the process of moving people from where they are staying to another location some distance away from the effects of a bush fire.
- An ‘**off-site refuge**’, is a venue at another location some distance away that is able to accommodate all the people being *evacuated*.
- **Shelter-in-Place** is the process of moving people into a place that is still at the same location in which they are staying and away from the effects of a bush fire. For example it might be moving school children into the gymnasium or leaving them within their classrooms, moving campers in to a community hall or moving occupants in to a ‘common room’.
- An **On-Site Refuge**, is a building within the premises that is able to adequately accommodate the people on-site that will *shelter-in-place*.
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ANALYSING THE BUSH FIRE SITUATION

Analysing the bush fire situation should provide an understanding of how a bush fire may affect the site and its occupants. The following questions have been provided to assist in deciding the Primary Action to either Evacuate or Shelter-in-Place.

Is the premises likely to be affected by radiant heat and or direct flames? Yes No

If Yes, Evacuation is more appropriate

Are there occupants that would be better suited to be moved to another location away from the smoke due to medical conditions? Yes No

If Yes, Evacuation is more appropriate

Are there adequate Asset Protection Zones, building standards Away from a direct bush fire threat? Yes No

If Yes, Shelter-in-Place may be appropriate

PREMISES DETAILS

This plan is for: **EMMAUS CATHOLIC COLLEGE**

Has been designed to assist management to protect life and property in the event of a bush fire.

This Plan outlines procedures for both ***SHELTER-IN-PLACE*** (remaining on-site) and ***EVACUATION*** to enhance the protection of occupants from the threat of a bush fire.

The Primary Action to follow under normal bush fire conditions is to:

SHELTER-IN-PLACE / EVACUATE (choose one as primary action)

Street No & Name:	87-109 Bakers Lane
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Suburb:	KEMPS CREEK	Postcode:	2171
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Contact Person:	Melinda Bowd
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Position / Role:	Assistant Principal
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Phone No: B/H	9670 4588	Phone No: A/H	0411981368
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Type of Facility:	EDUCATION – SECONDARY HIGH SCHOOL
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Number of buildings:	15
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Number of employees:	110 staff	Number of occupants:	1000 students
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Number of occupants with 'special needs':	NIL
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(Provide description of 'special needs')

SEE MAP LAST PAGE

ROLES & RESPONSIBILITIES

The following outlines who has the responsibility of implementing the Emergency Procedures
In the event of a bush fire.

	Building /Area of Responsibility	Mobile Phone Number
<u>MELINDA BOWD</u> Chief Warden	INFORM/DIRECT SCHOOL	0411981368
<u>PAUL MORAN</u> Deputy Warden	BUILDINGS	0419236123
<u>ROSS ASHDOWN</u> Area 1 Warden	BUILDINGS	0421 836 031
<u>RAELENE FINLAYSON</u> Area 2 Warden	STAFF, ADMINISTRATION BUILDINGS	0401 301946

EMERGENCY CONTACTS

Name of Organisation	Office / Contact	Mobile Phone Number
NSW Rural Fire Service	CUMBERLAND ZONE	4734 7777
Fire & Rescue NSW	NSW Regional Office	1800-679737
SES - Floods & Storms	SES 24 hour call centre	132 500
NSW Police Force	ST MARYS LAC	9677 7499
NSW Ambulance Service	PENRITH	4732 2167
Department of Community Services	PENRITH	4722 7300
Penrith Council	ADMINISTRATION	4732 7777
State Emergency Service	PENRITH	9673 1277
Nepean Hospital	ADMINISTRATION	4734 2000

In all emergencies call Triple Zero

SHELTER-IN-PLACE PROCEDURES

Evaluation of the safety of employees and occupants has determined that it would be safer for ALL persons to ***SHELTER-IN-PLACE*** in a designated '***ON-SITE REFUGE***'

The following are the designated 'On-Site Refuge' allocated within the premises.

Designated On-Site Refuge: (1) College Oval (2) Bus Bay – Bakers Lane

Commencement of Bush Fire Danger Period

- Implement evacuation procedures as per College policy. Page 10 Student Learning Planner
- Assemble basketball courts – rolls marked. Students given directions
- Assemble bus bay (Bakers Lane) – rolls marked. Students given directions
- Regular fire drills/evacuation drills

*10 minutes to move school population into "*Shelter-In-Place*"

Procedure for Shelter-in-Place during bush fire emergency

<p style="text-align: center;">The Trigger to commence Shelter-in-Place Procedures is: Bell – PA System</p>
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- Sound the fire alarm warning bell – announcement made over PA system
- Turn off gas and electrical appliances
- Students to follow the direction of the teacher at all times
- Under no circumstances are students or teachers to leave the group
- Group walks directly to the assembly point, rolls are marked, buildings are secured

After the bush fire emergency

- Students will be dismissed from the Assembly areas in year groups.
- LOM will meet with year group – debrief
- Students/staff experiencing anxiety to be assisted by the Counsellors
- Parents to be contacted via – letter, sms, email and the College APP
- Assessment of any damage and new procedures introduced to maintain safety of staff and students

EVACUATION PROCEDURES

Evaluation of the safety of employees and occupants has determined that it would be safer for ALL persons to *EVACUATION* to a designated '*OFF-SITE REFUGE*'.

Time required to evacuate premises: 40 minutes

Designated Assembly Point(s):	1) Amphitheatre (Year 11/12)
	2) Bus Bay (Year 7/8)
	3) Old Bus Bay (Year 9/10)
	4) Staff (non teaching – carpark)

Transportation Arrangements	
Number of vehicles required:	20 Buses
Name of organisation providing transportation:	Busways
Contact Phone Number:	47 218871/9625 8900
Time required to have transportation available:	1 hour
Estimated travelling time to destination:	15 minutes

Off-Site Refuge

Name of venue (primary): Shepherd Park

Address of venue: Shepherd Street/Bennett Road

Nearest cross-street: Bennett Road, St Clair

Map Reference: 7.3km from the College UBD 185 N8

Off-Site Refuge (alternate)

Name of venue (alternate): Luke's Lane Reserve

Address of venue: Banks Drive

Nearest cross-street: Cook Parade St Clair

Map Reference: 5.7km from the College UBD 185 N11

Commencement of Bush Fire Danger Period

- Implement evacuation procedures as per College Policy. See page 10 Student Learning Planner
- Assemble Basketball Courts – rolls marked, students given directions
- Assemble at Bus Bay (Bakers Lane) – rolls marked, students given directions
- Regular Fire Drills/Evacuation Drills

*10 minutes to evacuate College to designated areas

Procedures for Evacuation during a bush fire emergency

**The Trigger to commence Shelter-in-Place Procedures is:
Bell – PA System**

- Sound the fire alarm warning bell. Announcement made of the PA System
- Turn off gas, electrical appliances – Groundsmen/Wardens
- Students to follow directions of teacher at all times
- Under no circumstances are teachers/students to leave group

After the bush fire emergency

- Students will remain in the evacuation centre (park) until suitable transport home can be arranged
- Staff to supervise students at all times. Students remain in homeroom groups
- LOM will meet with students/dismiss – debrief
- Students/Staff experiencing anxiety to be directed towards Counsellors
- Activate C.I.M.P. as per College Policy

Attachment 3: Site Layout of Premises



