In the event of any of the above Bush Fire Alerts being made in the Cowan area, our proposed plan of action for each alert is as follows:

‘ADVICE’ Alert: School to monitor RFS site and liaise with RFS as necessary

‘WATCH & ACT’ Alert:

- School to speak with RFS to gauge risk, ie. where it is, what is the likelihood of danger, how long before it arrives
- If increased risk alerted by RFS, SMS parents to collect their child/children
- Call bus for availability. Prepare to evacuate remainder of students to Berowra PS if necessary or possibility of refuge at Westfield Hornsby by bus or rail.

‘EMERGENCY WARNING’ Alert:

- If not all students and staff evacuated, then ‘lock down’ in MDR – Block E

(Please refer to Evacuation Procedures below as to the steps to be followed)
### DESIGNATED ASSEMBLY POINTS

<table>
<thead>
<tr>
<th>Building</th>
<th>Designated Assembly Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office – Block D</td>
<td>Foyer or Doorway of office building</td>
</tr>
<tr>
<td>Block A - 4/5/6 Classroom &amp; Learning Centre</td>
<td>Inside Doorway or Verandah of building</td>
</tr>
<tr>
<td>Block B - Computer Room</td>
<td>Inside Doorway or Ramp to building</td>
</tr>
<tr>
<td>Block C - Maths /Art Room</td>
<td>Inside Doorway or Verandah of building</td>
</tr>
<tr>
<td>Block F - Library</td>
<td>Foyer of building</td>
</tr>
<tr>
<td>Block E - MDR – K/1 &amp; 2/3 Classrooms</td>
<td>Inside Doorways or Verandah of building</td>
</tr>
</tbody>
</table>

- **Evacuation** - Await collection from parent, or Proceed to bus waiting, or Proceed to Cowan Railway Station for train
- **Lock Down** – Proceed to Block E, MDR

### EVACUATION PROCEDURES

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

- The principal will liaise with RFS, either HQ or local brigade, as to the ‘alert’ warning with the fire and decide procedure to follow – evacuate or lock down.
- Remove any loose debris from around buildings, ie anything flammable and of potential fire risk.
- Bring all student bags and clothing etc. inside classrooms.
- All doors and windows shut with blinds/curtains left open and prepare pump for water tank on Block E (MDR) in readiness. Set sprinklers going if need be.
- Staff should make sure their Evacuation Pack is accessible.
- Students and staff await direction from the Principal via the emergency services.
- The principal to constantly monitor situation so informed decision can be made as to evacuate or lock down.

In the event of a bush fire threatening and a decision to evacuate has been made, occupants of the premises shall follow the following procedure:

- The principal to SMS parents to collect their child/children within certain timeframe or parents to notify the school if students need to remain in the care of the school.
- Notify TransDev for bus hire or ascertain scheduling of trains if evacuating by rail.
- For the likelihood of evacuation south - contact Berowra Public School to ascertain the possibility of evacuating to that school, or contact Westfield Hornsby if evacuating to that safe haven.

   For the likelihood of evacuation north - contact Brooklyn Public School to ascertain the possibility of evacuating to that school.
• If unable to evacuate out of Cowan village, then put in place lock down procedures in Block E (MDR).

• Call / SMS parents who are not able to collect their child/children and inform them of which evacuation plan will be taken, and notify the RFS and DEC Hornsby Office of evacuation plan.

• If in lock down, all staff and students to proceed to Block E (MDR)

  Lock Down Procedure:

  • Put pump on water tank into action to hose down outside of building, if possible, and connect sprinklers.

  • Make sure that all windows and doors are closed and that blinds are up.

  • Secure under doors with door snake, and fill available buckets with water in readiness.

  • Staff to refer to the Evacuation Pack and mark rolls making sure that every member of the school has been accounted for, whether present or previously evacuated.

  • Calm students and reassure them that they are as safe as they can be and that everything possible is being done to secure the premises and their safety.

  • Attend to any first aid needs, eg. asthma masks, Ventolin etc.

  • Staff and students should secure themselves in the middle of the classroom, try to remain calm, and await any instruction from the emergency services.

In the event of the following Fire Danger Rating:

‘CATASTROPHIC’

• If predicted in advance, ie. a forewarning for the days ahead, the school will be closed until rating has changed.

• In the case of sudden catastrophic fire danger then ‘lock down’ in MDR – Block E will be implemented immediately, and parents notified.