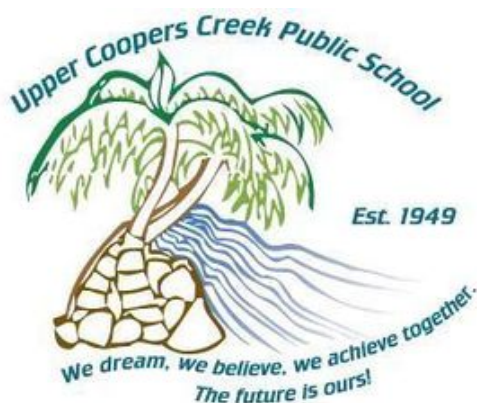




Emergency Management Plan 2025

Upper Coopers Creek Public School 3760



Workplace specific information

This Emergency Management Plan is developed in accordance with the department's Emergency Management Procedure and is designed to ensure that workplaces have effective planning, response and recovery measures in the event of an emergency.

The plan is for internal use only and to ensure the safety of staff and students. It is not for distribution (other than for emergency services) or external publication.

If on non-department premises, consult with the premises building or workplace manager (including the commercial building manager or chief warden, Youth Justice centre governor, hospital security/facilities team) while reviewing the EMP.

Mandatory information is indicated by a red asterisk and must be completed before the EMP can be confirmed by the principal or workplace manager.

Next review date	21/08/2027	
Street address	Upper Coopers Creek Rd, Upper Coopers Creek 2480	
Nearest cross street	Tickles Road	
School main phone number	6688 2128	
Access points for emergency services	Access to the school is via the main driveway/carpark entrance	
Emergency kit location	A Block administration office	
Bushfire and Grassfire Risk Rating	1	
Chief Warden	Name Jennifer Wright	Mobile 0404 556 689
Deputy Chief Warden	Name Kate Middleton	Mobile 0405 141 359
General description of workplace	<p>Upper Coopers Creek Public School is a small rural primary school with 11 students. It is situated 3 kilometres down an unsealed no through road. It is located 38km from Lismore and 27km from Mullumbimby. The school has 4 staff, with 1 teaching principal, 1 part time teacher, 1 part time administration manager and 1 part time general assistant.</p> <p>The school has a small sports oval at the top of the property and has a number of buildings, an administration block, amenities block, classroom and weather shed. Buildings differ in materials from timber and brick to colourbond.</p> <p>While the school grounds are fenced, there is no security fencing.</p>	
People with disability and sensory considerations	<p>Are there people with disability and sensory conditions on site</p> <p>No</p>	
International students	<p>Are there international students on site?</p> <p>No</p>	
Animals onsite	<p>Are there animals onsite?</p> <p>No</p>	

Emergency response team

This Emergency response team table is autopopulated from the Contacts tab on the Emergency management homepage. Names, roles, responsibilities and contact details can be edited on either page.

Emergency response role	Responsible person's name	Mobile	Responsibility	Position	Notes
Chief Warden	Jennifer Wright	0404 556 689	Entire workplace, communications in an emergency and attending to injured persons	Principal	jennifer.wright8@det.nsw.edu.au
Deputy Chief Warden	Kate Middleton	0405 141 359	Supports the Chief Warden	School Administrative Manager	Kate.Middleton6@det.nsw.edu.au
Floor Warden	Nicky Hughes	0428 519 119	Responsible for their allocated building	Teacher	nicky.hughes5@det.nsw.edu.au
First Aid Officer	Kate Middleton	0405 141 359	First Aid	School Administrative Manager	

Emergency Response Details

Emergency signals (or alerts)

Add additional signals / alerts as relevant to your workplace.

Signal or alert	Sound	Activation details	PA Script
Evacuation signals	Long blasts of air horn	Located in the main office and activated by the Chief Warden or Deputy Chief Warden outside all classrooms.	All Clear: verbal announcement at assembly area.
Lockdown signals	Short blasts of air horn	Located in the main office and activated by the Chief Warden or Deputy Chief Warden outside all classrooms.	All Clear: verbal announcement at conclusion of lockdown to all classes
Secure alert (Lockout)	Verbal announcement	Message sent by the Chief Warden or Deputy Chief Warden to all classrooms.	All Clear: verbal announcement at conclusion of lockout to all classes
Shelter-in-place (including bushfire response)	Verbal announcement	Message sent by the Chief Warden or Deputy Chief Warden to all classrooms.	All Clear: verbal announcement at shelter-in-place location.

The EPC will designate multiple onsite assembly areas at least 150 metres away from buildings/structures and suitable offsite evacuation locations. This ensures preparedness for standard evacuations (at least 1 kilometre away from the workplace) and evacuations necessitated by bush/grass fires.

The EPC should consult with emergency services for advice on the suitability of selected evacuation routes and assembly areas/evacuation locations in different types of emergencies (for example, structural fire, bushfire, flood, bomb threat). Schools must complete a risk assessment in relation to the movement of school population to the offsite evacuation locations.

Assembly areas and evacuation locations

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Assembly areas and evacuation location	
Onsite assembly area	Carpark at lowest point of property
Offsite evacuation area	To be determined by Emergency Services on day of event
Shelter in place location	Block or C Block

Upload site plans

- 2025 Upper Coopers Creek PS Emergency Map.docx

Site diagrams must be uploaded to illustrate:

- the identified onsite assembly area/s and offsite evacuation location/s
- evacuation routes
- the location of utilities and isolation points.

Use the site diagram checklist supporting resource to support development.

The EPC are required to ensure that all rooms and buildings in the workplace have current and accurate evacuation diagrams displayed. These in-room diagrams do not need to be included in the EMP.

Instructions for uploading site plans:

Site plans must be uploaded as images in the formats of png, jpeg or jfif. Screen shots of site plans can be saved as an image and uploaded.

There is no limit on the number of plans which can be uploaded but there is a 20MB limit on the size of each file.

Emergency Response Contacts

Emergency contact list: department, suppliers and community

Customise these tables for your workplace by adding items as required. Where a field is not relevant, leave it blank. These details can change from time of finalising the EMP and the next review but can be updated in SPaRO at any time and reprinted. Ensure that the emergency response team has access to the most current information.

Department of Education

Unit	Contact number
Incident Report and Support Hotline	1800 811 523
Director, Education Leadership	Chris Bice / 0425 328 245
WHS Advisor	Cheryl Van Gestel 0400 297 857
Learning and Wellbeing	Leanne Conroy / 0419 104 902
School Security	1300 880 021
Media Unit	02 7814 1559
Assisted School Transport Program	1300 338 278
Preschool Reporting Hotline	1300 083 698
AMU Asset Service Officer	Joel Watson / 0439 136 437
DE International	1300 300 229

School Support / Services / User Groups

Service	Provider Name	Emergency Contact
Local police	Lismore Police Station Byron Bay Police Station	02 6626 0599 02 6685 9499
Local fire control centre	Mullumbimby Fire Control Centre	02 6671 5500
Local council	Byron Shire Council	02 6626 7000
Bus company	M.L and S.L Williams and Sons	Bus company M.L and S.L Williams and Sons Sharon or Michael Williams - shazwilly@yahoo.com.au (no phone number at the moment due to flood damage)
Cleaners	ISS Izzy	0409 999 839
Local medical centre	Lismore Base Hospital	02 6624 0200

Utilities and suppliers

Utility/suppliers	Location of mains/isolation point/shutdown point	Additional information (if required: the supplier name, contact number and account number / reference)
Water (Mains)		
Water (Bore/non-portable/recycled)		
Power (mains)	Attached to A Block southern side	
Fuel	Unleaded fuel for ride-on lawn mower stored in GA Shed, Northern end of B Block.	
Gas (bottled)	2x Gas Cylinders attached to A Block (kitchen) 9kg LPG gas bottle stored in GA Shed, Northern end of B Block.	
Chemicals (SDS / Chemical Register)	Chemical Register is located electronically in Teams Folder and hard copy in GA Shed B Block.	
Pump/s (water)	Fire Fighting tank in carpark, hose in storeroom next to kitchen. Water pump located South-West corner of A Block.	Managed by SINSW
Pump/s (septic tanks/sewerage)	South of B Block	Managed by SINSW
Other (specify) Water tank	Tank water – East of A Block, South-East of C Block and South-East end of B Block.	Managed by SINSW

Workplace employee contact list

A printed copy of your employee contact list must be stored in a secure location.

Employee contact telephone numbers can be collected by a workplace for the purpose of preventing or lessening a serious or imminent threat to any person's health or safety, for example in an emergency.

As these are before and after hours employee contact details, the list must be stored in a safe place with restricted access. Deputy wardens may also require access in circumstances where the chief warden is not available.

Personal information, including private phone numbers must be:

- stored securely
- kept no longer than necessary and disposed of appropriately
- protected from unauthorised access, use, modification or disclosure.

Completed

Emergency Response Procedures

Refer to [Reasonably foreseeable emergencies FACT100 \(nsw.gov.au\)](https://www.fact100.nsw.gov.au) to assist with determining if additional emergency responses are required based on the local school/workplace risk assessment.

Tips:

- Ensure onsite preschool students and the movement of people with a disability or sensory consideration is adequately considered.
- Consider how the response may work in busy periods such as immediately before or after school, during break times, and onsite activities including assemblies, cultural days and school open days.

Notes: The term 'staff' is used for brevity and includes all department employees and contractors across schools and early childhood services.

Evacuation

Evacuation becomes necessary when the safety of students, staff, and visitors is compromised within the school premises.

The chief warden will assume control and initiate the school's evacuation response in such situations.

The chief warden will assess the emergency and direct people to the assembly area/s.

Onsite and offsite assembly areas and evacuation locations

Onsite assembly area	Carpark at lowest point of property
Offsite evacuation area	To be determined by Emergency Services on day of event

Evacuation notification

- Air Horn
- Chief Warden to alert Emergency Services '000' or delegate

Evacuation response

- Chief Warden to coordinate safe evacuation of all staff and students and liaise with emergency services
- Staff on class to evacuate students in a calm and orderly manner to the Assembly Area. Take class rolls (when available), close but do not lock all windows and doors when exiting the room (if time permits). Take personal belongings where practical
- Staff not on class to immediately evacuate from their location, close but do not lock all windows and doors when exiting the room (if time permits). Take personal belongings where practical. Assist with movement of students/visitors as required, proceed to the Assembly Area
- Wardens to search their area of responsibility to ensure all persons have evacuated, provide direction to staff and students and report to the Chief Warden and/or Deputy Chief Warden at the Assembly Area.
- Staff to provide instruction for students to assemble at designated Assembly Area in their class groups.

Once evacuated

- Staff to do a roll check
- SAM to do a visitor list check
- Report any person missing to the Deputy Chief Warden or Chief Warden or delegate.
- First Aid Officer to collect portable first aid kit and take charge of any injuries. Delegate responsibility for treatment

to staff with first aid certificates. In event of First Aid Officer being absent, staff with current certificate will take charge of injuries.

- School Administration Officer to collect medications and relevant documents.
- Follow direct of emergency service personnel.

Before returning to school

- Where no infrastructure has been damaged, the chief warden is to obtain authority to return from relevant emergency service personnel
- **Where infrastructure has been damaged**, the chief warden is to follow the steps outlined in the Site Clearance Protocol
- **No re-entry to site is permitted until an authorised local Asset Services Officer has provided a Clearance Certificate to the principal**

After the emergency

- Workplace manager to implement a Recovery plan
- The chief warden will arrange a debrief of the incident with staff and arrange evaluation using the [Evaluating the emergency response form](#).
- First aid officer/s and workplace manager to complete first aid reporting requirements for any injuries that may have occurred during the emergency.

Lockdown

A lockdown or partial lockdown is necessary in response to an identified active threat within the school or workplace, or upon notification by the Police. In such circumstances, if it is determined that the safety of students, staff, and visitors is best ensured by keeping them securely inside the building, the chief warden will assume control and initiate the lockdown response. The chief warden assesses the situation to determine whether a full or partial lockdown is required.

If the alleged perpetrator is a student with a behaviour management plan, initial actions will be guided by that plan. If the specific Behaviour Response Plan fails then move to secure alert (lockout) or lockdown, depending on the situation.

Notification

- When an emergency situation arises staff should contact the principal or designated emergency warden who will determine if a lockdown should be initiated
- Lockdown signal will sound, short blasts of airhorn, if an intruder is identified. Instructions may be given by the emergency warden
- The principal or the emergency warden must phone emergency services on triple-zero (000) and provide all known details about the incident. Do not terminate the call until instructed to do so by the operator

Lockdown response

- All outside activities should cease immediately. Supervising staff should direct students who are in the playground or outside to immediately return to the nearest school building and classroom or evacuate to a predetermined off-site location
- Staff should follow prearranged and rehearsed instructions to secure doors if possible and move students out of line of sight of doors and windows
- Staff nearest toilet blocks should check that no students are in the toilets. If students are present escort them to the nearest supervised room
- Staff should check corridors outside their classrooms for nearby students and direct any students in the immediate vicinity into their classroom. Once in their room, staff should not leave to locate other students
- Doors and windows should be closed and secured if possible. If the classroom has blinds or curtains, these should be closed. Students should stay out of line of sight if possible
- Classroom lights should be switched off to limit visibility from outside the room
- Staff should remain calm and ensure students remain as calm and quiet as possible
- If safe to do so, the principal or a designated staff member should wait near the main entrance of the school to direct emergency services. Only emergency services personnel should be allowed access to the school premises

at this point

- Staff should record the names of students who are in the room. Staff should provide details of students in their care to the principal or the designated warden when possible
- Staff should maintain room security and not open doors for any unauthorised person
- Request to see identification if in any doubt
- Students and staff should stay where they are until official notification is provided by the principal, emergency warden or an identified police officer that the lockdown is over, or the school's all clear signal is sounded
- Where the lockdown lasts an extended period of time, or extends beyond normal school hours, the principal or coordinator should liaise with police in notifying parents via local media
- In conjunction with police, the principal or emergency warden should arrange for parents to collect students from a designated safe area.

Ending lockdown response

- The Chief Warden is to work with emergency services to determine when normal operations may be resumed
- Issue an **All-Clear** communication
- Determine whether to activate parent/carer pick up processes once safe to do so
- Consider if there is any specific information staff, students and visitors need to know (e.g., parent/carer pick up process or areas to avoid)

Resuming normal operations

- Workplace manager to implement a Recovery plan
- The chief warden will arrange a debrief of the incident with staff and arrange evaluation using the [Evaluating the emergency response form](#).
- First aid officer/s and workplace manager to complete first aid reporting requirements for any injuries that may have occurred during the emergency

Secure Alert (Lockout)

During a secure alert (lockout) response, school activities continue as normal; however, as a precaution, doors are locked and no one is to enter or leave the facility. For the safety and security of staff and students, remaining in a classroom or directing to classrooms would be the preferred response option.

The response is intended to:

- secure/lock part of a school or room within a school to prevent access by unauthorised persons or animals that could pose a potential danger
- be useful as a method to contain an evolving situation and/or prevent people witnessing a medical emergency response.

Notification

- Verbal announcement will alert staff to implement the lockout/in
- Where necessary, the Chief Warden or supervising staff should direct students who are in the playground or outside school grounds to immediately return to the nearest school building or classroom
- As soon as practical, chief warden to co-ordinate a staff member to report the emergency and secure alert to the **Incident Report and Support Hotline on 1800 811 523**.

Secure Alert response

- The Chief Warden should ensure that all perimeter gates are secured
- The only entry to the school for the period of the lockout should be through the main entrance
- The location of the entrance point must be conveyed to police or other emergency services if they are required to respond
- The Chief Warden should ensure that access is monitored and only authorised persons enter the school
- Classroom teachers should ensure that all students are accounted for and safe. Stay in rooms and continue as normal until advised to leave.
- The Chief Warden should liaise with police to develop and implement a plan for students to depart at the end of the school day if the incident is ongoing
- It is not necessary to lock windows, doors or buildings during a lockout.

Ending Secure Alert response

- The chief warden will determine when it is safe to end the secure alert (lockout) and when normal operations may be resumed
- Issue an **all-clear** communication
- Consider if there is any specific information staff, students and visitors need to know (e.g., areas of the school to avoid).

Resuming normal operations

- Workplace manager to implement a Recovery plan, if required
- The chief warden will arrange a debrief of the incident with staff and arrange evaluation using the [Evaluating the emergency response form](#).
- First aid officers and workplace manager to complete first aid reporting requirements for any injuries that may have occurred during the emergency

Additional response plans

Add additional emergency response plans as required based on local school/workplace risk assessments

Medical Emergencies

Response processes for medical emergency are outlined in your local first aid plan.

Your First Aid Plan can be uploaded to the Support Resources tab.

Resources

[First Aid resources](#)

Completed

Recovery

Once the situation begins to stabilise, the chief warden should consider implementing applicable recovery actions. The chief warden may delegate tasks while managing the overall recovery. Resources can be accessed from the links below.

Resources

[Temporarily ceasing school operations](#)

[Recovery timeline.pdf](#)

[Restoring sites](#)

Prevention and preparation

Customise these tables for your workplace by adding items as required. Where a field is not relevant, leave it blank.

These details can change from time of finalising the EMP and the next review but can be updated in SPaRO at any time and reprinted, as required. Ensure that the emergency response team has access to the most current information.

Prevention

Reviewing preventative actions will be conducted at least annually or when:

- an emergency has occurred at the workplace
- an emergency drill has identified a deficiency in the plan (for example, evacuation drill or lockdown drill)
- the workplace is about to undergo physical change (for example, new classrooms, renovations)
- the workplace is about to/has relocated.

Preventative actions	Responsibility	Last review
Undertake a risk assessment to identify hazards, assess risks and determine control measures. Review hazards, associated risks, and control measures at least annually. Identified emergency hazards and associated risks must be recorded in the workplace risk register .	Principal / SAM	27/06/2025
Monitor and review risk assessment (at least annually and or following an incident)	Principal / SAM	27/06/2025

Preparation

Preparation is a key stage in emergency planning. This section of the EMP template outlines both generic preparation actions and the specific emergency preparation actions required for the workplace. Preparedness is a continually improving, ongoing process.

Preparation actions	Responsibility	Last review
Review the EMP	Principal / SAM	27/06/2025
Cross reference risk register and complete the Reasonably foreseeable emergencies form.	Principal / SAM	27/06/2025
Ensure that emergency instructions are developed and reviewed annually, and provided to visitors (for example, volunteers, contractors)	Principal / SAM	27/06/2025
Ensure that consultation to prepare persons with a disability for emergencies also considers making reasonable adjustments to support access to information and physical spaces	Principal	27/06/2025
Temporarily cease operations:	Responsibility	Last review

Preparation actions	Responsibility	Last review

Preparation actions	Responsibility	Last review
Only when it is safe to do so Chief Warden or delegate notify parents with instructions for pick up from the offsite evacuation location. Record students released to parent/carer ensuring an authorised person is picking them up. Note: Make sure parents/carers do not block access to the site for emergency vehicles.	Principal / SAM	27/06/2025
Family Reunification:	Responsibility	Last review
Communication toolkit – preparing for emergencies Templates to support schools in communicating with their school communities in preparation for emergencies is available on the HSSW (https://education.nsw.gov.au/inside-the-department/health-and-safety/incident-emergency-management/prevent-prepare/communication-toolkit) website or seek support from Emergency Response Team (contact available in SCOUT incident dashboard).	Principal / SAM	27/06/2025
Communications:	Responsibility	Last review
School bell, telephone system, verbal communication, walkie talkie, whistles, air horn,	Principal / SAM	27/06/2025

Preparation actions	
Training against the Emergency Management Plan	Responsibility
Training and skill maintenance	Warden training including initial training for staff newly appointed to an emergency response role, and skills maintenance training for staff already trained in emergency response roles minimum every 6 months
Emergency communications systems	School bell, telephone system, verbal communication, walkie talkie, whistles, air horn,
Briefings and consultation	Inductions and orientations of staff, students, contractors; WHS consultation arrangements; staff awareness sessions and minuted meetings; training and practice drills; information displayed.
Emergency drill frequency	Details
Evacuation drill	The department - at least annually Schools - at least every 6 months Preschools - every 3 months
Lockdown/Secure Alert (Lockout) drill	The department - based on risk assessment Schools - based on risk assessment Preschools - every 3 months
Bushfire response drill (Evacuation and a shelter-in-place)	Schools - at least once per year for Bushfire Categories 1, 2 and 3. Consider inviting your local RFS; consider changing roles so each staff member knows each other's role
Other	Details

Preparation actions	
Arrange testing of emergency related equipment (for example, fire blankets, extinguishers)	As per supplier recommendations/applicable Australian Standards
Emergency Kit/s and First Aid Kit/s	Check kit contents before each scheduled emergency drill (for example, evacuation drill, lockdown drill). Replace out of date consumables (for example, batteries, food, EpiPen®)

Reasonably foreseeable emergencies

Add in the emergency response. Cross reference your workplace risk assessment and risk register. The hazards listed in this table are illustrative rather than exhaustive and would trigger your local emergency response. The EPC may customise the table by adding / removing hazards.

Fire	Emergency response
Structure fire	Evacuation
Car fire	Evacuation
Chemical fire	Evacuation
Bush/grass fire	Other (free text) Temporarily Proactively Cease Operations if possible or Chief Warden to decide to Evacuate (offsite assembly area) or Shelter in Place.

Bomb threat	Emergency response
Bomb threat	Evacuation
Suspicious item	Other (free text) Move people away from the area of the suspicious item. Secure the area until emergency services arrive

Physical site/environmental emergency	Emergency response
Loss of utilities (water/power/sewerage)	Other (free text) Discuss with DEL and local ASO, implement required emergency response
Loss of ICT	Other (free text) Contact EDConnect or contracted telecommunications company
Chemical spill on site	Other (free text) Chief Warden to decide if immediate vicinity is to be evacuated or whole of school
Structural failure/collapse	Other (free text) Chief Warden to decide if immediate vicinity is to be evacuated or whole of school
Electrical hazard	Other (free text) Chief Warden to decide if immediate vicinity is to be evacuated or whole of school
Explosion	Other (free text) Chief Warden to decide if immediate vicinity is to be evacuated or whole of school

Physical site/environmental emergency	Emergency response
Vehicle collision with workplace	Other (free text) Chief Warden to decide if immediate vicinity is to be evacuated or whole of school
Burst/leaking pipes (water/sewerage/gas)	Follow instructions from emergency services

Security/physical threat to people	Emergency response
Intruder	Lockdown
Aggressive person/s	Lockdown
Violent person/s	Lockdown
Armed person/s	Lockdown
Threats of or actual violence	Lockdown
Attempted/actual self-harm or self-harm ideation	Other (free text) Chief Warden to decide if Lockdown or Secure Alert should be initiated

Medical emergency	Emergency response
Injury to person requiring first aid	First aid response
Injury to person requiring emergency services	Follow instructions from emergency services
Infectious diseases	Other (free text) Notify the Incident Report and Support Hotline on 1800 811 523
Fatality (person) on premises or offsite activity	Follow instructions from emergency services
	Other (free text) Contact veterinarian, notify Animal Welfare Officer (02) 7814 2631

External emergency	Emergency response
Flood	Other (free text) Notify DEL and local ASO, implement flood response plan
Severe weather (wind, hail, dust, snow)	Lockdown
Severe temperature (cold/heat)	Other (free text) Consider the potential impacts on school activities, especially outdoors.
Air pollution (bushfire smoke, smoke from fires, dust storm, pollen)	Other (free text) Consider the potential impacts on school activities, especially outdoors.

External emergency	Emergency response
Vehicle accident at/in department workplace	Follow instructions from emergency services
Accidents or emergencies near the workplace	Follow instructions from emergency services
Traffic accident impacting access to/from the workplace	Follow instructions from emergency services
Police event external to the workplace	Follow instructions from emergency services
Electrical hazard (downed powerlines)	Follow instructions from emergency services
Chemical spill offsite	Follow instructions from emergency services

Support Resources

Use this section to access supporting resources and/or upload relevant information to support the Emergency Management Plan, if required.

Resources

Click on the document to download a copy or on the link to access resources. Completed documents can be uploaded below.

Resource document downloads	Resource links on DoE intranet
Emergency kit checklist Emergency recovery checklist Chief warden checklist Site diagram checklist Evaluating the emergency response Emergency response actions - sample announcements factsheet	Emergency management Support and resources First aid resources Incident support Restoring sites Communication toolkit - responding to emergencies

Documents and links

Documents

To upload a copy of a document, click on the icon below and follow the steps to save to the Evidence Bank, then upload to this location.

Links

Click on Add Link and complete the details to link to documents and resources saved in other locations.

Bushfire and Grassfire Response Plan

1. Key information

1.1 Bushfire contact information

In case of emergency or fire spotted, call 000

Service / position	Name	Phone number
Local Fire Control Centre	Mullumbimby Fire Control Centre	02 6671 5500
Police Area Command/District	Lismore Police Station Byron Bay Police Station	02 6626 0599 02 6685 9499
Incident Report and Support Hotline		1800 811 523, option 1
Director, Educational Leadership	Chris Bice	0425 328 245
Assisted School Travel Program contractor		
Early Learning (if applicable)	earlylearning@det.nsw.edu.au	1300 083 698
Transport company		
Vehicles required	3 vehicles - Staff and parent cars	

1.2 Stay up to date



'Hazards Near Me NSW' Free Smartphone App



Local radio, TV, newspaper, local ABC/emergency broadcaster



Fire Danger Ratings at rfs.nsw.gov.au/fdr
Fire Activity and Alert Levels at rfs.nsw.gov.au
[Livetraffic.com](https://www.livetraffic.com)



Email or text message communication from the department to the principal or workplace manager



facebook.com/nswrfs
x.com/nswrfs

2. Proactive temporarily cease school operations

When the NSW Rural Fire Service (RFS) declares a **Catastrophic Fire Danger rating**, Category 1 and 2 schools will be directed by the department to [proactively temporarily cease school operations](#) for the next day.

Note: all schools may be directed by the department to proactively temporarily cease school operations based on advice from emergency services and the State Emergency Operations Centre.




Directions will be sent to the principal or workplace manager's email address, school email address and/or sms/phone call.

3. Bushfire Emergency Response

3.1 Seek information: decision making toolkit

Consider the following decision-making factors in a bushfire emergency. If there is a bushfire in the surrounding area, the Chief Warden or delegate should check Alert Levels through the Hazards Near Me app - see below:

Also monitor local radio, TV, ABC/emergency broadcaster, facebook.com/nswrfs, twitter.com/nswrfs, for bushfire updates.

Status	Alert level	Action	Contact number
	 Advice: A fire has started. There is no immediate danger. Stay up to date in case the situation changes.	Contact the local emergency service and seek advice on bushfire(s) in the surrounding area and any potential threat to the school site or access routes to and from the school. If advised, initiate evacuation action.	Mullumbimby Fire Control Centre (02 6671 5500)
	 Watch and Act: There is a heightened level of threat. Conditions are changing and you need to start taking action now.	Contact the local emergency service and seek advice on bushfire(s) in the surrounding area and any potential threat to the school site or access routes to and from the school. If advised or if considered appropriate, initiate evacuation action.	Mullumbimby Fire Control Centre (02 6671 5500)
	 Emergency Warning: An Emergency Warning is the highest level of Bush Fire Alert. You may be in danger and need to take action immediately. Any delay now puts life at risk.	Initiate Evacuation action or Shelter in Place. Contact the local emergency service potential threat to the school site or access routes to and from the school.	Mullumbimby Fire Control Centre (02 6671 5500)

	Consider road closures and detours that may be in place and impact evacuation.
	Consider the time it will take to mobilise staff, students and visitors to both the onsite assembly area and offsite evacuation locations (see below at 3.2).
	Check local transport availability for evacuation, if required.
	Based on the information above , the Chief Warden will make a decision to evacuate offsite if there is enough time to complete it safely; otherwise shelter in place arrangements should be actioned unless otherwise advised by emergency services.

Note: Early offsite evacuation in advance of bushfire impact is the safest options. Late evacuation can present a significant risk to life.

3.2 Evacuate

Evacuation location	Details
Onsite assembly area	A Block or D Block. Estimated 5 minutes to mobilise all persons to this area.

Evacuation location	Details

Evacuation location	Details
Offsite evacuation location 1	Goonengerry Public School (Category 2) Goonengerry Road NSW 2482, 02 6684 9134. Travel via Coopers Creek Road and East on Repentance Creek Road and then Mafeking Road. Estimated 1 hour to evacuate all persons to this location.
Offsite evacuation location 2	Rosebank Public School (Category 3), 340 Rosebank Road, Rosebank NSW 2480, 02 6688 2126. Travel via Coopers Creek Road and West on Repentance Creek Road. Estimated 45 minutes to evacuate all persons to this location.

Evacuate actions checklist

Status	Action	Contact details
	When an evacuation order has been given or a decision has been made to evacuate , the Chief Warden liaises with local emergency services to provide them with the number of persons evacuating.	
	Chief Warden or delegate notify their Director, Education Leadership (DEL), and the Health, Safety and Staff Wellbeing Directorate Incident Report and Support Hotline on 1800 811 523, that the school is evacuating.	1800 811 523
	Chief Warden or delegate notify the Health, Safety and Staff Wellbeing Directorate Incident Report and Support Hotline that the school is evacuating.	1800 811 523
	Chief Warden or delegate notify parents/carers and community users using the preferred method (for example, via SMS, Skoolbag, or school website), that the school is evacuating.	Facebook, website or phone
	Arrange for transport vehicles to meet at the onsite evacuation assembly area.	Staff and parent cars
	Contact the offsite evacuation assembly area and inform them of estimated arrival if applicable.	Goonengerry Public School / 02 6684 9134 Rosebank Public School / 02 6688 2126
	Raise the alarm (evacuation signal).	verbal announcement/instruction
	Move all persons to the onsite assembly area unless otherwise advised by the Chief Warden. Note: Students carrying medication, puffers or water, etc should take it with them.	A Block or D Block
	Assist persons with a disability, in accordance with Disability Register, to evacuate. If unable to support relocation, the nominated staff member must: <ul style="list-style-type: none"> consider relocating the person with a disability to a safe area on the same floor, close to an evacuation stairwell or route report your location to the Chief Warden, and remain with the person. 	
	Account for all persons and report missing persons to Chief Warden, before departure.	
	If safe to do so, close all doors and windows of all site buildings and switch off gas mains, before leaving the school.	

Status	Action	Contact details
	To the extent it can practicably be done, support and attend to: <ul style="list-style-type: none"> students, staff, and/or visitors with healthcare needs and/or who require first aid. individualised needs of a person with a disability as outlined in the school's Disability Register. 	
	Chief Warden or delegate continues to provide regular updates to the DEL and Health, Safety and Staff Wellbeing Directorate Incident Report and Support Hotline on 1800 811 523 .	1800 811 523
	If applicable, the Chief Warden or delegate to notify Assisted School Travel Program contractor, Early Learning, and Community Users that the school is evacuating.	
	Only when it is safe to do so Chief Warden or delegate notify parents with instructions for pick up from the offsite evacuation assembly area in place. Record students released to parent/carer. For younger students check the authorised person is picking them up. Note: Make sure parents/carers do not block access to the site for emergency vehicles.	
	Maintain situational awareness and stay up to date through Hazards Near Me mobile application, local radio, TV, ABC/emergency broadcaster facebook.com/nswrfs , twitter.com/nswrfs	

3.3 Shelter in place

Shelter in place should only be actioned when it is unsafe to evacuate. Any direct and specific evacuation directions from emergency services will override a 'shelter in place' action. During large scale bushfires, assistance may not immediately be rendered and schools must be prepared to shelter in place for longer periods.

Shelter in place arrangements	Location name
Shelter in place refuge 1	A Block or C Block

Shelter in place actions checklist

Status	Actions/details
	Raise the alarm (shelter in place signal).
	Wardens to check all buildings are empty, all doors and windows are closed, and any door mats are places indoors.
	All persons must report to the nominated shelter in place refuge unless otherwise advised by the Chief Warden. Note: Students carrying medication, puffers or water, etc should take it with them.

Status	Actions/details	
	<p>Assist persons with a disability, in accordance with Disability Register, to the refuge site. If unable to support relocation, the nominated staff member should:</p> <ul style="list-style-type: none"> relocate the person with a disability to a safe area on the same floor, close to an evacuation stairwell or route report the location to the Chief Warden, and remain with the person, where practicable. 	
	Account for all persons and report missing persons to the Chief Warden.	
	Call triple zero (000) for immediate assistance. Advise that the school is sheltering in place, the location of the shelter in place refuge on site, and how many people there are.	
	<p>Support and attend to:</p> <ul style="list-style-type: none"> students, staff, and/or visitors with healthcare needs and/or who require first aid. individualised needs of a person with a disability as outlined in the school's disabilities register. 	
	Chief Warden or delegate notify DEL and Health, safety and Staff Wellbeing Directorate Incident Report and Support Hotline on 1800 811 523 , that the school is sheltering in place.	
	Chief Warden or delegate notify parents/careers and community users of the situation using the preferred method (for example, via SMS, Skoolbag, or school website). Continue to provide regular updates as the situation changes.	
	If applicable, the Chief Warden or delegate to notify Assisted School travel Program contractor, Early Learning on (admin to insert number), and Community Users on (insert number) that the school is sheltering in place.	
	Maintain situational awareness and stay up to date through Hazards Near Me mobile application, local radio, TV, ABC/emergency broadcaster, facebook.com/nswrfs , twitter.com/nswrfs	
	Undertake a visual inspection for embers from inside the building of refuge. Updated emergency services of any identified risks.	
	Only when it is safe to do so , Chief Warden or delegate seek confirmation from local emergency services on next steps.	
	<p>Only when it is safe to do so, Chief Warden or delegate notify parents with instructions for pick up from the evacuation assembly area/shelter in place. Record students released to parent/carer. For younger students check the authorised person is picking them up.</p> <p>Note: Make sure parents/carers do not block access to the site for emergency vehicles.</p>	

- 2025 Upper Coopers Creek PS Emergency Map.docx

Attachments

4. Optional: Animal evacuation procedure

Only action the animal evacuation procedure if it is safe to do so. The safety of students and staff is the priority..

Evacuation location	Details
Onsite assembly area	

Animal evacuation checklist

Status	Actions/details
	Move to the animal onsite assembly area .
	Fill all water troughs and any additional containers and make sure feed is available.
	Remove all synthetic (nylon or plastic) equipment, including rugs, metal buckles, and if there is sufficient time to do this safely and the person is trained to do it, possible metal shoes on animals.
	Activate safety plans for housed livestock. For example, turning on sprinklers. If appropriate, move smaller animals in transport boxes or cages to the animal offsite evacuation location.
	Turn off any power sources that may increase risk, for example, electrical fences and power to buildings, and remove any fuel containers or gas cylinders or place them in open cleared areas.
	Notify the Chief Warden of progress, and account for all persons supporting animals.
	If the animal onsite evacuation assembly area is not available, clip or wire open internal gates or cut internal fencing to allow animals to escape danger. Note: Never let animals loose on sealed or unsealed roads.
	Chief Warden or delegate contacts the transport company and coordinates transport for animals to the animal offsite evacuation location .
	Take the evacuation kit and notify the Chief Warden of its location.
	Maintain situational awareness through Hazards Near Me mobile application, local radio, TV, ABC/emergency broadcaster, facebook.com/nswrfs , twitter.com/nswrfs

At the animal offsite evacuation location:

Status	Actions/details
	Inspect animals regularly for signs of stress and where practicable check that the environment is adequate to maintain their health.
	Report any animal that appears sick, injured, or whose behaviour has changed to the Chief Warden.
	Check that the temporary housing is safe and protects animals from foreseeable harm.
	Make sure there is food and water, and report any veterinary special needs to the Chief Warden.
	Notify the Chief Warden of progress and account for all persons supporting animals, and follow the school evacuation procedure.