



Bushfire
Environmental
Management
Consultancy

BUSH FIRE EMERGENCY MANAGEMENT AND EVACUATION PLAN

Moree Pre-School

10 Orana Avenue, Moree, NSW, 2400

Lot 572 / DP 821212



If you are deaf or have a speech or hearing impairment call



**BRONZE
MEMBER**
Fire Protection
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Level 3

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Title	Bush Fire Emergency Management and Evacuation Plan			
Description	Moree Pre-School 10 Orana Avenue, Moree, NSW, 2400 - Lot 572 / DP 821212			
Created By	Duncan Scott-Lawson 0408 667 137 duncan@emconsultancy.com.au			
Prepared For	Moree Pre-School C/o admin@moreepreschool.com.au 02 67522225			
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5	Moree Pre-School	New Committee contact details & new Assembly area sign/diagram	02/06/2025	Completed
6	Moree Pre-School	New Committee contact details. Clause 4 to confirm when closed we have a new external sign for front gate to communicate reason for evacuation, where to collect children and mobile contact number	30/06/2026	Completed

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GLOSSARY AND ACRONYMS

Table 1 Glossary and Acronyms

Term	Meaning
Assembly Area / Point	The designated place or places where people assemble during an evacuation.
Asset Protection Zone (APZ)	Area between the bush fire threat (vegetation) and the asset (humans or buildings) that is managed to reduce vegetation, bush fire ignition and propagation.
Bush Fire	A general term used to describe fire in vegetation, includes grass fire.
District Emergency Management Officer (DEMO)	For emergency management purposes, NSW is divided into emergency management districts. Each Emergency Management District has a District Emergency Management Committee. The Committee is chaired by the District Emergency Operations Controller (DEOCON), supported by the District Emergency Management Officer (DEMO). The DEMO is also responsible for assisting local committees and communities within the relevant District on emergency management matters.
Emergency	An event that arises internally, or from external sources, which may adversely affect the occupants or visitors in a facility, and which requires an immediate response.
Emergency Planning Committee (EPC)	Persons responsible for the documentation and maintenance of an emergency plan.
Emergency Control Organisation (ECO)	Group of people responsible for planning and implementation of emergency management arrangements.
Emergency Management Plan (EMP)	Planning document that sets out the procedural elements of emergency management for a site.
Emergency Warning System (EWS)	A system of alarms and alerts to trigger emergency response.
Emergency warning and intercommunication system (EWI)	A combined emergency warning and intercommunication system that facilitates both way communications and control during an emergency.
Evacuation	The orderly movement of people from a place of danger.
FDI	A quantitative number (zero to 100) that predicts the chance of a fire starting, its rate of spread, its intensity, and the difficulty of its suppression. Higher the number the more intense and speed of the wildfire.
Local Emergency Management Officer (LEMO)	The State is divided into Local Government areas with a Local Emergency Management Committee for each area. This Committee is chaired by a senior representative of the council and is supported by a Council appointed Local Emergency Management Officer (LEMO).
Neighbourhood Safer Place (NSP)	A location of last resort providing a greater chance of survival for human life during the onset and passage of a bush fire.
Occupant	A person attending a facility on a permanent or temporary basis, such as an employee, contractor, student or resident, but not a visitor.
On-site refuge	A building within the premises that can accommodate the people that will shelter. The place is not under threat from a bush fire.
Off-site refuge	A venue at another location some distance away that can accommodate all the people being evacuated. The place is not under threat from a bush fire.
Off-site evacuation point	A venue at another location some distance away that can accommodate all the people being evacuated. The place is not under threat from a bushfire.
Relocation	Movement of persons and/or organisations to an alternate area.
Sheltering	Procedures for a relevant situation where the safest course of action is to remain in a building or location.
Support needs	People with physical, intellectual, visual, or auditory disabilities or impairments, either temporary or permanent who require support. It also includes aged persons and juveniles who are dependent on others for their care and wellbeing.

EMERGENCY CONTACTS

The facilities Emergency Management Plan identified the Incident management team, wardens and Chief Wardens as well as other key stakeholders for emergency management response.

This list forms a sub list to the key stakeholder contacts within the facilities Emergency Management Plan and is specific to bush fire emergency management and evacuation.

REFER TO FACILITIES EMERGENCY MANAGEMENT PLAN FOR FURTHER CONTACTS

Table 2 Site Contacts

Name / Organisation	Position / Office	Contact	Responsibility
Emergency	General emergency number	000	General emergency
NSW Rural Fire Service	Head Office	1800 679 737 1800 NSW RFS	Emergency Management
Facility Director	Pamela Campbell	0427 511 015	Emergency Management
Committee President	Alexandra (Alex) Kirkby	0429 394 431	Emergency Management
Moree Police Station	Duty Officer	6757 0799	Facility evacuation, post incident security
Local Rural Fire Control Centre (Namoi – Gwydir) Bingara	Operations Officer	6972 3667	Facility evacuation, wildfire suppression, post incident recovery
Moree NSW Fire and Rescue	Duty Officer	6728 2281	Facility evacuation, wildfire suppression, post incident recovery
Department of Education	Operations	1800 619 113	Post incident recovery
NSW SES	Operations Officer	132 500	Post incident recovery
Ambulance	Operations Officer	000	Treatment of Vulnerable people
Moree Hospital	Administration	6757 0000	Treatment of Vulnerable people
Health Direct	Nurse	1800 022 222	Treatment of Vulnerable people
Department of Community Services	Case worker	02 4983 4300	Post incident recovery
Lifeline	Operations Officer	13 11 14	Post incident recovery

1 PLAN AUTHORISATION AND REVIEW

Responsibility for enacting, testing and implementing the document rests with Chief Warden. This document does not include evacuation arrangements for specific hazards (e.g., floods, storm, active shooter, internal structure fire etc) which are contained within individual plans and site-specific policies.

This plan forms a sub-plan to the facilities Emergency Management Plan.

This document is to be reviewed through consultation with stakeholders affected by this document:

- No less than every three years.
- Following an emergency resulting in significant evacuations.

The Chief Warden is responsible for authorisation of the plan and review as per **Table 3**. The Plan is to be reviewed and signed by 1 August in each year, prior to the start of the Bushfire Danger Period on 1 October.

Table 3 Plan Authorisation and Review

	Name	Signature	Date
2026 Authorised by	Pamela Campbell	<i>Pamela Campbell</i>	30/06/2026

The Chief Warden is responsible to ensure a copy is available to visitors and for distributing a current 'Bushfire Emergency and Evacuation Plan' in August each year to:

- Staff and Parents at the facility.
- Local Emergency Management Committee (LEMC through Council).
- Other appropriate authorities. (e.g., NSW Rural Fire Services, NSW Police, Fire and Rescue NSW).

2 THE SUBJECT SITE

BEMC Pty Ltd was engaged by Deanne Vanderstok to complete a Bush Fire Emergency Management and Evacuation Plan for the facility at 10 Orana Avenue, Moree, NSW, 2400 - Lot 572 / DP 821212. The Bushfire Emergency Management and Evacuation Plan has been designed to assist Moree Pre-School to protect life in the event of a bushfire.

Moree Plains Shire Council has requested an up-to-date Bushfire emergency management plan to accompany a DA process that includes an adult toilet and 2 external storage sheds to the existing infrastructure.

At risk developments, such as this pre-schools require a greater degree of planning and coordination to ensure the facility is protected from a wildfire event and does not contribute to wildfire ignition and spread.

This Bush Fire Emergency Management and Evacuation Plan has been prepared in accordance with:

- NSW RFS document: *A Guide to Developing a Bush Fire Emergency Management and Evacuation Plan*, and
- *Australian Standard AS 3745:2010 Planning for emergencies in facilities*,

The structure of this report is divided into three parts:

1. Bush fire introductory (awareness),
2. Bush fire emergency management (planning and preparation), and
3. Bush fire evacuation plan (response and recovery).

The plan is concise and succinct to allow the reader to absorb the salient elements and focus on the operational practicality of the emergency arrangements.

2.1 OBJECTIVES OF BUSHFIRE EMERGENCY MANAGEMENT AND EVACUATION PLAN

The aim of this document is to inform and enhance emergency management arrangements during forecast bad fire weather and provide for evacuations during actual and or forecast bushfires. This document will also identify the operations that may be carried out on days of Total Fire Ban and any prohibited activities or exemptions that are notified by the Commissioner of the NSW RFS under the *Rural Fires Act s.99*. and requirements to notification of the local NSW RFS Fire Control.

This Bush Fire Emergency Management and Evacuation Plan is developed to meet the bushfire planning requirements NSW Rural Fire Service, Planning for Bushfire Protection 2019 with two primary elements.

1. In detailing the measures to prevent and mitigate, a series of strategies will be established to protect the facility and neighbouring landowners from a bushfire ignition off and on the site. This includes:
 - Igniting management and prevention,
 - Strategies to reduce ignition,
 - Strategies to suppress unplanned fires,
 - Strategies to minimise potential spread of bushfires,
 - Bushfire Mitigation treatments, and
 - Appropriate works programming on fire danger days.
2. To establish Bush fire Emergency Management procedures in the event of a bush fire, the following objectives are determined:
 - Notification procedures and Key Stakeholders, and
 - Decision triggers for shelter-in-place and evacuation.

Specific building evacuations for internal structure fires are not within the scope of this Plan. A separate Fire Engineering Report sets out the evacuation procedure from an internal fire which complies with the NCC & BCA requirements.

2.2 SITE CHARACTERISTICS

This plan is for Moree Pre-School located at 10 Orana Avenue, Moree, NSW, 2400 legally known as Lot 572 / DP 821212.

Table 4 Site Characteristics

Element	Comment
Name of Facility	Moree Pre-School
Address	10 Orana Avenue, Moree, NSW
Latitude / Longitude (oval)	-29.45 / 149.83
Location Description	Eastern side of Orana Avenue, approximately 5 minutes north from Moree Hospital.
Hours of Operation	Monday to Friday 8.15am to 3.45pm (children present) Staff are here from approx. 8am to 4.15-5pm
Number of children	No greater than 55 (events can be greater)
Number of administration staff	7-10
Staff/Occupant Ratio	1:6
Number of Vulnerable People	Refer to Vulnerable people data base
Overnight accommodation	No
Year of Construction	1980's and further construction 1994
Size of Land	5,092sqm
Wildfire perimeter	150m

2.3 EMERGENCY MANAGEMENT SYSTEM

The facility will develop an Emergency Management System to be utilised by the facility to provide a single point of information to inform decision making. The Bushfire Emergency Management draws on the strategies from the Evacuation Plan and fall under the site Evacuation Plan framework.

The facility has an Emergency Management Plan. This plan forms a sub plan to the facilities Emergency Management Plan, replacing section 11.2 of the facilities Emergency Management Plan.

2.4 TRAFFIC ISSUES

Facilities are particularly prone to traffic-generated congestion on roads at start and finish work and school times. This is heightened when people believe that their family/friends are likely to be exposed to bushfire and in seeking to reach the facility, cause road congestion and hamper the firefighting effort and this plan has been developed to reduce risk to as low as reasonably practical. The Evacuation Plan relies on vehicular evacuation from the site.

Research completed by Aaron Tomlins *The Traffic Impacts of Short Notice Bushfire Evacuations in Australia (UNSW, 2019)* illustrated the use of microsimulation methodology when identifying bushfire behaviour, evacuation zones, do-nothing approach, pinch-points, give-way intersections, traffic light signalling, driver behaviour, theoretical traffic demand, departure profile, route choice and performance metrics. This research illustrated that without human intervention to support traffic management during short notice

evacuation (Police or Road services managing traffic) the most effective mechanism to facilitate traffic evacuation is the increase in signalling time at near-by traffic lights. It is beyond the scope of the report, although, site management should approach the NSW Roads and Waterways to discuss the mechanisms they will apply during an emergency to facilitate evacuation of the facility/precinct during a bushfire.

2.5 ADDITIONAL USES

Moree Early Intervention are considered additional users. This would include 3 staff and occasionally parents and their children attend for appointments during weekdays. Cleaners and delivery contractors are also considered additional users.

The Chief Warden with authority relating to the additional users within the facility is ultimately responsible for enacting the Evacuation Plan and informing the additional users.

2.6 VULNERABLE PEOPLE

All students are considered vulnerable. During declared fire season in the Moree district (generally October to February) the facility shall request visitors disclose if they are vulnerable (age and health conditions) to a bush fire event and be temporarily placed on the vulnerable persons list while at site.

Specific to vulnerable people, facilities that care for vulnerable people should be familiar with the resources and training available at <https://collaborating4inclusion.org/> such as the Person-Centred Emergency Preparedness (P-CEP) training is now being offered through The University of Sydney, Centre for Continuing Education, as a self-paced, online short course.

A list shall be maintained within the facilities Emergency Plan or log-in/out procedures.

3 BUSH FIRE ANALYSIS

3.1 BUSHFIRE RISK

Bushfire is a normal part of Australia's natural environment, particularly in eucalypt forests. However, the frequency and intensity of bushfires varies throughout the landscape and seasons. Bushfires are a common occurrence during drier parts of the year.

Climate change is expected to bring longer bushfire seasons to parts of Australia, an increasing number of extreme fire weather days, and increasing fire intensity.

Bushfires of low or moderate intensity often pose little threat to life, property, and community assets, but the potential for changes in wind direction can be a significant hazard. However, bushfires that burn in heavy fuels, steep terrain or on hot, dry, and windy days often spread rapidly, crown in forests, produce powerful convection columns and create extensive spot fires ahead of the fire front, often making their control impossible until weather conditions moderate.

As the fire danger reaches "extreme", bushfires are often described as firestorms and become impossible to control. When the fire danger reaches "Catastrophic", the risk of serious injury or death to people in the path of a bushfire increases significantly, and many properties and other community infrastructure can become difficult or impossible to defend.

The intensity of a bushfire, which largely determines how much damage it will do, is a product of the fuels burning (quantity, arrangement, size, moisture content), the weather at the time (temperature, wind speed and direction, relative humidity, atmospheric stability) and the topography of the land where the fire is burning (slope and aspect).

Vulnerability to bushfire risk is a combination of the physical location of the persons under threat and the understanding and ability that person has that enables them to deal with the risk. It is the position of Australian fire agencies that the safest action to protect life is for people to be away from the bushfire or threat of bushfire as early as possible.

The risk of wildfires was assessed and considers bush fire threat from all direction surrounding the site which determined a low risk of wildfires impacting on the site, with the Chief Warden bush fire attack mechanism being ember attack for the nearby riparian vegetation.

Figure 1 illustrates the potential wildfire runs towards the site.



3.2 FIRE DANGER RATINGS

The Chief Warden objective of the new Australian Fire Danger Rating System (AFDRS) is to implement a more accurate and nationally consistent system that will enable improved decision-making by response agencies and industry and provoke the desired community response to messaging in order to improve public safety. More information at <https://www.rfs.nsw.gov.au/news-and-media/newfdr> and eLearning at <https://www.afac.com.au/initiative/afdrs/afdrs-training>.

The AFDRS uses the latest scientific understanding about weather, fuel and how fire behaves in different types of vegetation to improve the reliability of fire danger forecasts. This strengthens the ability of those working in emergency services to be better prepared, make improved decisions, and provide better advice to the community.

It is aimed at a simplified, action-oriented Fire Danger Rating System.

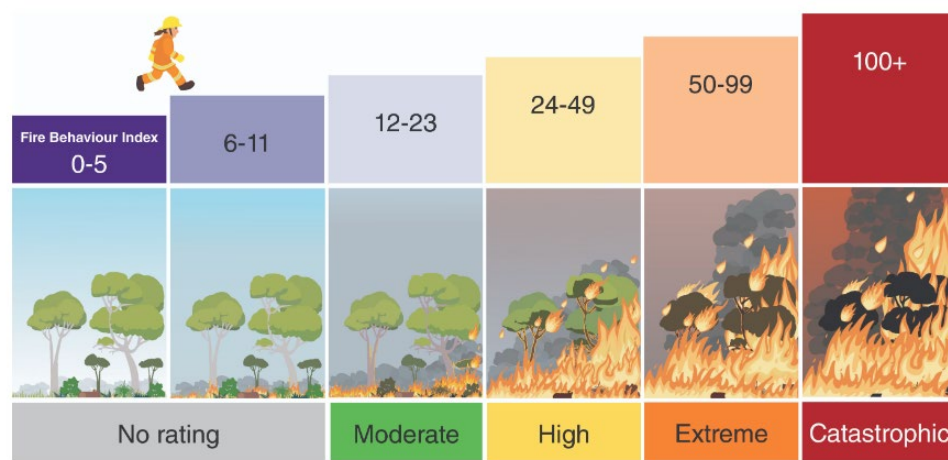


Figure 2 Accessed from AFAC: <https://www.afac.com.au/initiative/afdrs/afdrs-faqs>

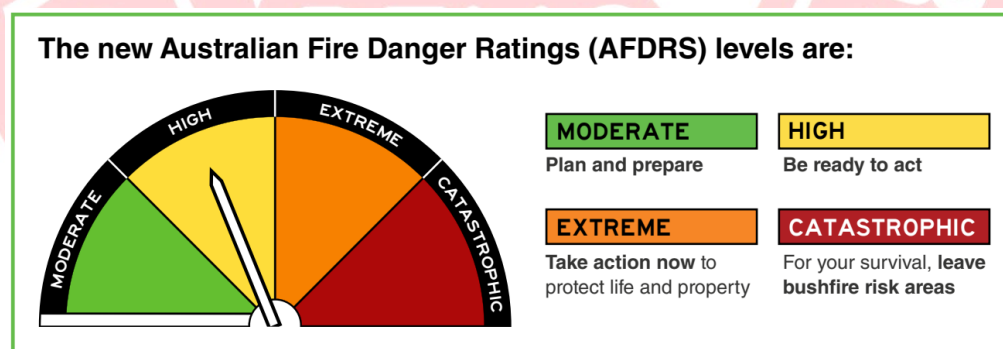


Figure 3 Accessed from AFAC: <https://www.afac.com.au/initiative/afdrs/afdrs-faqs>

MODERATE: *Plan and Prepare* - Have a plan and be ready to act if a fire starts.

HIGH: *Be ready to act* - Be alert for fires in your area and be ready to leave or be ready to defend.

EXTREME: *Take action* - Act before a fire starts

CATASTROPHIC: *Leave high risk areas* - Protect your life, leave early.

3.3 TOTAL FIRE BAN AND EXTREME FIRE WEATHER

A Total Fire Ban (TOBAN) is:

- A day of elevated bushfire danger potential,
- Declared by the RFS on days when fires are likely to spread rapidly and will be difficult to control, and
- Fire Danger Ratings are updated twice daily by the RFS at 6.00am and 4pm.

Total Fire Bans are normally declared by 5pm on the day before a ban but can be declared or revoked at any time. Always check the RFS web page for latest information at:

<http://www.rfs.nsw.gov.au/fire-information/fdr-and-tobans>

Given the location of the facility and the single accessway into and out, the facility may consider closing when a Total Fire Ban has been declared by the Commissioner of the NSW Rural Fire Service.

The Chief Warden may choose to temporarily cease operations (see **section 5, page 21** of this report) due to an emergency or potential emergency situation or based on advice issued by the Department of Education.

3.4 BUSHFIRE ALERT LEVELS

During a bush fire, Alert Levels are used to give an indication of the level of threat from a fire.

Don't wait for a warning. Some fires start and spread so quickly there may not be any time for a warning. If you get a Bush Fire Alert, you must take it seriously. Failure to take action can result in death or injury.

It is noted that in response to Recommendation 3, in October 2017, the Commissioner's and Chief Officers' Strategic Committee (CCOSC) committed to a consistent 3-level national warnings framework across all states and territories and multiple hazards. In February 2018, the Warnings Group established a project plan, '*Towards a National Warning Framework*'. Following consultation with the states and territories, the project plan was endorsed by CCOSC in May 2018. New hazard icons for bushfire were implemented in December 2020 for all states and territories except Western Australia and the Northern Territory. There are three levels of Bush Fire Alerts as illustrated within A. Clark (2021) Australian Warning System, *Australian Journal of Emergency Management*. pp 11-12.

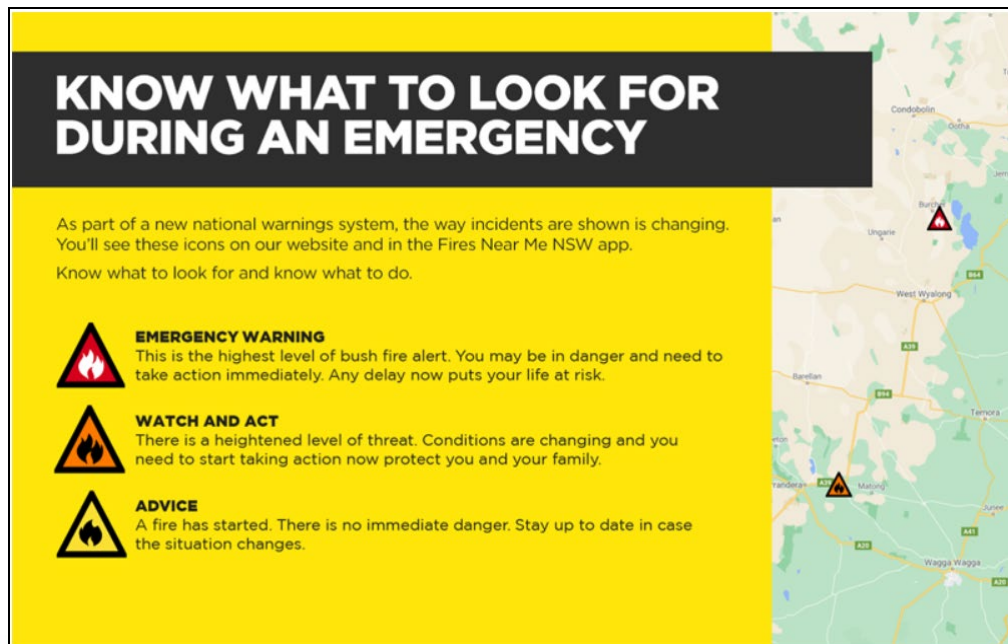


Figure 4 Bushfire Alert Levels (Clark 2021)

3.5 CATASTROPHIC FIRE DANGER RATING

Accessing the weather forecasts provided below, enables the facility to undertake initial preparation should a Catastrophic Fire Danger Rating be issued, requiring them to modify operations on relevant days.

<http://www.rfs.nsw.gov.au/fire-information/fdr-and-tobans>

3.6 VULNERABLE DEVELOPMENTS

In NSW, facilities are identified as Special Fire Protection Purpose (SFPP) development under *section 100B of the Rural Fires Act, 1997*. Occupants of SFPP developments require special care and are considered vulnerable uses.

The nature of SFPPs means that occupants may be more vulnerable to bushfire attack for one or more of the following reasons (Planning for Bushfire Protection 2019 p. 50):

- They may be less aware in relation to bush fire impacts,
- They may have reduced capacity to evaluate risk and respond adequately to the bush fire threat,
- They may present operational difficulties for evacuation and or management,
- They may be more vulnerable to stress and anxiety arising from bush fire threat and smoke,
- There may be significant communication barriers,
- Supervision during a bush fire may be difficult, and
- They may be unfamiliar with the area.

Vulnerable occupants within facilities and those who care for them, are likely to need more time, resources, support, and assistance to take the appropriate actions and or to evacuate safely.

Elderly, children, and people with pets are particularly vulnerable to the effects of bushfire and are more likely to be adversely affected by smoke or heat and health related issues (such as stress, respiratory issues etc) while being evacuated.

3.7 EMERGENCY MANAGEMENT PLANNING

The requirements for the Emergency Control Organisation (EMO) accordance with *Australian Standard AS 3745-2010*, is provided in the site Emergency Management Plan.

3.8 TRAINING, ANNUAL REVIEWS, EXERCISE SCHEDULES

This bush fire emergency plan forms a sub plan to the facilities existing Emergency Management Plans. All training and exercise schedules identified in the EMP are followed within this plan.

Evacuation procedures are tested regularly. Evacuation Drills conducted once a year and recorded.

Consider adding into staff induction packages the completion of the free online e-learning platforms available providing a well-rounded introduction to bushfire emergency management. At a minimum, each member of the EPC should undertake the training/refresher annually.

<https://www.cfa.vic.gov.au/plan-prepare/your-local-area-info-and-advice/e-learning>

<https://elearning.mla.com.au/courses/bushfire-preparation/>

<https://elearning.mla.com.au/courses/bushfire-recovery/>

<http://elearning.aidr.org.au/>

School resources

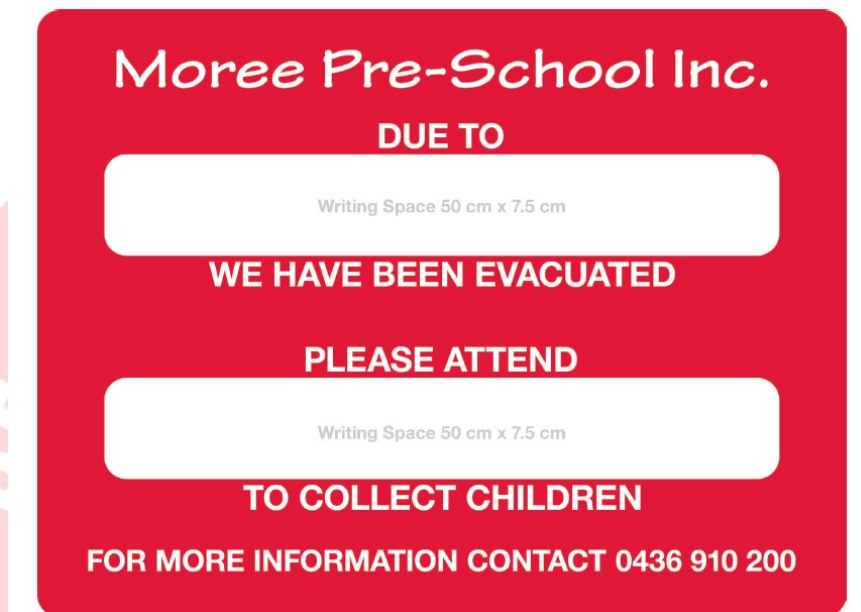
<https://www2.education.vic.gov.au/pal/bushfire-and-grassfire-preparedness/resources>

<https://studentwellbeinghub.edu.au/educators/resources/bushfire-education/>

4 BUSH FIRE EMERGENCY MANAGEMENT

Completing a bush fire survival plan for the facility is an important step to ensure management are aware of the decisions and requirements during a bush fire event. This report will help inform the Bush fire survival plan which can be accessed at <https://www.rfs.nsw.gov.au/resources/bush-fire-survival-plan>

Assuming communications (mobile phones are not working) we will have the below sign on the front gate



The above sign will enable us to communicate to neighbours and responding fire agencies that the property has been evacuated and the reason for the evacuation and where to collect the children from and what mobile phone number we can be contacted on. Annual reviews, exercise schedules

Reviewing the passive bushfire protection measures annually prior to bushfire season and undertaking test exercise will assist the facility in being aware of the tasks and action if a bush fire emergency developed. This will enable quick and appropriate action to be undertaken within a timely manner.

4.1 PRIMARY EMERGENCY MANAGEMENT ACTION

The primary emergency management action for the estate depends on the location of each of the residential development.

4.2 NSW RFS NEIGHBOURHOOD SAFER PLACE

Neighbourhood Safer Places are a place of last resort during a bush fire emergency. They are to be used when all other options in your bush fire survival plan can't be put into action safely.

NSP have limited capabilities and do not guarantee safety. People need to be aware of the following risks associated with NSPs as a Place of Last Resort:

- Travelling to an NSP is inherently dangerous due to the potential for traffic congestion, poor visibility, fire activity, traffic accidents or fallen trees that may block the route,

- People will need to use judgement and take appropriate action in regard to their personal safety while sheltering at an NSP,
- Sheltering at a NSP may result in physical and/or psychological trauma,
- People are likely to experience extreme conditions including heat, high winds, fire noise, embers, radiant heat, smoke, and ash while sheltering at an NSP,
- Access into a NSP may not be facilitated by emergency services and cannot be guaranteed; › Emergency services may not be present,
- There is no provision for pets,
- There will generally be limited parking. Large numbers of vehicles may further compromise what little protection the area affords,
- There may be limited capacity with no amenities (e.g., food, drink, toilets will not be provided),
- There may be little or no capacity to help people with special needs, and
- There is likely to be no communication or first aid facilities at an NSP.

The performance criteria for NSP building are located and constructed to enhance the chance for survival for humans in attendance from the radiant heat of a bush fire. The acceptable solution for the performance criteria is building is situated to prevent direct flame contact, material ignition and radiant heat levels of 10kW/m²; or provide 139 metres separation distance from a bush fire hazard.

The performance criteria for open space are located to enhance the chance for survival for humans in attendance from the radiant heat of a bush fire, The acceptable solution for the performance criteria is open space is situated and maintained to prevent direct flame contact, material ignition and radiant heat levels of 2kW/m²; or provide 310 metres separation distance from a bush fire hazard.

Area between bush fire hazard and the site is maintained to a level that ensures the radiant heat levels at the Building/Open Space meet the Performance Criteria for Radiant Heat. The site and land adjacent to the site between the Building/Open Space and the bush fire hazard is managed land or maintained in accordance with NSW RFS document Standards for Asset Protection Zones.

There are no appropriate on-site NSP, and no RFS NSP is identified within Moree.

The oval at St Philomena's School via Boston Street provides a temporary refuge centred within the village of Moree.

St Philomena's School, Moree is approximately 2mins drive south of the pre-school.

4.3 PREPARATION FOR BUSH FIRES

The official Bushfire Danger Period generally starts on 1 October and extends through to the following April. However, the fires season has been starting earlier and conclude later. During this period, bushfires can occur at any time.

4.4 SMART TECHNOLOGY

Establishing smart technology can assist in activating bushfire protection measures when remote from the location. The assumption is that telecommunication equipment is functional to enable this process, which has been found to be unreliable during landscape fire events.

These systems can remotely engage bushfire shutters, water spray systems if established correctly. Each site is unique on its characteristics and specific systems by specialised service providers should be reviewed to ensure the technology is fit for purpose.

4.5 BUSH FIRE SURVIVAL KIT

A bushfire survival kit gives you easy access to things that will help save your life in a bushfire. Kept together in one place, the kit will save you time whether you're packing to leave or caught sheltering-on-site. Ensure you have catered for children and pets. The following list is a guide to consider to be prepared:

The basic kits is:

- Sign in/out rolls until Kidsoft program is operational,
- Drinking water,
- Portable battery-operated radio,
- Waterproof torch and head torch,
- Spare batteries,
- First aid kit with manual,
- Face masks, P2/N95-rated face masks can filter out the fine particles in smoke,
- Alcohol-based hand sanitiser,
- Candles with waterproof matches,
- Woollen blankets,
- Emergency contact numbers, and
- Waterproof bag for valuables.

If occupants are caught sheltering-on-site follow items will be appropriate for supervisors:

- Firefighting Pants (AS 4824:2006),
- Wildfire Jacket (AS 4824:2006),
- Fire resistant shirt,
- Gloves (AS 2161.6:2003 Type 1),
- Goggles (AS 1337:1992),
- Firefighting Helmet (AS 1801:1997 Type 3),
- Smoke Mask (AS 1716:2003 Class P2),
- Fire boots (minimum AS 4821:2014),
- Oxygen bottle and mask,
- Drinking water (camel pack),
- UHF radios, and
- McLeod tool (Rack-hoe).

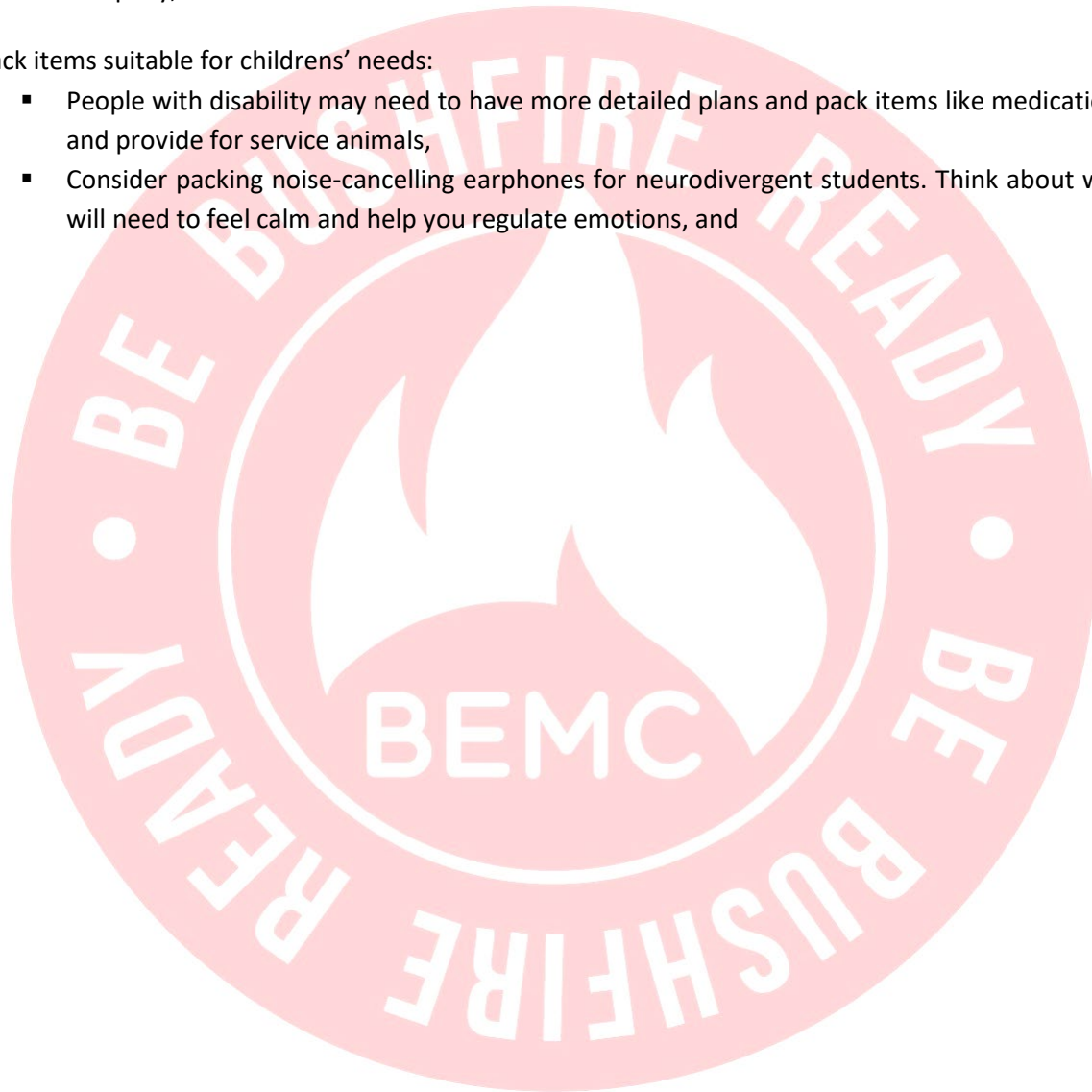
Leaving Early Kit

- Driver's licence, passport, photo ID,
- Insurance information,
- Medicines and medical prescriptions,
- Drinking water,
- Credit cards and cash (ATMs might not be working),
- USB with scanned copies of important documents and photos,
- Battery-powered or hand-wind radio,
- Powerful torch,

- Spare batteries,
- First-aid kit,
- Mobile phone chargers,
- Hard-copy maps with your safest route marked, as well as alternative routes and petrol stations,
- Contact details for friends and family you've arranged to stay with,
- Contact details for neighbours so you can stay up to date, and
- A spare mobile phone fully charged with important contact numbers including friends, family members and your state or territory emergency service information number as well as your power company, doctor and local council.

Pack items suitable for childrens' needs:

- People with disability may need to have more detailed plans and pack items like medications, aids and provide for service animals,
- Consider packing noise-cancelling earphones for neurodivergent students. Think about what you will need to feel calm and help you regulate emotions, and






Observations/ situation	Bushfire Danger Period				
	NONE	MODERATE	HIGH	EXTREME	CATASTROPHIC
Bushfire within 10km under West, North- west, North North-east, East, South-east winds.	Normal Operations	Contact fire agencies to confirm if evacuation is required	Prepare to evacuate Contact fire agencies to confirm if evacuation is required	Evacuate	Evacuate
Bushfire within 10km under South, South-west winds	Normal Operations	Undertake preparation activities Prepare to shelter-on-site Contact fire agencies to confirm if evacuation is required	Undertake preparation activities Situational awareness - monitor radio an websites Contact fire agencies to confirm if evacuation is required	Prepare to shelter-on-site Contact fire agencies to confirm if evacuation is required	shelter-on-site
Bushfire sotuh side of Gwydir River under North, north-west or west winds approaching the site	Normal Operations	Undertake preparation Contact fire agencies to confirm sheltering-on-site	Undertake preparation activities Contact fire agencies to confirm sheltering-on-site	Undertake preparation Contact fire agencies to confirm sheltering-on-site	Undertake preparation Contact fire agencies to confirm sheltering-on-site
No Fires	Normal Operations	Normal Operations	Normal Operations	Situational awareness - monitor radio an websites Notify occupants of increasing fire risk	Situational awareness - monitor radio an websites Notify occupants of increasing fire risk

Decreasing Risk Increasing Risk

Figure 5 Bush fire risk matrix

5 BUSH FIRE EVACUATION PLAN

Procedures for both sheltering and evacuation should be developed, with one identified as the Primary Action to be followed during a bush fire. In this case, shelter-on-site is not a feasible emergency management options due to the lack of appropriately designed structure.

EVACUATION is the preferred emergency management process

Evacuating early is always the safest option and emergency services may decide to evacuate areas for public safety. For this reason, procedures to evacuate are required to ensure the necessary planning and coordination arrangements are in place.

An important factor when planning for emergency procedures is that under intense conditions it is common for people to behave irrationally, and this may increase the time taken to move people.

5.1 EVACUATION PLAN ASSUMPTIONS

The plan is based on the premise that:

1. On Total Fire Ban days and above, the *Chief Warden* will determine the operations of the facility in line with local decision-making provisions.
2. On days of Total Fire Ban and above the NSW RFS will liaise with the *Chief Warden* should the need arise to evacuate or limit occupation.
3. Leaving a high-risk bushfire location is the safest action and evacuating before a bushfire threatens is always safer than remaining until a bushfire starts. Occupants leaving early becomes increasingly appropriate with extreme and catastrophic Fire Danger Ratings.

5.2 TYPES OF EVACUATION

Evacuation is a risk management strategy that may be used to mitigate the effects of an emergency on a community. It involves the movement of people to a safer location and their return. The types of evacuation and alternatives to evacuation include:

Immediate Evacuation This results from a hazard impact that forces immediate action, thereby allowing little or no warning and limited preparation time.

Pre-Warned/Managed Evacuation This follows the receipt of sufficient and reliable information which prompts a decision to evacuate ahead of a potential hazard impact.

Self-Managed Evacuation/Relocation This is a spontaneous type of evacuation involving the self-initiated movement of people as individuals, families or community groups. This may include circumstances where residents are advised to leave early ahead of dangerous conditions.

Shelter in Place Shelter in place should be considered as an alternative when the risk associated with evacuation is seen as being greater than that of sheltering in place or as an outcome of an immediate threat to individuals where evacuation cannot be initiated in a safe manner.

5.3 EVACUATION PROCESS

The evacuation process has been adopted from AFAC Australian Disaster Resilience – Evacuation Planning (2017). The decision to advise or direct evacuation should be considered whenever there is a potential need to move people to a safer place. This process should be constantly reviewed in changing circumstances.

The decision to evacuate people who are at immediate risk during an emergency is not always straightforward, as it is often based on incomplete or unverified information in a rapidly developing and dynamic situation. Timing of the decision is a significant factor.

The occupants must consider whether the lead warning times they have available to them permit a safe evacuation of a location threatened by bush fire. If sufficient time is available, then properly planned and executed evacuation is the most effective strategy. **Figure 6** shows the evacuation process.

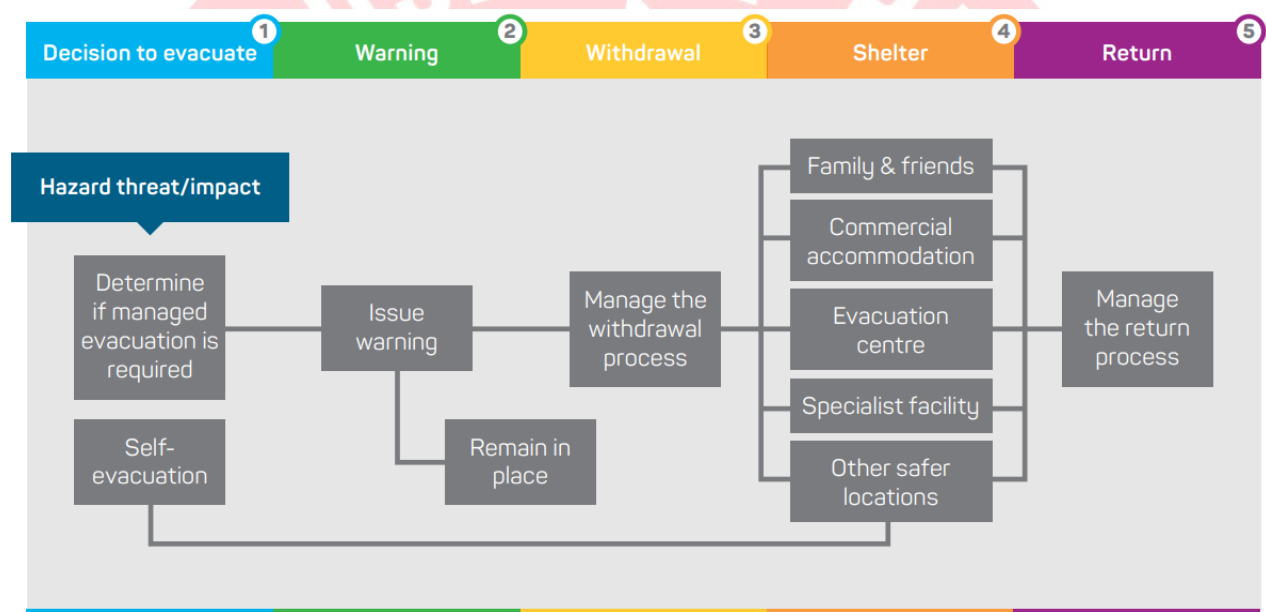


Figure 6 Evacuation Process (AFAC Australian Disaster Resilience – Evacuation Planning, 2017)

5.4 THE NEED FOR EARLY ACTION

The Evacuation Plan has been completed so it does not rely on the availability of emergency service personnel to undertake the evacuation. As such, the decision to evacuate must be undertaken confidently and without hesitation by the occupants. The occupants will require early advice and decisions to evacuate or close the property.

Early action can lead to meeting locations in a lower bushfire threat area. Communicating this information amongst the staff and parents is essential to facilitate post-fire recovery and communications.

5.4.1 Pre-Emptive Closure

The lead time for a planned closure varies depending on weather patterns, but every attempt is made to give the facility and attending staff as much notice as possible to prepare and respond.

Once the decision that aspects of the facilities operations is to undertake, information needs to be disseminated quickly and clearly identifying the expectations of staff, occupants, and visitors.

Potentially, between declaration of the closure and the day of closure, weather conditions improve sufficiently to remove the need to close, and the facility can therefore stand down its pre-emptive closure plans. Triggers for these decisions need to be clear and concise.

Due to the location of the site, pre-emptive closure for the facility during Catastrophic Fire Behaviour Index (FBI) is considered a primary bushfire emergency management action.

5.5 DECISION TRIGGERS

Developing a clear set of triggers will increase the ability to react quickly and make decisions when a bush fire event occurs.

Figure 6, page 20, provides emergency considerations within a risk matrix and **Table 5, page 27** provides the triggers to guide the facility to make the decision to evacuate.

Awareness of triggers are determined by maintaining knowledge of Daily Fire Danger Categories and the predominant weather (specifically wind) conditions. It is essential that occupants maintain daily awareness of these categories to ensure they are informed and aware of trigger requirements.

5.6 AUTHORITY TO EVACUATE

Authority to evacuate can be directed by:

- NSW Police or Fire Authority (NSW Rural Fire Service or Fire and Rescue NSW).

NSW Agencies with legislated authority to order an evacuation are:

- a) Combat Agencies with appropriate legislation, and
- b) the NSW Police Force.

A Combat Agency generally issues an order to evacuate; consideration should be given to how affected people may respond to such an order. Police Officers generally enforce such orders.

NSW Police may issue an evacuation order under *Section 60L State Emergency & Rescue Management Act 1989*. A senior police officer may, if satisfied that there are reasonable grounds for doing so for the purpose of protecting persons from injury or death threatened by an actual or imminent emergency, direct, or authorise another police officer to direct, a person to do any or all the following once a danger area is declared:

- a) to leave any premises and to move outside the danger area,
- b) to take any children or adults present in any premises who are in the person's care and to move them outside the danger area,
- c) not to enter the danger area. A 'danger area' means the areas specified by a senior police officer as the area affected by an emergency.

Fire & Rescue NSW under *Section 19 Fire Brigades Act 1989* through the officer in charge at a fire or hazardous material incident may cause to be removed any person, vehicle, vessel, or thing the presence of whom or which at or near a fire or hazardous material incident might, in the officer's opinion, interfere with the work of any fire brigade or the exercise of any of the officer's functions.

NSW Rural Fire Service under *Section 22A Rural Fires Act 1997* provides that an officer of a rural fire brigade or group of rural fire brigades may cause to be removed any person, vehicle, vessel or thing the presence

of whom or which at or near a fire, incident or other emergency might, in the officer's opinion, interfere with the work of any rural fire brigade or the exercise of any of the officer's function.

5.7 EVACUATION

Facilities with evacuation as their Primary Action that have no shelter-on-site mechanisms will have clear and concise decision triggers for staff to follow. Pre-emptive site closures become more critical in these situations ensuring staff are not placed in any danger when they are required to consider shelter as a emergency response option.

Safe access arrangements for people to evacuate an area whilst emergency service personnel are accessing the same area to suppress a bush fire are essential. Alternative access/way out routes will also assist if part of the road system is cut by wildfire or wildfire related activities, such as fallen tree of firefighting appliances. Evacuation is by vehicle. Evacuation involves relocating people to where they are safer and by a route that is relatively safe.

Evacuation involves relocating people to where they are safer and by a route that is relatively safe. The action taken is largely determined by the nature of the fire threat, the people involved and their location. Welfare of evacuees following evacuation is also an important consideration. Such procedures require careful and timely consideration of all factors. Every bushfire attack scenario will be different. The response to each must therefore be specific and include consideration of the following:

- Location of fire,
- Fire behaviour including,
- Rate and direction of spread,
- Ember affecting the area,
- Smoke affecting the area,
- Numbers of potential evacuees,
- Availability of access, and
- Transport.

In the event of a bushfire emergency, where external evacuation to a safe place outside the facility triggered all occupants within the facility are expected to evacuate to their homes or if not available to the designated refuge area.

The ECO shall determine if the travelling route and time to St Philomena's School open space (via Boston Street), is safe for staff and children. If so, parents will be notified to collect children from St Philomena's School open space (via Boston Street), (Figures 8, page 31).

5.7.1 Evacuation process considerations

Spread of bushfire front

Applying the thumb rules of bushfire rate of spread will provide an *indication* of the progress of the fire front. This assessment shall be confirmed when discussing evacuation with NSW RFS.

A base line progress of grassland fire is 20% of the wind speed /per hour. For example, wind velocities of 40km/hr may result in the fire front progressing 8km with 1 hr, and wind speed of 80km/hr may result in the fire front progressing 16km with 1 hr. There is a direct correlation between wind speed and the progression of the fire front. This is indicative and fire can spread faster through grasslands, and it is not uncommon for a bushfire 10km away, under winds >60km/hr impact on a site in less than an hour.

Evacuation time

When considering the rate of spread, it is essential to consider the progress of the fire on the site and the *entire evacuation route to the NSP*. Evacuation options to the south is the only option.

Under northerly or north-westerly winds, under extreme of catastrophic fire weather conditions, if a fire is on the south side of Gwydir River the time to evacuate has past, and shelter-on-site shall be undertaken.

Otherwise, instruct staff and parents to travel to St Philomena's School (via Boston Street) safe place to collect children.

Evacuation time is further compromised by low visibility (smoke), people panicking, or should a car accident, tree/power pole/line impeded access along the road. Furthermore, it is common for increased volumes of traffic as people are trying to use the road at a single period adding to congestion.

Practical commencement of evacuation

There are a range of time factors that inhibit the evacuation:

- Mechanisms to communicate that an evacuation has been confirmed,
- Occupants will generally request time to pack their belongings prior to evacuation, which may not be possible. In most cases occupants are not prepared to evacuate,
- Transportation of personal items to vehicle is dependent on the location of the vehicle in consideration of the accommodation,
- Children take longer to evacuate, and
- Traffic congestion exiting the property to the public road system.

As such, the decision to evacuate must be undertaken confidently and without hesitation by management and communicated to occupants quickly and concisely. This is undertaken by the Chief Warden.

5.8 SHELTER

Evacuating early is always the safest option although situations during emergency are very dynamic and fluid, and evacuation may not be available, and sheltering may be required.

Facilities with sheltering as their Primary Action will have evacuation procedures in case they can no longer shelter, or emergency services call for a pre-emptive evacuation due to catastrophic or extreme bush fire conditions. Shelter-on-site is not possible for this facility as no build structure is provided for shelter purposes.

The Facilities Emergency Evacuation Plan has a up-to-date list of vulnerable occupants, location and assistance required. These individuals should be collected and catered for in the central location of the facility.

The facility administration can communicate with parents through SMS messaging (when kidsoft program is operations) or call them until that time, and if electricity of communications towers fail, parents can assume that all children will be taken to the St Philomena's School safe location if evacuation is triggered.

In the event of a bushfire emergency, where external evacuation to a safe place outside the facility is not possible, all occupants within the buildings are expected to move to the designated shelter-on-site refuge room, which is Resource Room 2. The refuge room are shown in Figures 7, page 30.

5.8.1 Shelter Occupancy

Resource room 2 is the most appropriate location due to:

- Close to external exit,
- Furthest room from bushfire threat,
- Large room can accommodate maximum occupancy in one location,
- Proximity to toilets and kitchen
- Ability to view outside environment,
- Ability to view carparking area for vehicle evacuation.

5.9 RESPONSE BUSHFIRE ACTION STATEMENTS

Response Bush Fire Action Statements (Table 5) outline duties and actions required to be undertaken during and after a bush fire emergency, stating clearly who is to do what, and when. A trigger is a timeframe, scenario or some other factor that initiates an action.

Triggers are to be determined and aligned with the appropriate action. Factors to be considered in determining triggers include the decision to evacuate or shelter as this will influence the timeframe required for certain actions to be undertaken.

Table 5 Bushfire Decision Triggers

Bush fire threat		Bush fire specific arrangements and actions		Responsibility	
Category	Wind Direction	Confirmed Ignition (<10km)	Bush fire threat		
Total Fire Ban	Total Fire Ban is declared by the Commissioner of the NSW Rural Fire Service for the Moree weather district, the facility may be closed on the designated day of Total Fire Ban.				
Possible emergency	The Chief Warden (or delegate), on becoming aware of a bushfire emergency, will take the following steps: - Ascertain the nature of the emergency or potential emergency situation and determine appropriate response using the Bushfire Decision Triggers below. - Contact Emergency Services for advice and support.				
Extreme and Catastrophic FBI > 50	All directions	No	Prepare for evacuation	- Extreme and Catastrophic FBI is issued in the Moree Fire Area. - Upon acknowledgment of Extreme and Catastrophic FBI, Chief Warden to discuss operations with ECO. - Consider pre-emptive closure of on-site activities for Catastrophic FBI. - Identify vulnerable people. - Undertake the following tasks: - Ensure all hazardous materials are protected a secured - Open all gates to allow fire response access. - Close all doors and windows. - Preparations to enable quickly to turn off Power mains, and air conditioning. - Bushfire kit and student list available. - Determines availability of temporary safe place (St Philomena's School) prepare notification to parents, staff, contractors, suppliers, deliver services and additional users. - Activate local notification requirements to all above regarding temporarily ceasing operations or early finish time for the start of the next day if early closure of facility is going to be undertaken. - Monitor local weather conditions for further advice.	Chief Warden

Extreme and Catastrophic FBI > 50	West, North-west North North-east East South-east	Yes	<i>'Emergency Warning'</i> Implement emergency management arrangements. <i>'EVACUATE'</i>	• Collect list of contacts to notify re closure/reopen. • Consider elements within section 5, page 21 of this report. • Notify parents and staff to <i>'EVACUATE'</i> through through SMS off-site staff not to return. • Notify fire authorities and site management of anticipated Evacuate site. • Collect bushfire kit and student list. • Turn-off power mains and air conditioning, leave perimeter access gates unlocked for emergency services access. • Roll-call of students on site when evacuating and again at off-site evacuation point, release students to parents when arrive to collect. • Program to return to site (following incident) to re-establish access controls (lock gates).	Chief Warden
Extreme and Catastrophic FBI > 50	South-west South	Yes	<i>'Emergency Warning'</i> Implement emergency management arrangements. <i>'SHELTER-ON-SITE'</i>	• Consider elements within section 5, page 21 of this report. • More likely to place children at risk if evacuate. • Notify parents of shelter-on-site and collect children immediately. • Notify fire authorities and site management of anticipated shelter-on-site. • Roll-call of staff and student and log out as parents collect.	Chief Warden
Moderate to High FBI 12 < 49	All directions	No	<i>'Be ready to act'</i> Monitor Fire Near Me	Normal Operations until active fire within 5kms. Undertake preliminary preparations as above and Apply fire spread thumb rule to determine impact time (Fire speed is 20% of wind speed – i.e., 40km/hr wind fire will spread approx. 8km/hr).	Chief Warden
Moderate to High FBI 12 < 49	North North-east East	Yes	<i>'Emergency Warning'</i> Implement emergency management arrangements.	• Consider elements within section 5, page 21 of this report. • Notify parents and staff to <i>'EVACUATE'</i> through SMS off-site staff not to return. • Notify fire authorities and site management of anticipated Evacuate site.	Chief Warden

			'EVACUATE'	• Collect bushfire kit and student list. • Turn-off power mains and air conditioning, leave perimeter access gates unlocked for emergency services access. • Roll-call of students when evacuating and again at off-site evacuation point, release students to parents when arrive to collect. • Program to return to site (following incident) to re-establish access controls (lock gates).	
	West North-west South-east South-west South	Yes	'Emergency Warning' Implement emergency management arrangements. 'SHELTER-ON-SITE'	• Consider elements within section 5, page 21 of this report. • More likely to place children at risk if evacuate. • Notify parents of shelter-on-site and collect children immediately. • Notify fire authorities and site management of anticipated shelter-on-site. Roll-call of staff and student and log out as parents collect.	Chief Warden
LOW FBI < 12	All directions	Yes	'Advise' Monitor Fire Near Me	Normal Operations Advise and assist fire agencies as required.	Chief Warden
Following passage of fire	Contact RFS to establish notification to re-enter site to undertake access and tree safety assessments. Contact utility providers to re-establish services. Engineering safety checks of infrastructure. Notification to all staff/contractors/delivery services/clients of future arrangements. Facilitate community resilience and recovery. Debrief and review emergency response planning.				

MOREE PRE-SCHOOL INC.
 10 ORANA AVENUE
 MOREE, NSW 2400
 DIAGRAM 9

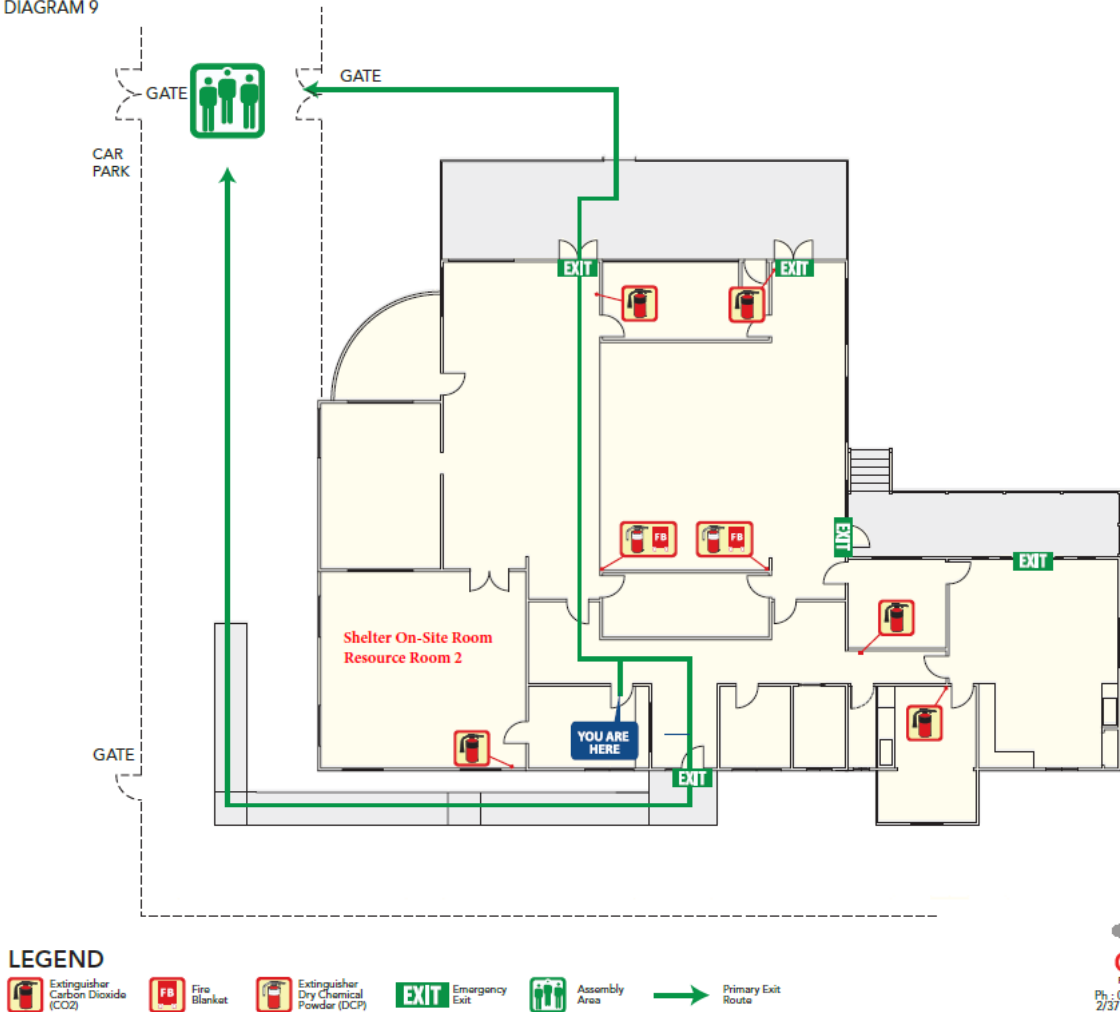


Figure 7 Shelter-on-site location



BUSHFIRE EVACUATION PLAN SUMMARY



KEY EMERGENCY CONTACT INFORMATION

POLICE, FIRE, AMBULANCE CALL '000'

CHIEF WARDEN (Director of Centre) Pamela Campbell | 0427 511 015

Assistance (Committee President) Alexandra (Alex) Kirkby | 0429 394 431



AWARENESS OF SITUATION

RFS BUSHFIRE INFORMATION LINE 1800 679 737
(1800 NSW RFS)

DISTRICT RFS OFFICE 6972 3667

RFR WEBSITE www.rfs.nsw.gov.au

FIRE NEAR ME APP



LOCATION INFORMATION

ADDRESS 10 Orana Avenue, Moree

NUMBER OF STAFF 7

NUMBER OF STUDENTS 40

TOTAL NUMBER No greater than 55

OFF-SITE EVACUATION St Philomena's School, Boston Street



ACTIONS

1. Pre-incident actions, triggers and determine bushfire threat (Page 20 and 27)
2. Raise Alarm & Call '000'
3. Undertake actions within Bushfire Actions Statement for determined threat (Page 27)

EVACUATION



THE SAFEST OPTION IS TO LEAVE EARLY

Authority to Evacuate can be directed by:

- Instruction from NSW Police or Fire Authority (NSW Rural Fire Service or Fire and Rescue NSW)
- Instructed from Department of Education
- Instructed by the Chief Warden in consultation with the facilities Emergency Control Organisation EMO



ASSEMBLY POINT

- Assemble Point within each classroom, roll-call and move all students to Resource Room 2.

KEY ACTIONS:

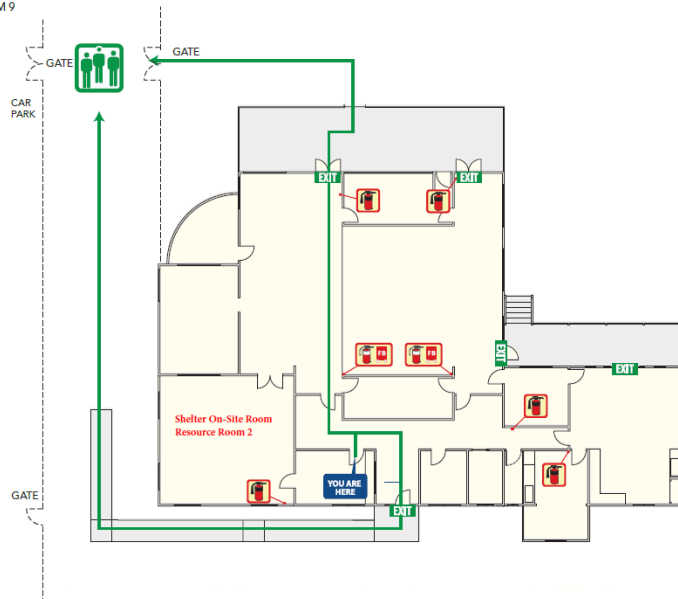
- Roll-call
- Close all fire and smoke doors
- Gather bushfire survival kits and water
- Keep watch for spot fire around building
- When safe, evacuate or as instructed by emergency services



SHELTER-ON -SITE OPTION

- Assemble Point within each classroom, roll-call and move all students to Resource Room

MOREE PRE-SCHOOL INC.
10 ORANA AVENUE
MOREE, NSW 2400
DIAGRAM 9



LEGEND



KEY ACTIONS:

- Roll-call
- Close all fire and smoke doors
- Gather bushfire survival kits and water
- Keep watch for spot fire around building
- When safe, evacuate or as instructed by emergency services



WALKING EVACUATION



KEY ACTIONS:

- Evacuate if it is safe to do so.
- Walking evacuation is to St Philomena's School
- Use route indicated
- Teachers walk with class (with list of students)
- Seek guidance from emergency services
- Escort by emergency service if required

BUS/VEHICLE EVACUATION



DO NOT EVACUATE IF:

- Spot fires are observed
- Embers are observed
- It is unsafe
- Directed by emergency services to remain in place
- Shelter-on-site should be considered as an alternative when the risk associated with evacuation is greater than sheltering-on-site, or evacuation can not be initiated and completed in a safe manner