



Bushfire and Grassfire Response Plan 2025

Leeton High School 8156



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	MIA Office Fire Control Centre	Griffith - 02 6966 7800
Police Area Command/District	MURRUMBIDGEE Police District – 02 6969 4310	- 02 6953 1311
Incident Report and Support Hotline		1800 811 523, option 1
Director, Educational Leadership	Tanya Whyte	0413 008 131
Assisted School Travel Program contractor		1300338278
Early Learning (if applicable)	earlylearning@det.nsw.edu.au	1300 083 698
Transport company		Celi's Bus service (02) 69532815 Crompton's bus service (02) 6953 3866 Daniel Allen's Bus Lines 0428 271 801
Vehicles required	Enough to transport approx. 470 students & 75 staff	

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](https://www.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.	02 6966 7800
	 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.	02 6966 7800
	 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.	02 6966 7800

	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	School Oval (behind MPC)

Evacuation location	Details
Offsite evacuation location 1	Local school furthest from the threat – Transport required
Offsite evacuation location 2	Leeton indoor stadium – (02) 6953 0985 & (02) 6953 0911 Caters for 300 grandstand seating. – 20-minute walk or buses if available.
Offsite evacuation location 3	Leeton number 1 Oval, Palm Avenue – 20-minute walk or t buses if available.
Offsite evacuation location 1	Yanco Sports Ground - Transport required

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.	
	Arrange for transport vehicles to meet at the onsite evacuation assembly area.	
	Contact the offsite evacuation assembly area and inform them of estimated arrival if applicable.	
	Raise the alarm (evacuation signal).	
	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.	

Status	Action	Contact details
	Assist persons with a disability, in accordance with Disability Register, to evacuate.	

Status	Action	Contact details
	If unable to support relocation, the nominated staff member must: - 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.	
	To the extent it can practicably be done, support and attend to: - 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	Multi-Purpose Centre – Block D Shelter in place refuge 2 Multipurpose space, canteen area & bottom floor classrooms

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 placed 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.	
	Assist persons with a disability, in accordance with Disability Register, to the refuge site. If unable to support relocation, the nominated staff member should: - 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.	
	Support and attend to: - 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.	

Status	Actions/details	
	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.	
	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. Note: Make sure parents/carers do not block access to the site for emergency vehicles.	

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	N/A

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.

Status	Actions/details
	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.