



Department of  
Education

**Shaping the future**

# Standalone bushfire plan 2023-2024

## East Kenwick Primary School

October 2022



## Purpose

The *Standalone bushfire plan* document is a detailed plan of how your school is to prepare and respond to a catastrophic fire danger rating alert or to a bushfire event.

You must complete this template to have a plan in place to respond to a bushfire emergency until during and after the attendance of Emergency Services. This plan is to be read in conjunction with the Department of Education *Principal's guide to bushfire*.

All staff, students, contractors and visitors on the school or facility site are to follow this completed plan in the event of a bushfire emergency. All other emergencies are to be managed in accordance with the school's [incident management plan](#).

You are required to complete and lodge your plan online by 31 August, before the bushfire season begins.

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## 1 School details

To complete this plan:

- use the *Principal's guide to bushfire (Principal's guide)* to help you
- on the front cover of the document, remove the word 'template' and replace it with your school's name
- enter information into the **grey** sections of this document, following the prompts in the square brackets where featured. You can add extra rows to tables where necessary.

When your plan is complete, access [Prepare for bushfire season at your school](#) on Ikon to lodge it as one document (include appendices).

School name (include name of co-located school or facilities if applicable)	East Kenwick Primary School
School address	96 Kenwick Road, KENWICK, WA, 6107
Education Region	South Metro
DFES Region Local Fire station Local Bush Fire Brigade	South East Metropolitan Region Maddington Fire and Rescue Service Jandakot Volunteer Bush Fire Brigade
Number of students	396
Number of students requiring extra support if evacuating	21
Number of staff	54
Number of school sides bordered by bush	2
Names of major roads bordering school	1
School's site-specific alert, for example: <ul style="list-style-type: none"> <li>• siren/pause x 3</li> <li>• continuous handbell</li> <li>• continuous siren or short whistle blasts</li> </ul>	<b>Wailing siren or continual whistle blasts and PA message</b>

Plan prepared by (principal's name)	Ryan Pettit
Date prepared	30/08/2023

## 2 Emergency response contact list

Enter the contact details into the table below.

Organisation	Details	Phone number / Website
Local police (eg name of nearest police station)	Gosnells  2291 Albany Highway  GOSNELLS WA 6110	Urgent: 000  Non urgent: 131 444  Gosnells: 9398 0000
Local hospital (eg name of nearest hospital or medical emergency facility)	Armadale Kelmscott Hospital  3056 Albany Highway  MT NASURA WA 6112	Ambulance:  Urgent: 000  Non urgent: 9334 1222  Armadale Kelmscott Hospital : 9391 2000  Fiona Stanley Hospital: 6152 2222
DFES regional contact	Luke Mitchinson – District Officer Hills South East Metro Region	6424 1506 0427 386 864
Local fire brigade (eg name of nearest fire station)	Maddington Fire and Rescue	9459 2369
Local bushfire brigade (eg name of nearest station)	Gosnells Bush Fire Brigade	6350 5900
Bus contractors (ready for pre-emptive closure or offsite evacuation)	Buswest  Horizon West	9395 4444  9351 8980
Electricity provider - in the case of a power outage (eg Horizon Power or Western Power)	Synergy	131 351  9326 4911
State emergency service (if known)		132 500
Poisons information (where relevant)		131 126
Director of Education – contact name	Ken Perris	0408 918 019

## Dial 000 in an EMERGENCY

### 2.1 Other important emergency sources

- 1) [Emergency WA website](https://www.emergency.wa.gov.au/) - <https://www.emergency.wa.gov.au/>
- 2) **Department of Fire and Emergency Services**  
Information line – 13 33 37  
Twitter - [https://twitter.com/dfes\\_wa](https://twitter.com/dfes_wa)
- 3) **Local radio**
  - [ABC Emergency WA](#)
  - ABC local radio
  - 6PR

### 3 School Response Team

Enter the names and mobile numbers of the staff responsible for carrying out emergency procedures during a bushfire event. The principal is responsible for coordinating the incident response to onsite or offsite locations (refer to Appendix B & C procedures).

Examples of suggested duties include:

- fire warden duties
- checking all rooms
- keeping a copy of school registers for roll call
- monitoring the bushfires warnings stages (as per Appendix A)
- send out text alerts to parents (refer Appendix E)

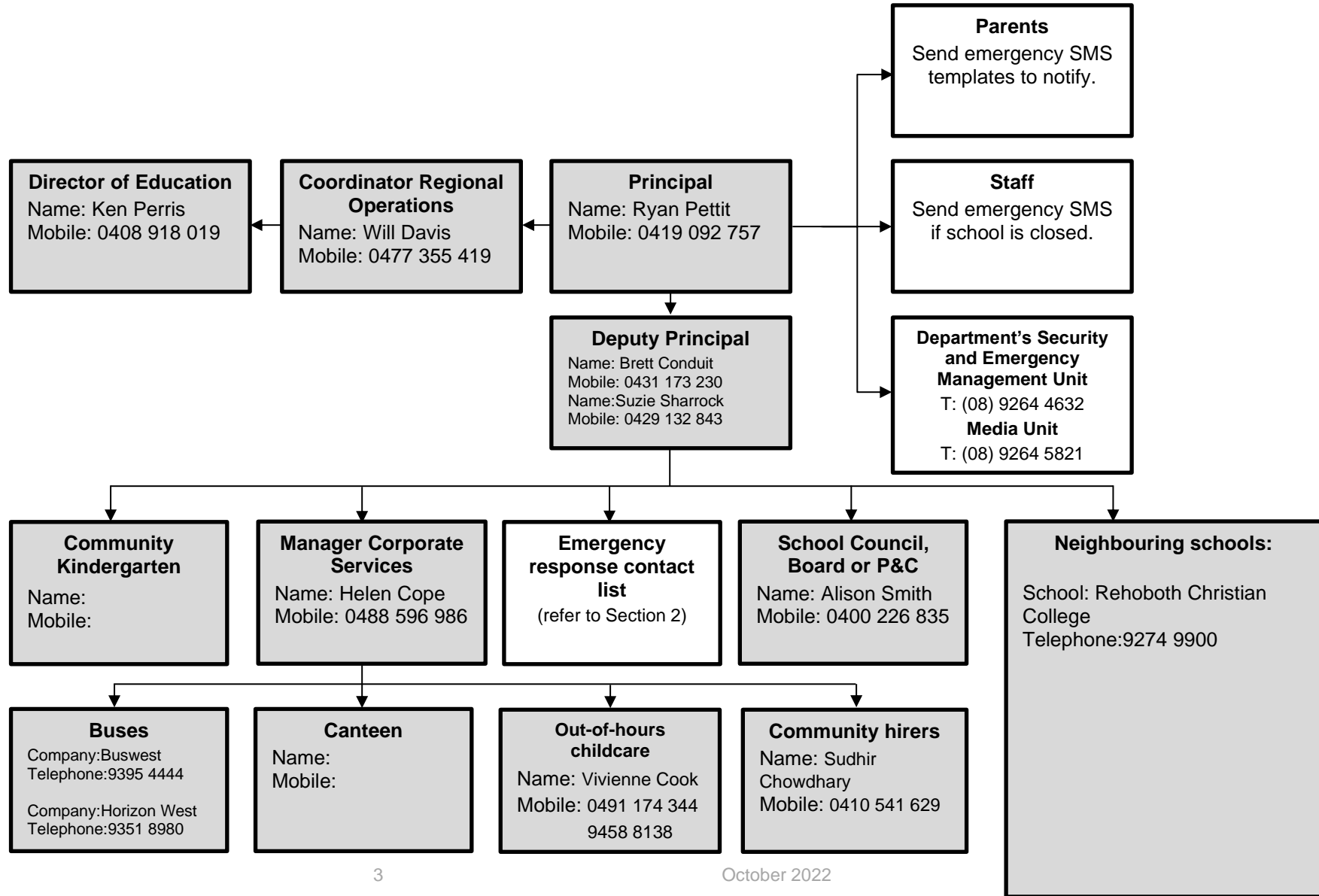
Position	Staff Name	Duties	Mobile number
Principal	Ryan Pettit	<ul style="list-style-type: none"> <li>• Assess &amp; monitor the situation</li> <li>• Raise alarm throughout the school</li> <li>• Liaise with Regional Executive Director and Helen Cope in school office</li> </ul>	0419 092 757
Deputy Principals	Brett Conduit	Check and lock doors Rooms 1 -8, STEM and underdover area, closing roller door	0431 173 230
	Suzie Sharrock	Check and lock doors Rooms 13-17	0429 132 843
Manager Corporate Services	Helen Cope	<b>Phone Emergency Services.</b> <ul style="list-style-type: none"> <li>• Check and lock doors of Community Room, Staff Room, , Canteen, Cleaners Store, Staff Toilets</li> <li>• Unlock side double gates leading to parent car park for evacuation and return to admin.</li> <li>• Liaise with Principal and Emergency Services</li> </ul>	0488 596 986
School Officers	Megan Dempsey	<b>Take Mobile phone if available.</b> Check and lock doors Rooms 9-11, Science/Art Room and Library.	0438 997 617
	Narelle Pedrotti Larissa Boaden	<ul style="list-style-type: none"> <li>• Print Fire Evacuation Report and Lesson Attendance&gt;Reports&gt;Attendance Forms&gt;Morning Absentee Report.</li> <li>• Take: Evacuation Kit (megaphone, bell/whistle/Red Emergency &amp; Critical Incident File), emergency contact registers and visitor/relief staff sign in books when leaving the building.</li> </ul>	0407 906 255 0410 921 899

		<ul style="list-style-type: none"> <li>• Check Administration, turn off air conditioners and fans, lock all doors and windows</li> <li>• Send SMS messages upon direction from the Principal</li> </ul>	
Teachers	All	<ul style="list-style-type: none"> <li>• Turn off air conditioners and fans.</li> <li>• Close all internal and external doors and windows.</li> <li>• Take: class list, mobile phone and students to the evacuation area.</li> </ul> <p>Take the roll once assembled.</p>	
Accredited first aid officers	Alicia Harris	Proceed to designated assembly area. Report to the Deputy. First Aid kit delivered by school officers.	0415 189 074



## 4 Bushfire response telephone tree

Complete the information boxes with the contact details for the relevant stakeholders.



## 5 Emergency equipment

Identify the location and the type of emergency equipment at your site.

<b>Equipment</b>	<b>Details</b> (include location/s, date checked and any other comments)
Evacuation kit	Megaphone, Hand bell/whistle, Red Emergency & Critical Incident File – Located in Administration. Date Last checked: 28/07/2023
First aid kit(s)	Consists of an asthma kit and general first aid supplies Located in Medical Room and ECE Block. Last checked 28/08/23
Emergency warning or alert system, eg: <ul style="list-style-type: none"> <li>• mobile telephones (charged)</li> <li>• hand-operated fire alarm (portable siren)</li> <li>• portable radios</li> <li>• spare batteries.</li> </ul>	Siren  Whistle  Megaphone  PA Message
Emergency communications equipment	Mobile phones – all staff
Registers for: <ul style="list-style-type: none"> <li>• students</li> <li>• staff</li> <li>• visitors.</li> </ul>	Located in Reception  Last checked: 31/07/2023
Standalone Bushfire Plan: <ul style="list-style-type: none"> <li>• hard copy in the evacuation kit.</li> <li>• copy saved to an online platform for access offsite.</li> </ul>	Megaphone, Hand bell/whistle, Red Emergency & Critical Incident File – Located in Administration. Last checked 28/07/2023

## 6 Bushfire preparation checklist

Principals must:		
<ul style="list-style-type: none"> <li>complete this bushfire preparation checklist annually</li> <li>provide evidence in the form of notes to show that management activities have been actioned</li> <li>inform all staff members of their responsibilities.</li> </ul>		
Management activities	☑ or NA	Evidence
The annual review of the <i>Standalone bushfire plan</i> has been completed before the start of bushfire season.	✓	31/08/2023
Consulted and received advice in preparing your <i>Standalone bushfire plan</i> from any of the below (as relevant): <ul style="list-style-type: none"> <li>local Emergency Services</li> <li>Department of Fire and Emergency Services</li> <li>Department of Biodiversity, Conservation and Attractions – Parks and Wildlife Service</li> <li>local volunteer fire brigade</li> <li>WA Police Force</li> <li>local emergency management committee (LEMC) or local government representative</li> <li>community emergency services manager if there is one for the area.</li> </ul>	✓             ✓	Anna Dietrich Bushfire Risk Management-Rural Fire Division Liaison (DoE)- Bushfire risk assessment plan 25-03-21        Luke MITCHINSON 030117 Email to confirm DFES Distict officer 27/07/2023
Staff have been made aware of the <i>Standalone bushfire plan</i> through: <ul style="list-style-type: none"> <li>staff meetings</li> <li>staff bushfire induction session that includes:                             <ul style="list-style-type: none"> <li>an overview of the <i>Standalone bushfire plan</i></li> <li>how to turn off evaporative air conditioner units, the location of switches</li> <li>how to close roof vents</li> <li>the types of <a href="#">Bushfire Warnings</a> issued by the Department of Fire and Emergency Services and the <a href="#">Emergency Alert</a> telephone warning system</li> <li>to direct bushfire media enquiries to the Department's media unit (08) 9264 5821.</li> </ul> </li> </ul>	✓             ✓	13-9-23 Staff Meeting  Staff circular to be accompanied with a copy of the plan and maps/procedures 04/09/2023  Copy of the plan to be uploaded to the school's Connect for ease of reference 04/09/2023  Updated map and procedures to be placed in every room
Students and parents or carers have been made aware of the <i>Standalone bushfire plan</i> through: <ul style="list-style-type: none"> <li>key bushfire safety messages incorporated into the curriculum</li> <li>newsletters</li> <li>school information booklet (include actions and procedures)</li> <li>school website</li> </ul>	✓	Being Healthy, Safe & Active – Health Curriculum  Information to be placed in the end of term 3 newsletter week beginning 18th Sept 2023  Information to be included in the parent handbook Term 4 2023

Principals must:		
<ul style="list-style-type: none"> <li>complete this bushfire preparation checklist annually</li> <li>provide evidence in the form of notes to show that management activities have been actioned</li> <li>inform all staff members of their responsibilities.</li> </ul>		
Management activities	☑ or NA	Evidence
		Approved plan to be uploaded to the school website as soon as practical during Term 4 2023.
<p>Communication plans are in place:</p> <ul style="list-style-type: none"> <li>'emergency response contact list' completed (refer to section 2)</li> <li>'bushfire response telephone tree' completed (refer to section 4)</li> <li>communication templates for sample emergency text message, newsletter content and school notice text are complete (refer to Appendix D)</li> </ul> <p>Note: Contact lists for staff and parents must be current.</p>	✓	<p>30/08/2023</p> <p>30/08/2023</p> <p>30/08/2023</p> <p>Updated 26/07/2023</p>
<p>Emergency equipment available and checked (as listed in section 5):</p> <ul style="list-style-type: none"> <li>evacuation kit checked at least once per term</li> <li>emergency warning or alert system works</li> <li>emergency communications equipment available</li> <li>first aid kit(s) available</li> <li>registers for students, staff and visitors readily accessible for roll call</li> </ul>	✓	<p>Fire extinguishers checked every May and November</p> <p>Contents checked 2nd Aug 2023 and to be checked in the first week of each term.</p> <p>Siren/bell/whistle/ present and functional 2nd Aug 2023</p> <p>Contents checked 2nd Aug 2023</p> <p>Located in reception, checked 2<sup>nd</sup> August 2023</p>
<p>Evacuation drills practised to your onsite 'safer building location(s)':</p> <ul style="list-style-type: none"> <li>before the start of the bushfire season</li> <li>at least once per term during the bushfire season.</li> </ul> <p>Note: You must do at least three drills per year.</p>		<p>Upcoming evacuations are scheduled for:</p> <p>19<sup>th</sup> September 2023</p> <p>Term 3 2023</p> <p>Term 1 2024</p>
<p>Onsite 'safer building location(s) are identified. Do not use an open area such as a school oval or non-enclosed building.</p> <ul style="list-style-type: none"> <li>shown in your school site plan in <i>section 7.1</i></li> <li>listed in the <i>Incident Management Plan</i></li> <li>regularly checked for readiness</li> </ul>	✓	<p>Safer building location Junior Block with consultation from the Chief Bushfire Control Officer 20th Aug 2020</p> <p>(see map section 7.1)</p>

Principals must:		
<ul style="list-style-type: none"> <li>complete this bushfire preparation checklist annually</li> <li>provide evidence in the form of notes to show that management activities have been actioned</li> <li>inform all staff members of their responsibilities.</li> </ul>		
Management activities	☑ or NA	Evidence
<ul style="list-style-type: none"> <li>local emergency services are informed of location(s)</li> </ul> <p>Note: For further information, refer to section 4.2 in <i>Principal's guide to bushfire</i>.</p>		Copy of map section 7.1 emailed to Gosnell's Chief Bushfire Control Officer 13th Aug 2020
<p>Two or more suitable offsite evacuation locations have been identified in case one of the offsite locations is under threat from the bushfire. In most cases the off-site evacuation location will be determined by the incident controller.</p> <p>Local government authority has provided written or email approval on the use of these offsite locations. Note: For further information, refer section 4.3 in the <i>Principal's guide to bushfire</i>.</p>		<p>1. Yule Brook College – Permission received from Stephen Jones 28/08/2023</p> <p>2. Thornlie Senior High School</p> <p>[detail approval received]</p>
<p>The asset protection zone, which is a minimum distance of 20 metres surrounding the school is checked and:</p> <ul style="list-style-type: none"> <li>clear of all rubbish, long dry grass, bark, flammable and combustible materials, including leaf litter and unused piles of mulch</li> <li>maintained routinely throughout the year</li> </ul> <p>Note: For further information, refer to section 4.3 in the <i>Principal's guide to bushfire</i>.</p>		<p><b>Date Checked:</b></p> <p>Maintenance is on the school gardener's list of regular duties</p>
<p>Check the fuel load management (the clearing of dry grass, leaves, twigs, dead vegetation and dead bark) within the hazard separation zone (extending 80 metres from the outer edge of the asset protection zone) has reduced and:</p> <ul style="list-style-type: none"> <li>the likelihood of crown fires developing close to buildings</li> <li>spot fire ignition potential within the zone</li> </ul>	✓	Firebreak clearing and report to be carried out in October 2023
<p>The use of machinery (such as angle grinders, mowers or machines with internal combustion engines) is restricted on severe fire danger days.</p> <p>The use of any machinery or power tools that can generate sparks on <i>total fire ban</i> days is not permitted.</p>	✓	The school Gardener has received instructions and is reminded yearly.

Principals must:

- complete this bushfire preparation checklist annually
- provide evidence in the form of notes to show that management activities have been actioned
- inform all staff members of their responsibilities.

Management activities	☑ or NA	Evidence
<p>Note:</p> <ul style="list-style-type: none"> <li>• Any 'hot works' including welding and grinding or the operation of plant, equipment or machinery in bushland areas, can potentially ignite vegetation and cause bushfires.</li> <li>• Refer to the <i>Principal's guide to bushfire – 'Terminology'</i> (section 13 of the guide)</li> </ul>		

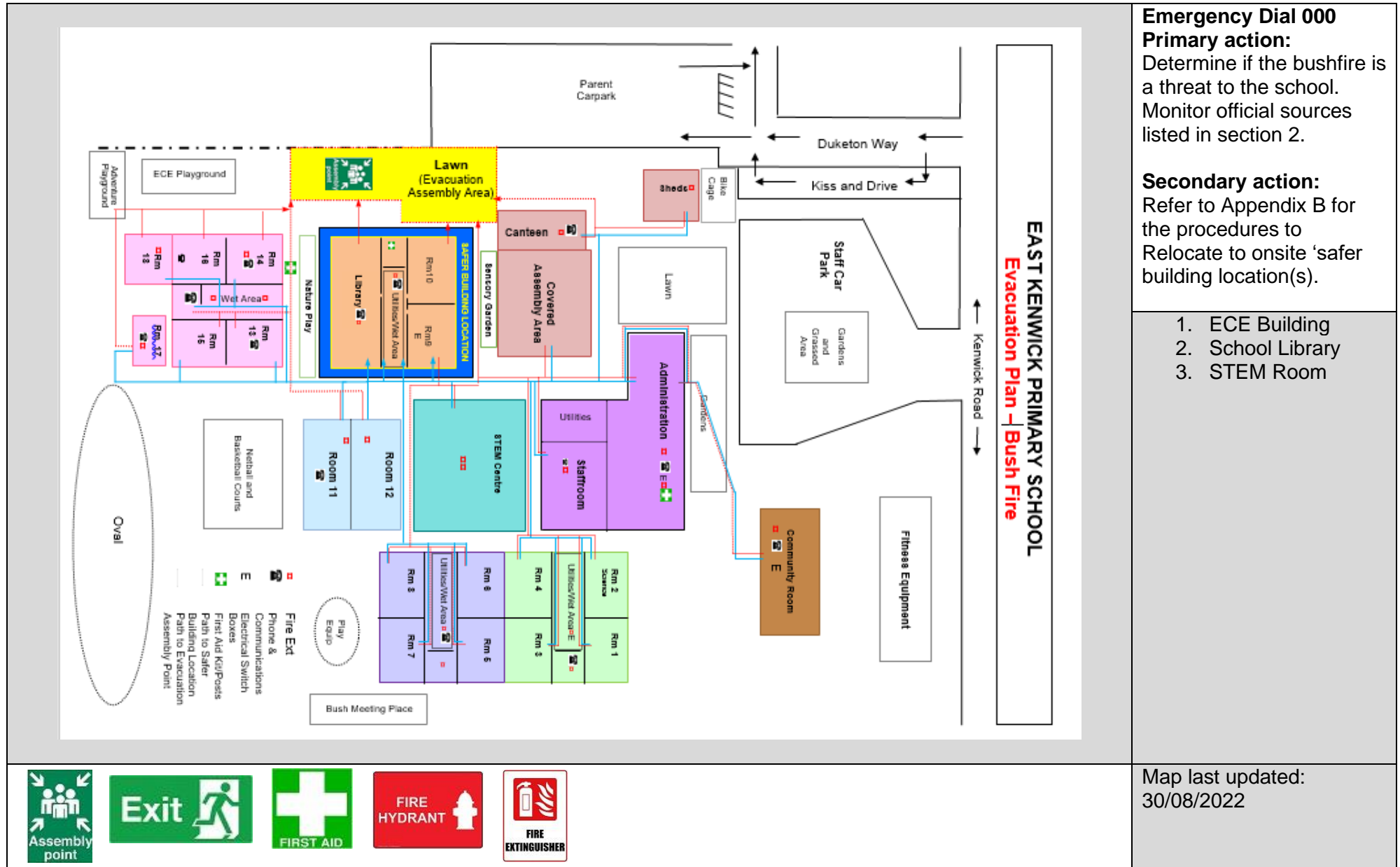
## 7 Bushfire action plan maps

### 7.1 Onsite 'safer building location(s)' Do not use an open area such as a school oval or non-enclosed building.

Insert your school map and include:

- The onsite safer building location(s) and routes to access this building
- location of fire hydrants (insert 'hydrant' icon on map)
- electrical switchboards (insert text boxes containing 'switchboard' on map)
- phones and communication board (insert icon and text box on map)
- first aid kits (insert 'first aid' icon on map)
- evacuation kits (insert text box onto map to show 'evacuation kit' location).

A sample of an action plan map is available in *section 9.2 of the Principal's guide*.



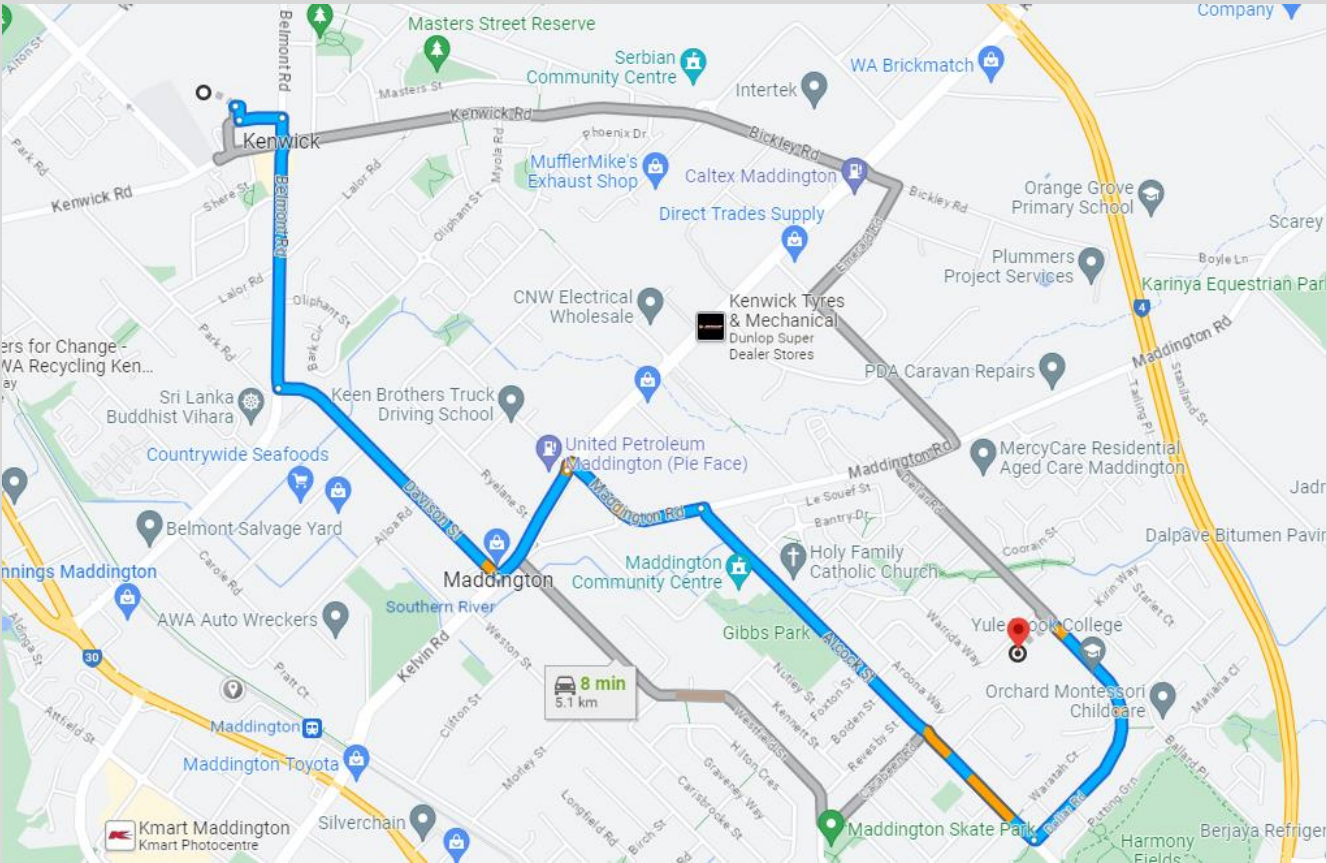


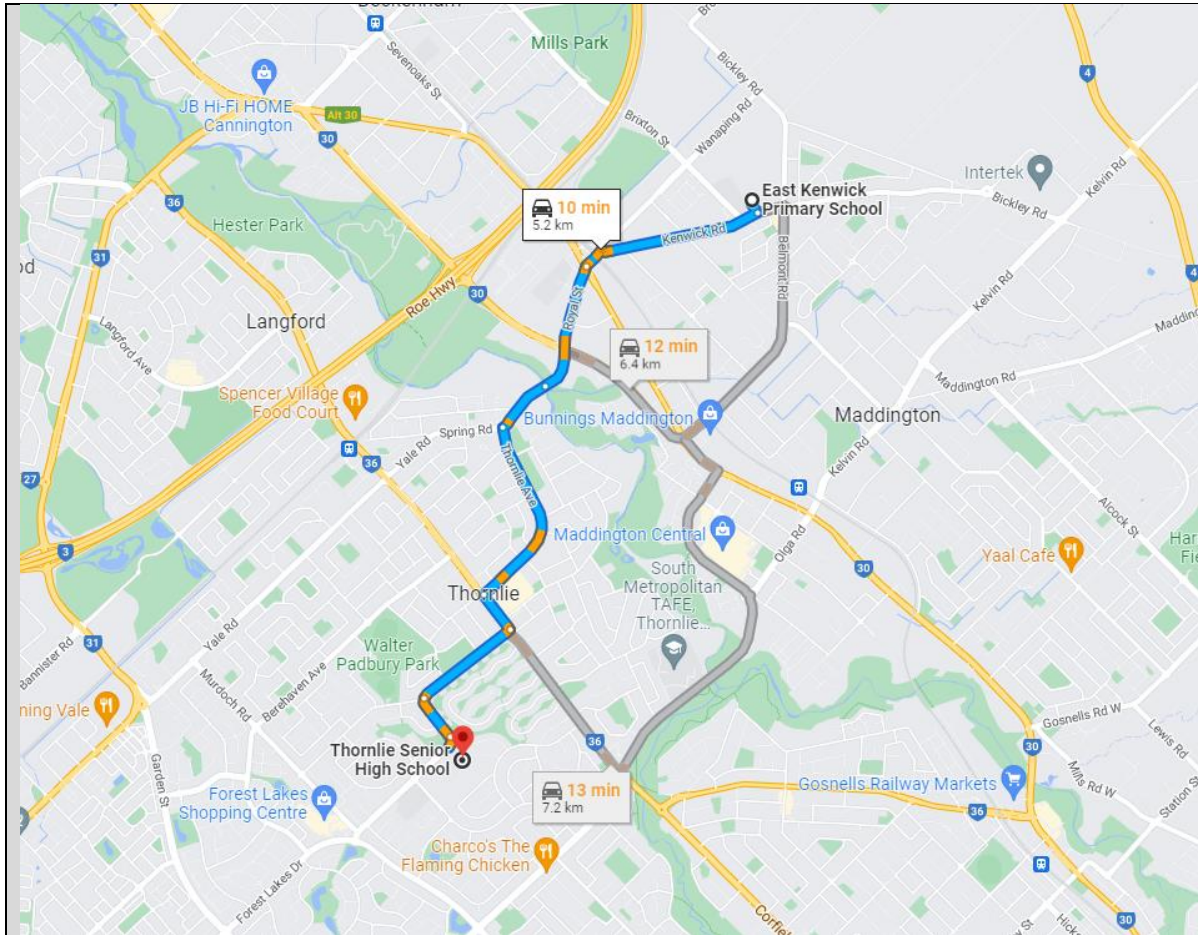
## 7.2 Offsite evacuation locations

Insert the school site map and include:

- assembly point(s) (insert 'assembly point' icon on map)
- identify two offsite evacuation locations
- include directional arrows to show routes to your offsite evacuation locations.

A sample of an action plan map is available in *section 9.2 of the Principal's guide*.

	<p><b>Emergency Dial 000</b></p> <p><b>Primary action:</b> Determine if the bushfire is a threat to the school. Monitor official sources listed in section 2.</p> <p><b>Secondary action:</b> Refer to Appendix B for the procedures to Relocate to offsite evacuation location</p> <p><b>1. Yule Brook College</b> 61 Dellar Road Maddington WA 6109</p> <p>Map last updated: 28/08/2023</p>
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**2. Thornlie Senior High School**  
2 Ovens Rd,  
Thornlie WA 6108

Map last updated:  
26/07/2023

## 8 Bushfire mitigation management register

Attach your bushfire mitigation register for any treatment works or actions undertaken to reduce risk (refer section 3.2 of the *Principal's guide*)

Note:

If your school has not received a *bushfire risk assessment and treatment* plan and had the identified works undertaken, you are not required to complete this register.

Reference number	Bushfire mitigation actions	Target date for completion	Responsible	Source of funds	Notes	Completion date
DFES map item reference	Treatment strategy / works required	Date (dd/mm/yyyy)	The staff member name who will sign off the action as complete	eg school or central funding	Progress or issues associated with the work (including date of progress or issues)	Date (dd/mm/yyyy)

## 9 Advice from Department of Fire and Emergency Services and other agencies

Record in the table below any bushfire advice received by the school from:

- Department of Fire and Emergency Services, including the local DFES regional office
- local fire brigades and community emergency services manager
- local government
- local government local emergency management committee
- external experts.




Identify the date and source of the advice.

Date of advice	Agency name	Advice received	Name of officer (who provided advice)	Contact number or email address

## Appendix A - Bushfire warnings stages

Issued by the Department of Fire and Emergency Services and Department of Biodiversity, Conservation and Attractions - Parks and Wildlife Service.

Emergency services communicate information in a number ways during a bushfire event. Use these warnings to understand when your need to activate your bushfire procedures (refer to Appendix B).

<b>Bushfire warning stages</b>	
<p><b>ADVICE</b></p> 	<p><b>A fire has started, but there is no known danger.</b></p> <p>This is general information to keep principals informed and up to date with developments.</p> <p>Principals must:</p> <ul style="list-style-type: none"> <li>• turn off evaporative air conditioners and ensure roof vents are closed.</li> <li>• check and patrol the school regularly for bushfire activity, paying particular attention to the evaporative air conditioners.</li> </ul>
<p><b>WATCH AND ACT</b></p> 	<p><b>There is a possible threat to lives and property. Conditions are changing.</b></p> <p>Principals must prepare to:</p> <ul style="list-style-type: none"> <li>• evacuate; or</li> <li>• move students, staff and visitors to their pre-determined onsite 'safer building location'. They must not be moved to an open area.</li> </ul> <p>Evacuation orders are:</p> <ul style="list-style-type: none"> <li>• issued by the Incident Controller or Emergency Services if required.</li> <li>• relayed via official sources such as <a href="#">Emergency WA</a>.</li> </ul> <p>It is vital that the principal:</p> <ul style="list-style-type: none"> <li>• accesses bushfire information from official sources</li> <li>• makes an informed decision to stay onsite or evacuate offsite based on advice from the Incident Controller or Emergency Services.</li> </ul>
<p><b>EMERGENCY</b></p> 	<p><b>A school is in danger as its area will be impacted by fire. Take immediate action to survive.</b></p> <p>The principal will be advised whether staff, students and visitors can leave the area or if they must shelter where they are as the fire burns through the area.</p> <p>A siren, called the State Emergency Warning Signal (<a href="#">SEWS</a>), may accompany an emergency warning.</p> <p>Evacuation orders are:</p> <ul style="list-style-type: none"> <li>• directed by the Incident Controller or Emergency Services.</li> </ul>

	<ul style="list-style-type: none"> <li>relayed via official sources, such as <a href="#">Emergency WA</a>.</li> </ul> <p>It is vital that the principal:</p> <ul style="list-style-type: none"> <li>accesses bushfire information from official sources</li> <li>makes an informed decision to stay onsite or evacuate offsite based on the advice.</li> </ul>
<p><b>AII CLEAR</b></p>	<p><b>The danger has passed, and the fire is under control, but stay alert in case the situation changes.</b></p> <p>It may not be safe to return to school yet.</p>

Further information on the bushfire warning system is available in the DFES video, [Understand bushfire alerts and warnings](#).



## Appendix B - Procedures in event of a sudden bushfire

### Relocate to onsite 'safer building location'

You may be instructed to relocate to your onsite 'safer building location(s)'. Do not use an open area such as a school oval or non-enclosed building

Initiate the below procedure if the following occurs:

- a 'Watch and Act' or 'Emergency Warning' alert is issued on the [Emergency WA](#) website (refer to Appendix A for details about the alerts); and
- instruction from the Department of Fire and Emergency Services, Emergency Services or your Director of Education.

Follow these procedures to relocate to the onsite safer building location(s).

Action	Notes (if required)
Dial 000 for emergency services and follow advice. Remain in contact with the Department of Fire and Emergency Services and monitor official bushfire information sources shown in section 2.1.	Ryan Pettit and Helen Cope
Activate your incident management team to carry out their responsibilities (refer to section 3).	Ryan Pettit
Use your emergency response contact list to contact stakeholders (refer to section 2).	Helen Cope
Follow your bushfire response telephone call tree to communicate with the school community.  Ensure parents receive emergency text message alerts to: <ul style="list-style-type: none"> <li>• inform them of relocation</li> <li>• keep them updated (use the emergency text message alert templates).</li> </ul> Note: Parents must not collect students until instructed.	Narelle Pedrotti and Larissa Boaden
Confirm: <ul style="list-style-type: none"> <li>• evaporative air conditioners are turned off</li> <li>• all building roof vents, windows and doors are closed before anyone enters the onsite safer building location(s).</li> </ul>	Administration Staff
Take emergency equipment (refer to section 5): <ul style="list-style-type: none"> <li>• registers for students, staff and visitors</li> <li>• evacuation kit</li> <li>• mobile phones (charged).</li> </ul> Sound school emergency warning or alert system.	Narelle Pedrotti Larissa Boaden  Ryan Pettit
Follow advice from the incident controller or emergency services, the Manager, Security and Emergency Management or	Ryan Pettit and Helen Cope

<p>the Director of Education to move to the onsite safer building location(s) (refer to section 7.1 for map)</p> <p>Note: Students and staff must remain in classrooms unless they are directed to move to an onsite safer building location.</p>	
<p>Check student, staff and visitor registers after moving to an onsite safer building location (roll call). Advise the police if anyone is missing.</p> <p>Note: You must give special consideration to students with known respiratory conditions.</p>	<p>Megan Dempsey Narelle Pedrotti</p>
<p>Update the emergency services on the location of students, staff and visitors.</p>	<p>Ryan Pettit</p>
<p>Wait for the emergency services to arrive or the incident controller to provide you with further information.</p> <p>Ongoing advice will also be provided by the Manager, Security and Emergency Management or the Director of Education.</p> <p>Continue to monitor official bushfire information sources shown in section 2.1.</p>	
<p>The Department will consult the incident controller or emergency services and notify you when it is safe to return to classrooms or for students to be collected by parents. You will receive advice from the Director of Education.</p>	



## Offsite evacuation procedures

You may be instructed to relocate to your offsite evacuation.

Initiate the below procedure if the following occurs:

- 'Watch and act' or 'emergency warning' bushfire warning alert on the [Emergency WA](#) website is invoked (refer to the bushfire warnings listed in Appendix A); and
- Direction from Department of Fire and Emergency Services, incident controller or Emergency services to evacuate offsite; or
- Direction from the Deputy Director General Schools or the Manager, Security and Emergency Management. The Director of Education will relay the decision to you to evacuate offsite.

Follow these procedures if you need to evacuate to an offsite evacuation location during a bushfire event.

Action	Notes (if required)
Dial 000 for emergency services and follow advice. Remain in contact with Department of Fire and Emergency Services and your Director of Education. Monitor official bushfire information sources shown in section 2.1.	Ryan Pettit and Helen Cope
Activate your incident management team to carry out their responsibilities (refer to section 3).	Ryan Pettit
Refer to the 'emergency response contact list' to contact stakeholders (refer to section 2).	Helen Cope
Follow advice from the emergency services or the Manager, Security and Emergency Management or the Director of Education to decide which of the school's offsite evacuation location(s) is the safest to use (refer to section 7.2).	Ryan Pettit
Identify an assembly area where staff, students and visitors can gather to prepare for offsite evacuation.  Note: Students and staff must remain in classrooms unless they are directed to move to an onsite safer building location and/or onsite assembly area.	
Follow the 'bushfire response telephone call tree' to communicate with the school community.  Ensure parents receive emergency SMS alerts to: <ul style="list-style-type: none"> <li>• inform them of relocation</li> <li>• keep them updated (refer to emergency text message alert templates in Appendix C).</li> </ul> Note: parents must not collect students until instructed.	Narelle Pedrotti Larissa Boaden
Confirm:	

<ul style="list-style-type: none"> <li>• evaporative air conditioners are turned off</li> <li>• building roof vents and doors are closed.</li> </ul>	Administration Staff
<p>Take emergency equipment (refer to section 5):</p> <ul style="list-style-type: none"> <li>• registers for students, staff and visitors</li> <li>• evacuation kit</li> <li>• mobile phones (charged).</li> </ul> <p>Sound school emergency warning or alert system.</p>	Narlie Pedrotti Larissa Boaden
Move all students, staff and visitors from the assembly area to evacuate offsite.	Teachers
Check registers after evacuating staff, students and visitors (roll call). Advise the police if anyone is missing.	Megan Dempsey Narelle Pedrotti Larissa Boaden
Update the emergency services incident controller on location of students, staff and visitors.	Ryan Pettit
Wait for emergency services to arrive or the incident controller to provide further information. The Manager, Security and Emergency Management or the Director of Education will provide ongoing advice. Continue to monitor official bushfire information sources shown in section 2.1.	Ryan Pettit
The Department will consult the incident controller or emergency services and notify you when it is safe to return to classrooms or for students to be collected by parents. You will receive advice from the Director of Education.	Ryan Pettit

## Appendix C - Pre-emptive (planned) closure procedures

You **MAY** be instructed to pre-emptively close your school due to a predicted catastrophic fire danger rating.

Initiate the below procedure if the following occurs:

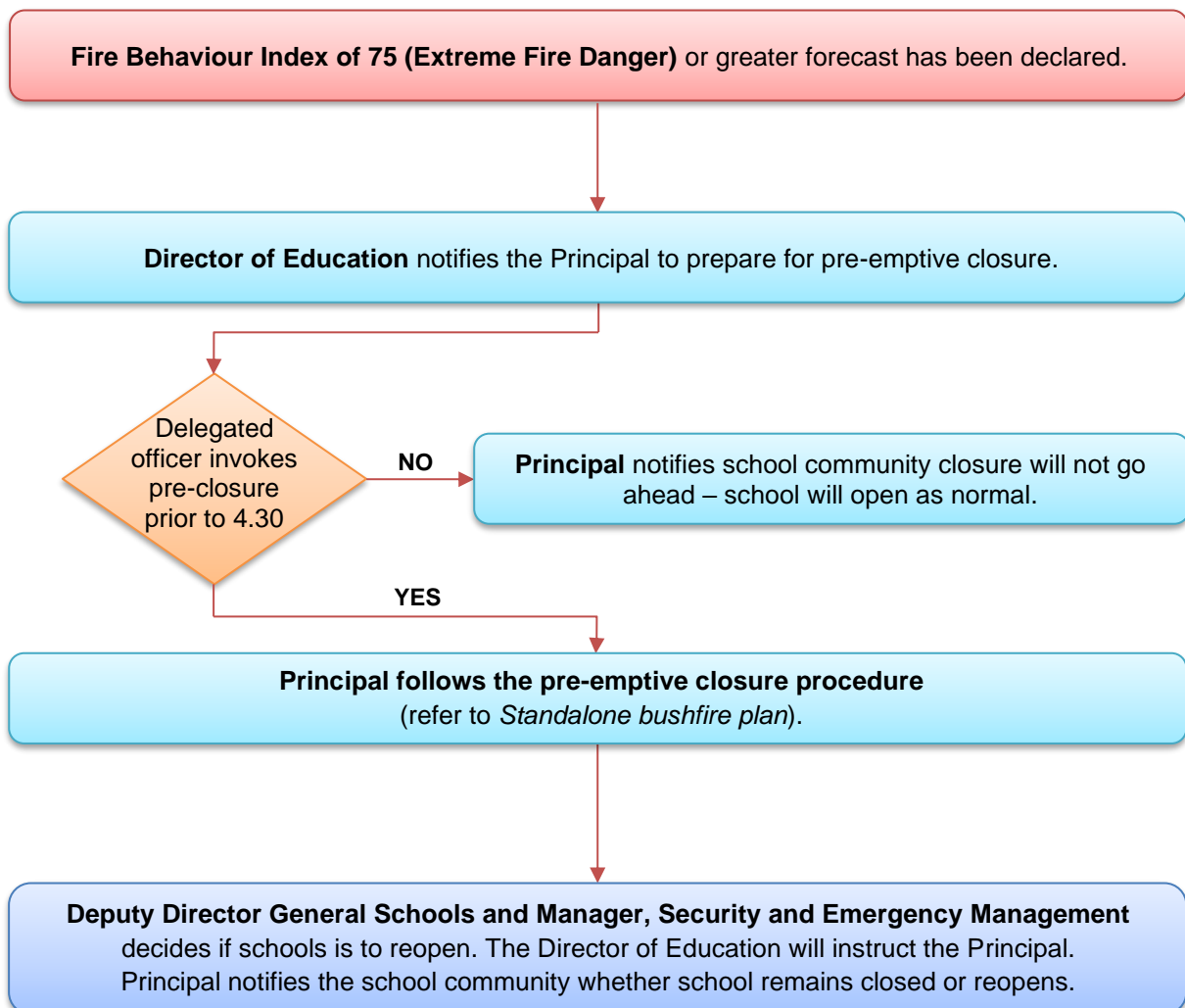
- Alert received from the Department of Fire and Emergency Services; or
- Direction from the Deputy Director General, Schools or the Manager, Security and Emergency Management. The Director of Education will relay the decision to you.

Follow these procedures for a planned school closure in response to predicted catastrophic fire conditions. Also refer to the Flow chart – Principal’s response to catastrophic fire danger rating below.

Action	Notes (if required)
Monitor official bushfire information sources shown in section 2.1.	
Activate your incident management team to carry out their responsibilities (refer to section 3).	
Confirm: <ul style="list-style-type: none"> <li>• windows and doors are closed</li> <li>• evaporative air conditioners are turned off</li> <li>• roof vents closed</li> <li>• money is removed from the school premises</li> <li>• expensive items of equipment secured.</li> </ul>	
Use your emergency response contact list to contact stakeholders (refer to section 2).	
If it is safe and there is no active fire in the region, two nominated staff members (usually the Principal and one other staff member) attend school from 8.00am to 9.00am on the day of pre-emptive closure. They: <ul style="list-style-type: none"> <li>• inform community members of the school closure</li> <li>• secure the facility and activate the electronic security system when leaving (only if it is safe to do so) the site at 9.00am.</li> </ul>	
Communicate the pre-emptive closure, continued closure or school reopening: <ul style="list-style-type: none"> <li>• follow the bushfire response telephone tree (refer to communication templates in Appendix C)</li> <li>• place the notice of temporary closure on external school access points and on the school website</li> <li>• use social media channels to keep the school community updated.</li> </ul> Note: Contact lists for staff and parents must be current.	

<p>Secure school premises and activate security system.                  Before departing, email <a href="mailto:AssetPlanningServices.SecurityEM@education.wa.edu.au">AssetPlanningServices.SecurityEM@education.wa.edu.au</a> or call 9264 4632 to confirm:</p> <ul style="list-style-type: none"> <li>• all security systems armed</li> <li>• site is secure.</li> </ul>	
<p>Remove the notice of temporary closure from external school access points if pre-emptive closure is reversed.</p>	

**Flow chart – Principal’s response to Fire Behaviour Index of 75 (Extreme Fire Danger Rating) or greater**



## Appendix D – After hours or school holiday procedures

You may be instructed to keep your school closed during the school holidays or after hours during a bushfire event.

Initiate the below procedure if the following occurs:

- ‘Watch and act’ or ‘emergency warning’ bushfire warning alert on the [Emergency WA](#) website is invoked (refer to the bushfire warnings listed in Appendix A); and
- Direction from the Deputy Director General, Schools or the Manager, Security and Emergency Management. The Director of Education will relay the decision to you.

Follow these procedures if a bushfire starts during the school holidays or after hours.

Action	Notes (if required)
Remain in contact with your Director of Education and monitor official bushfire information sources shown in section 2.1.	
Use your emergency response contact list to contact stakeholders (refer to section 2).	
Follow the bushfire response telephone call tree to communicate with the school community.  Send parents and staff emergency text message alerts to inform them of the school closure (refer to emergency text message alert templates in Appendix E).	
Work with the Director of Education to seek alternative school and transport arrangements (if required).	
Department Media Unit uses media outlets to make public announcements of: <ul style="list-style-type: none"> <li>• the school closure</li> <li>• temporary alternative accommodation.</li> </ul>	
The Department will consult the incident controller or emergency services and notify you when it is safe for the school to reopen. You will receive advice from the Director of Education or the Manager, Security and Emergency Management.	
Send parents and staff emergency text message alerts to inform them when school can reopen (refer to emergency text message alert templates in Appendix C).	

## Appendix E - Communication templates

### Emergency text message alert templates

You can use these sample text templates update parents, carers and staff about a response to a bushfire. These texts are also located on Ikon – refer to [Manage bushfire and emergency incident communications](#).

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#### Public schools to close tomorrow due to catastrophic fire danger rating

[School name / all public schools in region/area] will be closed tomorrow [date] due to a catastrophic fire danger rating for the area. See [emergency.wa.gov.au/#firedangerratings](https://www.emergency.wa.gov.au/#firedangerratings) for more information. There will be no staff on site. Please ensure that you make arrangements for your child.

#### Students are safe and still on school site

Students from [school name] are safe and being supervised at school. We will follow the instructions of emergency services and update you if the situation changes. Monitor [emergency.wa.gov.au](https://www.emergency.wa.gov.au) or call your education regional office on [telephone number] for more information.

#### Students have been relocated

Students from [school name] have been relocated for their safety. Please collect your children from the relocation centre at [exact location]. Follow the instructions of emergency personnel and monitor [emergency.wa.gov.au](https://www.emergency.wa.gov.au) or call your education regional office on [telephone number] for more information.

#### Not safe to pick up children

Students from [school name] are safe and [are still on school site / have been relocated for their safety]. Please wait for further instructions before attempting to collect your child. We are working with emergency services and will advise when it is safe to do so. Monitor [emergency.wa.gov.au](https://www.emergency.wa.gov.au) or call your education regional office on [telephone number] for more information.

#### School to reopen on [day]

[School name] will reopen tomorrow/day [date].

## School newsletter sample text

You can use this sample text below can be used to provide the school community with information about a pre-emptive closure.

### **Pre-emptive (planned) school closure during the bushfire season**

[School name] has been place on the Department of Education bushfire zone register as it is located in a designated bushfire risk area.

If a 'Catastrophic' fire danger rating has been declared for the [City/Town/Shire] of [name of your school's local government area], a school **MAY** be required to invoke a pre-emptive (planned) closure. A 'Catastrophic' fire danger rating poses a significant threat to the school if a fire starts, it is likely to be uncontrollable, unpredictable and fast moving.

Parents will receive a text message to inform them of a possible Pre-emptive closure of the school.

The final decision to pre-emptively close the school will be confirmed with the principal no later than 4.30pm on the day before the pre-emptive closure. If the forecast changes after the 4.30pm deadline, the school remains closed to limit confusion within the school community. Parents will receive a text message to either confirm or reverse a Pre-emptive closure of the school.

Typically, schools will only be required to close for a day at a time. However, this will depend on changing weather conditions. Parents will receive a text message to advise if the school will reopen the day after the pre-emptive closure, or whether it will remain closed.

Parents are encouraged to monitor official bushfire information sources for current information about fire danger ratings:

- 1) [Emergency WA website](#)
- 2) **Department of Fire and Emergency Services**  
Information line – 13 33 37  
Twitter - [https://twitter.com/dfes\\_wa](https://twitter.com/dfes_wa)
- 3) **Local radio**
  - [ABC Emergency WA](#)
  - ABC local radio
  - 6PR

Please contact the school on <school phone number> with any concerns relating to Pre-emptive closures during the bushfire season.

[Name]  
Principal

## Sample text for a notice of temporary school closure

The sample text below can be used in a notice to be placed on:

- the school main notice board at front of the school
- main administration entrance doors
- other entry/exit doors throughout the buildings
- kindergarten and pre-primary, where relevant.

# **BUSHFIRE ALERT**

## **NOTICE OF TEMPORARY SCHOOL CLOSURE**

As the result of a 'Catastrophic' fire danger rating, this school is temporarily closed.

The school will re-open on advice from the Department of Fire and Emergency Services (DFES).

For more information about the bushfire threat:

- call 13 DFES (13 33 37)
- visit [Emergency WA](#)
- stay tuned to ABC local radio.

For more information about the school, contact the principal on 0419 092 757 or the South Metropolitan Regional Education office on 9336 9563

Thank you.

Mr Ryan Pettit  
Principal