



Department of
Education

Shaping the future

Standalone bushfire plan 2022-2023

[Kalamunda Secondary ESC]

8 February 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 the 31 August, before the bushfire season begins.

Contents

1	School details	3
2	Emergency response contact list	5
	2.1 Important bushfire emergency information contacts sources	6
3	Incident management team	7
4	Bushfire response telephone tree	10
5	Emergency equipment	11
6	Bushfire preparation checklist	12
7	Bushfire action plan maps	15
	7.1 Onsite ‘safer building location(s)’	15
	7.2 Offsite evacuation locations	17
8	Bushfire mitigation management register	18
9	Advice from Department of Fire and Emergency Services and other agencies	19
	Appendix A – Bushfire warnings stages	20
	Appendix B – Procedures in event of a sudden bushfire	22
	Relocate to onsite ‘safer building location(s)’	22
	Offsite evacuation procedures.....	24
	Appendix C - Pre-emptive (planned) closure procedures	26
	Flow chart – Principal’s response to ‘catastrophic’ fire danger rating	27
	Appendix D – After hours or school holiday procedures	28
	Appendix E – Communication templates	29
	Emergency text message alert templates.....	29
	School newsletter sample text.....	30
	Sample text for a notice of temporary school closure.....	31

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)	Kalamunda Secondary Education Support Centre Co-located with Kalamunda Senior High School
School address	12 Cotherstone Road Kalamunda WA 6076
Education Region	South Metropolitan
DFES Region Local Fire station Local Bush Fire Brigade	Perth Hills Region Midland Fire Station & Welshpool Fire Station Kalamunda Bush Fire Brigade
Number of students	48
Number of students requiring extra support if evacuating	48 students with disability, including: <ul style="list-style-type: none"> • 1 student with vision impairment • 1 student with hearing impairment • 3 student unable to use any stairs (Cerebral Palsy) • 1 Diabetic student (very high need) • 3 students with limited mobility • 1 students who are non-verbal • 5 students with limited speech • 29 students with Autism Spectrum Disorder • 19 students with Intellectual Disability
Number of staff	33
Number of school sides bordered by bush	1
Names of major roads bordering school	Canning Road
School's site-specific alert, for example: <ul style="list-style-type: none"> • siren/pause x 3 • continuous handbell • continuous siren or short whistle blasts 	<ul style="list-style-type: none"> • 4 or 5 short blasts on siren (if power on) or continuous sounding of hand siren/bell and verbal warning though runners (if power off) – through Kalamunda Senior High School • Two Way radio alert siren and verbal communication to KSESC from KSESC Principal

	<ul style="list-style-type: none">• PA announcement if power still on to notify directions as per DFES advice – through Kalamunda Senior High School• Two Way radio advice from KSESC Principal confirming advice from KSHS
--	--

Plan prepared by (principal's name)	Gayle Nelson
Date prepared	08.02.2022

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)	Forrestfield Police Station	9359 1033
Local hospital (eg name of nearest hospital or medical emergency facility)	St John of God Midland	9462 4000
DFES regional contact	Perth Hills Region	13 33 37
Local fire brigade (eg name of nearest fire station)	Midland Fire Station Welshpool Fire Station	9274 1478 9351 9250
Local bushfire brigade (eg name of nearest station)	Kalamunda Bush Fire Brigade Kalamunda Volunteer Fire and Rescue	9257 9999 9257 1666
Bus contractors (ready for pre-emptive closure or offsite evacuation)	KSHS school buses (x2) used OR Pathwest Transit Lesmurdie Buses Darling Range SC (2 school buses – 45 and 22 seater)	 9293 0042 9293 8212 9453 0100
Electricity provider - in the case of a power outage (eg Horizon Power or Western Power)	Synergy	13 13 51
State emergency service (if known)	Kalamunda State Emergency Service - Walliston	13 25 00
Poisons information (where relevant)	Charles Gardener Hospital Poisons Information Centre	13 11 26
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
- 3) **Local radio**
 - [ABC Emergency WA](#)
 - ABC local radio
 - 6PR

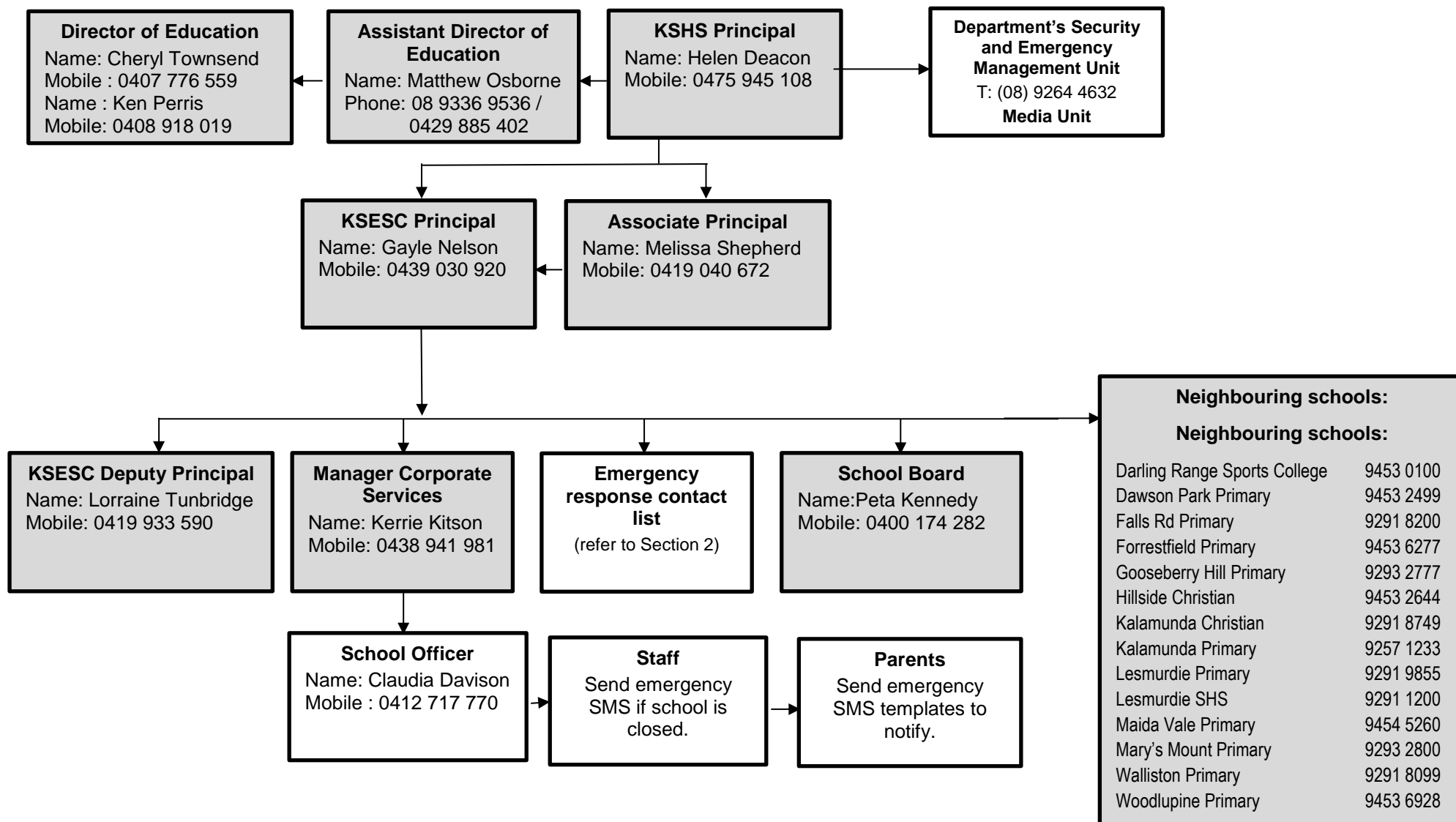
3 School Response Team

Position	Staff Name	Duties	Mobile number
Principal	Gayle Nelson	<ol style="list-style-type: none"> 1. Collect KSESC Blue Bushfire file 2. Proceed to reception area and take Deputy Warden hard hat from evacuation tub. 3. After KSHS alarm has been sounded, use two way radio and confirm the alert with KSESC staff and inform if moving to 'safe area' or evacuation zone. 4. Alert administration staff to follow bushfire procedure 5. Perform site check on KSESC lower classrooms 6. Contact KSESC upper classroom zone warden to confirm evacuation of classrooms, Business Centre and sensory room. 7. Contact KSESC Administration zone warden to confirm evacuation of administration offices 8. Meet KSESC staff and students in the evacuation zone or 'safe' area (main staff room) or evacuation zone (canteen breezeway) 9. Check head count for all students with Deputy Principal and School Officer 10. Await ALL CLEAR from Chief Warden (Helen Deacon KSHS) and/or issue further instructions 	0436 472 118 or 0439 030 920 Ext 36 491
Deputy Principal	Lorraine Tunbridge	<ol style="list-style-type: none"> 1. Collect attendance register from School Officer 2. Collect Red Bushfire file 3. Take Deputy Principal two-way radio 4. Monitor class evacuation via two way-radio 5. Move to assembly area (designated safe location in main staff room) OR for evacuation move to bus zone – coordinate evacuation onto buses (see appendix D) 6. Alert Principal when buses are leaving 7. Await all clear from Principal 	0419 933 590 Ext 36 499
Manager Corporate Services	Kerrie Kitson	<ol style="list-style-type: none"> 1. Collect evacuation bag 2. Collect spare mobile phones 3. Take MCS two-way radio 4. Collect medication 5. Turn off lights 6. Meet KSESC staff and students in the evacuation zone or 'safe' area (main staff room) or evacuation zone (canteen breezeway) 	Ext 36 460

School Officer	Claudia Davison	<ol style="list-style-type: none"> 1. Print attendance register (2 copies if safe to do so) One copy for Deputy Principal, keep second in reception (if safe to do so) 2. Collect bus books and any attendance data that hasn't been entered – parent emails 3. Print Passtab – relief/visitors on site. Keep in reception 4. Notify and take any visitors/tradespersons in your area with you to assembly point 5. Meet KSESC staff and students in the evacuation zone or 'safe' area (main staff room) or evacuation zone (canteen breezeway) 6. Print 'Fire' report from SIS (if safe to do so). 	Ext 36 490
Upper Classroom Zone Warden	Shannon Shaw	<ol style="list-style-type: none"> 1. Perform site check on KSESC upper classrooms 2. Contact KSESC lower classroom zone warden to confirm evacuation of classrooms, Business Centre and sensory room. 3. Meet KSESC staff and students in the evacuation zone or 'safe' area (main staff room) or evacuation zone (canteen breezeway) 	
Teachers	<ol style="list-style-type: none"> 1. Study the Standalone Bushfire and Evacuation Plan carefully. Acquaint yourself with the exits, location of fire extinguishers, hydrants, gas, water and electrical points, the assembly area and evacuation route for the rooms in which you teach. 2. On receiving the alert notification to move to designated safer area, you are to: <ul style="list-style-type: none"> • Collect red evacuation clipboard • Turn off all air conditioners • Close windows • Assemble all students in the class ready for evacuation. Personal belongings should be taken with you – mobile phones to be taken by teacher only if there is time and NOT given to students • Check to ensure all students and staff are present • Collect class two-way radios, first aid kits and student medication • Evacuate on instruction from the Principal (via two-way) or on hearing the evacuation signal. Take the class list with you to assembly area • Notify and take any visitors/tradespersons in your area with you • Take students to the designated assembly zone or safer building location and re-check student roll. Report arrival and roll situation to the Zone Warden. Retain control of your class as a distinct group. 		

	<p>3. For an evacuation:</p> <ul style="list-style-type: none"> • Turn off lights, heaters, fans and close all windows and doors in your room (if safe to do so) • Collect class two-way radios • When instructed to evacuate the building, move students quickly but calmly via the route indicated on classroom evacuation map. • DO NOT R U N • Take students to the designated assembly area for evacuation. Re-check student role and check class staff are present • Move students to bus zone when directed by Deputy Principal • Stay with your class at all times. 		
<p>Non-teaching staff:</p>	<ul style="list-style-type: none"> • Education Assistants • Community and Cultural Liaison Officer • School Psychologist • School Chaplain • Marketing Manager 	<p>1. Assist in management of students, then proceed to Evacuation area and stay there until all clear given</p>	
<p>Accredited first aid officers</p>	<p>Cindy Small Paul Mansfield Gayle Nelson</p>	<p>1. Assist in management of students, then proceed to Evacuation area and stay there until all clear given</p>	
<p>Other (if applicable)</p>	<p>Therapists Visitors</p>	<p>1. Stay with your student and move to the designated assembly area OR evacuation area.</p>	

4 Bushfire response telephone tree



5 Emergency equipment

Equipment	Details (include location/s, date checked and any other comments)
Evacuation kit	Manager Corporate Services office
First aid kit(s)	Manager Corporate Services office, Business Centre, small First Aid kits in each excursion bag in each class
Emergency warning or alert system, eg: <ul style="list-style-type: none"> • mobile telephones (charged) • hand-operated fire alarm (portable siren) • portable radios • spare batteries 	Two way radio – one in each classroom and offices KSHS Mega phone: KSHS Administration store room (1 behind door on entry and 1 in grey 4-wheel trolley)
Emergency communications equipment	Mobile Phones – 2 on stand by in MCS office, 1 with Principal
Registers for: <ul style="list-style-type: none"> • students • staff • visitors 	Manager Corporate Services office

6 Bushfire preparation checklist

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
The annual review of the <i>Standalone bushfire plan</i> has been completed before the start of bushfire season.		16.08.2021 Evidence is on school calender and emails to staff, and staff meeting minutes
<p>Consulted and received advice in preparing your <i>Standalone bushfire plan</i> from any of the below (as relevant):</p> <ul style="list-style-type: none"> • local Emergency Services • Department of Fire and Emergency Services • Department of Biodiversity, Conservation and Attractions – Parks and Wildlife Service • local volunteer fire brigade • WA Police Force • local emergency management committee (LEMC) or local government representative • community emergency services manager if there is one for the area. 		<p>Ongoing participation in local City of Kalamunda LEMC</p> <p>Consultation with Bushfire Brigade</p>
<p>Staff have been made aware of the <i>Standalone bushfire plan</i> through:</p> <ul style="list-style-type: none"> • staff meetings • staff bushfire induction session that includes: <ul style="list-style-type: none"> ○ an overview of the <i>Standalone bushfire plan</i> ○ how to turn off evaporative air conditioner units, the location of switches ○ how to close roof vents ○ the types of Bushfire Warnings issued by the Department of Fire and Emergency Services and the Emergency Alert telephone warning system ○ to direct bushfire media enquiries to the Department’s media unit (08) 9264 5821. 		<p>11 August 2021</p> <p>SDD 27 January 2022, and inductions for new staff on commencement</p> <p>Regular fire and evacuation drills each term – evidenced in staff meeting minutes and emails to staff Term 1 – 30 April 2022 Term 2 – 15 June 2022 Term 3 – TBA August 2022 Term 4 – TBA October 2022</p>
<p>Students and parents or carers have been made aware of the <i>Standalone bushfire plan</i> through:</p> <ul style="list-style-type: none"> • key bushfire safety messages incorporated into the curriculum • newsletters • school information booklet (include actions and procedures) • school website 		<p>Parent Term Calendar available on School Stream</p> <p>Under Policy and Procedure</p>

<p>Communication plans are in place:</p> <ul style="list-style-type: none"> • 'emergency response contact list' completed (refer to section 2) • 'bushfire response telephone tree' completed (refer to section 4) • communication templates for sample emergency text message, newsletter content and school notice text are complete (refer to Appendix D) <p>Note: Contact lists for staff and parents must be current.</p>		<p>Contact lists for staff and parents updated regularly and kept in evacuation kit</p> <ul style="list-style-type: none"> • emergency response contact list' completed (refer to section 2) • 'bushfire response telephone tree' completed (refer to section 4) <p>SMS template as per Appendix E – Communication templates</p>
<p>Emergency equipment available and checked (as listed in section 5):</p> <ul style="list-style-type: none"> • evacuation kit checked at least once per term • emergency warning or alert system works • emergency communications equipment available • first aid kit(s) available • registers for students, staff and visitors readily accessible for roll call 		<p>Drills carried out each term to check:</p> <ul style="list-style-type: none"> • staff and students awareness of procedures • evacuation kit checked at least once per term • emergency warning or alert system works • emergency communications equipment available • first aid kit(s) available • registers for students, staff and visitors readily accessible for roll call
<p>Evacuation drills practised to your onsite 'safer building location(s)':</p> <ul style="list-style-type: none"> • before the start of the bushfire season • at least once per term during the bushfire season. <p>Note: You must do at least three drills per year.</p>		<p>Term 3 – 16 August 2021 Term 4 – 26 October 2021</p> <p>Term 1 – 30 April 2022 Term 2 – 15 June 2022 Term 3 – TBA August 2022 Term 4 – TBA October 2022</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"> • shown in your school site plan in <i>section 7.1</i> • listed in the <i>Incident Management Plan</i> • regularly checked for readiness • local emergency services are informed of location(s) <p>Note: For further information, refer to section 4.2 in <i>Principal's guide</i>.</p>		<p>Main Staff Room. Student to be kept away from windows.</p> <p>Each class located in separate area – keep student sinclass groups</p>
<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>Darling Range Sports College 117 Berkshire Road, Forrestfield</p> <p>Hartfield Park Recreation Centre 199 Hale Road, Forrestfield</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</i>.</p>		<p>Written authority from City of Kalamunda organised through KSHS</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"> • clear of all rubbish, long dry grass, bark, flammable and combustible materials, including leaf litter and unused piles of mulch • maintained routinely throughout the year <p>Note: For further information, refer to section 4.3 in the <i>Principal's guide</i>.</p>		<p>DFES inspection 2019. BMW completed works to remove trees and shrubs in asset protection zone. KSHS MCS and maintenance gardening staff maintain zone and clear leaf litter and other combustible materials regularly.</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"> • the likelihood of crown fires developing close to buildings • spot fire ignition potential within the zone 		<p>KSHS MCS and gardeners undertake regular checks.</p>
<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> <p>Note:</p> <ul style="list-style-type: none"> • 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. • Refer to the <i>Principal's guide to bushfire – 'Terminology'</i> (section 13 of the guide) 		<p>Co-located KSHS organises all site maintenance and contractors:</p> <ul style="list-style-type: none"> • KSHS MCS to monitor use of Machinery. • KSHS Principal to monitor – advise KSHS MCS

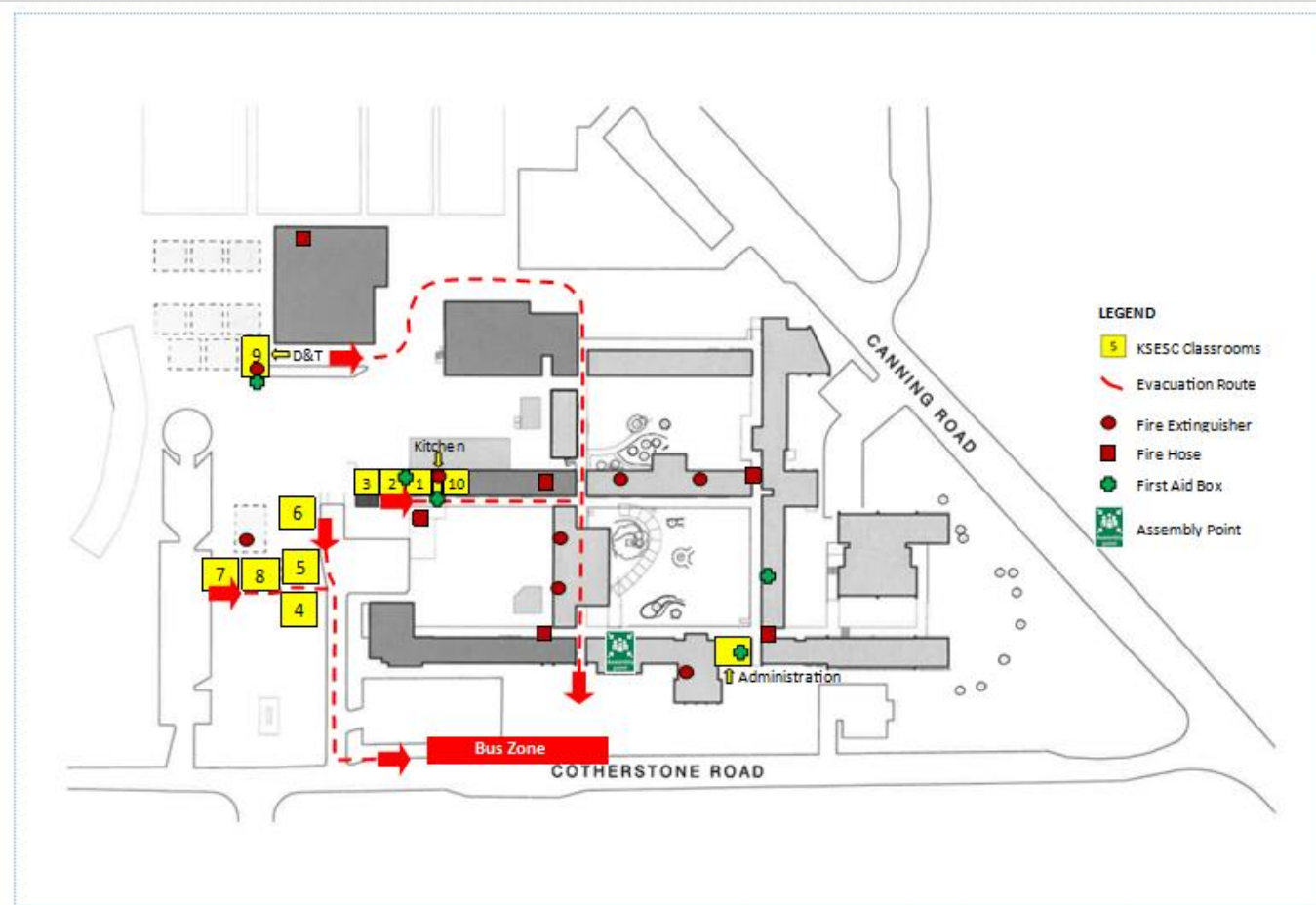
7 Bushfire action plan maps

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*.



Emergency Dial 000
Primary action:
 Determine if the bushfire is a threat to the school.
 Monitor official sources listed in section 2.

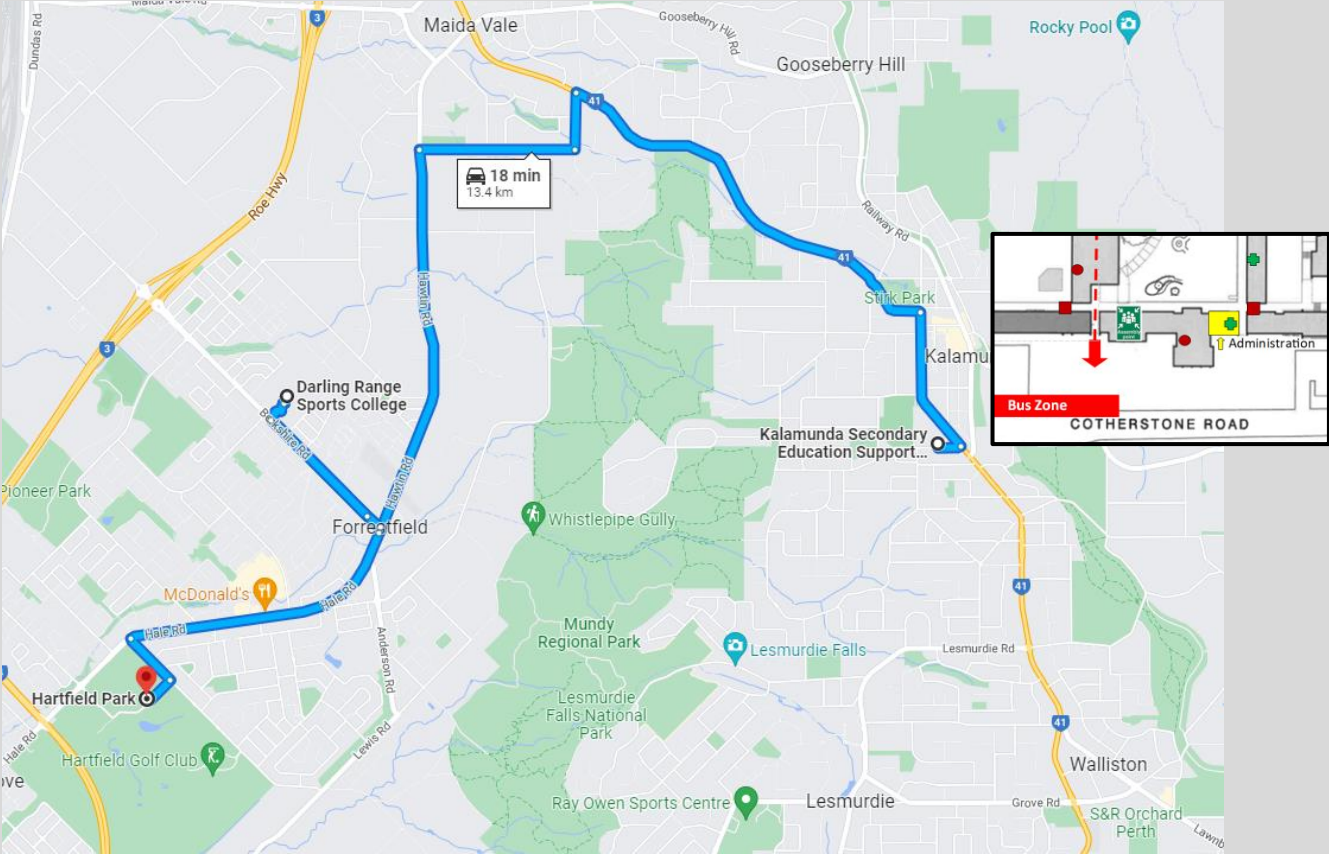

Secondary action:
 Refer to Appendix B for the procedures to Relocate to onsite 'safer building location(s)'.
Main Staff Room

[list onsite 'safer building location(s)']

Map last updated:
 10.02.2022



7.2 Offsite evacuation locations

	<p>Emergency Dial 000</p> <p>Primary action: Determine if the bushfire is a threat to the school. Monitor official sources listed in section 2.</p> <p>Secondary action: Refer to Appendix B for the procedures to Relocate to offsite evacuation location</p>
 <p>Assembly point</p>	<p>Darling Range Sports College 117 Berkshire Road Forreestfield</p> <p>Hartfield Park Recreation Centre 199 Hale Road, Forreestfield</p> <p>Map last updated: 25.02.2022</p>

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.

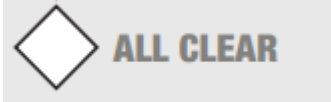
Date of advice	Agency name	Advice received	Name of officer (who provided advice)	Contact number or email address
<p>Co-located KSHS organises all site maintenance and contractors. Information received from KSHS is that a bushfire risk assessment and treatment plan was undertaken in 2019. All works have been completed by BMW however the KSHS MCS has been unable to obtain signatures from the contractors. When following this up they were advised that the contractors send this directly to the department. KSHS MCS has confirmed that all works are completed. No environmental sensitivities were identified through the inspection. Ongoing maintenance of fuel loads is undertaken by gardeners. Ongoing maintenance of gutter and downpipes undertaken by the Department. Documentation available through KSHS.</p>				

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 of ways during a bushfire event. Use these warnings to understand when you need to activate your bushfire procedures (refer to Appendix B).

Bushfire warning stages		
1	 ADVICE	<p>A fire has started but there is no known danger.</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"> • turn off evaporative air conditioners and ensure roof vents are closed. • check and patrol school regularly for bushfire activity, paying special attention to the evaporative air conditioners.
2	 WATCH AND ACT	<p>There is a possible threat to lives and property. Conditions are changing.</p> <p>Principals must prepare to:</p> <ul style="list-style-type: none"> • evacuate • or • move students, staff and visitors to their pre-determined onsite 'safer building location'. They must not be moved to an open area. <p>Evacuation orders are:</p> <ul style="list-style-type: none"> • issued by the incident controller or emergency services if required. • relayed via a variety of official sources such as the DFES website and Emergency WA website. <p>It is vital that the principal:</p> <ul style="list-style-type: none"> • accesses bushfire information from official sources. • makes an informed decision to stay on-site or evacuate offsite based on advice from the incident controller or emergency services.
3	 EMERGENCY WARNING	<p>A school is in danger as its area will be impacted by fire. Take immediate action to survive.</p> <p>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>An emergency warning may be accompanied by a siren sound called the Standard Emergency Warning Signal (SEWS).</p> <p>Cont...</p>

		<p>Evacuation orders are:</p> <ul style="list-style-type: none"> • directed by the incident controller or emergency services • relayed via a variety of official sources, such as the Bushfire warning system, DFES website and Emergency WA website. <p>It is vital that the principal:</p> <ul style="list-style-type: none"> • accesses bushfire information from official sources • makes an informed decision to stay onsite or evacuate offsite based on the advice .
4		<p>The danger has passed and the fire is under control, but stay alert in case the situation changes.</p> <p>It may not be safe to return to school yet.</p>

Appendix B – Procedures in event of a sudden bushfire

Relocate to onsite ‘safer building location(s)’

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 or the [Department of Fire and Emergency Services Bushfire Warnings page of the Department of Fire and Emergency Services 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.	
Activate your incident management team to carry out their responsibilities (refer to section 3).	
Use your emergency response contact list to contact stakeholders (refer to section 2).	
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"> • inform them of relocation • keep them updated (use the emergency text message alert templates). <p>Note: Parents must not collect students until instructed.</p>	
Confirm: <ul style="list-style-type: none"> • evaporative air conditioners are turned off • all building roof vents, windows and doors are closed before anyone enters the onsite safer building location(s). 	
Take emergency equipment (refer to section 5): <ul style="list-style-type: none"> • registers for students, staff and visitors • evacuation kit • mobile phones (charged). <p>Sound school emergency warning or alert system.</p>	

<p>Follow advice from the incident controller or emergency services, the Manager, Security and Emergency Management or 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>Update the emergency services on the location of students, staff and visitors.</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 or the [Department of Fire and Emergency Services Bushfire Warning system](#) 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.	
Activate your incident management team to carry out their responsibilities (refer to section 3).	
Refer to the 'emergency response contact list' to contact stakeholders (refer to section 2).	
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).	
<p>Identify an assembly area where staff, students and visitors can gather to prepare for offsite evacuation.</p> <p>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.</p>	
<p>Follow the 'bushfire response telephone call tree' to communicate with the school community.</p> <p>Ensure parents receive emergency SMS alerts to:</p> <ul style="list-style-type: none"> • inform them of relocation • keep them updated (refer to emergency text message alert templates in Appendix C). <p>Note: parents must not collect students until instructed.</p>	

<p>Confirm:</p> <ul style="list-style-type: none"> • evaporative air conditioners are turned off • building roof vents and doors are closed. 	
<p>Take emergency equipment (refer to section 5):</p> <ul style="list-style-type: none"> • registers for students, staff and visitors • evacuation kit • mobile phones (charged). <p>Sound school emergency warning or alert system.</p>	
<p>Move all students, staff and visitors from the assembly area to evacuate offsite.</p>	
<p>Check registers after evacuating staff, students and visitors (roll call). Advise the police if anyone is missing.</p>	
<p>Update the emergency services incident controller on location of students, staff and visitors.</p>	
<p>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.</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>	

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:

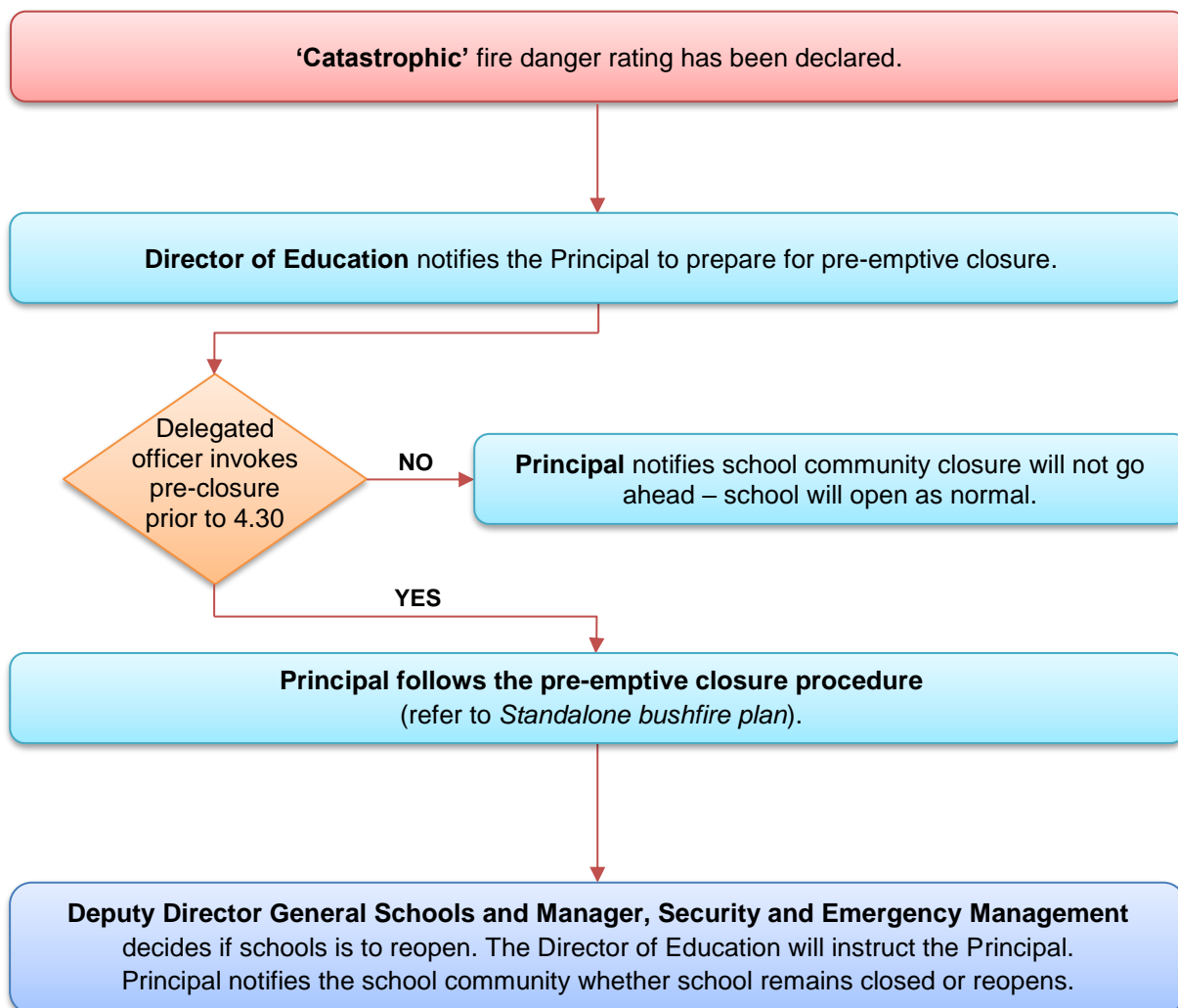
- Alert received from the Department of Fire and Emergency Services; or
- Direction from the Deputy Director General, Schools or the Manager, Security and Emergency Management. The Director of Education will relay the decision to you.

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"> • windows and doors are closed • evaporative air conditioners are turned off • roof vents closed • money is removed from the school premises • expensive items of equipment secured. 	
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"> • inform community members of the school closure • secure the facility and activate the electronic security system when leaving (only if it is safe to do so) the site at 9.00am. 	
Communicate the pre-emptive closure, continued closure or school reopening: <ul style="list-style-type: none"> • follow the bushfire response telephone tree (refer to communication templates in Appendix C) • place the notice of temporary closure on external school access points and on the school website • use social media channels to keep the school community updated. Note: Contact lists for staff and parents must be current.	

<p>Secure school premises and activate security system. Before departing, email AssetPlanningServices.SecurityEM@education.wa.edu.au or call 9264 4632 to confirm:</p> <ul style="list-style-type: none"> • all security systems armed • site is secure. 	
<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 ‘catastrophic’ fire danger rating



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 or the [Department of Fire and Emergency Services Bushfire Warning system](#) 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"> • the school closure • temporary alternative accommodation. 	
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](#).

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](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
- 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 www.dfes.wa.gov.au and [Emergency WA](#)
- stay tuned to ABC local radio.

For more information about the school, contact the principal on [insert contact details] or the [insert region] regional education office on [insert contact number].

Thank you.

[Name]
Principal