



Department of
Education

Shaping the future

Standalone bushfire plan 2024-2025

Kalamunda Secondary ESC

March 2024



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.

As principal, you must complete this template to have a plan in place to respond to a bushfire emergency. This plan is to be read in conjunction with information on Ikon to [prepare for bushfire season at your school](#).

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, as per the [Incident management manual](#).

Complete and lodge your plan online by 31 August.

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1 School details

To complete this plan, on the front cover of the document:

- insert your school name
- add the year for the new bushfire season
- add the date in the footer to show when the plan became active.

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, follow the steps on Ikon to [lodge, update or access your standalone bushfire plan online](#).

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
Number of students	50
Number of students requiring extra support if evacuating	50 students with disability, including 30 students with extremely high needs <ul style="list-style-type: none"> • 7 x non-verbal • 1 x Down Syndrome • 2 x vision impairment • 2 x hearing impairment • 1 x Cerebral Palsy • 30 x Autism Spectrum Disorder • 2 x seizure disorder • 3 x PTSD (Post Traumatic Stress Disorder) • 14 x ADHD (Attention Deficit Hyperactivity Disorder) • 4 x PDA (Pathological Demand Avoidance) • 12 x Intellectual Disability • 1 x Cri Du Chat Syndrome
Number of staff	34 (ranging from 0.2FTE – 1.0FTE)
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"> • Four (4) or five (5) short blasts on siren (if power on) or continuous sounding of hand siren/bell and verbal warning through runners (if power off) – by 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 – by Kalamunda Senior High School • Two-way radio advice from KSESC Principal confirming advice from KSHS
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Plan prepared by (Principal's name)	Gayle Nelson
Date prepared or reviewed	08/03/2024

2 Emergency response contact list

Enter the contact details into the following table:

Organisation	Details	Phone number / website
Local police (for example, name of nearest police station)	Forrestfield Police Station	9359 1033
Local hospital (name of nearest hospital or medical emergency facility)	St John of God Midland	9462 4000
Department of Fire and Emergency Services regional contact	Perth Hills Region	13 33 37
Local fire brigade (for example, name of nearest fire station)	Midland Fire Station Welshpool Fire Station	9274 1478 9351 9250
Local bushfire brigade (for example 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)	Lesmurdie Bus Darling Range SC (2 school buses – 45 and 22 seater) Kalamunda SHS (2 School buses 2- 26 and 13 seater)	9293 8212 9453 0100
Electricity provider - in the case of a power outage (for example, Horizon Power, Western Power)	Synergy	13 13 51
State emergency service (if known)	Kalamunda State Emrgency Service - Wallliston	13 25 00
Poisons information (where relevant)	Charles Gardener Hospital Poisons Information Centre	13 11 26
Director of Education name	Cheryl Townsend	9336 9536 0407 776 559

2.1 Important bushfire emergency contact sources

DIAL 000 in an emergency

- **Emergency WA**
 - Website: <https://www.emergency.wa.gov.au/>
- **Department of Fire and Emergency Services**
 - Information line: 13 33 37
 - Website: <https://www.dfes.wa.gov.au/>
 - Facebook: <https://www.facebook.com/dfeswa>
 - Twitter: https://twitter.com/dfes_wa
- **ABC Emergency**
 - Website: <https://www.abc.net.au/emergency>
- **Local radio**
 - ABC local radio: Find your local radio station at <https://www.abc.net.au/local>
 - 6PR: Listen online at <https://www.6pr.com.au/listen-live/> or tune into AM 882 and Digital Radio

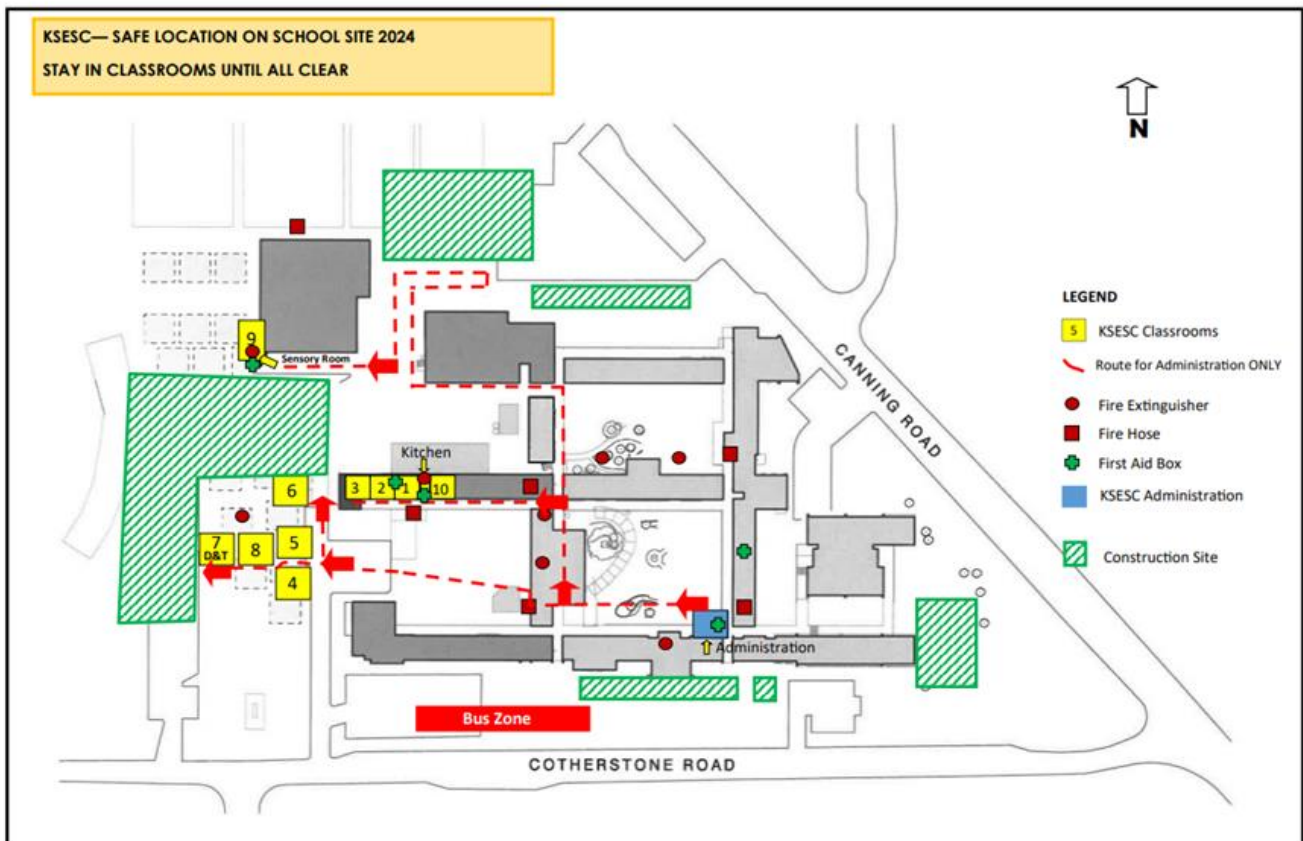
3A School Response Team SAFE LOCATION (stay in classrooms)

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 instruct to stay in classrooms and enact 'safe location' plan 4. Contact KSESC lower classroom zone warden to confirm lockdown of classrooms and sensory room 5. Contact KSESC upper classroom zone warden to confirm lockdown of classrooms, Business Centre, offices and therapy room 6. Contact KSESC Administration zone warden to confirm lockdown of administration offices 7. Contact First Aid Office to confirm First Aid supplies 8. Liaise with Principal KSHS and monitor for any changes to situation eg Evacuation Alert received 9. If Evacuation alert received, enact evacuation plan 	0436 472 118 or 0439 030 920
Deputy Principal	Lorraine Tunbridge	<ol style="list-style-type: none"> 1. Collect attendance register from School Officer 2. Collect Blue Bushfire file 3. Take Deputy Principal two-way radio 4. Monitor class lockdown via two-way radio 5. If Evacuation alert received from Principal, enact evacuation plan 	0419 933 590 Ext 36 499
Manager Corporate Services	Kerrie Kitson / Claudia Davison	<ol style="list-style-type: none"> 1. Collect evacuation bag 2. Collect spare mobile phones 3. Monitor situation via MCS two-way radio 4. Contact parents (with School Officer) on instruction from Principal 5. Monitor the bushfire warnings stages (as per Appendix A) 6. If Evacuation alert received from Principal, enact evacuation plan 	0438 941 981 0412 717 770 Ext 36 460

<p>School Officer</p>	<p>Claudia Davison / Larissa Boaden</p>	<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 has not been entered – parent emails 3. Print Passtab – relief/visitors on site. Keep in reception 4. Notify any visitors/tradespersons in your area with you 5. Print 'Fire' report from SIS (if safe to do so) 6. Contact parents and inform of the situation under MCS direction, using prepared script 7. Send out School Stream message to school community as per prepared script 8. If Evacuation alert received from Principal, enact evacuation plan 	<p>0412 717 770 0410 921 899 Ext 36 490</p>
<p>Teachers</p>	<p>Annemarie DeBruin Charlotte Partridge Cindy Small Elissa Christie Gareth Crawley Tabea Henke Rupinder Kaur Paul Mansfield Sophie Postans</p>	<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 STAY IN SAFE LOCATION you are to: <ol style="list-style-type: none"> i. Collect red evacuation clipboard and excursion bag ii. Collect medication and store in excursion bag iii. Turn off lights and airconditioners, close all windows and doors in your room. Fans and air purifiers can be turned on. iv. Assemble all students in the class Note - Personal belongings should be inside with you (staff to collect if outside NOT students) – mobile phones to be placed in excursion bag by teacher and NOT given to students 3. Check to ensure all students and staff are present 	

		<ol style="list-style-type: none"> 4. Collect class two-way radios, first aid kits and excursion bags (with medication) 5. Monitor situation via radio or mobile phone is two way is not working 6. DO NOT LEAVE CLASSROOM. CAMPING TOILETS ARE PROVIDED IN EACH STOREROOM (transpostable classrooms) IF REQUIRED 7. Notify and take any visitors/tradespersons in your area to your classroom 8. Be prepared to evacuate if necessary (If evacuation is called move to Step 2) 9. Keep students calm and engaged in a fun, quiet activity 10. Stay with your class at all times 11. If Evacuation alert received from Principal, enact evacuation plan from Step 2 	
D&T PE (Paul Mansfield)		<p>D&T</p> <ol style="list-style-type: none"> 1. Collect two-way radio and personal effects. Turn off all equipment and lock ESC 9 2. Accompany students and education assistants and move students back to homeroom classrooms 3. Move to reception and await instructions from Principal <p>PE</p> <ol style="list-style-type: none"> 1. If on oval, accompany students and education assistants and move students back to homeroom classrooms 2. Move to reception and await instructions from Principal 	
Non-teaching staff:	<ul style="list-style-type: none"> • Education Assistants 	<ol style="list-style-type: none"> 1. Assist in management of students, and follow Teacher instructions 	
Non-teaching staff:	<ul style="list-style-type: none"> • School Psychologist 	<ol style="list-style-type: none"> 1. Follow Principals instructions eg. assist in management of students 	
Accredited first aid officers	Cindy Small Paul Mansfield Gayle Nelson	<ol style="list-style-type: none"> 1. Cindy Small (back up Karen Bartlett) to collect first aid backpack 	0403 769 373 0413 845 453

<p>Upper Classroom Zone Warden</p>	<p>Sherrie Jones (Back up Yuka Shoemark)</p>	<ol style="list-style-type: none"> 1. Perform site check on KSESC upper classrooms 2. Contact Principal to confirm lockdown of classrooms 3. Monitor via radio 4. Return to classroom 5. If Evacuation alert received from Principal, enact evacuation plan 	
<p>Lower Classroom Zone Warden</p>	<p>Cindy Small (Back up Karen Bartlett)</p>	<ol style="list-style-type: none"> 1. Perform site check on KSESC lower classrooms 2. Contact Principal confirm lockdown of classrooms 3. Monitor via two-way radio 4. Stay with designated class/students 5. If Evacuation alert received from Principal, enact evacuation plan 	



3B School Response Team EVACUATION

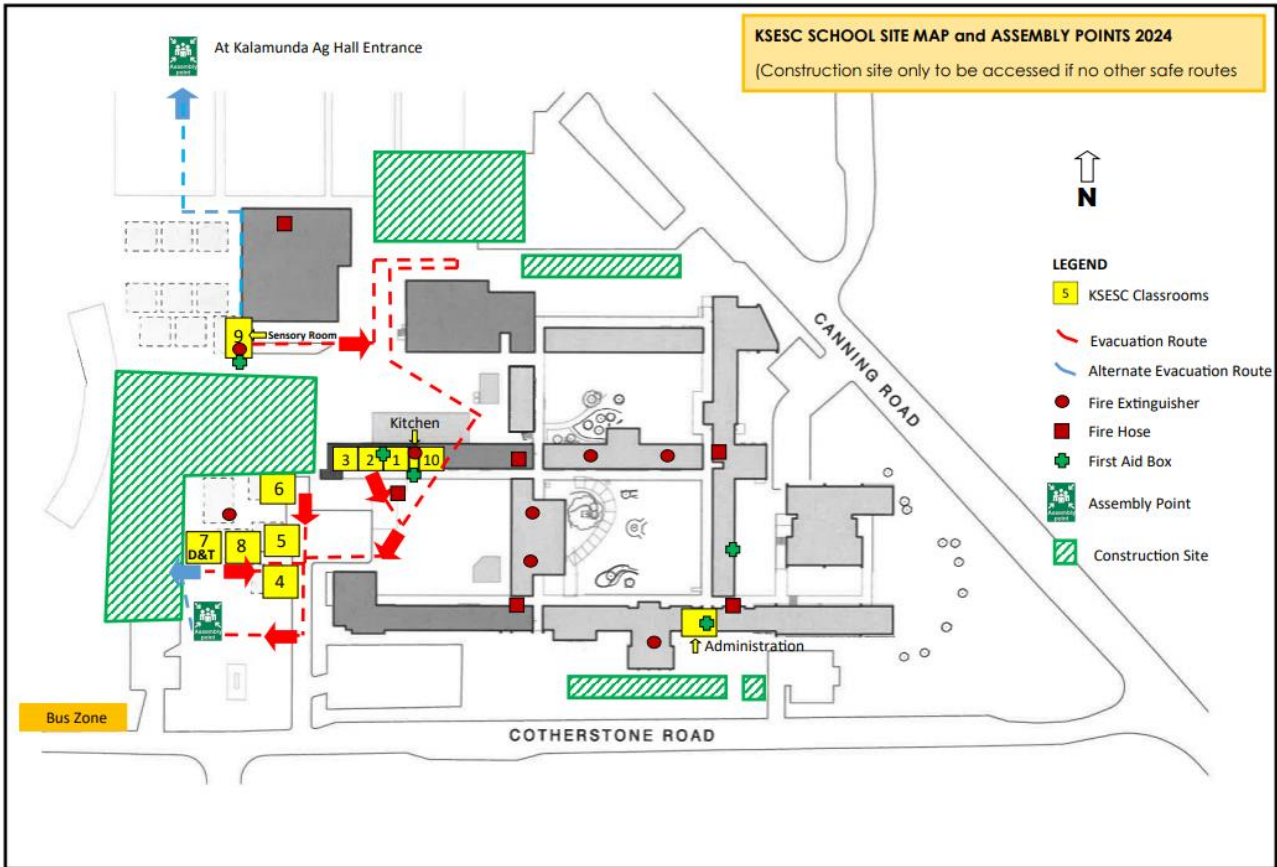
Position	Staff name	Duties	Mobile number
Principal	Gayle Nelson	<ol style="list-style-type: none"> 1. Collect KSESC Blue Bushfire file 2. Instruct MCS to liaise with KSHS MCS to contact buses 3. Proceed to reception area and take Deputy Warden hard hat from evacuation tub 4. After KSHS alarm has been sounded, use two-way radio and confirm the alert with KSESC staff and instruct to evacuate 5. Alert administration staff to follow bushfire procedure 6. Contact KSESC lower classroom zone warden to confirm evacuation of classrooms and sensory room 7. Contact KSESC upper classroom zone warden to confirm evacuation of classrooms, Business Centre, offices and therapy room 8. Contact KSESC Administration zone warden to confirm evacuation of administration offices 9. Contact First Aid Office to confirm First Aid supplies 10. Meet KSESC staff and students in the evacuation area (carpark between gardener's shed and Cotherstone road). Check if D&T / PE classes are at KPAC Evacuation point via two-way to teacher or DP. * Move to evacuation area (carpark between gardener's shed and Cotherstone road) to cover for Deputy Principal if required. 11. Check head count for all students with Deputy Principal and School Officer 12. Contact Paul Mansfield and direct to take own car to Evacuation Centre and get ready for student arrival 13. Take own vehicle to Evacuation Centre 	0436 472 118 or 0439 030 920
Deputy Principal	Lorraine Tunbridge	<ol style="list-style-type: none"> 1. Collect attendance register from School Officer 2. Collect Blue Bushfire file 	0419 933 590 Ext 36 499

		<ol style="list-style-type: none"> 3. Take Deputy Principal two-way radio 4. Monitor via two way-radio 5. * Accept handover of Paul Mansfield's class (ESC 9) if required and inform Principal. 6. Move to assembly area for evacuation area (carpark between gardener's shed and Cotherstone road) and move staff/students to bus zone – coordinate evacuation onto buses (see appendix D) 7. * If in ESC 9 move across basketball court to evacuation area near the Kalamunda Agricultural Hall doors 8. Alert Principal when buses are leaving 9. On arrival at Evacuation Centre inform Principal 10. Head count students off buses and into evacuation centre 11. Oversee staff to follow individual student plans 	
Manager Corporate Services	Kerrie Kitson / Claudia Davison	<ol style="list-style-type: none"> 1. Contact buses and Kalamunda Gospel Trust on direction from Principal 2. Collect evacuation bag 3. Collect spare mobile phones 4. Take MCS two-way radio 5. Collect medication 6. Turn off lights 7. Take own car to evacuation centre and contact Principal on arrival 8. Contact parents (phone/sms/school stream) and inform of evacuation under Principal direction 	<p>0438 941 981 0412 717 770</p> <p>Ext 36 460</p>
School Officer	Claudia Davison / Larissa Boaden	<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 has not 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. Print 'Fire' report from SIS (if safe to do so) 6. Meet KSESC staff and students in the evacuation area (car park 	<p>0412 717 770 0410 921 899</p> <p>Ext 36 490</p>

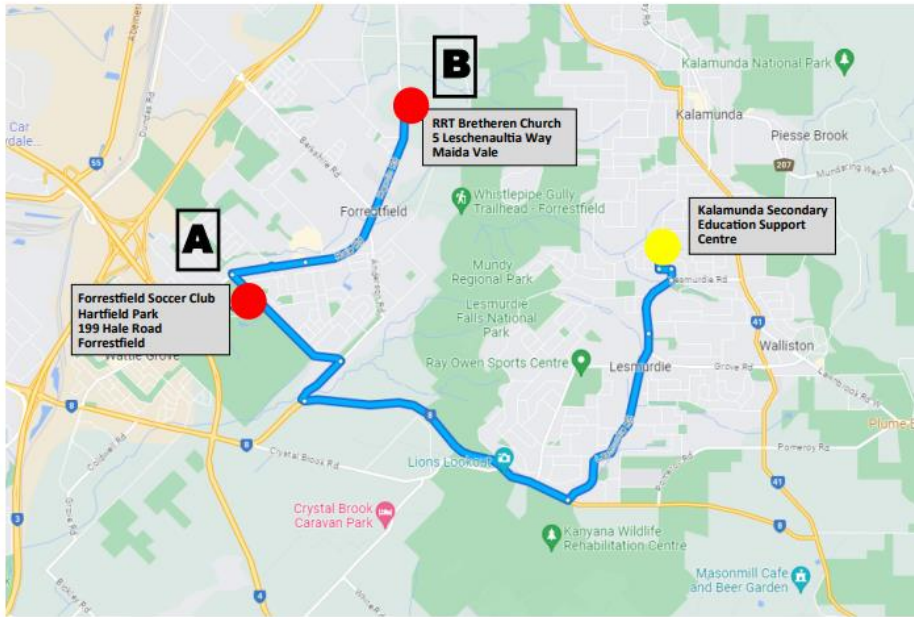
		<p>between gardener’s shed and Cotherstone Road)</p> <ol style="list-style-type: none"> 7. Take own car to Evacuation Centre and contact Principal on arrival 8. Contact parents and inform of evacuation under MCS direction 	
<p>Teachers</p>	<p>Annemarie DeBruin Charlotte Partridge Cindy Small Elissa Christie Gareth Crawley Tabea Henke Rupinder Kaur Paul Mansfield Sophie Postans</p>	<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 EVACUATE you are to: <ol style="list-style-type: none"> i. Collect red evacuation clipboard and excursion bag ii. Collect medication and store in excursion bag iii. Turn off lights and airconditioners, close all windows and doors in your room. Fans and air purifiers can be turned on. iv. Assemble all students in the class Note - Personal belongings should be inside with you (staff to collect if outside NOT students) – mobile phones to be placed in excursion bag by teacher and NOT given to students 3. Check to ensure all students and staff are present 4. Collect class two-way radios, first aid kits and excursion bags (with medication) 5. Evacuate on instruction from the Principal (via two-way) or on hearing the evacuation signal. Take the class list with you to the evacuation area in the carpark between the gardener’s shed and Cotherstone Road 6. DO NOT RUN 7. Notify and take any visitors/tradespersons in your area with you 	

		<ol style="list-style-type: none"> 8. Take students to the designated assembly zone and re-check student roll. Report arrival and roll situation to the Zone Warden. Retain control of your class as a distinct group 9. Move students to bus zone when directed by Deputy Principal 10. Stay with your class at all times 11. DO NOT contact parents 	
Non-teaching staff:	<ul style="list-style-type: none"> • Education Assistants 	<ol style="list-style-type: none"> 1. Assist in management of students, and follow Teacher instructions 	
	<ul style="list-style-type: none"> • School Psychologist 	<ol style="list-style-type: none"> 1. Move to evacuation zone and handover students to classroom teacher. Stay with this class. 	
Accredited first aid officers	Cindy Small Paul Mansfield Gayle Nelson	<ol style="list-style-type: none"> 1. Cindy Small (back up Karen Bartlett) to collect first aid backpack prior to evacuating building 	0403 769 373 0413 845 453
Lower Classroom Zone Warden	Cindy Small (Back up Karen Bartlett)	<ol style="list-style-type: none"> 1. Cindy Small (back up Karen Bartlett) to collect first aid backpack prior to evacuating building 	
Therapists, Visitors etc	As per Passtab daily log in	<ol style="list-style-type: none"> 1. Stay with your student and move to the evacuation area between the gardener's shed and Cotherstone Road. Check with school staff and re-join student's class group on arrival in evacuation area. 	
Evacuation Centre Warden	Paul Mansfield	<ol style="list-style-type: none"> 1. Contact Principal via two-way radio 2. If safe, EAs to accompany students back to homeroom classrooms 3. On direction from Principal take own car to evacuation centre and prepare for student arrival <p>OR</p> <ol style="list-style-type: none"> 1. Contact Principal via two-way radio 2. Hand over students to EAs until support person arrives 3. EAs to evacuate to Kalamunda Agricultural Hall near front door and wait for bus 	

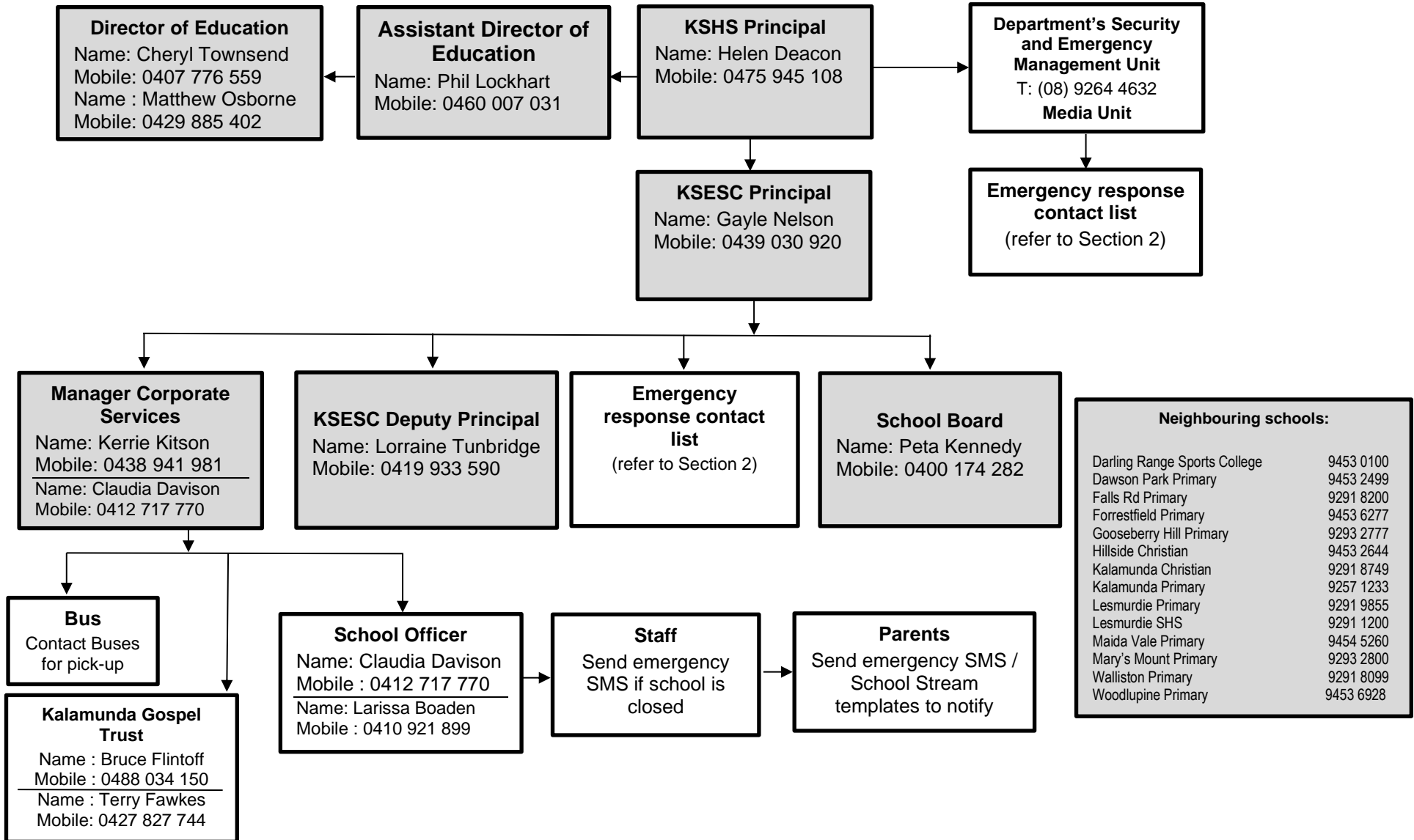
		<ol style="list-style-type: none"> 4. Bus will collect students from carpark near doors of Agricultural Hall 5. On direction from Principal take own car to evacuation centre and make ready for student arrival. 	
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Kalamunda Secondary Education Support Centre 2024
SAFE OFFSITE LOCATION (in case of school evacuation)



4 Bushfire response telephone tree



5 Emergency equipment

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

Equipment	Details (include location/s, date checked and any other comments)
Evacuation kit (section 7 of the school Incident Management Plan).	Manager Corporate Services office
First aid kit(s) - include masks in case some students are susceptible to smoke.	Business Centre, small First Aid kits in each excursion bag in each class
Emergency alert system and communication equipment, for example: <ul style="list-style-type: none"> • mobile telephones (charged) • hand-operated fire alarm (portable siren) • megaphone/loud hailer • portable CB radios • spare batteries. 	KSESC 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)
Registers for: <ul style="list-style-type: none"> • students • staff • visitors 	Manager Corporate Services office
Standalone bushfire plan: <ul style="list-style-type: none"> • hard copy in the evacuation kit • copy saved to an online platform for access offsite 	Principal's Bush Fire folder

6 Bushfire preparation checklist

<p>Principals must:</p> <ul style="list-style-type: none"> complete this bushfire preparation checklist annually inform all staff members of their responsibilities. <p>You can provide details of your preparation activities in the comments.</p>		
Management activities	☑ or N/A	Comments
The annual review of the Standalone bushfire plan has been completed before the start of bushfire season	✓	08.03.2024 Evidence is on school calendar and emails to staff, and staff meeting minutes
<p>Consulted and received advice in preparing your Standalone bushfire plan from any of the following(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 Kalamunda Volunteer Fire and Rescue</p>
<p>Staff have been made aware of the Standalone bushfire plan 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 Standalone bushfire plan 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>08.03.2024 – updated and shared with staff</p> <p>Inductions for new staff on commencement</p> <p>Regular fire and evacuation drills each term – evidenced on school calendar, in staff meeting minutes and emails to staff</p>
<p>Students and parents or carers have been made aware of the Standalone bushfire plan 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. 	✓	<ul style="list-style-type: none"> Parent Term Calendar available on School Stream/ Email to parent Under Policy and Procedure on S Drive School Web page https://kses.wa.edu.au School fire drills (4x year)

<p>Principals must:</p> <ul style="list-style-type: none"> complete this bushfire preparation checklist annually inform all staff members of their responsibilities. <p>You can provide details of your preparation activities in the comments.</p>		
Management activities	☑ or N/A	Comments
<p>Communication plans are in place:</p> <ul style="list-style-type: none"> Emergency response contact list completed (section 2). Bushfire response telephone tree completed (section 4). communication templates for sample emergency text message, newsletter content and school notice text are complete (refer to Appendix D). <p>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 (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>Practise drills moving 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>You must do at least 2 drills per year</p>	✓	<p>Evacuation 11.03.2024 06.09.2024 (scheduled)</p> <p>Onsite location 10.05.2024 (scheduled) 19.11.2024 (scheduled)</p>
<p>The asset protection zone, which is a minimum distance of 20 metres surrounding the main school buildings, is checked and is:</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>For information on the asset protection zone, refer to Prepare for bushfire season at your school on Ikon.</p>	✓	<p>2023 DFES inspection. BMW completed works to remove trees and shrubs in asset protection zone (arranged via KSHS). KSHS MCS and maintenance gardening staff maintain zone and clear leaf litter and other combustible materials regularly.</p>

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 that may expose people to heat or other conditions.

Insert your school map and make sure it is marked with:

- the onsite 'safer building location(s)'. Include the name of the building, such as 'library'
- routes to access the location
- fire hydrants
- electrical switchboards
- phones and communication board
- first aid kits
- evacuation kits
- any other relevant details.




Information to help select your offsite evacuation location and a sample map is available on Ikon in [Prepare for bushfire season at your school.](#)

	<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 onsite 'safer building location(s)'.</p>
	<p>onsite safer building location: Stay in classrooms</p>
	<p>Map last updated: 23.02.2024</p>

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 an offsite evacuation location</p>
	<p>A: Forresterfield United Soccer Club Rooms Hartfield Park Recreation Centre 199 Hale Road, Forresterfield</p> <p>B: RRT Brethren Church 5 Leschenault Way Maida Vale</p>
<p>Kalamunda Secondary EDUCATION Support Centre SAFE OFFSITE LOCATIONS (EVACUATION) PLAN 2024</p>	<p>Map last updated: 23.02.2024</p>

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

Bushfire warning stages	
<p>ADVICE</p> 	<p>A fire has started, be aware and keep up to date.</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 the school regularly for bushfire activity, paying particular attention to the evaporative air conditioners.
<p>WATCH AND ACT</p> 	<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 official sources such as Emergency WA. <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 advice from the Incident Controller or Emergency Services.
<p>EMERGENCY</p> 	<p>A school is in danger as its area will be impacted by fire. Take immediate action to survive.</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 (SEWS), may accompany an emergency warning.</p> <p>Evacuation orders are:</p> <ul style="list-style-type: none"> • directed by the Incident Controller or Emergency Services. • relayed via official sources, such as Emergency WA. <p>It is vital that the principal:</p> <ul style="list-style-type: none"> • accesses bushfire information from official sources

	<ul style="list-style-type: none">• makes an informed decision to stay onsite or evacuate offsite based on the advice.
AII CLEAR	<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 the 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 this procedure if either of 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)
- 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)
<p>Dial 000 for emergency services and request fire brigade.</p> <p>When connected to Department of Fire and Emergency Services, advise:</p> <ul style="list-style-type: none"> • your school name and address • the fire situation • how many students and staff are being impacted • if moving to a ‘safer building location’ and where it is located • if anyone requires medical attention • CB radio channel, if being used. <p>Remain in contact with the Department of Fire and Emergency Services.</p> <p>Monitor official bushfire emergency information contact sources in section 2.1.</p>	<p>Via KSHS Principal</p>
<p>Activate your school response team to carry out their responsibilities (section 3).</p>	<p>Principal</p>
<p>Use your emergency response contact list to contact stakeholders (section 2).</p>	<p>Principal</p>
<p>Follow your bushfire response telephone call tree (section 4) to communicate with the school community.</p> <p>Ensure parents receive emergency text message alerts to:</p> <ul style="list-style-type: none"> • inform them of relocation • keep them updated (use the emergency text message alert templates, refer to Manage bushfire incident communications on Ikon). <p>Parents must not collect students until instructed.</p>	<p>MCS/School Officer as per communication plan</p>

<p>Confirm:</p> <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). • where possible and safe to do so, relocate vehicles or other combustible items (school bags, rubbish bins etc) at least 20 metres from safer building locations. • monitor embers for possible ignition. 	<p>Class staff Zone Wardens</p>
<p>Take emergency equipment (section 5):</p> <ul style="list-style-type: none"> • registers for students, staff and visitors • evacuation kit • water • mobile phones (charged) • student medication 	<p>School Officer</p>
<p>Sound the school emergency warning or alert system.</p>	<p>Via KSHS siren and Two way radio to classes by Principal</p>
<p>Follow advice from the incident controller, emergency services, the Manager Security and Emergency Management or the director of education to move to the onsite safer building location(s) (section 7.1)</p> <p>Students and staff must remain in classrooms unless they are directed to move to an onsite safer building location.</p>	<p>Principal</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>You must give special consideration to students with known respiratory conditions.</p>	<p>MCS/School Officer</p>
<p>Wait for emergency services to arrive or the incident controller to provide you with 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 listed in section 2.1.</p>	<p>Principal</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>	<p>Principal</p>

Offsite evacuation procedures

You may be instructed to relocate to your offsite evacuation location.

Initiate your offsite evacuation procedure if a '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 you receive direction from either:

- Department of Fire and Emergency Services, incident controller or emergency services or
- the director of education.

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

Action	Notes (if required)
<p>Dial 000 for emergency services and request fire brigade.</p> <p>When connected to Department of Fire and Emergency Services, advise:</p> <ul style="list-style-type: none"> • your school name and address • the fire situation • how many students and staff are being impacted • if moving to a 'safer building location' and where it is located • if anyone requires medical attention • CB radio channel, if being used. <p>Remain in contact with Department of Fire and Emergency Services and your director of education.</p> <p>Monitor official bushfire emergency information contact sources listed in section 2.1.</p>	Via KSHS Principal
<p>Activate your School response team to carry out their responsibilities (section 3).</p>	Principal
<p>Refer to the Emergency response contact list to contact stakeholders (section 2).</p>	School Officer under direction of Principal
<p>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 (section 7.2).</p>	Principal
<p>If safe to do so, muster at the identified assembly area where staff, students and visitors can gather to prepare for offsite evacuation.</p> <p>Use an alternative assembly area if your first identified assembly area is unsafe.</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>	Principal

<p>Follow the Bushfire response telephone call tree to communicate with the school community (section 4).</p> <p>Ensure parents and carers receive emergency SMS alerts to:</p> <ul style="list-style-type: none"> • inform them of relocation • keep them updated (use the emergency text message alert templates, refer to Manage bushfire incident communications on Ikon). <p>Note: Parents must not collect students until instructed.</p>	<p>MCS / School Officer to contact school community as per communication plan</p>
<p>Confirm:</p> <ul style="list-style-type: none"> • evaporative air conditioners are turned off • building roof vents and doors are closed. 	<p>Zone Wardens</p>
<p>Take emergency equipment (section 5):</p> <ul style="list-style-type: none"> • registers for students, staff and visitors • evacuation kit • mobile phones (charged). • student medication. <p>Sound the school emergency warning or alert system.</p>	<p>Class staff Zone Wardens</p>
<ul style="list-style-type: none"> • Notify bus operators • Notify other contractors scheduled to visit the site • Move all students, staff and visitors from the assembly area to the offsite evacuation location. 	<p>MCS/School officer under direction of Principal</p>
<p>Check registers after evacuating staff, students and visitors (roll call). Advise the police if anyone is missing.</p>	<p>MCS/School officer under direction of Principal</p>
<p>The Manager, Security and Emergency Management or the director of education will provide ongoing advice. Continue to monitor official bushfire information sources listed in section 2.1.</p>	<p>To Principal</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>	<p>To Principal</p>

Appendix C - Pre-emptive (planned) closure procedures

You may be instructed to pre-emptively close your school due to a fire behaviour index of 75 (extreme fire danger) or greater being forecast.

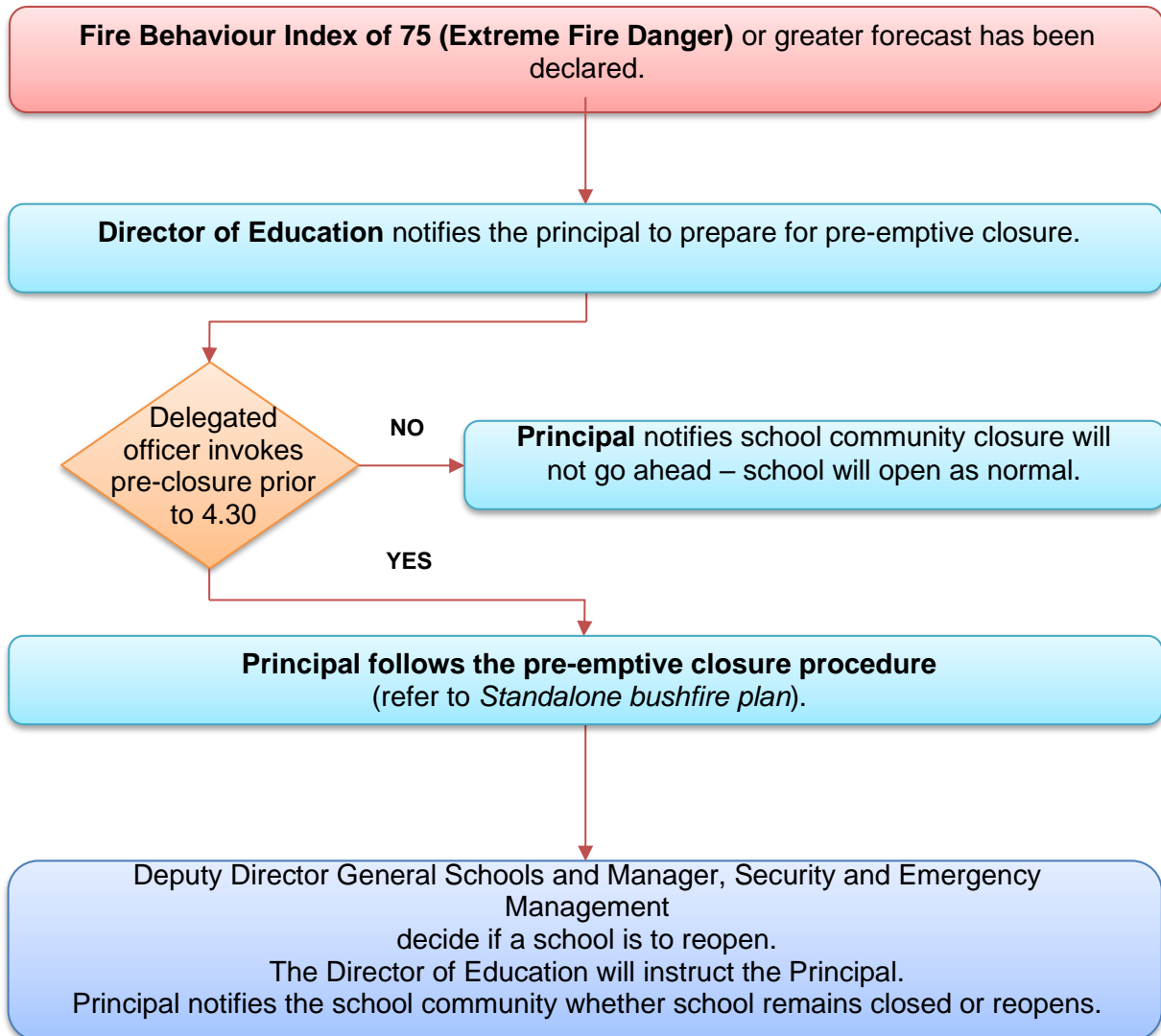
Initiate the closure procedure if you receive advice from the director of education or the Security and Emergency Management unit.

Follow these procedures for a planned school closure.

Action	Notes (if required)
Monitor official bushfire emergency information contact sources listed in section 2.1.	MCS
Activate your School response team to carry out their responsibilities (section 3).	Principal
<p>Communicate the pre-emptive closure, continued closure or school reopening:</p> <ul style="list-style-type: none"> use your Emergency response contact list to contact stakeholders (section 2) use your Bushfire response telephone tree (section 4) use communication templates in Manage bushfire incident communications for SMS, social media posts and Connect notices to keep the school community informed place the notice of temporary closure on external school access points and on the school website. <p>Note: Contact lists for staff, parents and carers must be current.</p>	<p>Principal will contact school staff via class telephones</p> <p>MCS / School Officer to contact school community as per communication plan</p>
<p>Confirm:</p> <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. 	Zone Wardens to check and inform Principal
<p>Secure school premises and activate security system.</p> <p>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. 	Via KSHS MCS
When the pre-emptive closure is cancelled, remove the notice of temporary closure from external school access points.	School Officer

Refer to the following Flow chart – Principal's response to fire behaviour index of 75 (extreme fire danger) or greater forecast.

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 both of the following occur:

- A '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 received 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 emergency information contact sources listed in section 2.1.	Principal to be in contact with SMERO and KSHS Principal
Use your emergency response contact list to contact stakeholders (refer to section 2).	School Officer (as directed by Principal)
Follow the bushfire response telephone call tree to communicate with the school community. Send parents and carers and staff emergency text message alerts to inform them of the school closure. To access sample SMS text, refer to Manage bushfire incident communications .	Principal
Work with the director of education to seek alternative school and transport arrangements (if required).	Principal to contact SMERO if required and inform KSHS Principal
The Department's Media Unit and Incident Support Unit uses media outlets and Emergency WA to make public announcements of: <ul style="list-style-type: none"> • the school closure • temporary alternative accommodation. 	Information to Principal via SMERO and inform KSHS Principal
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, carers and staff emergency text message alerts to inform them when school can reopen.	School Officer