Shaping the future

Standalone bushfire plan 2025-2026

Upper Swan Primary School

Purpose

The *Standalone bushfire plan* document is a detailed plan of how your school or site is to prepare and respond to the bushfire high-threat period or in the event of a bushfire.

As principal or site manager, 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 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 or site's incident management plan, as per the [Incident management manual](#).

Complete and lodge your plan online by 31 August.

Contents

1. School or site details

School or site details	
School or site name (include name of co-located school or facilities if applicable)	Upper Swan Primary School
School or site address	1204 Great Northern Highway Upper Swan
Education Region	North East Metropolitan Education Region
Number of students	400
Number of students requiring extra support if evacuating	None
Number of staff	Approx 60
Number of school or site sides bordered by bush	3 – vineyard / hobby farm /railway line reserve at the rear
Names of major roads bordering school or site	Great Northern Highway – front
School or site's site-specific alert, for example: • siren/pause x 3 • continuous handbell • continuous siren or short whistle blasts	**<u>Students are in the play areas (Recess or Lunch time)</u>** *Announcement over the PA Attention everyone. All staff, students and visitors must return to classroom. Staff, please await further instructions.* **Siren** is sounded for students to return to class. Repeat announcement. **<u>During Class Time</u>** **Announcement over the PA.** *Attention everyone. All staff, students and visitors must return to your home room. Staff, please await further instructions (2 mins).* **Principal Announcement** ☐ *We are going to evacuate because of a fire. Everyone must remain calm and listen carefully to the following instructions. Do not move until the bell goes.* **Repeat.** ☐ *Staff, you need your Evacuation folder.* ☐ *Close doors, roof vents, windows.* ☐ *Turn air conditioners off.* ☐ *Leave rooms unlocked.* ☐ *We will evacuate to the Junior Primary Block now. Please listen to your teachers.* **If the PA is not working – the hand bell will be used and announcements using the loud haler.**
Evacuation Plan areas	

Junior Block Evacuation Plan

To remain in class	To be joined by
Room 1	Room 16
Room 2	Room 13
Room 3	Room 14
Room 4	Room 15
Room 5	Room 9
Room 6	Room 8
Room 7	Room 10
Rooms 11, 12 and 19 move to Junior Wet Area	

Check everyone is accounted for	Administration Staff to check absent names against daily Compass roll.

Plan prepared by (name)	Pamela Hahnel
Date prepared or reviewed	29 August 2025

Extract from Bushfire Zone Register (Copied on 30 August 2023)

5870	TREEBY PRIMARY SCHOOL	TREEBY	SOUTH METROPOLITAN	Swan Coastal South	COCKBURN (C)	MODERATE
5831	TUART FOREST PRIMARY SCHOOL	DALYELLUP	SOUTH WEST	Geographe	CAPEL (S)	MODERATE
5797	TWO ROCKS PRIMARY SCHOOL	TWO ROCKS	NORTH METROPOLITAN	Swan Coastal North	WANNEROO (C)	EXTREME
5427	UPPER SWAN PRIMARY SCHOOL	UPPER SWAN	NORTH METROPOLITAN	Swan Inland North	SWAN (C)	HIGH
5516	USELESS LOOP PRIMARY SCHOOL	DENHAM	MIDWEST	Gascoyne Coast	SHARK BAY (S)	EXTREME
5443	VASSE PRIMARY SCHOOL	VASSE	SOUTH WEST	Capes	BUSSELTON (C)	VERY HIGH
5625	WAGGRAKINE PRIMARY SCHOOL	WAGGRAKINE	MIDWEST	Midwest Coast	GREATER GERALDTON (C)	HIGH
5781	WAIKIKI PRIMARY SCHOOL	WAIKIKI	SOUTH METROPOLITAN	Swan Coastal South	ROCKINGHAM (C)	HIGH
5448	WALKAWAY PRIMARY SCHOOL	WALKAWAY	MIDWEST	Midwest Coast	GREATER GERALDTON (C)	VERY HIGH

2. Emergency response contact list

Dial 000 in an Emergency

Enter the contact details into the following table:

Organisation	Details	Phone number / website
Local police (for example, name of nearest police station)	Ellenbrook Police Station 2 Civic Terrace, Ellenbrook	13 14 44 (24hrs)
Local hospital (name of nearest hospital or medical emergency facility)	St John of God Midland 1 Clayton Street, Midland	9462 4000
Department of Fire and Emergency Services regional contact		000 – Emergency 13 3337 - Information
Local fire brigade (always use 000 during an emergency)	Ellenbrook Fire Station 14 Deloraine Way Henley Brook	6492 0110
Bus contractors (ready for pre-emptive closure or offsite evacuation)	Orange School Bus Service Transperth	9326 2493 9220 9999
Electricity provider - in the case of a power outage (for example, Horizon Power, Western Power)	Alinta Energy	13 13 58
State emergency service	Swan State Emergency Service City of Swan Emergency Services Facility	13 25 00 0407 197 130
Poisons information (where relevant)	WA Poisons Information Centre	13 11 26 (24hrs)
Director of Education name	Cheryl Townsend	

For agricultural colleges and farm schools only:

Contact person or organisation	Details	Phone number / website
Animal technicians		
Local veterinarian or 24 hour emergency clinic		
Person competent in humane euthanasia of livestock		

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
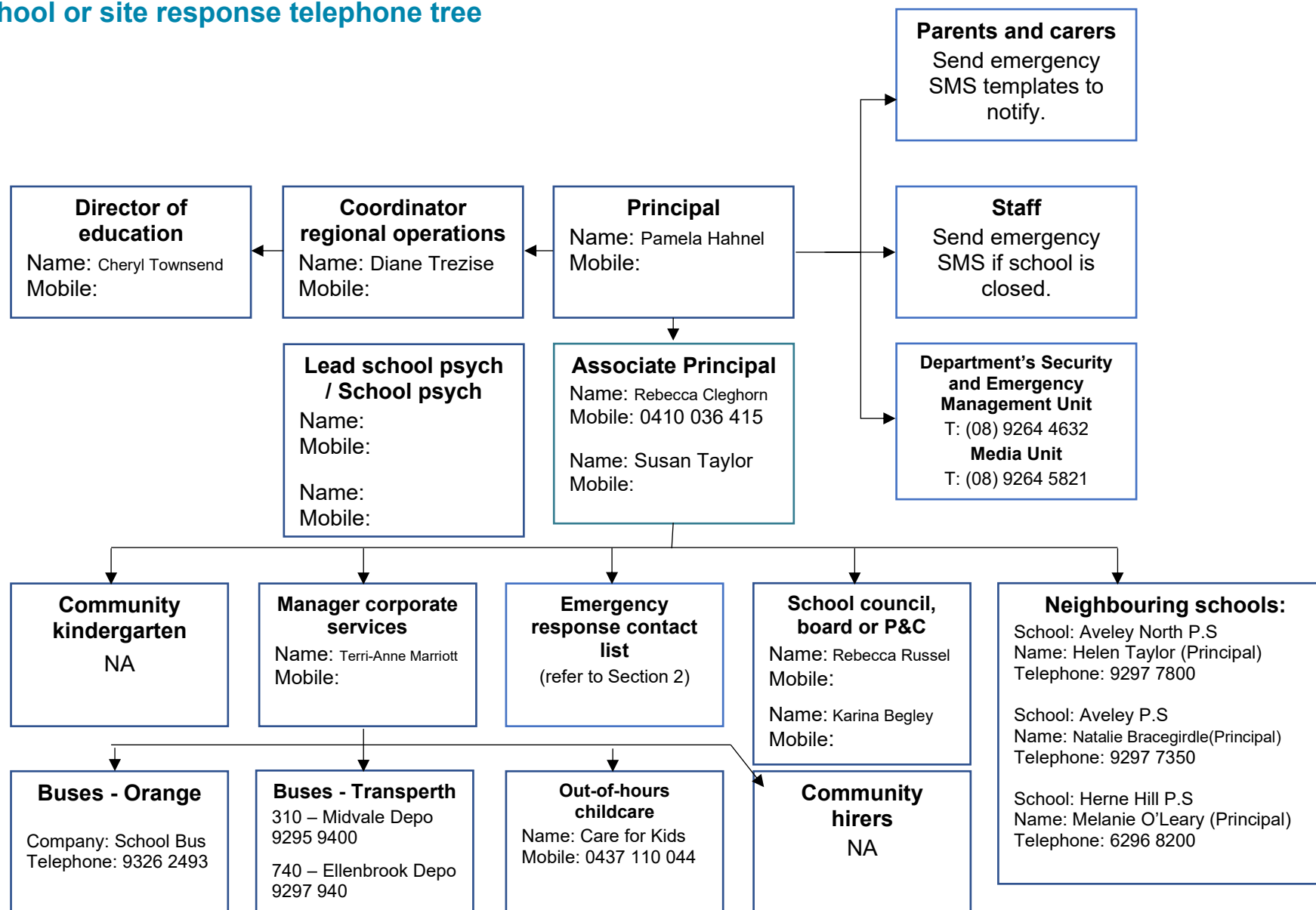6PR: Listen online at https://www.6pr.com.au/listen-live/ or tune into AM 882 and Digital Radio

3. School or site Response Team

Position	Staff name	Duties	Mobile number
Principal / Site Manager	Pamela Hahnel	- Checks all teaching staff and visitors are present. - Confirm attendance data between Compass and classroom evacuation checklists and tick that each class has provided. - Collect 'Admin.' Emergency First Aid Backpack from the back of the First Aid Room door. - Collect Evacuation Kit, including megaphone, walkie-talkies from the storeroom. - Turn off air con in Junior Block. ***Wear high visibility vest, take whistle and Evacuation File.***	
Associate Principal Upper 3-6	Rebecca Cleghorn	- Checks the senior block, shed area and Room 17 on the way to the announced area. - If one **AP** is not in their office, the Principal takes over this responsibility. - Collect 2 x class rolls (Room + Buddy) from Rooms 5–7 give to fishbowl checkers. Assist with checklist sign offs. ***Wear high visibility vest, take whistle and Evacuation File.***	
Associate Principal Junior K-2	Susan Taylor	- Checks junior toilets, canteen and under cover area. - MCS does this if the AP is not in the admin block. - Collect 2 x class rolls (Room + Buddy) from Rooms 1-4 and 3 classes in wet area. Give to fishbowl checkers. Assist with check list sign offs. ***Wear high visibility vest, take whistle and Evacuation File.***	
Manager Corporate Services	Terri-Anne Marriott	- Admin Support (as above if AP not in admin) - Monitors Bushfire Warnings. - Turn off evaporative air conditioning (Admin/Bec Office) and close all windows to admin block. - Take teacher/EA relief books, admin evac orange folder, EASN duty roster & EAMS weekly roster all on whiteboard. - Check the administration block. - Closes vents Art Room and Room 4. - Check off EA/teachers/relief/visitors from checklists when students marked by checkers.	**Take:** finance usb/school grounds folder /banking info from top drawer grey cabinet LHS.

School Officer Level 2	Tania Barnes	• Collect the trolley from cleaners storeroom to carry student *asthma* boxes from medical room and safe medication. They have a red dot.Take trolley through medical bay entry, not through the office. • Check the library and staffroom (and staff toilets) on the way to the announced area. • Mark off checksheets and report any discrepancies. • Take on MCS roll if away.	
School Officer Level 1	Teresa Davis	• Print Compass – Waffle/Attendence,Reports and Exports/Daily Summary/ Emergency, Grouped by Form, Print. • Print visitor report from Passtab 'Unified Signed in/out' – Print friendly version, landscape, one sided. • Turn phone to away to voice mail • Put Evac sign on front door and lock Assist with check list sign offs – report any discrepancies. • Take the black concertina.	
Early Childhood	Michele Napper 2025 Back up Natalie Hales	• Delegates an EA to check out the four early childhood rooms before heading to the safer location. • Get your Evacuation Folder • Close door, windows, vents • Turn air conditioner off • Do not lock room, close door • Medication • Water bottles • Student school bags	Michele Napper Natalie Hales
Teachers		• Check class lists • **Must use** "Emergency – Evacuation Check List" from Evacuation Folder. • Complete all columns including the adults in your room eg. parent helpers, EAs, prac students, contractors. • Put the total number at the bottom of the columns • Work in partnership with room buddy to keep students calm and occupied • Monitor students with asthma plans • Students to bring water bottles • Students to bring their school bag • Manage toilet visits if necessary	
Accredited first aid officers		Di Lyon – Teacher Amy Jefferies – Teacher Terri Marriott – MCS Tania Barnes _ School Officer Teresa Davis – School Officer	

4. School or site response telephone tree

Parents and carers
Send emergency SMS templates to notify.

Director of education
Name: Cheryl Townsend
Mobile:

Coordinator regional operations
Name: Diane Trezise
Mobile:

Principal
Name: Pamela Hahnel
Mobile:

Staff
Send emergency SMS if school is closed.

Lead school psych / School psych
Name:
Mobile:

Name:
Mobile:

Associate Principal
Name: Rebecca Cleghorn
Mobile: 0410 036 415

Name: Susan Taylor
Mobile:

Department's Security and Emergency Management Unit
T: (08) 9264 4632
Media Unit
T: (08) 9264 5821

Community kindergarten
NA

Manager corporate services
Name: Terri-Anne Marriott
Mobile:

Emergency response contact list
(refer to Section 2)

School council, board or P&C
Name: Rebecca Russel
Mobile:

Name: Karina Begley
Mobile:

Neighbouring schools:
School: Aveley North P.S
Name: Helen Taylor (Principal)
Telephone: 9297 7800

School: Aveley P.S
Name: Natalie Bracegirdle(Principal)
Telephone: 9297 7350

School: Herne Hill P.S
Name: Melanie O'Leary (Principal)
Telephone: 6296 8200

Buses - Orange
Company: School Bus
Telephone: 9326 2493

Buses - Transperth
310 – Midvale Depo
9295 9400

740 – Ellenbrook Depo
9297 940

Out-of-hours childcare
Name: Care for Kids
Mobile: 0437 110 044

Community hirers
NA

4.1 Residential college response telephone tree

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

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┌─────────────────────┐   ┌─────────────────────┐   ┌─────────────────────┐        ┌─────────────────────┐
│  Director Public    │ ← │ Manager residential │ ← │  College manager    │   →    │ Parents and carers  │
│  Schools Planning   │   │     colleges        │   │  Name:              │        │  Send emergency     │
│  Name:              │   │  Name:              │   │  Mobile:            │        │  communications     │
│  Mobile:            │   │  Mobile:            │   │                     │        │  templates to       │
└─────────────────────┘   └─────────────────────┘   └─────────────────────┘        │  notify.            │
                                                                                    └─────────────────────┘
┌─────────────────────┐                             ┌─────────────────────┐        ┌─────────────────────┐
│  Lead school psych  │                             │  Senior supervisor  │        │        Staff        │
│  / School psych     │                             │  Name:              │        │  Send emergency     │
│  Name:              │                             │  Mobile:            │        │  communications to  │
│  Mobile:            │                             │                     │        │       notify        │
│                     │                             │                     │        └─────────────────────┘
│  Name:              │                             │                     │        ┌─────────────────────┐
│  Mobile:            │                             │                     │        │ Department's Security│
└─────────────────────┘                             └─────────────────────┘        │  and Emergency      │
                                                                                    │  Management Unit    │
                                                                                    │  T: (08) 9264 4632  │
                                                                                    │      Media Unit     │
                                                                                    │  T: (08) 9264 5821  │
                                                                                    └─────────────────────┘
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Administration and finance officer Name: Mobile:	Emergency response contact list (refer to Section 2)	Chair of LINC Committee Name: Mobile:	Schools: Name: Telephone: (08) Name: Telephone: (08) Name: Telephone: (08)

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┌─────────────────────┐
│  Community hirers   │
│  Name:              │
│  Mobile:            │
└─────────────────────┘
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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 or site Incident Management Plan).	**Location** Back Administration storeroom on LH shelf, labelled at eye level.. • Emergency management plan. • Emergency medical information and class list updated across the year groups with each change of students
First aid kit(s) - include masks in case some students are susceptible to smoke.	**Location** • First Aid Bag (Admin) hanging on the back door of Medical Bay (includes Asthma puffer and Snake Bite Kit)
Animal emergency kit (refer to Preparedness for animal welfare in emergencies on the Department of Primary Industries and Regional Development).	Not Applicable
Emergency alert system and communication equipment, for example: • mobile telephones (charged) • hand-operated fire alarm (portable siren) • megaphone/loud hailer • portable CB radios • spare batteries.	• Portable siren in school evacuation kit (megaphone) • Spare batteries in the kit. • School phone in evacuation kit with charger – as back up • radio and batteries Emergency communications equipment • Mobile phones by all response team members
Registers for: • students • staff • visitors.	Level 1, School Officer, prints daily attendance record and record of staff and visitors on site and brings it to the Fishbowl. • Student rolls are printed from Compass – Attendance, Reports/Exports, Daily Summary/Emergency. Group by Form, Print. • Visitors are printed from Passtab unified signed in/out. High light Signed In section and right click mouse to print. Do the same for 'signed out'.
Standalone bushfire plan: • hard copy in the evacuation kit • copy saved to an online platform for access offsite.	• In evacuation kit • In each Admin office • On school website (no phone numbers) • On Emergency external hard drive.(principal has this) • Schools online secure section.

6. Bushfire preparation checklist

Principals or site managers must:
- complete this bushfire preparation checklist annually
- inform all staff members of their responsibilities.

You can provide details of your preparation activities in the comments.

Management activities	☑ or N/A	Comments
The annual review of the Standalone bushfire plan has been completed before the start of bushfire season.		31 August 2025
Consulted and received advice in preparing your Standalone bushfire plan from any of the following(as relevant): • 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) • Local Government • Local Community Emergency Services Manager,		DFES – Currect for 2025
Staff have been made aware of the Standalone bushfire plan through: • staff meetings • staff bushfire induction session that includes: • 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.		• Critical Incidents and Emergency Plan inclusive of Bushfire Plan SDD T4 Wk 1 2025 T1 Wk 1 2026 • Drill T1 Wk 2 2026 and feedback • Induction: New Standalone Plan SDD T1 Wk 1 2026
Students and parents or carers have been made aware of the Standalone bushfire plan through: • key bushfire safety messages incorporated into the curriculum • newsletters • school or site information booklet (include actions and procedures) • school or site website.		• Newsletter • P&C Meeting • Parent Information Booklet • Kindergarten Information Booklet

Principals or site managers must:
- complete this bushfire preparation checklist annually
- inform all staff members of their responsibilities.

You can provide details of your preparation activities in the comments.

Management activities	☑ or N/A	Comments
Communication plans are in place: • 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 or site notice text are complete (refer to Appendix D). Contact lists for staff and parents must be current.		29 August 2025
Emergency equipment available and checked (section 5): • evacuation kit checked at least once per term • emergency warning or alert system works • emergency communications equipment available • first aid kit(s) available • animal emergency kit • registers for students, staff and visitors readily accessible for roll call.		29 August 2025
Practise drills moving to your onsite 'safer building location(s)': • before the start of the bushfire season • at least once per term during the bushfire season. You must do at least 2 drills per year.		**Drills 2025** • T4 W2 - 20 October • **Drills 2026** • T1 W2 – 9 February • T3 W2 – 31 July • T4 W2 - 19 October
The asset protection zone, which is a minimum distance of 20 metres surrounding the main school or site buildings, is checked and is: • 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. For information on the asset protection zone, refer to Prepare for bushfire season at your school on Ikon.		Safer building location – junior primary block Bushfire action plan map – onsite safer building locations – section 7.1 complete

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 or site 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 'safer building location(s)'
- fire hydrants
- electrical switchboards
- phones and communication board
- first aid kits
- evacuation kits
- main access gates to site
- 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](#).

	Emergency, dial 000
Upper Swan Primary School Bushfire Emergency Plan	**Primary action:** Determine if the bushfire is a threat to the school or site. Monitor official sources listed in section 2.
	Secondary action: Refer to Appendix B for the procedures to relocate to onsite 'safer building location(s).
	Safer Building location is Junior Primary Block labelled Safer Location – North-West on map.
	Map last updated: 30 August 2025

7.2 Offsite evacuation locations

Insert the school or site map and make sure it is marked with:

- an assembly area
- 2 offsite evacuation locations. These locations cannot be a park, reserve, oval or other open space that may expose people to heat or other conditions.
- suitable routes to access the 2 locations.

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

	Emergency, dial 000
There is no suitable off-site location for Upper Swan Primary School to evacuate to. **The school is located on a major highway and has a properties – hobby farms vineyards and properties to the North, South and West and a railway line to the West.** **We will await advice from emergency services as to where and how to evacuate, if required.**	**Primary action:** Determine if the bushfire is a threat to the school or site. Monitor official sources listed in section 2. **Secondary action:** Refer to Appendix B for the procedures to Relocate to an offsite evacuation location
	[List all offsite evacuation locations, including addresses]
	Map last updated: [insert date]

Appendix A - Bushfire warning stages

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	
ADVICE	**A fire is active but there is no immediate threat to lives or homes. Be aware and keep up to date.** This is general information to keep principals or site managers informed and up to date with developments. Principals or site managers must: • turn off evaporative air conditioners and ensure roof vents are closed. • check and patrol the school or site regularly for bushfire activity, paying particular attention to the evaporative air conditioners.
WATCH AND ACT	**There is a possible threat to lives or homes.Take action now to protect yourself and others.** Principals or site managers must prepare to: • evacuate; or • move students, staff and visitors to their pre-determined onsite 'safer building location'. They must not be moved to an open area. Evacuation orders are: • issued by the Incident Controller or Emergency Services if required. • relayed via official sources such as Emergency WA. It is vital that the principal or site manager: • 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.
EMERGENCY	**There is a threat to lives and homes. You may be in danger and need to take immediate action.** The principal or site manager 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. A siren, called the State Emergency Warning Signal (SEWS), may accompany an emergency warning. Evacuation orders are: • directed by the Incident Controller or Emergency Services. • relayed via official sources, such as Emergency WA. It is vital that the principal: • accesses bushfire information from official sources • makes an informed decision to stay onsite or evacuate offsite based on the advice.

Appendix B - Procedures in the event of a sudden bushfire

Relocate to onsite 'safer building location'

The principal or site manager may enact this standalone bushfire plan including relocating to the onsite safer building location as deemed necessary, or upon the advice of the Incident Controller, emergency services, Director of Education, Security and Emergency Management or Incident Support Unit.

When sheltering in place do not use an open area such as a school oval or non-enclosed building.

Initiate this procedure if any of the following occurs:
- a 'Watch and Act' or 'Emergency Warning' alert is issued for an area including the school site on the Emergency WA website (refer to Appendix A for details about the alerts).
- instruction is received from the Incident Controller, emergency services, Director of Education, Security and Emergency Management or Incident Support Unit..
- any other conditions (eg. smoke or ember attack) where the principal or site manager deem it necessary to initiate this procedure.

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

Action	Notes (if required)
Dial 000 for emergency services and request fire brigade. When connected to Department of Fire and Emergency Services, advise: - your school or site 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. - Remain in contact with the Department of Fire and Emergency Services. Monitor official bushfire emergency information contact sources in section 2.1.	
Activate your school or site response team to carry out their responsibilities (section 3).	
Use your emergency response contact list to contact stakeholders (section 2).	
Follow your bushfire response telephone call tree (section 4) to communicate with the community. Ensure parents receive emergency text message alerts to: - inform them of relocation - keep them updated (use the emergency text message alert templates, refer to Manage bushfire incident communications on Ikon). Parents must not collect students until instructed.	

Confirm: • 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.	
Take emergency equipment (section 5): • registers for students, staff and visitors • evacuation kit • water • mobile phones (charged) • student medication	
Sound the school or site emergency warning or alert system.	
The principal/site manager to liaise directly with emergency services to assess risk levels and confirm a safe alternative location for shelter or evacuation. If emergency services cannot be, for example no phone or internet services, then relocate students to the best solid structure – look for a solid brick or stone building with multiple entry and exits, minimal ember entry points and as much clearance from vegetation as possible. Students and staff must remain in classrooms or rooms unless they are directed to move to an onsite safer building location.	
Check student, staff and visitor registers after moving to an onsite safer building location (roll call). Advise the police if anyone is missing. You must give special consideration to students with known respiratory conditions.	
Wait for emergency services to arrive or the incident controller to provide you with information. Ongoing advice will also be provided by the Manager, Security and Emergency Management or the director of education. Continue to monitor official bushfire information sources listed in section 2.1.	
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.	

Offsite evacuation procedures

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

The principal or site manager must act on the official advice received from the Incident Controller, emergency services, director of education, Security and Emergency Management or Incident Support Unit, which includes remaining on site and preparing for possible evacuation.

Offsite evacuation procedures should be initiated under direction from either:

- the Incident Controller
  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)
Dial 000 for emergency services and request fire brigade. When connected to Department of Fire and Emergency Services, advise: • your school or site 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. Remain in contact with Department of Fire and Emergency Services and your director of education. Monitor official bushfire emergency information contact sources listed in section 2.1.	
Activate your School or site response team to carry out their responsibilities (section 3).	
Refer to the Emergency response contact list to contact stakeholders (section 2).	
Follow advice from the incident controller, emergency services or the Manager, Security and Emergency Management, director of education or Incident Support Unit to decide which of the school or site's offsite evacuation location(s) is the safest to use (section 7.2).	
If safe to do so, muster at the identified assembly area where staff, students and visitors can gather to prepare for offsite evacuation. Use an alternative assembly area if your first identified assembly area is unsafe.	

Note: Students and staff must remain in classrooms or rooms 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 community (section 4). Ensure parents and carers receive emergency SMS alerts to: • inform them of relocation • keep them updated (use the emergency text message alert templates, refer to Manage bushfire incident communications on Ikon). Note: Parents must not collect students until instructed.	
Confirm: • evaporative air conditioners are turned off • building roof vents and doors are closed.	
Take emergency equipment (section 5): • registers for students, staff and visitors • evacuation kit • mobile phones (charged). • student medication. Sound the school or site emergency warning or alert system.	
• 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.	
Check registers after evacuating staff, students and visitors (roll call). Advise the police if anyone is missing.	
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.	
The Incident Controller, emergency services or the Manager, Security and Emergency Management or Incident Support Unit will notify the director of education 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.	

Appendix C - Pre-emptive (planned) school 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.

Note: Residential and agricultural colleges remain open when a forecast of a fire behaviour index of 75 (extreme fire danger rating) or greater is issued. These sites must have procedures in place to:
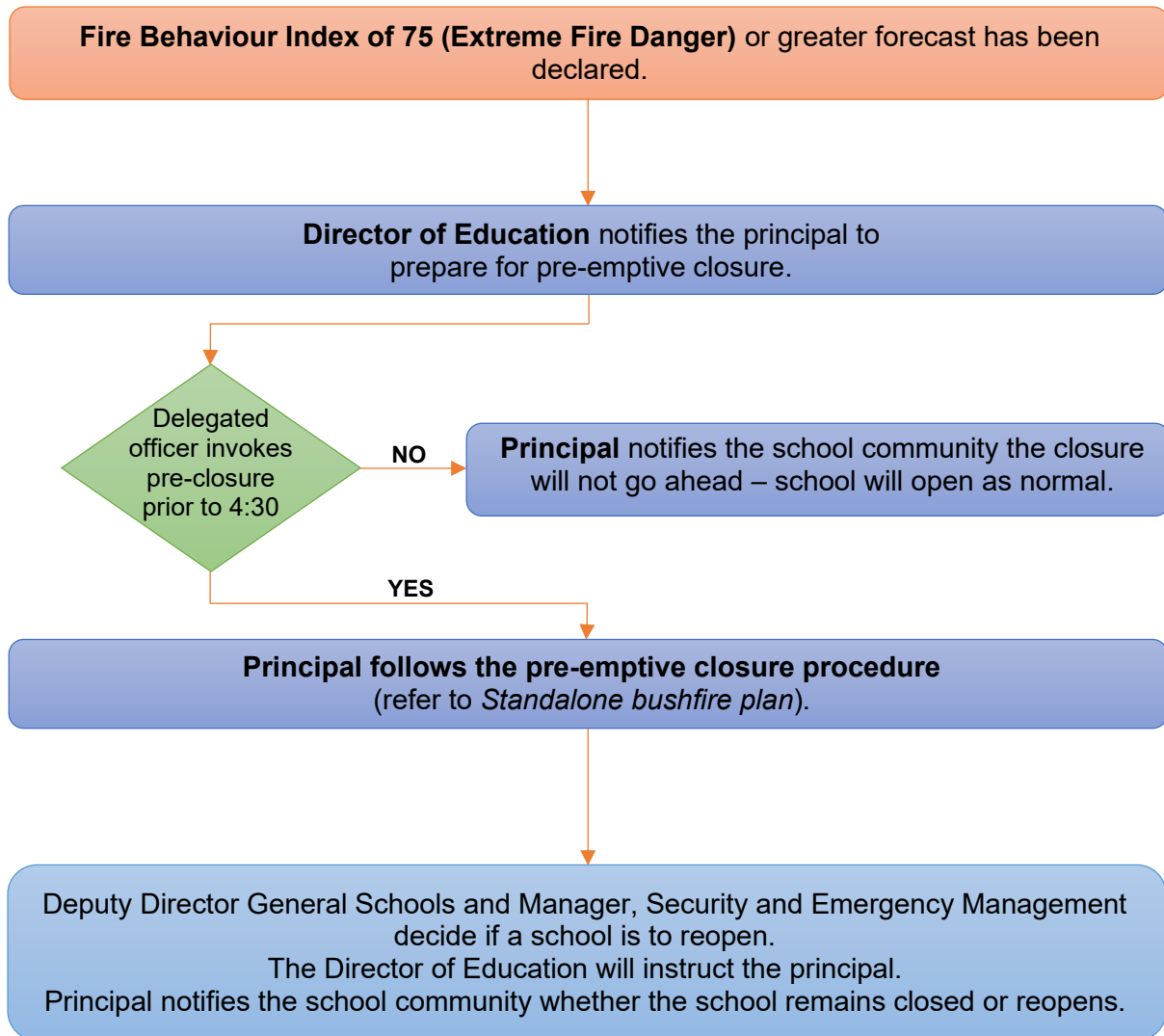- monitor conditions
- move to the onsite safer building location, if there is any sign of a bushfire
- action an offsite evacuation, on advice from the emergency services.

Schools must initiate the closure procedures below if they receive advice from the director of education or the Security and Emergency Management unit.

Action	Notes (if required)
Monitor official bushfire emergency information contact sources listed in section 2.1.	
Activate your School response team to carry out their responsibilities (section 3).	
Communicate the pre-emptive closure, continued closure or school or site reopening: • 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 your community informed • place the notice of temporary closure on external school or site access points and on the school website. Note: Contact lists for staff, parents and carers must be current.	
Confirm: • 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.	
Secure school premises and activate security system. Before departing, email AssetPlanningServices.SecurityEM@education.wa.edu.au or call 9264 4632 to confirm: • all security systems armed • site is secure.	
When the pre-emptive closure is cancelled, remove the notice of temporary closure from external school access points.	

Refer to the following Flow chart – Principal's pre-emptive school closure response.

Flow chart – Principal's pre-emptive school closure response

Fire Behaviour Index of 75 (Extreme Fire Danger) or greater forecast has been declared.

↓

Director of Education notifies the principal to prepare for pre-emptive closure.

↓

Delegated officer invokes pre-closure prior to 4:30

NO → **Principal** notifies the school community the closure will not go ahead – school will open as normal.

YES ↓

Principal follows the pre-emptive closure procedure (refer to *Standalone bushfire plan*).

↓

Deputy Director General Schools and Manager, Security and Emergency Management decide if a school is to reopen.
The Director of Education will instruct the principal.
Principal notifies the school community whether the school remains closed or reopens.

Appendix D – After-hours or school holiday procedures

You may be instructed to keep your school or site 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.	
Use your emergency response contact list to contact stakeholders (refer to section 2).	
Follow the bushfire response telephone call tree to communicate with your community. Send parents and carers and staff emergency text message alerts to inform them of the school or site closure. To access sample SMS text, refer to Manage bushfire incident communications.	
Work with the director of education to seek alternative school or site and transport arrangements (if required).	
The Department's Media Unit and Incident Support Unit uses media outlets and Emergency WA to make public announcements of: • the school or site closure • temporary alternative accommodation.	
The Department will consult the incident controller or emergency services and notify you when it is safe for the school or site 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 or site can reopen.	