



Department of
Education

Shaping the future

Standalone bushfire plan 2023-2024

Upper Swan Primary School

October 2022



Purpose

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

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

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

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

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1 School details

To complete this plan:

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

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

School name (include name of co-located school or facilities if applicable)	Upper Swan Primary School
School address	1204 Great Northern Highway Upper Swan
Education Region	North East Metropolitan Education Region
DFES Region Local Fire station Local Bush Fire Brigade	Ellenbrook Fire Station 160 Henley Brooke Ave, Ellenbrook 6492 0110
Number of students	433
Number of students requiring extra support if evacuating	2 One student is permananetly in a wheel chair and another is intermittently in a wheel chair.
Number of staff	Approx 60
Number of school sides bordered by bush	3 – vineyard / hobby farm /railway line reserve at the rear
Names of major roads bordering school	Great Northern Highway – front
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 	<p><u>Students are in the play areas (Recess or Lunch time)</u></p> <ul style="list-style-type: none"> - 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. <p><u>During Class Time</u></p> <ul style="list-style-type: none"> - Announcement over the PA. Attention everyone. All staff, students and visitors must return to home or specialist classroom. Phys Ed must go to Room 17. Staff, please await further instructions. - Principal Announcement

	<p><i>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.</i></p> <p><i>Close doors, roof vents, windows.</i></p> <p><i>Turn air conditioners off.</i></p> <p><i>Room 6 teacher, turn off wet area air con.</i></p> <p><i>Leave rooms unlocked</i></p> <p><i>We will evacuate to the Junior Primary Block.</i></p> <p>If the PA is not working – the hand bell will be used and announcements using the loud haler.</p>																				
Evacuation Plan areas	<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr style="background-color: #FFD700;"> <th colspan="2">Junior Block Evacuation Plan</th> </tr> <tr style="background-color: #FFF2CC;"> <th>To remain in class</th> <th>To be joined by</th> </tr> </thead> <tbody> <tr> <td>Room 1</td> <td>Room 16</td> </tr> <tr> <td>Room 2</td> <td>Room 13</td> </tr> <tr> <td>Room 3</td> <td>Room 14</td> </tr> <tr> <td>Room 4</td> <td>Room 15</td> </tr> <tr> <td>Room 5</td> <td>Room 9</td> </tr> <tr> <td>Room 6</td> <td>Room 8</td> </tr> <tr> <td>Room 7</td> <td>Room 10</td> </tr> <tr> <td colspan="2" style="text-align: center;">Rooms 11, 18 and 19 move to Junior Wet Area</td> </tr> </tbody> </table>	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, 18 and 19 move to Junior Wet Area	
Junior Block Evacuation Plan																					
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Room 6	Room 8																				
Room 7	Room 10																				
Rooms 11, 18 and 19 move to Junior Wet Area																					
Check everyone is accounted for.	Administration Staff to check absent names against daily Integris roll.																				


Plan prepared by (Principal's name)	Pamela Hahnel
Date prepared	30 August 2023

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

Enter the contact details into the table below.

Organisation	Details	Phone number / Website
Local police (eg name of nearest police station)	Ellenbrook Police Station 2 Civic Terrace, Ellenbrook	13 14 44 (24hrs)
Local hospital (eg name of nearest hospital or medical emergency facility)	St John of God Midland 1 Clayton Street, Midland	9462 4000
DFES regional contact		000 – Emergency 13 3337 - Information
Local fire brigade (eg name of nearest fire station)	Ellenbrook Fire Station 160 Henley Brooke Ave, Ellenbrook	6492 0110
Local bushfire brigade (eg name of nearest station)	East Swan Volunteer Bush Fire Brigade	9296 1288
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 (eg Horizon Power or Western Power)	Western Power	13 13 51
State emergency service (if known)	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 – contact name	Joanne Harris	

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

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

Examples of suggested duties include:

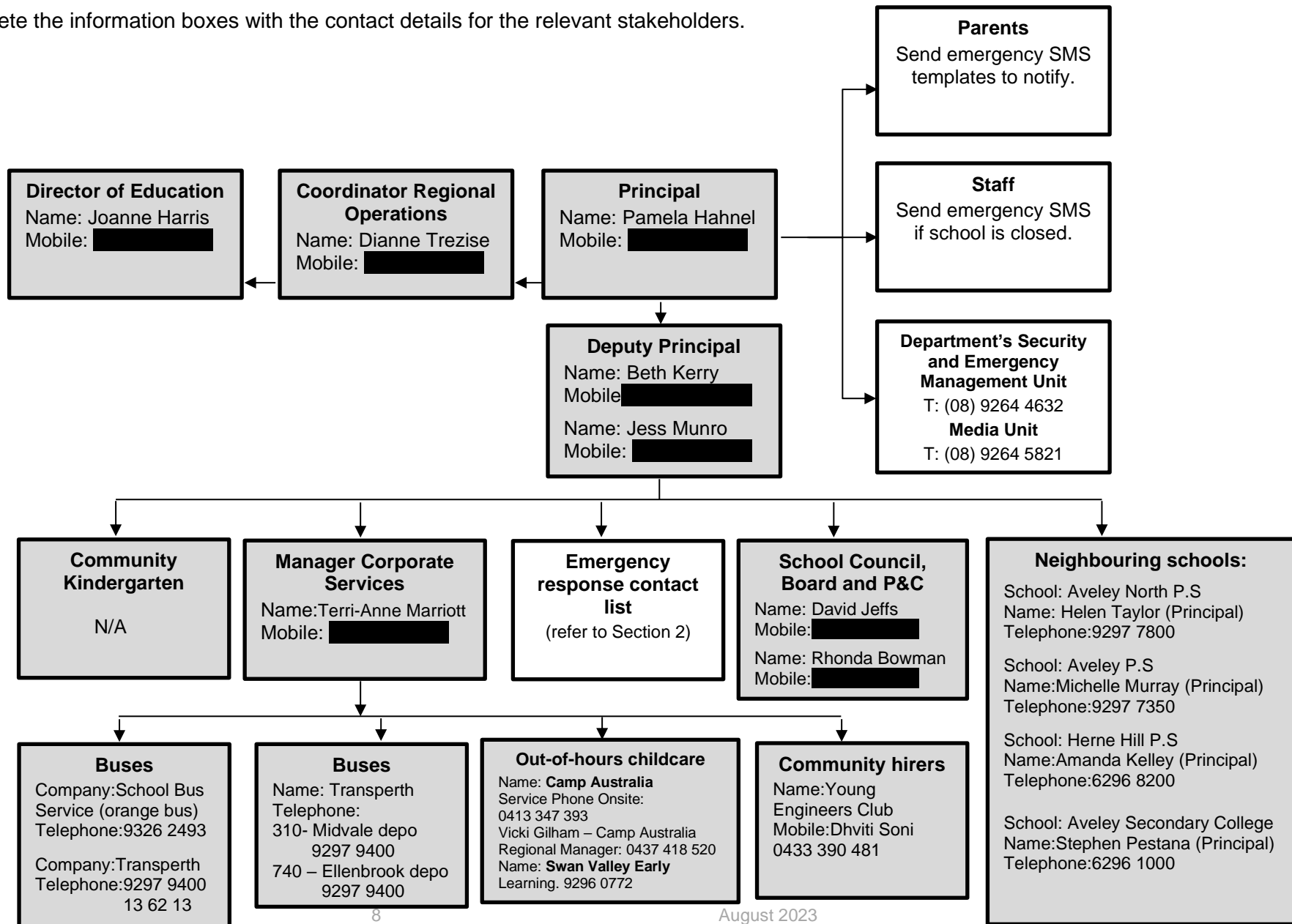
- fire warden duties
- checking all rooms
- keeping a copy of school registers for roll call
- monitoring the bushfires warnings stages (as per Appendix A)
- send out text alerts to parents (refer Appendix E)

Position	Staff Name	Duties	Mobile number
Principal	Pamela Hahnel	<p>Principal Checks all teaching staff and visitors are present Confirm attendance data between Integris and SMS Collect Evacuation Kit, including megaphone, and the Emergency First Aid Backpack from the storeroom. <i>Wear high visibility vest, take whistle and Evacuation File.</i></p>	
Deputy Principal	Beth Kerry	<p>Associate Principal, (Upper) – checks the senior block, library, shed area and music room on the way to the announced area. -If one AP is not in their office, the Principal takes over this responsibility. <i>Wear high visibility vest, take whistle and Evacuation File.</i></p>	
Deputy Principal	Jessica Munro	<p>Associate Principal, (Lower) – checks through the junior block, junior toilets, canteen and under cover area. MCS does this if the AP is not in the admin block. <i>Wear high visibility vest, take whistle and Evacuation File.</i></p>	
Manager Corporate Services	Terri-Anne Marriott	<p>MCS - Admin Support Monitors Bushfire Warnings. Closes vents in Art Room and Room 4. Turn off evaporative air conditioning in the Junior Block common area.</p>	
School Officer Level 2	Tania Barnes	<p>Check the administration block and staffroom (and staff toilets) on the way to the announced area. Collect student <i>asthma</i> boxes from medical room. They have a red dot.</p>	
School Officer Level 1	Teresa Davis	<p>Level 1, School Officer, prints daily attendance record and record of staff and visitors on site and hands to the Principal. Students rolls are printed from Integris fire symbol <u>all students by form</u>. Remember to tick AM (1) or PM (2).</p>	

		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'.	
Early Childhood	Amy Jefferies	Amy Jefferies (ECE) , delegates an EA to check out the four early childhood rooms before heading to the safer location.	
Teachers		Work in partnership with room buddy to keep students calm and occupied, monitor students with asthma plans, manage toilet visits if necessary.	
Accredited first aid officers		Beth Kerry – Associate Principal Di Lyon – Education Assistant	
Other (if applicable)			

4 Bushfire response telephone tree

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



5 Emergency equipment

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

Equipment	Details (include location/s, date checked and any other comments)
Evacuation kit	-Location:Back storeroom on top of filling cabinet. -Emergency management plan, -Emergency Medical Information and Class lits updated (across the year) with each change of students.
First aid kit(s)	-Adminstration storeroom - Left hand side wall shelf - bottom
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. 	-Portable siren in school evacuation kit (on megaphone) -Spare Batteries -School Phone in Evauation Kit with charger – as a back up. - Radio and batteries
Emergency communications equipment	Mobile phones by all response team members.
Registers for: <ul style="list-style-type: none"> • students • staff • visitors. 	<p>Level 1, School Officer, prints daily attendance record and record of staff and visitors on site and hands to the Principal.</p> <p>Students rolls are printed from Integris fire symbol <u>all students by form</u>. Remember to tick AM (1) or PM (2).</p> <p>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'.</p>
Standalone Bushfire Plan: <ul style="list-style-type: none"> • hard copy in the evacuation kit. • copy saved to an online platform for access offsite. 	In evacuation kit In each office On school website

✓

6 Bushfire preparation checklist

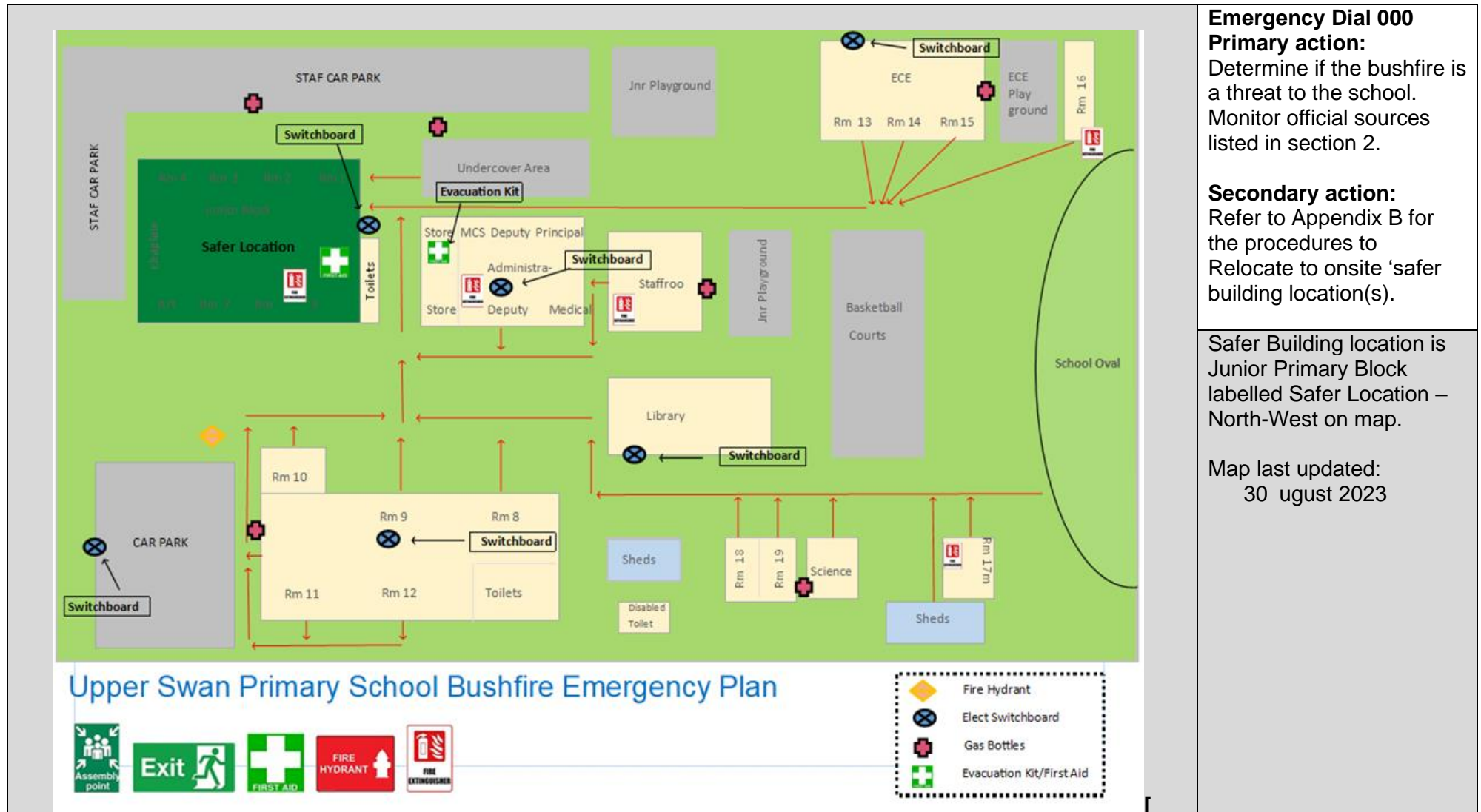
Principals must:		
<ul style="list-style-type: none"> complete this bushfire preparation checklist annually provide evidence in the form of notes to show that management activities have been actioned inform all staff members of their responsibilities. 		
Management activities	☑ or NA	Evidence
The annual review of the <i>Standalone bushfire plan</i> has been completed before the start of bushfire season.	✓	31 August 2023
Consulted and received advice in preparing your <i>Standalone bushfire plan</i> from any of the below (as relevant): <ul style="list-style-type: none"> 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. 	✓	DFES – February and March 2023
Staff have been made aware of the <i>Standalone bushfire plan</i> through: <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. 	✓	<ul style="list-style-type: none"> Critical Incidents and Emergency Plan inclusive of Bushfire Plan SDD T1 2023 (30 Jan) Drill 17 (February 2023) and feedback Induction – New Stand Alone Plan SDD T4 2023 (9 October)
Students and parents or carers have been made aware of the <i>Standalone bushfire plan</i> through: <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"> -New Standalone Busfire Plan -Newsletter 7 September 2023 -P&C Meeting 5 September 2023 -Parent information booklet (updated 28.8.23) -Kindergarten information booklet (updated 28.8.23)

<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>✓</p>	<p>30.8.23</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>✓</p>	<p>30.8.23</p>
<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>✓</p>	<p>- Drill 17 (February 2023) and feedback - Drill 3 November 2023 (after staff have been guided through the new plan) Drills 2024 - 9 Feb - 26 July - 18 October</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 to bushfire</i>.</p>	<p>✓</p>	<p>Safer Building location – Junior Primary Block</p> <p>'Bushfire action plan map – onsite safer building location(s)' – section 7.1) complete.</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>Local government authority has provided written or email approval on the use of these offsite locations.</p> <p>Note: For further information, refer section 4.3 in the <i>Principal's guide to bushfire</i>.</p>		<p>There is no suitable off-site location for Upper Swan Primary School to evacuate to.</p> <p>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.</p>

		We will await advice from emergency services as to where and how to evacuate, if required.
<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 to bushfire</i>.</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>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) 	✓	

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.





Offsite evacuation locations

Insert the school site map and include:

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

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

<p>There is no suitable off-site location for Upper Swan Primary School to evacuate to.</p> <p>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.</p> <p>We will await advice from emergency services as to where and how to evacuate, if required.</p>	<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>[List all offsite evacuation locations including addresses]</p> <p>Map last updated: [insert date]</p>

31 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)

32 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
21 February 2023	Rural Fire Division Department of Fire and Emergency Services Bushfire Risk Management-Rural Fire Division	Bushfire Risk Assessment and Treatment Plan. Assessment took place on 21 February 2023	Anna Dietrich DoE MOU Support Officer	0417 800 660 schools.bushfire@dfes.wa.gov.au
23 February 2023	DoE Environmental Services Representative	Department of Education Environmental Services confirm that the treatment plan has adequately considered environmental and amenity factors.	John McWilliams	

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	
<p>ADVICE</p> 	<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 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.

	<ul style="list-style-type: none"> 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 the advice.
<p>AII CLEAR</p>	<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>

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

Appendix B - Procedures in event of a sudden bushfire

Relocate to onsite 'safer building location'

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

Initiate the below procedure if the following occurs:

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

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

Action	Notes (if required)
Dial 000 for emergency services and follow advice. Remain in contact with the Department of Fire and Emergency Services and monitor official bushfire information sources shown in section 2.1.	
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). Note: Parents must not collect students until instructed.	
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). Sound school emergency warning or alert system.	
Follow advice from the incident controller or emergency services, the Manager, Security and Emergency Management or	

<p>the Director of Education to move to the onsite safer building location(s) (refer to section 7.1 for map)</p> <p>Note: Students and staff must remain in classrooms unless they are directed to move to an onsite safer building location.</p>	
<p>Check student, staff and visitor registers after moving to an onsite safer building location (roll call). Advise the police if anyone is missing.</p> <p>Note: You must give special consideration to students with known respiratory conditions.</p>	
<p>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 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>	
Confirm:	

<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:

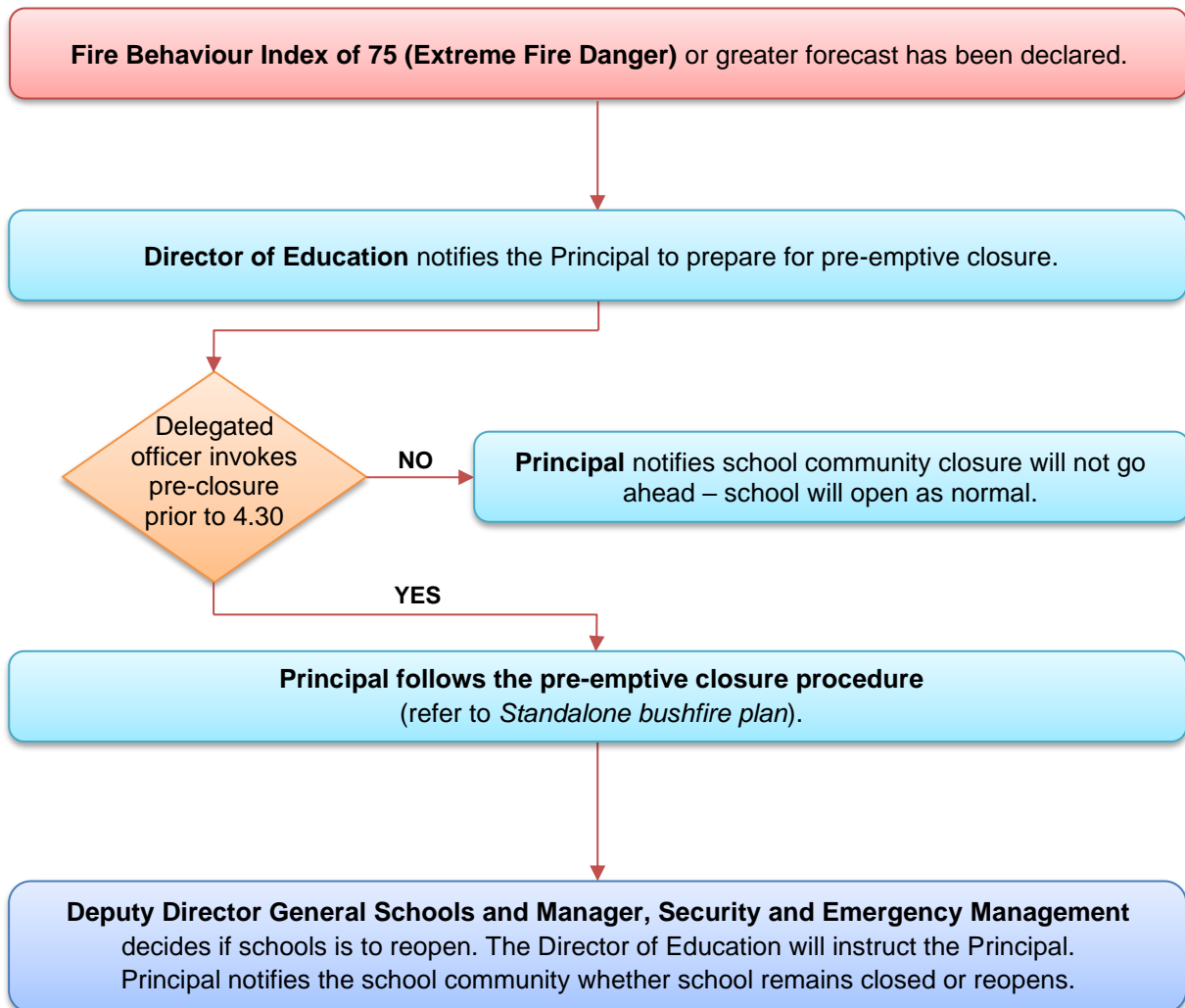
- Alert received from the Department of Fire and Emergency Services; or
- Direction from the Deputy Director General, Schools or the Manager, Security and Emergency Management. The Director of Education will relay the decision to you.

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. <p>Note: Contact lists for staff and parents must be current.</p>	

<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 Fire Behaviour Index of 75 (Extreme Fire Danger Rating) or greater



Appendix D – After hours or school holiday procedures

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

Initiate the below procedure if the following occurs:

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

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

Action	Notes (if required)
Remain in contact with your Director of Education and monitor official bushfire information sources shown in section 2.1.	
Use your emergency response contact list to contact stakeholders (refer to section 2).	
Follow the bushfire response telephone call tree to communicate with the school community. Send parents and staff emergency text message alerts to inform them of the school closure (refer to emergency text message alert templates in Appendix E).	
Work with the Director of Education to seek alternative school and transport arrangements (if required).	
Department Media Unit uses media outlets to make public announcements of: <ul style="list-style-type: none"> • 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](#)
- 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 [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