



Department of  
Education

**Shaping the future**

# Standalone bushfire plan 2024-2025

## Albany Secondary Education Support Centre

June 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)	Albany Secondary Education Support Centre
School address	65 Anson Road, Albany
Education Region	South-West
Number of students	61
Number of students requiring extra support if evacuating	61
Number of staff	50
Number of school sides bordered by bush	2
Names of major roads bordering school	Anson Road John Street
School's site-specific alert, for example: <ul style="list-style-type: none"> <li>• siren/pause x 3</li> <li>• continuous handbell</li> <li>• continuous siren or short whistle blasts</li> </ul>	Emergency tone, repeated with an announcement

Plan prepared by (principal's name)	Karen Campbell
Date prepared or reviewed	29/5/2024

## 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)	210 Stirling terrace, Albany WA 6330	9892 9300
Local hospital (name of nearest hospital or medical emergency facility)	Albany Health Campus 30 Warden Avenue.	9892 2222 <a href="http://www.healthdirect.gov.au">www.healthdirect.gov.au</a>
Department of Fire and Emergency Services regional contact	DFES Great Southern - Office 5 Hercules Crescent Centennial Park	9845 5000 <a href="http://www.dfes.wa.gov.au">www.dfes.wa.gov.au</a>
Local fire brigade (for example, name of nearest fire station)	Albany Fire Station North Rd, Yakamia	6820 2510
Local bushfire brigade (for example name of nearest station)	Albany Volunteer Fire & Rescue 43 Newbey St, Milpara Shane Bell	98 42 98 17 0408 920 709
Bus contractors (ready for pre-emptive closure or offsite evacuation)	Denmark Bus Ed Support Bus Swan Transit Southwest Love's Bus Service	9845 2023 0448 798 190 9842 2888 9841 1211
Electricity provider - in the case of a power outage (for example, Horizon Power, Western Power)	Western Power Horizon Power	131 354 131 351
State emergency service (if known)	SES Sanford Rd	9841 2400 132 500 <a href="https://www.dfes.wa.gov.au/">https://www.dfes.wa.gov.au/</a>
Poisons information (where relevant)	Poisons Information Centre	131 126
Director of Education name	Sue Cuneo	9791 0316 0422 122 809

## 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](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 Response Team

Enter the names and mobile numbers of the staff responsible for carrying out emergency procedures during a bushfire event. The principal coordinates 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
- liaising with emergency services, community members, parents and carers.

Consider making cards that outline the duties of the school response team. This can be useful to hand out at the start of the incident.

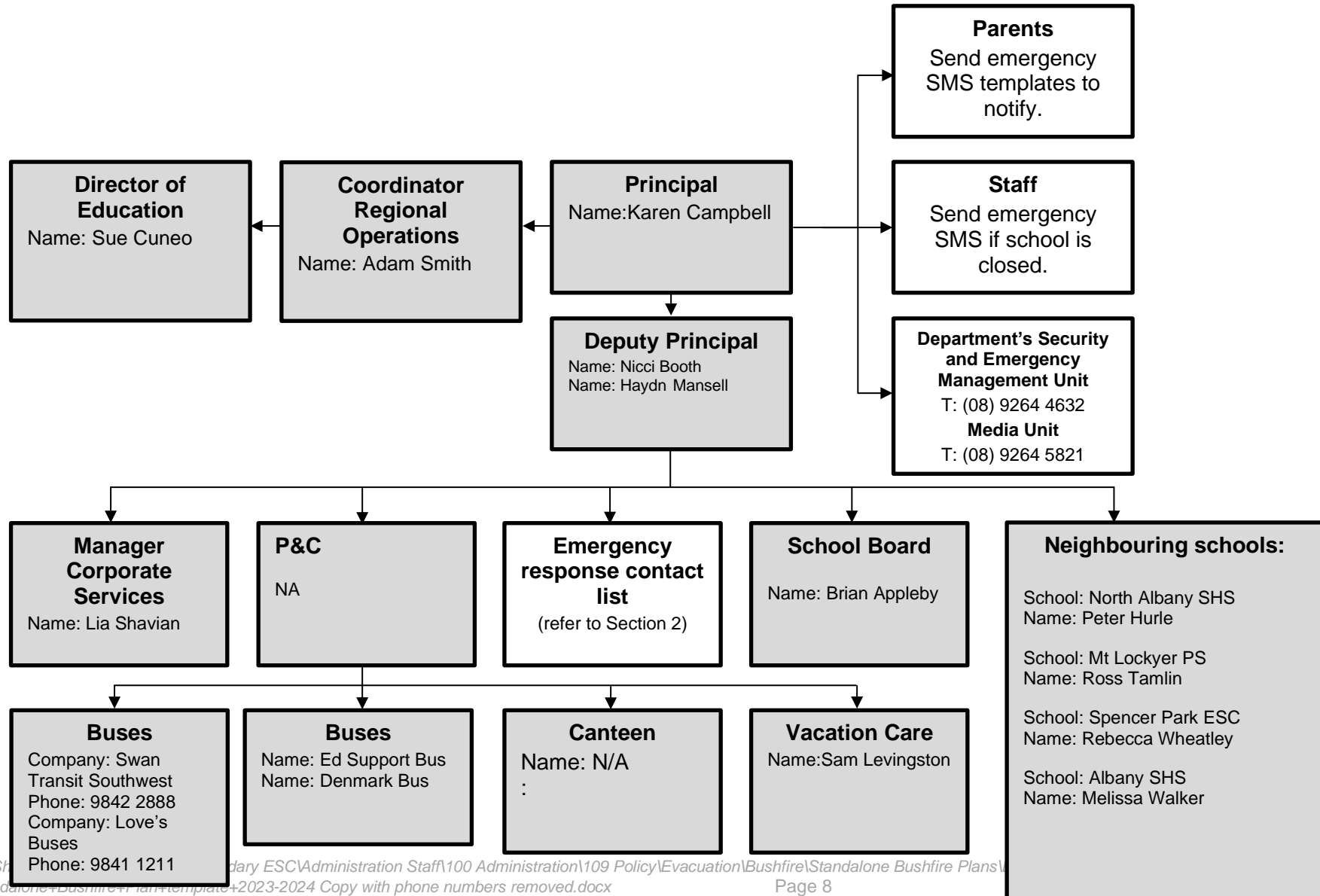
Position	Staff name	Duties
Principal	Karen Campbell	<p>Chief Warden</p> <p><b><u>LOCK DOWN SCRIPT - FIRE</u></b>  <b><u>Press PAGE ALL ROOMS on the PA</u></b>                      Say...</p> <p><b>Attention everybody.</b> (Wait 2 seconds) <b>This is a lockdown.</b> (Wait 2 seconds) <b>Listen carefully until I have finished telling you what you need to do.</b> (Wait 2 seconds) <b>This is very important. It is</b> (either) <b>a drill or not a drill.</b></p> <ol style="list-style-type: none"> <li>1. Staff, check the immediate area around your classroom for any staff or students who may be outside (bring them in) and ensure your roll is completed. (Wait 2 seconds)</li> <li>2. Lock all doors (Wait 2 seconds)</li> <li>3. Close all windows and blinds (Wait 2 seconds)</li> <li>4. Do not use any phones unless it's necessary                          *If one of your students is not in class and may be in danger, call the office to let them know immediately. (Wait 2 seconds)</li> <li>5. Do not leave the room for any reason at all until you are given all clear or advised to evacuate. (Wait 2 seconds)</li> <li>6. Wait for further instructions.</li> </ol> <p>I repeat..... Repeat points 1-8. Thank you.</p> <p><b><u>When all clear</u></b>                      Attention all staff and students, the school is clear and safe                      You may now return to your normal activities                      Thank you for your vigilance (in this practice)</p>

Deputy Principal	Nicci Booth Haydn Mansell	Warden 1 Warden 4 Assist principal. Ensure all staff and students are accounted for.
Manager Corporate Services	Lia Shavian	Warden 2 Check Passtab records to account for visitors. Ensure all visitors are accounted for.
Teachers	Class Coordinator C1 Kelly Pievaioli  Class Coordinator C2 Kate Spry  Class Coordinator C3 Wendy Craig  Class Coordinator C4 Rachel Nixon  Class Coordinator C5 Mark Turner  Class Coordinator C6 Jake Butler  Class Coordinator C7 Sue Morrow	<ul style="list-style-type: none"> <li>Teachers to ensure all students are accounted for and wait for further instruction from Principal.</li> <li>Keep students as calm as possible and prepare for possible evacuation.</li> <li>Accompany class to evacuation area under the guidance of emergency personnel.</li> </ul>
Accredited first aid officers	Sheila Percy Melissa Benson Kelly Parker	<ul style="list-style-type: none"> <li>Monitor gate/ exit point to provide First Aid requirements.</li> </ul>
Other	Qualified staff not in the act of teaching	<ul style="list-style-type: none"> <li>To provide support as required.</li> </ul>



## 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 (section 7 of the school <a href="#">Incident Management Plan</a> ).	Front office, Communications Room. Checked 03/23. ADESC evacuation kit contains; <ul style="list-style-type: none"> <li>• 1 x High Visibility vest [runner]</li> <li>• Whistles x 2</li> <li>• Loud hailer?</li> <li>• File with –                             <ul style="list-style-type: none"> <li>Current Student Roll</li> <li>ADESC Staff List</li> <li>Relief staff list</li> <li>Student Contact Details</li> <li>Class Lists</li> <li>Workplace Learning placements</li> <li>TAFE placements</li> </ul> </li> <li>• Black folder containing –                             <ul style="list-style-type: none"> <li>Duties of evacuation personnel</li> <li>Emergency and Critical incident diary</li> <li>Copy of the <i>Principals' Guide to Bushfires</i></li> <li>Emergency evacuation lists A, B, C</li> </ul> </li> <li>• First Aid Kit [small];</li> <li>• First Aid extras – gloves, ice packs, antiseptic foam, pocket mask, thermal blanket;</li> <li>• Asthma bum bag – Ventolin and spacer</li> <li>• Notebook, pens/pencils, spare batteries</li> <li>• Portable radios – collected by Wardens</li> <li>• Tissues [box]</li> <li>• Sanitary items purse</li> <li>• Copy of the school <i>Emergency and Critical Incident Management Plan</i>;</li> </ul>
First aid kit(s) - include masks in case some students are susceptible to smoke.	First Aid Kit, gloves, ice packs, antiseptic foam, pocket masks, thermal blanket, asthma bum bag (Ventolin and spacer), tissues, sanitary items. <i>Located : Front office, Communications Room. Checked 03/23</i>
Emergency alert system and communication equipment, for example: <ul style="list-style-type: none"> <li>• mobile telephones (charged)</li> <li>• hand-operated fire alarm (portable siren)</li> <li>• megaphone/loud hailer</li> </ul>	Front office, Communications Room. Checked 03/23 Mobile telephones; Passtab ipad and reference ipads, walkie-talkies, megaphone. <i>Located: Front office, Communications Room; Hub. Checked 03/23</i>

<ul style="list-style-type: none"> <li>• portable CB radios</li> <li>• spare batteries.</li> </ul>	
<p>Registers for:</p> <ul style="list-style-type: none"> <li>• students</li> <li>• staff</li> <li>• visitors.</li> </ul>	<p>Passtab, Front Office and Staff Room</p>
<p>Standalone bushfire plan:</p> <ul style="list-style-type: none"> <li>• hard copy in the evacuation kit</li> <li>• copy saved to an online platform for access offsite.</li> </ul>	<p>Hardcopy in Evacuation Kit, Front office, Communications Room.</p> <p>Copy saved to S:\AdminShared\E6151S01-Albany Secondary ESC\Administration Staff\100 Administration\109 Policy\Evacuation\Bushfire\Standalone Bushfire Plans\Bush Fire Plan 2024\Standalone+Bushfire+Plan+template+2024-2025.docx</p>

## 6 Bushfire preparation checklist

<p>Principals must:</p> <ul style="list-style-type: none"> <li>complete this bushfire preparation checklist annually</li> <li>inform all staff members of their responsibilities.</li> </ul> <p>You can provide details of your preparation activities in the comments.</p>		
Management activities	<input checked="" type="checkbox"/> or N/A	Comments
The annual review of the Standalone bushfire plan has been completed before the start of bushfire season.	√	
<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"> <li>local Emergency Services</li> <li>Department of Fire and Emergency Services</li> <li>Department of Biodiversity, Conservation and Attractions – Parks and Wildlife Service</li> <li>local volunteer fire brigade</li> <li>WA Police Force</li> <li>local emergency management committee (LEMC) or local government representative</li> <li>community emergency services manager, if there is one for the area.</li> </ul>	√	
<p>Staff have been made aware of the Standalone bushfire plan through:</p> <ul style="list-style-type: none"> <li>staff meetings</li> <li>staff bushfire induction session that includes: <ul style="list-style-type: none"> <li>an overview of the Standalone bushfire plan</li> <li>how to turn off evaporative air conditioner units, the location of switches</li> <li>how to close roof vents</li> <li>the types of <a href="#">bushfire warnings</a> issued by the Department of Fire and Emergency Services and the <a href="#">Emergency Alert</a> telephone warning system</li> <li>to direct bushfire media enquiries to the Department's media unit (08) 9264 5821.</li> </ul> </li> </ul>	√	General Staff Meeting- Deputy Principal Nicci Booth
<p>Students and parents or carers have been made aware of the Standalone bushfire plan through:</p> <ul style="list-style-type: none"> <li>key bushfire safety messages incorporated into the curriculum</li> <li>newsletters</li> <li>school information booklet (include actions and procedures)</li> <li>school website.</li> </ul>	√ √ √	Week 10, Term 2 newsletter
<p>Communication plans are in place:</p> <ul style="list-style-type: none"> <li>Emergency response contact list completed (section 2).</li> <li>Bushfire response telephone tree completed (section 4).</li> </ul>	√	

<p>Principals must:</p> <ul style="list-style-type: none"> <li>complete this bushfire preparation checklist annually</li> <li>inform all staff members of their responsibilities.</li> </ul> <p>You can provide details of your preparation activities in the comments.</p>		
Management activities	☑ or N/A	Comments
<ul style="list-style-type: none"> <li>communication templates for sample emergency text message, newsletter content and school notice text are complete (refer to Appendix D).</li> </ul> <p>Contact lists for staff and parents must be current.</p>	<p>√</p> <p>√</p>	<p>MGM contacts up to date.</p>
<p>Emergency equipment available and checked (section 5):</p> <ul style="list-style-type: none"> <li>evacuation kit checked at least once per term</li> <li>emergency warning or alert system works</li> <li>emergency communications equipment available</li> <li>first aid kit(s) available</li> <li>registers for students, staff and visitors readily accessible for roll call.</li> </ul>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>	<p>Emergency equipment located in the front office – communications room</p>
<p>Practise drills moving to your onsite 'safer building location(s)':</p> <ul style="list-style-type: none"> <li>before the start of the bushfire season</li> <li>at least once per term during the bushfire season.</li> </ul> <p>You must do at least 2 drills per year.</p>	<p>√</p>	<p>If fire is in the east or west – the Green Room in the centre of the school is the identified safer building location</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"> <li>clear of all rubbish, long dry grass, bark, flammable and combustible materials, including leaf litter and unused piles of mulch</li> <li>maintained routinely throughout the year.</li> </ul> <p>For information on the asset protection zone, refer to <a href="#">Prepare for bushfire season at your school</a> on Ikon.</p>	<p>√</p>	<p>Ongoing Gardening and Maintenance Team – ASESC/NASHS</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><b>Emergency, dial 000</b></p> <p><b>Primary action:</b> Determine if the bushfire is a threat to the school. Monitor official sources listed in section 2.</p> <p><b>Secondary action:</b> Refer to Appendix B for the procedures to relocate to onsite 'safer building location(s)'.</p>
	<p><b>ALL STUDENTS: THE GREEN ROOM</b></p> <p>Map last updated: [March 2023]</p>

## 7.2 Offsite evacuation locations

Insert the school 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.](#)

	<p><b>Emergency, dial 000</b></p> <p><b>Primary action:</b> Determine if the bushfire is a threat to the school. Monitor official sources listed in section 2.</p> <p><b>Secondary action:</b> Refer to Appendix B for the procedures to Relocate to an offsite evacuation location</p>
	<p><b>Albany Senior High School</b> 1 Campbell Rd. PH 9841 0444</p> <p><b>Mt Lockyer Primary School</b> 67 South Coast Hwy, PH 9842 0100</p> <p>Evacuate via Anson Rd or John Street.</p>
	<p>Map last updated: March 2023</p>

## 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).

<b>Bushfire warning stages</b>	
<p><b>ADVICE</b></p> 	<p><b>A fire has started, be aware and keep up to date.</b></p> <p>This is general information to keep principals informed and up to date with developments.</p> <p>Principals must:</p> <ul style="list-style-type: none"> <li>• turn off evaporative air conditioners and ensure roof vents are closed.</li> <li>• check and patrol the school regularly for bushfire activity, paying particular attention to the evaporative air conditioners.</li> </ul>
<p><b>WATCH AND ACT</b></p> 	<p><b>There is a possible threat to lives and property. Conditions are changing.</b></p> <p>Principals must prepare to:</p> <ul style="list-style-type: none"> <li>• evacuate; or</li> <li>• move students, staff and visitors to their pre-determined onsite 'safer building location'. They must not be moved to an open area.</li> </ul> <p>Evacuation orders are:</p> <ul style="list-style-type: none"> <li>• issued by the Incident Controller or Emergency Services if required.</li> <li>• relayed via official sources such as <a href="#">Emergency WA</a>.</li> </ul> <p>It is vital that the principal:</p> <ul style="list-style-type: none"> <li>• accesses bushfire information from official sources</li> <li>• makes an informed decision to stay onsite or evacuate offsite based on advice from the Incident Controller or Emergency Services.</li> </ul>
<p><b>EMERGENCY</b></p> 	<p><b>A school is in danger as its area will be impacted by fire. Take immediate action to survive.</b></p> <p>The principal will be advised whether staff, students and visitors can leave the area or if they must shelter where they are as the fire burns through the area.</p> <p>A siren, called the State Emergency Warning Signal (<a href="#">SEWS</a>), may accompany an emergency warning.</p> <p>Evacuation orders are:</p> <ul style="list-style-type: none"> <li>• directed by the Incident Controller or Emergency Services.</li> <li>• relayed via official sources, such as <a href="#">Emergency WA</a>.</li> </ul>



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

## 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"> <li>• your school name and address</li> <li>• the fire situation</li> <li>• how many students and staff are being impacted</li> <li>• if moving to a 'safer building location' and where it is located</li> <li>• if anyone requires medical attention</li> <li>• CB radio channel, if being used.</li> </ul> <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>Activate your school response team to carry out their responsibilities (section 3).</p>	
<p>Use your emergency response contact list to contact stakeholders (section 2).</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"> <li>• inform them of relocation</li> <li>• keep them updated (use the emergency text message alert templates, refer to <a href="#">Manage bushfire incident communications</a> on Ikon).</li> </ul>	<p><b>Students are safe and still on school site</b></p> <p>Students from [school name] are safe and being supervised at school. We will monitor the bushfire warning updates on Emergency WA and follow the</p>

<p>Parents must not collect students until instructed.</p>	<p>instructions of emergency services. You will be updated if the situation changes. Monitor <a href="https://www.emergency.wa.gov.au">emergency.wa.gov.au</a> or call your education regional office on [insert number] for more information.</p> <p><b>Students have been relocated</b></p> <p>Students from [school name] have been relocated for their safety. Please collect your children from the relocation centre at [exact location]. During a bushfire incident, follow the instructions of emergency services and monitor <a href="https://www.emergency.wa.gov.au">emergency.wa.gov.au</a> or call your education regional office on [number] for more information.</p> <p><b>Not safe to pick up children</b></p> <p>Students from [school name] are safe and still on the school site [or 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 <a href="https://www.emergency.wa.gov.au">emergency.wa.gov.au</a> or call your education regional office on [number] for more information.</p>
<p>Confirm:</p> <ul style="list-style-type: none"> <li>• evaporative air conditioners are turned off</li> <li>• all building roof vents, windows and doors are closed before anyone enters the onsite safer building location(s).</li> <li>• 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.</li> <li>• monitor embers for possible ignition.</li> </ul>	
<p>Take emergency equipment (section 5):</p> <ul style="list-style-type: none"> <li>• registers for students, staff and visitors</li> <li>• evacuation kit</li> <li>• water</li> <li>• mobile phones (charged)</li> <li>• student medication</li> </ul>	
<p>Sound the school emergency warning or alert system.</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>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>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>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 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"> <li>• your school name and address</li> <li>• the fire situation</li> <li>• how many students and staff are being impacted</li> <li>• if moving to a ‘safer building location’ and where it is located</li> <li>• if anyone requires medical attention</li> <li>• CB radio channel, if being used.</li> </ul> <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>	
<p>Activate your School response team to carry out their responsibilities (section 3).</p>	
<p>Refer to the Emergency response contact list to contact stakeholders (section 2).</p>	
<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>	
<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>	

<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"> <li>• inform them of relocation</li> <li>• keep them updated (use the emergency text message alert templates, refer to <a href="#">Manage bushfire incident communications</a> on Ikon).</li> </ul> <p>Note: Parents must not collect students until instructed.</p>	
<p>Confirm:</p> <ul style="list-style-type: none"> <li>• evaporative air conditioners are turned off</li> <li>• building roof vents and doors are closed.</li> </ul>	
<p>Take emergency equipment (section 5):</p> <ul style="list-style-type: none"> <li>• registers for students, staff and visitors</li> <li>• evacuation kit</li> <li>• mobile phones (charged).</li> <li>• student medication.</li> </ul> <p>Sound the school emergency warning or alert system.</p>	
<ul style="list-style-type: none"> <li>• Notify bus operators</li> <li>• Notify other contractors scheduled to visit the site</li> <li>• Move all students, staff and visitors from the assembly area to the offsite evacuation location.</li> </ul>	
<p>Check registers after evacuating staff, students and visitors (roll call). Advise the police if anyone is missing.</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>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 fire behaviour index of 75 (extreme fire danger) or greater being forecast.

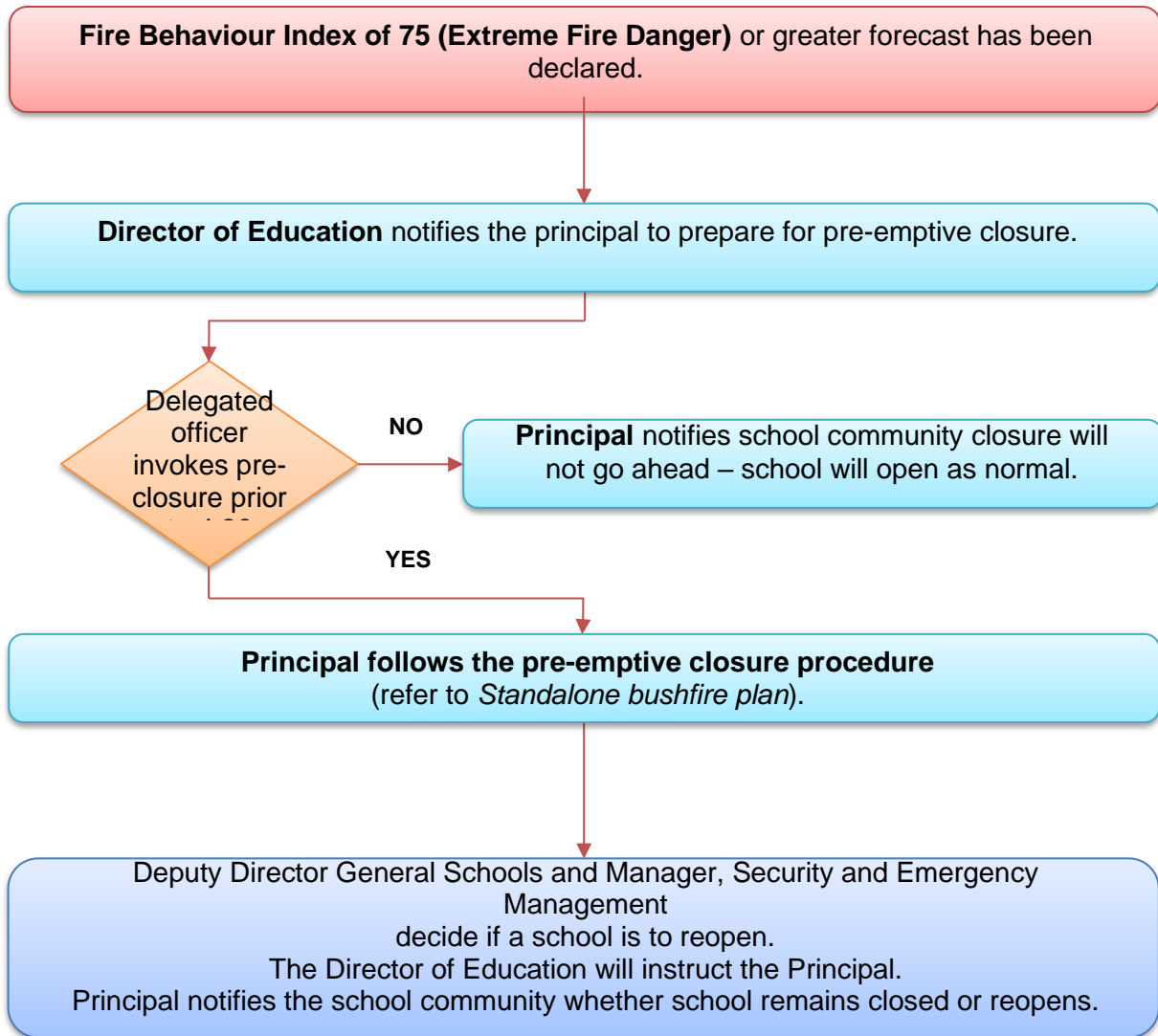
Initiate the closure procedure if you receive advice from the director of education or the Security and Emergency Management unit.

Follow these procedures for a planned school closure.

Action	Notes (if required)
Monitor official bushfire emergency information contact sources listed in section 2.1.	
Activate your School response team to carry out their responsibilities (section 3).	
<p>Communicate the pre-emptive closure, continued closure or school reopening:</p> <ul style="list-style-type: none"> <li>• use your Emergency response contact list to contact stakeholders (section 2)</li> <li>• use your Bushfire response telephone tree (section 4)</li> <li>• use communication templates in <a href="#">Manage bushfire incident communications</a> for SMS, social media posts and Connect notices to keep the school community informed</li> <li>• place the notice of temporary closure on external school access points and on the school website.</li> </ul> <p>Note: Contact lists for staff, parents and carers must be current.</p>	
<p>Confirm:</p> <ul style="list-style-type: none"> <li>• windows and doors are closed</li> <li>• evaporative air conditioners are turned off</li> <li>• roof vents closed</li> <li>• money is removed from the school premises</li> <li>• expensive items of equipment secured.</li> </ul>	
<p>Secure school premises and activate security system.</p> <p>Before departing, email <a href="mailto:AssetPlanningServices.SecurityEM@education.wa.edu.au">AssetPlanningServices.SecurityEM@education.wa.edu.au</a> or call 9264 4632 to confirm:</p> <ul style="list-style-type: none"> <li>• all security systems armed</li> <li>• site is secure.</li> </ul>	
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 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.	
Use your emergency response contact list to contact stakeholders (refer to section 2).	
<p>Follow the bushfire response telephone call tree to communicate with the school community.</p> <p>Send parents and carers and staff emergency text message alerts to inform them of the school closure. To access sample SMS text, refer to <a href="#">Manage bushfire incident communications</a>.</p>	<p><b>Public schools closed tomorrow due to an increased risk of bushfire (pre-emptive closure)</b></p> <p>[School name/all public schools in region/area] will be closed tomorrow [date] due to an increased risk of bushfire in the area. There will be no staff on site. Please ensure supervision arrangements are in place for your child.</p> <p>Our school’s bushfire risk is determined each year in consultation with the Department of Fire and Emergency Services. The school is closed tomorrow to ensure the safety of students and staff as the fire danger rating will be [Extreme or Catastrophic]. Bushfire information and fire danger ratings are available on <a href="http://emergency.wa.gov.au">emergency.wa.gov.au</a>.</p> <p><b>Public school closed due to a bushfire incident</b></p> <p>On advice from the Department of Fire and Emergency Services, [School name] will be closed on [day/date] due to</p>

	<p>bushfire activity in the area. This is to ensure the safety of our students and staff.</p> <ul style="list-style-type: none"> <li>• No one will be allowed on site as it will not be safe.</li> <li>• Parents and carers are asked to keep their children home.</li> <li>• Further information will be provided when the situation changes.</li> </ul> <p>[Optional - Our school/community is currently in an emergency warning area.] Please monitor <a href="https://emergency.wa.gov.au">emergency.wa.gov.au</a> for information on how to stay safe.</p> <p><b>Students are safe and still on school site</b></p> <p>Students from [school name] are safe and being supervised at school. We will monitor the bushfire warning updates on Emergency WA and follow the instructions of emergency services. You will be updated if the situation changes. Monitor <a href="https://emergency.wa.gov.au">emergency.wa.gov.au</a> or call your education regional office on [insert number] for more information.</p> <p><b>Students have been relocated</b></p> <p>Students from [school name] have been relocated for their safety. Please collect your children from the relocation centre at [exact location]. During a bushfire incident, follow the instructions of emergency services and monitor <a href="https://emergency.wa.gov.au">emergency.wa.gov.au</a> or call your education regional office on [number] for more information.</p> <p><b>Not safe to pick up children</b></p> <p>Students from [school name] are safe and still on the school site [or 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 <a href="https://emergency.wa.gov.au">emergency.wa.gov.au</a> or call</p>
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	<p>your education regional office on [number] for more information.</p> <p><b>School to reopen following an increased risk of bushfire (pre-emptive closure)</b></p> <p>Due to a change in weather conditions, [school name] will reopen tomorrow/day [date].</p> <p><b>School to reopen following a bushfire</b></p> <p>[School name] has been cleared by emergency services personnel to reopen on [day/date].</p> <p>If applicable, include details about water availability, for example:</p> <ul style="list-style-type: none"> <li>• Drinking water tanks are being tested prior to use.</li> <li>• Students are encouraged to bring their own water bottles.</li> </ul> <p>Water refills and extra water bottles will be available.</p>
<p>Work with the director of education to seek alternative school and transport arrangements (if required).</p>	
<p>The Department's Media Unit and Incident Support Unit uses media outlets and <a href="#">Emergency WA</a> to make public announcements of:</p> <ul style="list-style-type: none"> <li>• the school closure</li> <li>• temporary alternative accommodation.</li> </ul>	
<p>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.</p>	
<p>Send parents, carers and staff emergency text message alerts to inform them when school can reopen.</p>	