



Department of  
Education

**Shaping the future**

# Standalone bushfire plan 2024-2025

## Grovelands Primary School

July 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)	Grovelands Primary School
School address	14 Grovelands Drive Camillo 6111
Education Region	South Metropolitan
Number of students	350
Number of students requiring extra support if evacuating	0
Number of staff	49
Number of school sides bordered by bush	1
Names of major roads bordering school	Westfield Road/Grovelands Drive/Dollis Way
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>	Invacuation – Use alert signal on School PA System (series of short repetitive beeps). Evacuation – Use of evacuation signal on School PA system - continuous siren. Backup – Invacuation – three bursts on school megaphone; Evacuation – continuous siren on megaphone. Back up – same pattern on Bell or Whistle.

Plan prepared by (principal's name)	Mark Bradshaw
Date prepared or reviewed	Plan completed 26/08/24.

## 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)	Armadale Police (8,00 am to 4.00 pm, Monday to Friday)	000 9399 0222
Local hospital (name of nearest hospital or medical emergency facility)	Armadale Hospital	000 9391 2000
Department of Fire and Emergency Services regional contact	Superintendent South East Region	08 64241501
Local fire brigade (for example, name of nearest fire station)	Armadale Fire Station	000 6496 3810
Local bushfire brigade (for example name of nearest station)	Roleystone Volunteer Fire Brigade	0439 049 245
Bus contractors (ready for pre-emptive closure or offsite evacuation)	BusWest	93997845 0460289831
Electricity provider - in the case of a power outage (for example, Horizon Power, Western Power)	Synergy	131 351
State emergency service (if known)	Armadale Unit	Armadale Unit 132 500 9497 1266
Poisons information (where relevant)		
Director of Education name	Sue Cuneo	SMERO: 9336 9563

## 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.

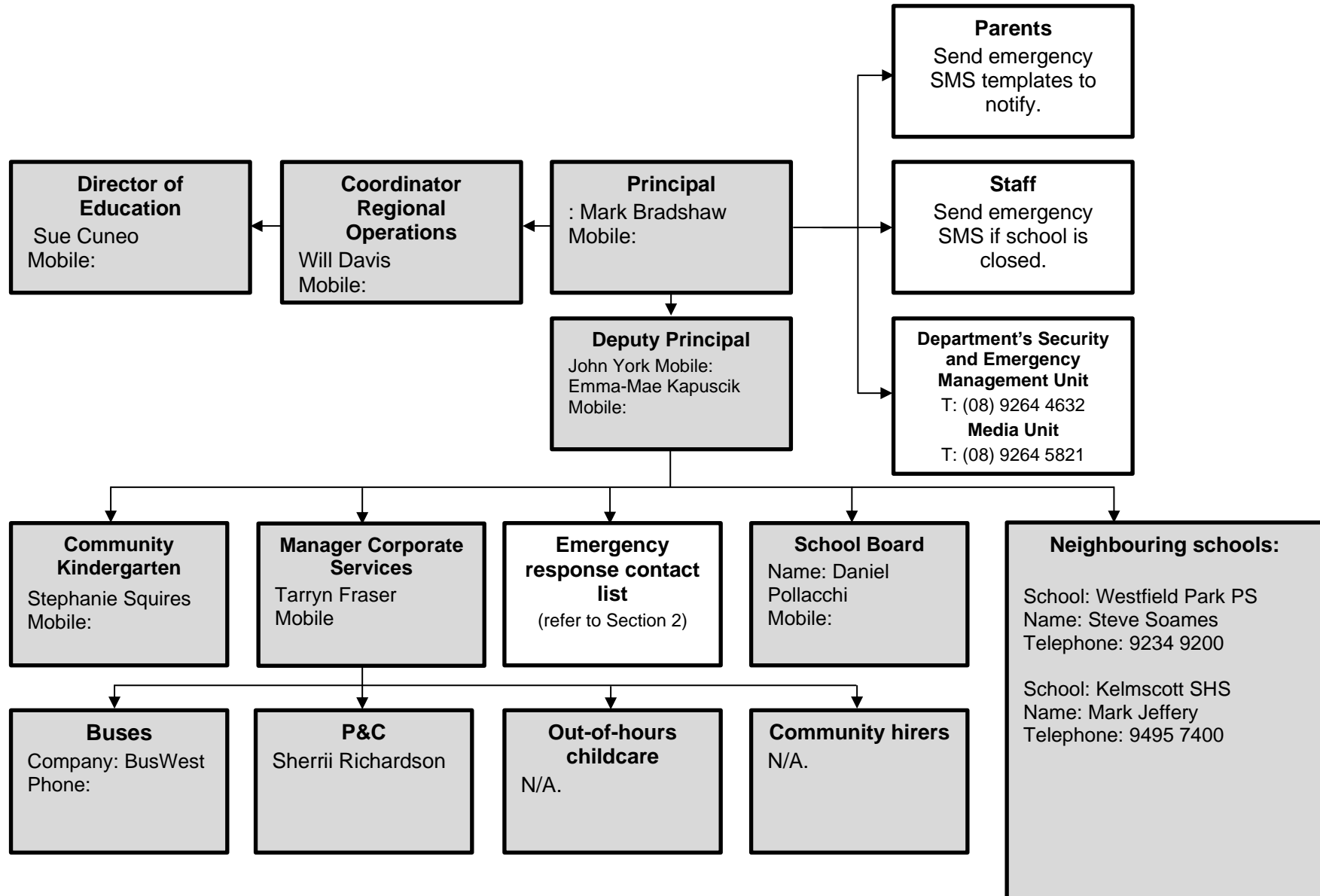
Consider making cards that outline the duties of the school response team. This can be useful to hand out at the start of the incident.

Position	Staff name	Duties	Mobile number
Principal	Mark Bradshaw	<ul style="list-style-type: none"> <li>• Coordination of alarm signals for invacuation or evacuation.</li> <li>• Coordinating the incident response to onsite or offsite locations.</li> <li>• Monitoring the bushfire’s warnings stages</li> <li>• Communicating with Kindaimanna Community Kindergarten (offsite, not on Bushfire Zone Register) to advise of processes in the event of evacuation or closure of the school</li> </ul>	
Deputy Principal	John York	Block Warden – Administration (inc. SAER), Library Resource Centre & Kwobidak (Room 25). <ul style="list-style-type: none"> <li>• Coordination of move to Invacuation or Evacuation site.</li> </ul>	
Manager Corporate Services	Tarryn Fraser	<ul style="list-style-type: none"> <li>• Monitoring of early warning/alert system</li> <li>• Management of emergency communication equipment</li> <li>• Management of Evacuation/First Aid kit</li> <li>• Communication with Bus West in event of an evacuation</li> </ul>	
Teachers	All teachers  Fire Wardens:	Supervision of their classes to identified evacuation/invacuation site.  Shannon Andrews: Rooms 17-19  Jagmeet Kaur: Rooms 9-12  Paul Carroll : Rooms 13-16	

		<p>Michelle Ninnette: Rooms 5-8</p> <p>Peta Scott: Rooms 1-4</p> <p>John York: Administration (inc. SAER), Library Resource Centre, Kwobidak, Dandjoo, Aliwah.</p> <ul style="list-style-type: none"> <li>• Check rooms, toilets &amp; wet areas in blocks.</li> <li>• Assist in coordination of movement of classes to invacuation/evacuation sites.</li> </ul>	
Accredited first aid officers	<p>Mark Bradshaw #</p> <p>John York #</p> <p>Emma-Mae Kapuscik #</p> <p>Heather Calderwood #</p> <p>Kristy Mannix #</p> <p>Davphia Manson</p> <p>Patricia Cotte</p> <p>Annette Mathieson</p>	<p>Supervise and provide First Aid as required.</p> <p># to be trained Term 4 2024.</p>	
School Officers	<p>Heather Calderwood</p> <p>Kristy Mannix</p>	<p>Assist Principal with communication such as SMS.</p> <p>Responsibility of visitor registration, relief register, student sign in/out register, emergency contacts.</p>	

## 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.

<b>Equipment</b>	<b>Details</b> (include location/s, date checked and any other comments)
Evacuation kit (section 7 of the school <a href="#">Incident Management Plan</a> ).	Admin Secure Store Room, bottom right hand side shelf immediately inside door (black backpack & bx with red lid) Checked: 23/08/24
First aid kit(s) - include masks in case some students are susceptible to smoke.	First Aid Kit, kept with Evacuation kit. Monitored by MCS. Asthma puffers and masks included. Checked: 23/08/24
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> <li>portable CB radios</li> <li>spare batteries.</li> </ul>	<p>Monitored by MCS.</p> <p>Mobile phone: Checked and tested: 26/08/24. Located with Evacuation Kit (see above)</p> <p>School PA alert signals: Checked 23/08/24</p> <p>Portable siren (megaphone): Checked 13/08/24. Located in Principal Office on top of bookcase.</p> <p>Handheld Bell: Checked 13/08/24 Located in DP Office on top of bookcase.</p> <p>Additional reserve siren in Evacuation Kit: Checked 23/08/24</p> <p>Back up whistle in Evacuation Kit: Checked 23/08/24</p> <p>Radio and spare batteries in Evacuation Kit: Checked 23/08/24</p>
Registers for: <ul style="list-style-type: none"> <li>students</li> <li>staff</li> <li>visitors.</li> </ul>	<p>Class rolls – Kept in Clearly Labelled Red File in Admin Secure Store Room. Updated regularly. Responsibility MCS &amp; SOs. Re-confirmed 23/08/24.</p> <p>Visitor register/Relief register/late register/Emergency contacts: Responsibility – School Officer. Material on Ipad, hard copy back up in red file (next to student file) Confirmed: 23/08/24</p>
Standalone bushfire plan: <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>Hard copy in Evacuation Kit checked: 26/08/24</p> <p>Uploaded to One Drive &amp; Connect Library: 26/08/24</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	☑ or N/A	Comments
The annual review of the Standalone bushfire plan has been completed before the start of bushfire season.		Completed: 26/08/24
<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>Phone conversation with outgoing DFES SE Region Superintendent 16/08/24</p> <p>Email exchange City Of Armadale (COA) Rangers 16/08/24</p> <p>21/08/24 – email conversation with Samantha Ramsay, COA Emergency Management Lead (Ranger &amp; Emergency Services) T:9394 5154.M:0439371889.</p>
<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>		<p>Briefing re air conditioners and Bushfire season distributed via Connect. 16/08/2024.</p> <p>Roof vents – Staff in Vented rooms (nini Djena (ECE) and Aliwah (Arts) personally briefed on vent responsibilities by Principal. 20/08/24.</p> <p>Connect Bulletin re Standalone Bushfire Plan and evacuation protocols, including types of bushfire warnings. 26/08/24</p> <p>School Development Day – review Standalone Bushfire Plan. 07/10/2024</p>
<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>		<p>Connect Notice to all staff regarding Bushfire Curriculum and link provided 16/08/2024</p> <p>Bushfire Season Readiness article shared via Connect, Facebook Page &amp; Newsletter (for duration of season). 15/08/24</p>

Principals 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
		Standalone Bushfire Plan for community sent via Connect 26/08/24  Standalone Bushfire Plan uploaded to website: 27/08/24  13/09/2023  Bushfire Plan message to be communicated at whole school assembly
Communication plans are in place: <ul style="list-style-type: none"> <li>• Emergency response contact list completed (section 2).</li> <li>• Bushfire response telephone tree completed (section 4).</li> <li>• communication templates for sample emergency text message, newsletter content and school notice text are complete (refer to Appendix D).</li> </ul> Contact lists for staff and parents must be current.		All updated in completion of this plan  Contact lists for staff and parents updated regularly. Latest confirmation 23/08/24  Updated Emergency Response Contact List distributed to staff 27/08/24
Emergency equipment available and checked (section 5): <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>		All equipment checked and tested in two drills during September 2024 . To be checked again on return to school 2025 (before SDDs).  Teachers updated rolls as required as part of review post-evacuation  Visitor file taken with SO during evacuation drill to account for all visitors and relief staff

Principals 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
<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>Term 3 2024</p> <p>Week 9 13/09/2024 – Evacuation 1.00pm Week 10 16/09/2024 – Invacuation 1.00pm</p> <p>Term 4, 2024</p> <p>Weeks 3 &amp; 4, Dates/Times timetabled but not released to staff.</p> <p>Term 1, 2025</p> <p>Week 3 Invacuation Week 6 Evacuation</p> <p>*Ensure both Kindergarten groups included*</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>Inspection and Meeting with MCS &amp; Gardener - completed 23/08/24</p> <p>Email confirmation term 3 tasks to Gardener 23/08/2024</p> <p>Regular Schedule of audits in place for Term 4 2024 to Term 2 2025 Confirmed : 20/08/24 Schedule of audit dates confirmed with MCS &amp; Gardener on 20/08/2024 via email.</p>

## 7 Bushfire action plan maps

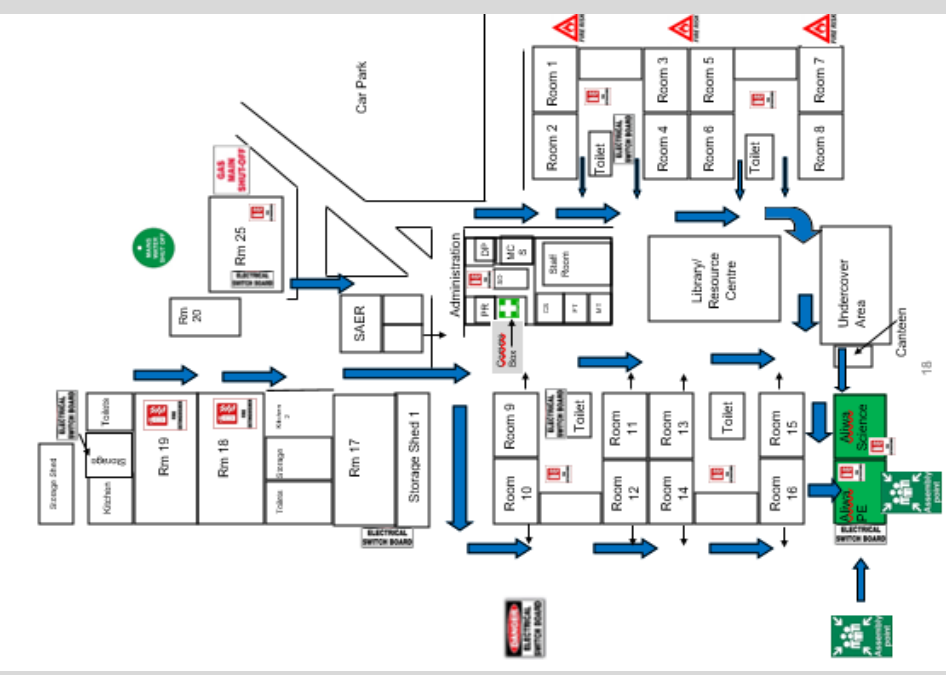

### 7.1 Onsite 'safer building location(s)'

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 style="text-align: center;">[insert school map]</p>	<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)'.  Aliwah Block: Arts. This site was recommended by DFES officers.</p>
	<p>Map last updated: 25/08/21</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 style="text-align: center;"><b>[insert school map]</b></p>	<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 style="text-align: center;">← →</p>	<p>Evacuation Staging Area on lawn adjacent to Dollis Way in preparation to evacuate to either Bletchley Park PS (Lot 5003 Balfour Street Southern River WA 6110) or Gwynne Park PS (Tijuana Rad, Armadale Wa 6112), via bus. Confirmed: 13/08/24</p> <p>Map last updated: 25/08/21</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>

## 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>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>• 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.

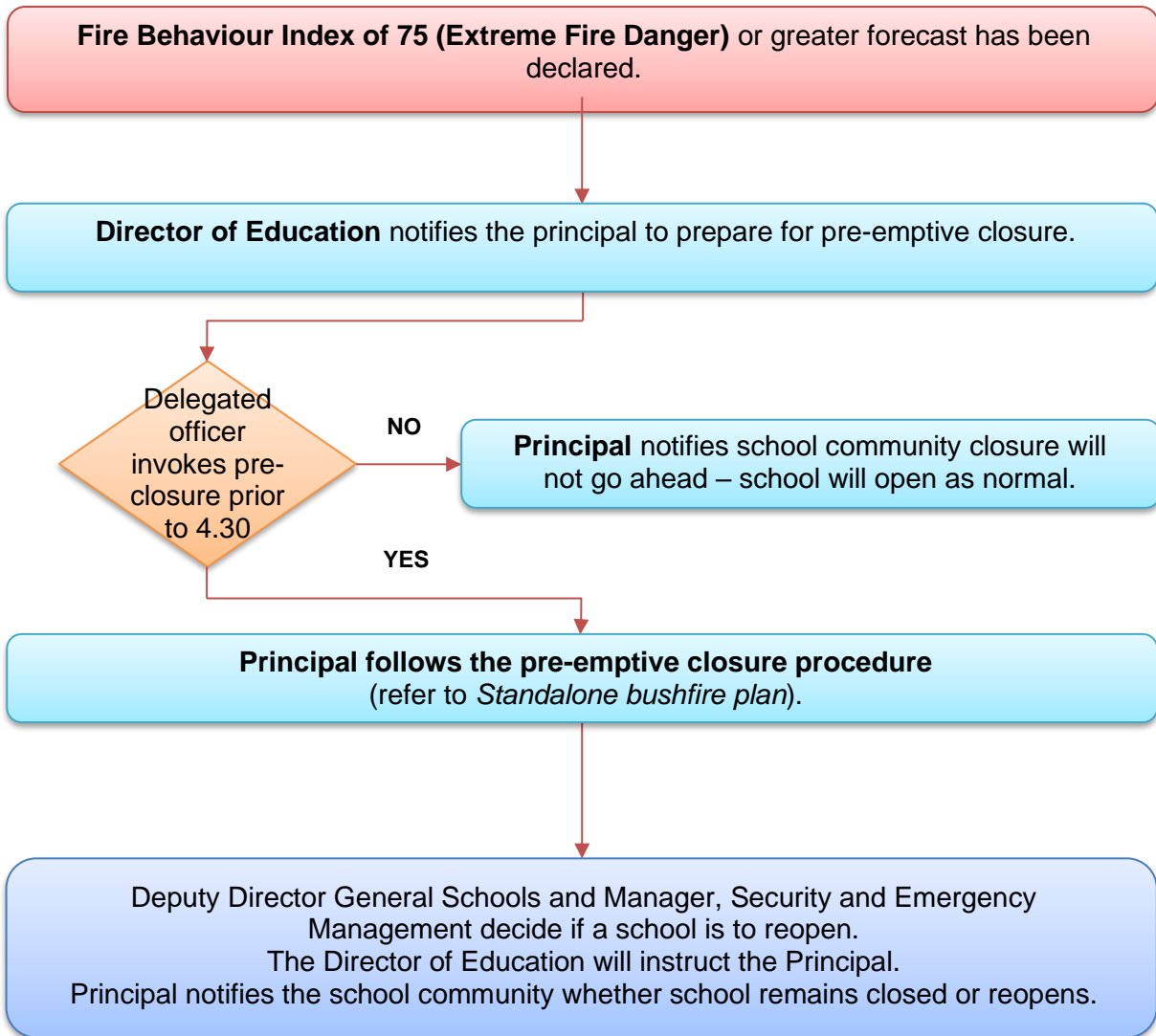
Initiate the closure procedure if you receive advice from the director of education or the Security and Emergency Management unit.

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).	
Follow the bushfire response telephone call tree to communicate with the school community.  Send parents and carers and staff emergency text message alerts to inform them of the school closure. To access sample SMS text, refer to <a href="#">Manage bushfire incident communications</a> .	
Work with the director of education to seek alternative school and transport arrangements (if required).	
The Department’s Media Unit and Incident Support Unit uses media outlets and <a href="#">Emergency WA</a> to make public announcements of: <ul style="list-style-type: none"> <li>• the school closure</li> <li>• temporary alternative accommodation.</li> </ul>	
The Department will consult the incident controller or emergency services and notify you when it is safe for the school to reopen. You will receive advice from the director of education or the Manager, Security and Emergency Management.	
Send parents, carers and staff emergency text message alerts to inform them when school can reopen.	