



Department of
Education

Shaping the future

Standalone bushfire plan 2023-2024

[John Butler Primary College]

May 2023



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)	John Butler Primary College
School address	2 Halesworth Parade, Butler WA 6036
Education Region	North Metro
Number of students	369
Number of students requiring extra support if evacuating	46 (41 Hub classes , 1 PPA, 2 3B, 1 4A, 1 6A)
Number of staff	72
Number of school sides bordered by bush	1
Names of major roads bordering school	Halesworth Parade and Hollington Boulevard
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 	Siren/ Pause x 3 repeat (Whoop Whoop Whoop)

Plan prepared by (principal's name)	Alan Kelly
Date prepared	AUGUST 2023

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)	Clarkson Police Station	9407 1000 www.police.wa.gov.au/Contact%20Us/police/CLARKSON
Local hospital (name of nearest hospital or medical emergency facility)	Joondalup Health Campus	9400 9400 www.joondaluphealthcampus.com.au/
Department of Fire and Emergency Services regional contact	District officer Westcoastal	9301 3900 Adele Andrich administration officer
Local fire brigade (for example, name of nearest fire station)	Butler Fire Station	9544 3110
Local bushfire brigade (for example name of nearest station)	Quinns Rocks	0428 498 799
Bus contractors (ready for pre- emptive closure or offsite evacuation)	Westwide Bus & Coach Charter Thomson Coaches	9206 3500 www.westwide.com.au 9463 6199 www.ThomsonCoachlines.com.au
Electricity provider - in the case of a power outage (for example, Horizon Power, Western Power)	Western Power	13 10 87 www.westernpower.com.au/faults-outages/power-outages/
State emergency service (if known)	DFES Info Line	132 500 132 227 www.dfes.wa.gov.au/Pages/default.aspx
Poisons information (where relevant)		131 126 www.scgh.health.wa.gov.au/Our-Services/Service-directory/Poisons
Director of Education name	Joanne Harris	9285 3708 0400 209 772 Joanne.Harris@education.wa.edu.au

2.1 Important bushfire emergency contact sources

DIAL 000 in an emergency

Emergency WA

Website: <https://www.emergency.wa.gov.au/>

Department of Fire and Emergency Services

Information line: 13 33 37

Website: <https://www.dfes.wa.gov.au/>

Facebook: <https://www.facebook.com/dfeswa>

Twitter: https://twitter.com/dfes_wa

ABC Emergency

Website: <https://www.abc.net.au/emergency>

Local radio

ABC local radio: Find your local radio station at <https://www.abc.net.au/local>

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

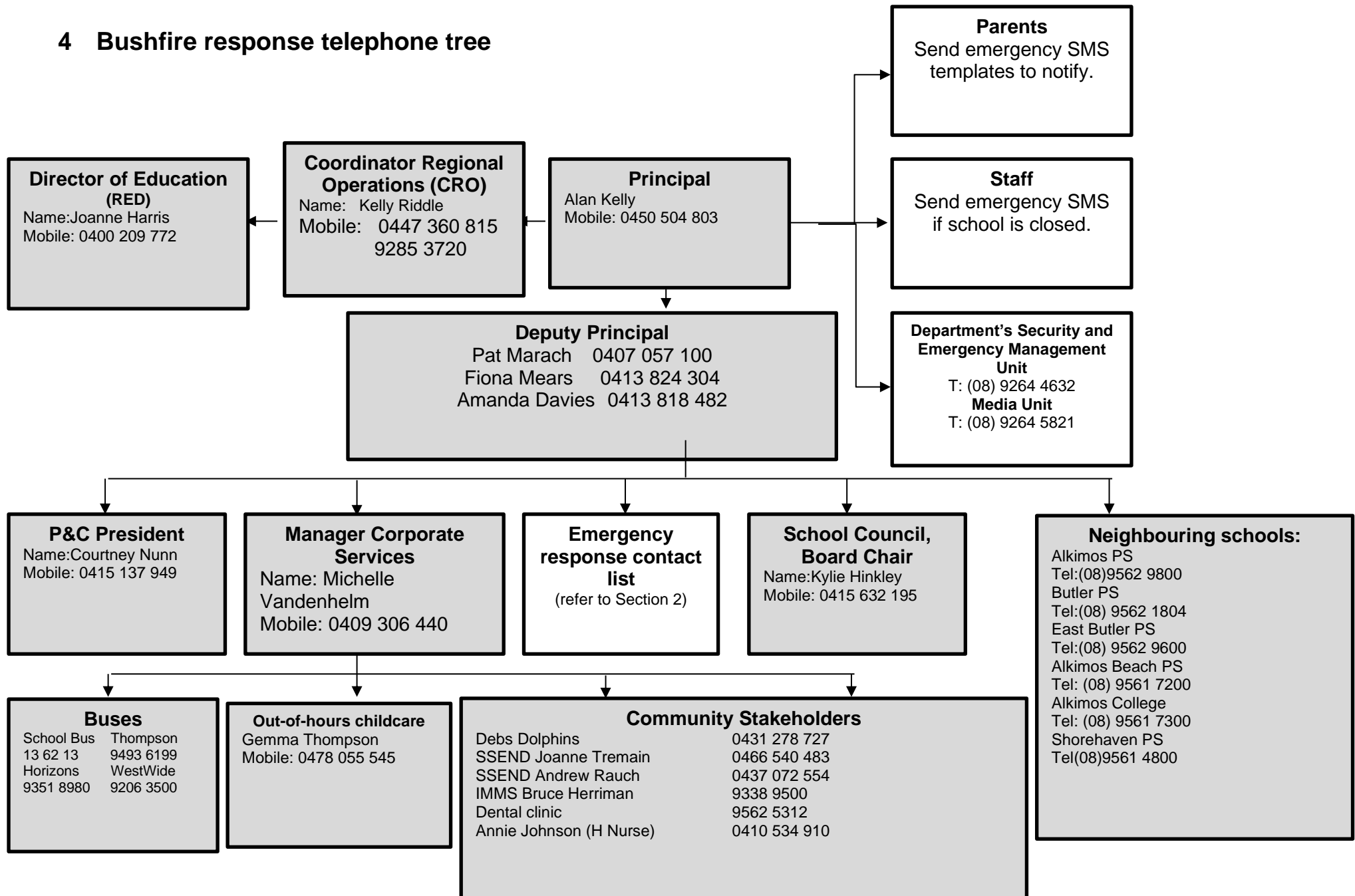
3 School Response Team

Position	Staff Name	Duties	Mobile number	Actions
Principal	Alan Kelly Or Deputy if Principal not onsite *TAKE WALKIES (photocopy room) and PHONES and KEYS	Chief Warden (Pre-Emergency) coordinate incident response and determine whether onsite/off site evacuation is required using emergency response plans Appendix A or B Account for everyone in vicinity monitor DEFS warnings and stages verify information with relevant authorities and stakeholders (APPENDIX C & D) communicate with regional executive director and inform parents/carers when directed (APPENDIX E) Activate the incident Management Team to plan further actions and enact the appropriate response plan Record details of event (sources of information and notes using Critical incident (APPENDIX F) Monitor and manage the Evacuation Assembly Area until critical incident is resolved Conduct post-incident de-briefs to improve best practice and update procedures accordingly	Principal 0450 504 803	Determine onsite/off-site evacuation area as instructed by DFES Inform Regional Office Sound alarm Announce evacuation area (TB6) and communicate to staff. Convene Incident Management Team in the front office / Call Mandy Send Fiona and a warden to assist Mandy in the Education Support TB6 with Areas 4 and 5 Search Areas Coordinate Incident and Team
Deputy principal	Pat Marach Fiona Mears Amanda Davies *TAKE WALKIES (photocopy room) and PHONES and KEYS	Communications Officers Assist the Principal in coordinating incident and by directing other Fire Warden's duties as appropriate Communicate progress to Principal/Chief Warden re: check site areas/rooms direct students and staff to safe building site or external safe site area, ensuring correct ratio of staff: students collate information on roll call for students, staff and visitors reporting back to principal/Chief Warden Support the Principal in all aspects of managing the Evacuation Assembly Area and critical incident as appropriate. Participate in post-incident de-briefs	0407 057 100 0413 824 304 0413 818 482	Alan: Area 7 Search Area: Admin Building Fiona: Area 5 Search: TB6 & assist Mandy Warden: Area 4 Search: TB6 with Fiona Amanda: Education Support Coordination Following search, move immediately to TB6. Mandy account for all staff and students in education support. Report to chief fire warden. Fiona account for all staff and students K-2. Report to chief fire warden. Alan account for all staff and students in 3-6. Report to chief fire warden.

Manager Corporate Services *TAKE WALKIES (photocopy room) and PHONES and KEYS	Michelle Vandenhelm	Fire Warden Duties Report to the chief warden and Communication Officers and follow directions to assist principal and deputies with incident response and coordination. assist and direct other administration staff with fire warden duties and the allocation of roles throughout the critical incident. Maintain smooth and consistent communication with all stakeholders reporting back to Incident Management Team Prevents entry to buildings and meet and direct the Emergency Services Participate in post-incident de-briefs	0409 306 440	Michelle or Jenna, call and liaise with appropriate emergency services / stakeholders Michelle or Jenna, access pass tab and account for visitors on site (ensure remote access is accessible). Report back to chief warden.
Teachers		All in the act of Teaching/Duty of care of students Turn off anything that may become a hazard if unsupervised. Turn off all air- conditioning units. Direct students to the nearest safe exit, making final checks of room, taking class roll and closing the classroom door on exit. Proceed as directed by Principal/Chief Warden to Teaching Block 6 (Hub) to proceed to Off Site Safe Location (walk to Oakbank Park, Alkimos college Gym or Clipstone Park as per map in Plan) if directed to do so. Account for your class group and report status of roll call to Communication Officers/Fire Wardens (including any missing students or concerns) Remain in control of your class group at the Evacuation Assembly Area Participate in post-incident de-briefs		Collect epi-pens / medical supplies if relevant. Account for all students, take roll with you and move to TB6 to await further instructions. Close windows and doors. Upon arrival at TB6, move to muster point and again account for all students, marking roll. Any further instructions will be provided by the Chief Warden through DFES
Staff not in the act of teaching *TAKE WALKIES (photocopy room) and PHONES and KEYS	Jenna Main Linda Gregg Susanna Long	Fire Warden Duties Under the direction of the Principal/Chief Fire Warden/communication officers and MCS, help facilitate and conduct specific search areas of the college ground and buildings, reporting back to Incident Management Team Secure any vulnerable sites to keep clear and prevent entry Participate in post-incident de-briefs	College mobile 0439 384 048	Michelle or Jenna, call and liaise with appropriate emergency services / stakeholders Michelle or Jenna, access pass tab and account for visitors on site (ensure remote access is accessible). Report back to chief warden.
Accredited first aid officers List held in Evacuation bag List of staff below	HLTAID004 provide and emergency first aid response in an education and care setting staff qualified in 2019	Be familiar with the site layout, including exits, paths of travel, the location of Evacuation Assembly Area/Safe Location) Location of Evacuation First Aid bags (medical room and TB6 Know the evacuation procedure and the emergency plans Take on the role and responsibilities of first aider under the direction of the Principal/Chief Warden	Jo May Back up only Jenna Main Linda Gregg Amanda Davies Fiona Mears Alan Kelly	First Aid trained staff to stay in Evacuation Areas until called upon to assist. Manage any first aid treatment required. Report any issues to the chief warden. Check on the psychological wellbeing of staff and students and reassure / report any

	Jo May first responder and allocated school first aid person 2023	Offer and provide First Aid where required and if safe to do so, and where appropriate under the direction of emergency services Participate in post-incident de-briefs		issues to the Deputies in charge of the area
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4 Bushfire response telephone tree



5 Emergency equipment

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

Equipment	Details (include location/s, date checked and any other comments)
Evacuation kit (section 7 of the school Incident Management Plan).	TB6 and Reception <ul style="list-style-type: none"> • copies of Bushfire plan and Incident Management Plan in each box • School mobile telephone and charger • Hand held radio (if applicable) • Portable, battery operated radio • Megaphone • Whistle • Pens/pencils • Torch and spare batteries • Camera (mobile phone) • School key - with designated warden staff • Water • Sunscreen • First aid kit • Student health care medication & Plans (e.g. Epipen) • Running sheet (see Appendix G1); • copies of student and staff emergency contact cards • Class Lists/relief list/sign in list for onsite attendance Students release forms
First aid kit(s) - include masks in case some students are susceptible to smoke.	<ul style="list-style-type: none"> • Administration block Medical room TB6 Comms Room
Emergency alert system and communication equipment, for example: <ul style="list-style-type: none"> • mobile telephones (charged) • hand-operated fire alarm (portable siren) • megaphone/loud hailer • portable CB radios • spare batteries. 	<ul style="list-style-type: none"> • PA system and warning siren Administration block and undercover area • Mobile phones carried by person responsible at all times • Two Way radios located in each block and reception area and constantly carried by EA's Administration Staff, Leadership team and allocated teachers Spare batteries are located in reception and in evacuation boxes
Registers for: <ul style="list-style-type: none"> • students • staff • visitors. 	<ul style="list-style-type: none"> • personal and college mobile phones on site • landlines in safe building location • two – way radios in each Teaching block • PA system in admin and undercover area Megaphone
Standalone bushfire plan: hard copy in the evacuation kit copy saved to an online platform for access offsite.	<ul style="list-style-type: none"> • Attendance rolls for day to be printed in the event of emergency for absent and present students on site • Relief register to be printed/accessed to account for absent/off site staff and relief PASSTAB accessed/Printed off to account for onsite visitors during an incident.

6 Bushfire preparation checklist

Principals must:

- complete this bushfire preparation checklist annually
- inform all staff members of their responsibilities.

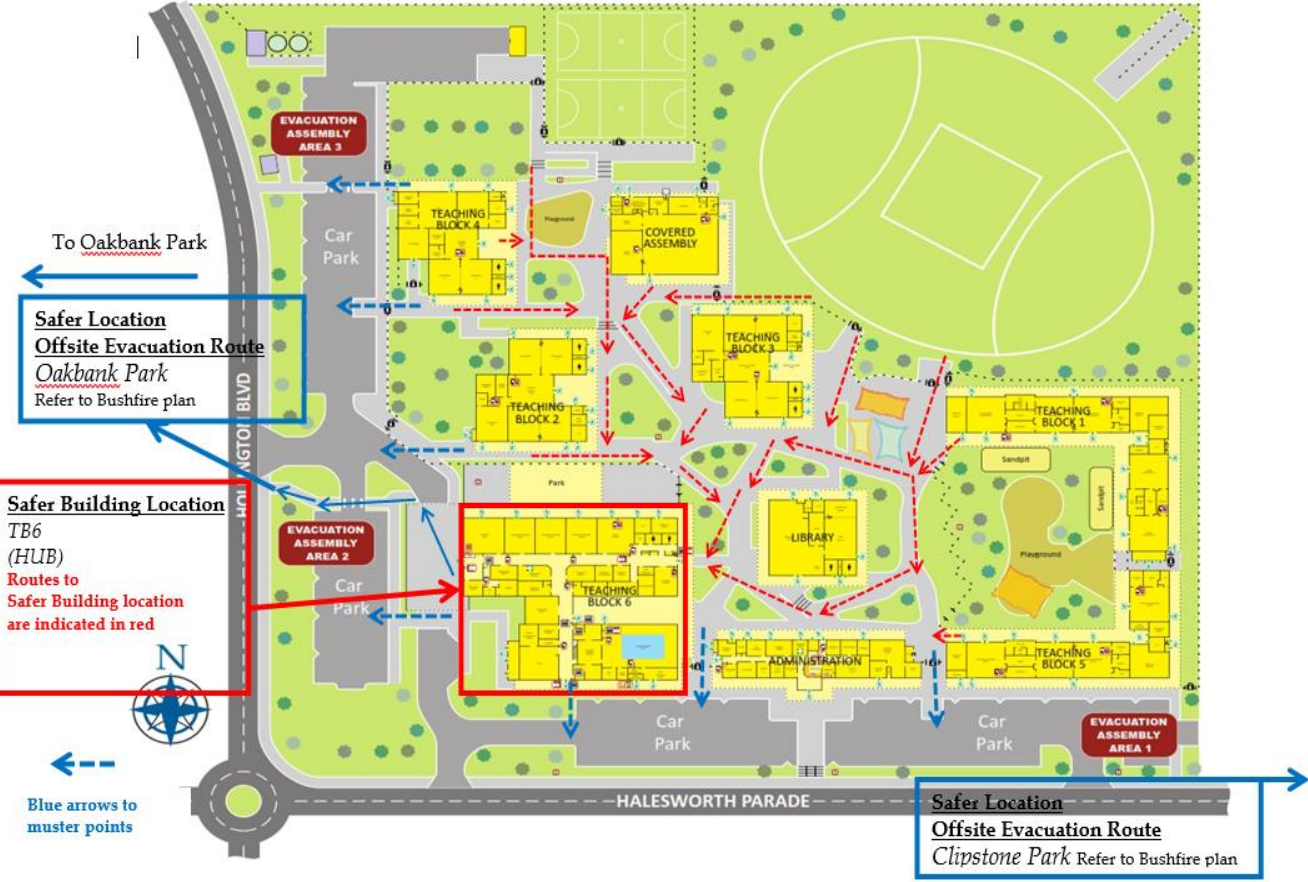
You can provide details of your preparation activities in the comments.

Management activities	<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.	<input type="checkbox"/>	19/08/2022
Consulted and received advice in preparing your Standalone bushfire plan from any of the following(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. 	<input checked="" type="checkbox"/>	[complete section 9] 16/03/2021 DFES Trevor Dunstan Bushfire Risk Assessment and Treatment Plan 14/05/2021 (BRFATP) Completed June 2021 Troy Cole 07/04/2022 confirming 2023 Manning tree park spilt cells and burn 04/08/2023 Troy Cole confirmed the planned burn to Manning tree Park will proceed this year weather dependant to the southern cell
Staff have been made aware of the Standalone bushfire plan 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 Standalone bushfire plan how to turn off evaporative air conditioner units, the location of switches how to close roof vents the types of bushfire warnings issued by the Department of Fire and Emergency Services and the Emergency Alert telephone warning system to direct bushfire media enquiries to the Department's media unit (08) 9264 5821. 	<input checked="" type="checkbox"/>	Staff Meeting scheduled Tuesday 22/08/2023 to discuss plan Evacuation drill held on 27/06/2022 full evacuation with debrief checklist for actions to apply Evacuation drill performed Term 2 2023 Lock down event scheduled for Term 3 or 4 2023

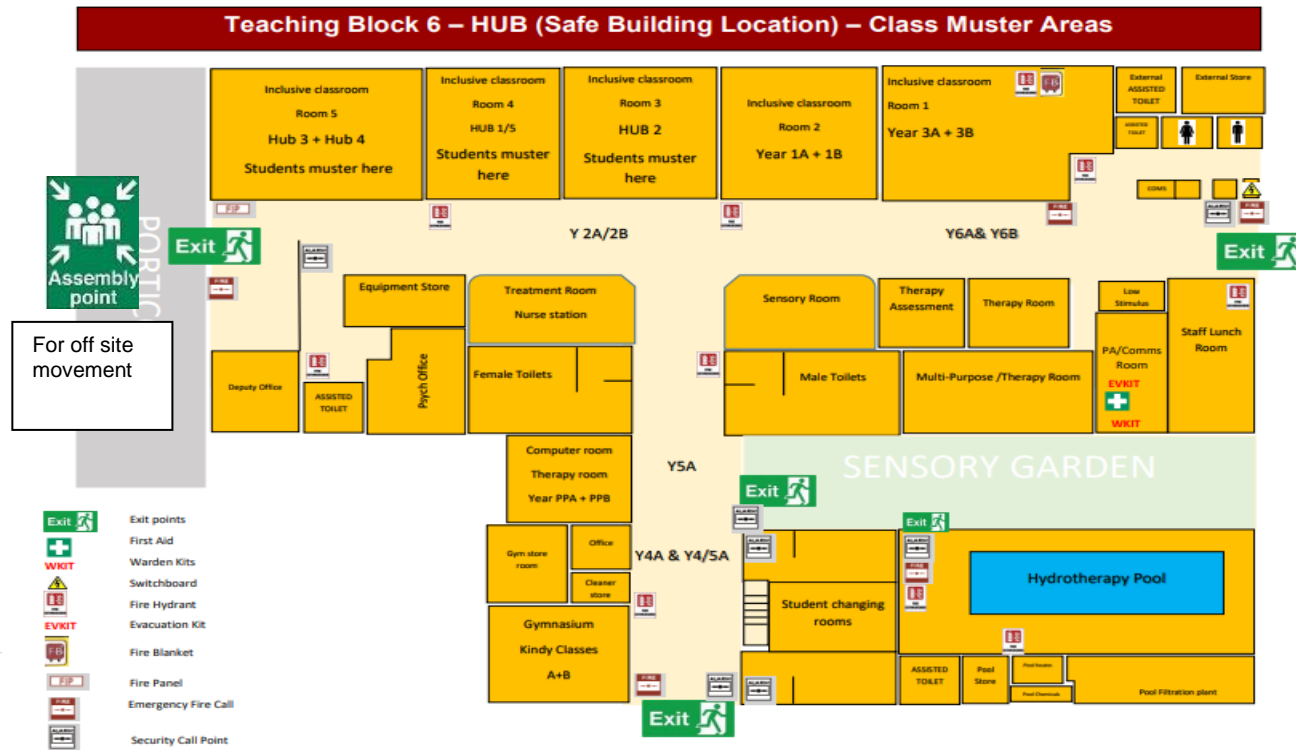
<p>Students and parents or carers have been made aware of the Standalone bushfire plan through:</p> <ul style="list-style-type: none"> • key bushfire safety messages incorporated into the curriculum • newsletters • school information booklet (include actions and procedures) • school website. 	<input checked="" type="checkbox"/>	<p>On website from Date: 29/08/2023 John Butler Primary College Bush Fire Plan (johnbutlerpc.wa.edu.au) Newsletter edition August 2023</p>
<p>Communication plans are in place:</p> <ul style="list-style-type: none"> • Emergency response contact list completed (section 2). • Bushfire response telephone tree completed (section 4). • communication templates for sample emergency text message, newsletter content and school notice text are complete (refer to Appendix D). <p>Contact lists for staff and parents must be current.</p>	<input checked="" type="checkbox"/>	<p>August 2023 checked as part of review of incident management plans</p> <p>Linda Gregg and Jenna Main to ensure all evacuation kits are up to date and accurate and in correct location before 30/08/2023 submission date</p>
<p>Emergency equipment available and checked (section 5):</p> <ul style="list-style-type: none"> • evacuation kit checked at least once per term • emergency warning or alert system works • emergency communications equipment available • first aid kit(s) available • registers for students, staff and visitors readily accessible for roll call. 	<p>Ongoing <input checked="" type="checkbox"/></p>	<p>1-2 times per term</p>
<p>Practise drills moving to your onsite 'safer building location(s)':</p> <ul style="list-style-type: none"> • before the start of the bushfire season • at least once per term during the bushfire season. <p>You must do at least 2 drills per year.</p>	<p>Ongoing and planned <input checked="" type="checkbox"/></p>	<p>Scheduled for Term 3-4 2023</p>
<p>The asset protection zone, which is a minimum distance of 20 metres surrounding the main school buildings, is checked and is:</p> <ul style="list-style-type: none"> • clear of all rubbish, long dry grass, bark, flammable and combustible materials, including leaf litter and unused piles of mulch • maintained routinely throughout the year. <p>For information on the asset protection zone, refer to Prepare for bushfire season at your school on Ikon.</p>	<p>Ongoing <input checked="" type="checkbox"/></p>	<p>Gardener to check and report status Mulch on Northern end of APZ is clear of buildings by +20 Metres and will be steadily depleted before October 2022 (no demountables) Sprayed for weeds in July 2022 holiday period eastern side Respray Term 3 holiday September 2022 as per schedule emailed 19/08/2022 Check boundaries of Asset protection all clear for 2023-2024</p>

7 Bushfire action plan maps

7.1 School Site Map and Assembly Point

 <p>The diagram is a detailed site map of a school. It shows several yellow buildings labeled 'TEACHING BLOCK 1' through 'TEACHING BLOCK 6', a 'LIBRARY', and an 'ADMINISTRATION' building. There are three 'Car Park' areas. Three red boxes highlight specific locations: 'Safer Building Location TB6 (HUB)' in Teaching Block 6, 'Safer Location Offsite Evacuation Route Oakbank Park' near the top left, and 'Safer Location Offsite Evacuation Route Clipstone Park' near the bottom right. Red dashed arrows show routes from various buildings to these safer locations. Blue arrows point to 'muster points' along the perimeter. Three red boxes labeled 'EVACUATION ASSEMBLY AREA 1', '2', and '3' are located around the site. A compass rose indicates North. A legend at the bottom left shows symbols for Exit, First Aid, Fire Hydrant, and Fire Extinguisher. The map is bordered by 'HALESWORTH PARADE' at the bottom and 'LINDINGTON BLVD' on the left.</p>	<p>Emergency Dial 000 Primary action: Determine if the bushfire is a threat to the school. Monitor official sources listed in section 2.</p> <p>Secondary action: Refer to Appendix B for the procedures to Relocate to onsite 'safer building location(s).' list onsite 'safer building location(s)' Teaching Block 6</p>
<p>Map last updated: [August 2023]</p>	

7.2 Onsite Safer Building Location



Emergency Dial 000

Primary action:

Determine if the bushfire is a threat to the school. Monitor official sources listed in section 2.

Secondary action:

Refer to Appendix B for the procedures to Relocate to onsite 'safer building location(s)'.

list onsite 'safer building location

Teaching Block 6

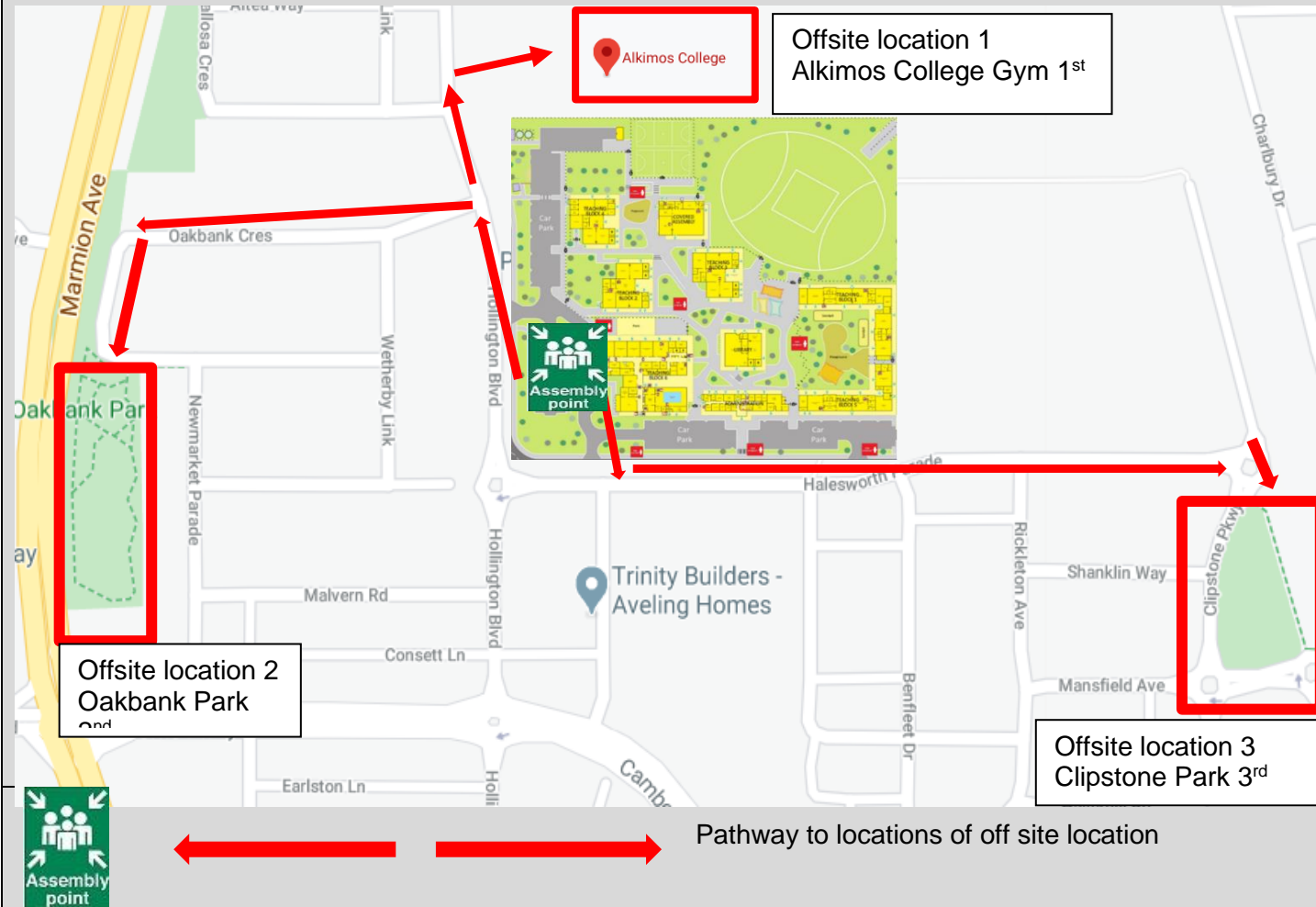
Whole school will muster in the areas shown on map (class groups)

If directed by DFES to move off site to an alternative location - Assembly point will be TB6 Portico for muster and then as directed by DFES to one of alternative sites (see 7.3 map)



Map last updated:
[August 2023]

7.3 Offsite evacuation locations



Emergency Dial 000

Primary action:

Determine if the bushfire is a threat to the school. Monitor official sources listed in section 2.

Secondary action:




Refer to Appendix B for the procedures to Relocate to offsite evacuation location

1. Alkimos College
Hollington boulevard and
Santorini Promenade
2. Oakbank Park
(corner of Oakbank crescent)
Butler WA 6036
3. Clipstone Park
(Clipstone Parkway)
Butler WA 6036

Map last updated:
[August 2023]

Appendix A - Bushfire warning stages

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

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

	<p>accesses bushfire information from official sources makes an informed decision to stay onsite or evacuate offsite based on the advice.</p>
<p>ALL 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>

Appendix B - Procedures in the event of a sudden bushfire

Relocate to onsite 'safer building location'

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

Initiate this procedure if either of the following occurs:

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

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

Action	Notes (if required)
<p>Dial 000 for emergency services and request fire brigade.</p> <p>When connected to Department of Fire and Emergency Services, advise:</p> <ul style="list-style-type: none"> your school name and address the fire situation how many students and staff are being impacted if moving to a 'safer building location' and where it is located if anyone requires medical attention CB radio channel, if being used. <p>Remain in contact with the Department of Fire and Emergency Services.</p> <p>Monitor official bushfire emergency information contact sources in section 2.1.</p>	
<p>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"> • inform them of relocation • keep them updated (use the emergency text message alert templates, refer to Manage bushfire incident communications on Ikon). <p>Parents must not collect students until instructed.</p>	

<p>Confirm:</p> <ul style="list-style-type: none"> • evaporative air conditioners are turned off • all building roof vents, windows and doors are closed before anyone enters the onsite safer building location(s). • where possible and safe to do so, relocate vehicles or other combustible items (school bags, rubbish bins etc) at least 20 metres from safer building locations. • monitor embers for possible ignition. 	
<p>Take emergency equipment (section 5):</p> <ul style="list-style-type: none"> • registers for students, staff and visitors • evacuation kit • water • mobile phones (charged) • student medication 	
<p>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"> your school name and address the fire situation how many students and staff are being impacted if moving to a 'safer building location' and where it is located if anyone requires medical attention CB radio channel, if being used. <p>Remain in contact with Department of Fire and Emergency Services and your director of education.</p> <p>Monitor official bushfire emergency information contact sources listed in section 2.1.</p>	
Activate your School response team to carry out their responsibilities (section 3).	
Refer to the Emergency response contact list to contact stakeholders (section 2).	
Follow advice from the 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>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"> inform them of relocation keep them updated (use the emergency text message alert templates, refer to Manage bushfire incident communications on Ikon). <p>Note: Parents must not collect students until instructed.</p>	
<p>Confirm:</p> <ul style="list-style-type: none"> • evaporative air conditioners are turned off • building roof vents and doors are closed. 	
<p>Take emergency equipment (section 5):</p> <ul style="list-style-type: none"> • registers for students, staff and visitors • evacuation kit • mobile phones (charged). • student medication. <p>Sound the school emergency warning or alert system.</p>	
<p>Notify bus operators</p> <p>Notify other contractors scheduled to visit the site</p> <p>Move all students, staff and visitors from the assembly area to the offsite evacuation location.</p>	
<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.</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.</p> <p>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.

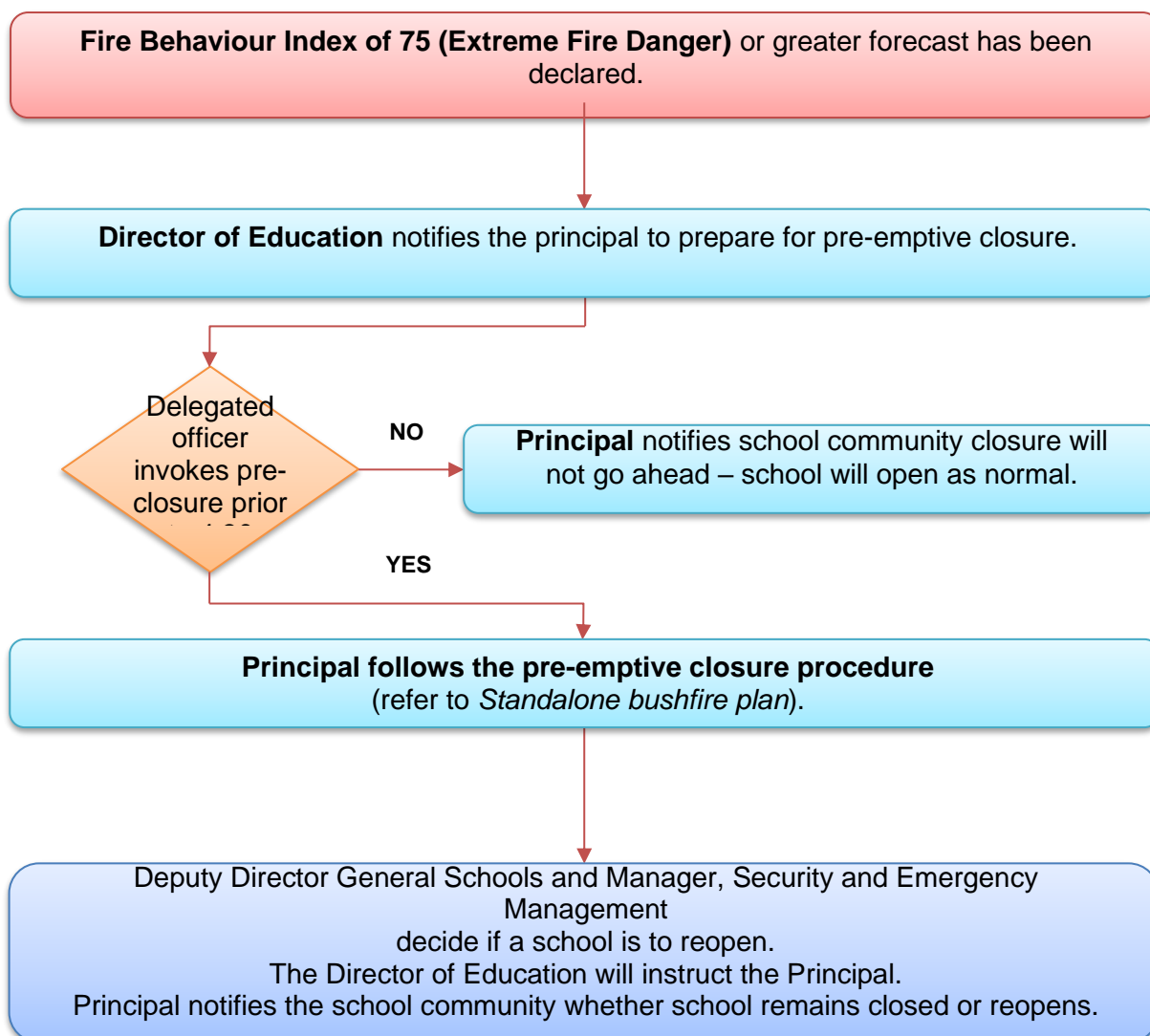
Initiate the closure procedure if you receive advice from the director of education or the Security and Emergency Management unit.

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"> • use your Emergency response contact list to contact stakeholders (section 2) • use your Bushfire response telephone tree (section 4) • use communication templates in Manage bushfire incident communications for SMS, social media posts and Connect notices to keep the school community informed • place the notice of temporary closure on external school access points and on the school website. <p>Note: Contact lists for staff, parents and carers must be current.</p>	
<p>Confirm:</p> <ul style="list-style-type: none"> • windows and doors are closed • evaporative air conditioners are turned off • roof vents closed • money is removed from the school premises • expensive items of equipment secured. 	
<p>Secure school premises and activate security system.</p> <p>Before departing, email AssetPlanningServices.SecurityEM@education.wa.edu.au or call 9264 4632 to confirm:</p> <ul style="list-style-type: none"> all security systems armed site is secure. 	
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 Manage bushfire incident communications .	
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 Emergency WA 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, carers and staff emergency text message alerts to inform them when school can reopen.	