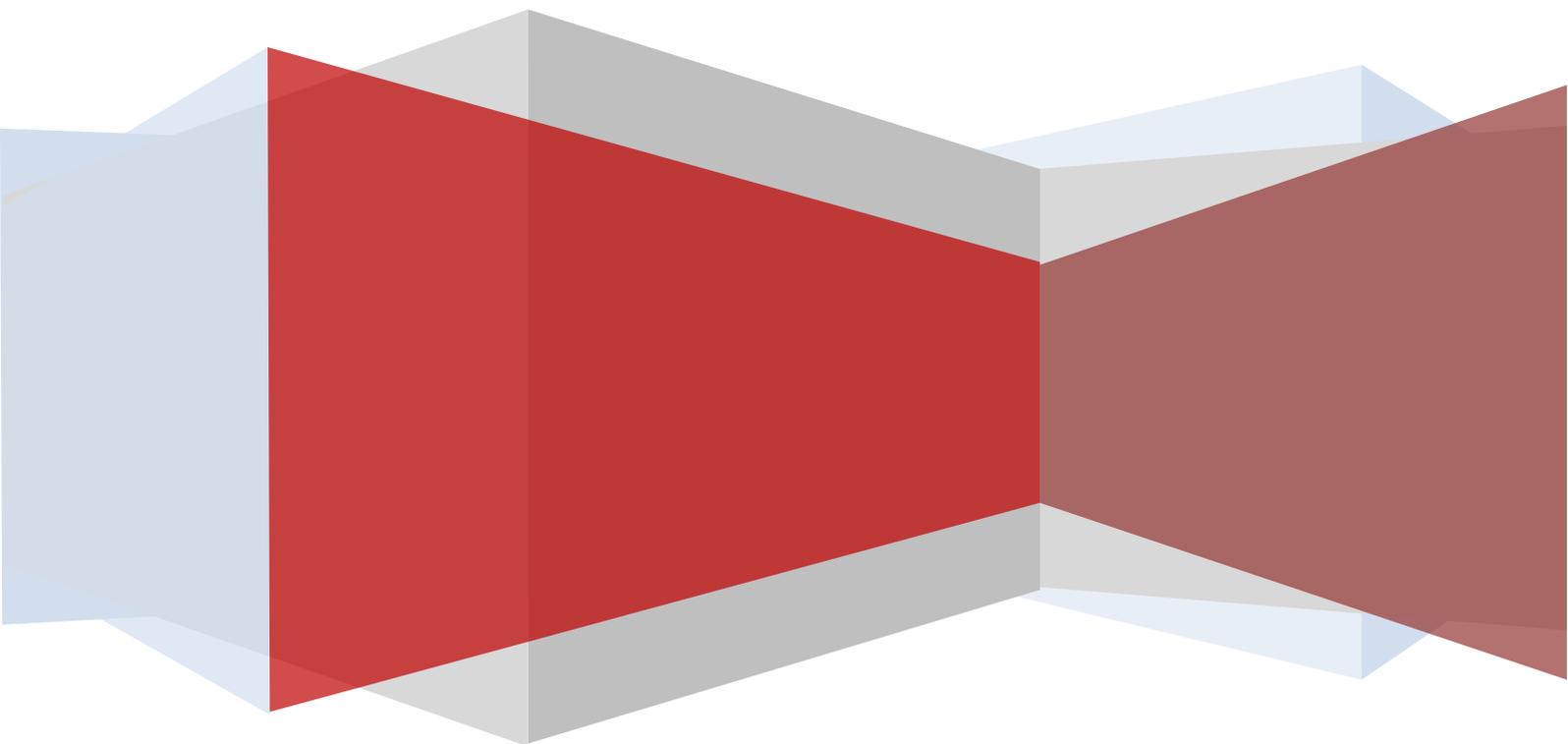




# **Bushfire Plan**

## **Extreme Classification**

**Revised: 4 November 2019**



**Manea Senior College  
BUSHFIRE PLAN (2019/20)**

**Index**

<b>INTRODUCTION</b> .....	<b>2</b>
<b>1 OVERVIEW</b> .....	<b>3</b>
<b>2 TYPES OF FIRE EVENT</b> .....	<b>5</b>
Total Fire Ban .....	5
Catastrophic Fire Danger Rating .....	5
No notice fire event .....	5
<b>3. Bushfire</b> .....	<b>5</b>
3.1. Bushfire – Warnings .....	5
3.1.1 .....	6
3.1.2 .....	6
3.1.3 .....	6
3.1.4 .....	6
<b>4 COMMUNICATION</b> .....	<b>7</b>
Preparing for Bushfire Season .....	7
Pre-emptive Closure .....	7
During Evacuation.....	8
Reopening the College.....	8

## INTRODUCTION

This **Stand-alone Bushfire Plan** is for **Manea Senior College** and has been designed to provide an overview in the event of a total fire ban, catastrophic fire danger rating, or a bushfire. This plan is read in conjunction with “**The Principal’s Guide to Bushfire**” and the College’s **Emergency and Critical Incident Management Plan**.

### 1 OVERVIEW

#### General Information

This Bushfire Plan (BP) was originally developed during Term 4, 2016 after consultation with:

- Edith Cowan University (ECU). Manea Senior College is located on an ECU managed site. The College’s bushfire environment risk management is undertaken by ECU. See **Edith Cowan University South West (Bunbury) Campus – Bushfire Risk Management Plan**.
- members of the emergency services (e.g. DFES, Local Emergency Management Committee and/or Community Emergency Services Manager)

The BP is reviewed annually during Term Three each year to reflect any changes that may have taken place in:

- Department of Education or government policy
- Site facilities and personnel normally on site
- Consultation with other local sites (ie ECU or SRTAFE)
- Consultation with DFES and LGLEMC

This BP outlines required actions to prepare the College before the bushfire season.

This BP also outlines activities to be undertaken by staff and students at the different levels of a bushfire emergency:

- on days of Total Fire Ban
- Catastrophic ‘Code Red’
- when there is a fire in the local district
- when a bushfire is potentially threatening or impacting on the site
- during the period immediately after a bushfire has impacted on the site (known as the ‘Recovery Phase’).

Areas nominated as the **Safer Locations** for the College will be Student Central and Staff Studies. All staff and students are fully aware of these two locations if required to move to.

Student Central and Staff Studies (Level 2) is classified as the **primary safe location** and has been prepared for a bushfire emergency and will safely accommodate all persons normally at the College. Decision to evacuate the college will require all persons to move to a primary **offsite** location, then a **secondary** offsite location as determined **at time** in consultation with **any** onsite emergency service or externally informed by DFES.

#### Distribution

After the annual review process, the Principal will upload a copy of the site BP to the Department of Education Bushfire Plan SharePoint Site.

In addition, the following actions will occur:

- a copy of the site BP forwarded to the emergency services by August 31 of each year
- place on the Manea website a copy of the BP and promote to staff and student families the location through Facebook

- staff members, relieving staff and visitors are briefed about the requirements of the BP during the site induction process.
- bushfire season reminders and information in site communications promoted through various mediums at least three times in Terms 1 and 4.
- all staff members receive pre fire season updates during Term 1 and ongoing information and instruction about the contents and requirements of the BP during Term 1 and Term 4.

**The safety and wellbeing of students, staff and visitors is at all times the Department's main priority. Staff are not expected to fight bushfires.**

In this regard, any bushfire advice received by the College from the Department of Fire and Emergency Services (DFES), the Local Emergency Management Committee (LEMC), Community Emergency Services Manager (CESM) or external experts needs to be documented identifying the date and source of the advice.

Date of Review	Reviewing Officer	Date Submitted	Next scheduled Review
October 2016	Rod Rykers	October 2016	September 2017
August 2017	Rod Rykers	August 2017	Aug/Sept 2018
August 2018	Rod Rykers	August 2018	August 2019
August 2019	Rod Rykers	August 2019	August 2020
November 2019	Rod Rykers	November 2019	August 2020

## 2 TYPES OF FIRE EVENT

### **Total Fire Ban**

In the event of a Total Fire Ban the **BP** will be invoked: (refer to *Principal's Guide to Bushfire* for all procedures).

Direct inference to the college means:

- all open fires for the purpose of cooking or camping are not allowed;
- 'hot work' such as metal work, grinding, welding, soldering, gas cutting or similar is not allowed; and
- not undertake any other activities that may start a fire.

Visitors (ie. Maintenance) will be notified of the status the college is at and the administration will enforce the Total Fire Ban status.

### **Catastrophic Fire Danger Rating**

In the event of a Catastrophic Fire Danger Rating (FDR) the BP will be invoked. As Manea is classified an **extreme** zone, the BP is crucial in terms of communication.

Category	Fire Danger Index (FDR)	Action
 <b>Catastrophic</b>	100+	College to invoke Communication Plan and cancel bus services (refer to the <i>Principal's Guide to Bushfire</i> for all procedures and sample messages).
 <b>Extreme</b>	75-99	<b>Monitor Emergency WA &amp; DFES websites</b> Normal college operations ( <i>The threat of a bushfire increases</i> )
 <b>Severe</b>	50-74	<b>Monitor Emergency WA &amp; DFES website</b> Normal college operations ( <i>The threat of a bushfire increases</i> )
 <b>Very High</b>	32-49	<b>Monitor Emergency WA &amp; DFES website</b> Normal college operations ( <i>The threat of a bushfire increases</i> )
 <b>High</b>	12-31	Normal College operations ( <i>The threat of a bushfire increases</i> )
 <b>Low/Moderate</b>	0-11	Normal College operations

### **No notice fire event**

If the college is likely to be threatened by a fire, the principal or delegate will contact the controlling agency immediately to seek instruction as to whether staff and students move to the Safer Location onsite or to evacuate. If an evacuation is to occur the college will follow the Emergency Management Plan that all staff has access to.

## **3. Bushfire**

In the event of a bushfire threatening the college, the college will call 000. The BP will be invoked by way of the college siren (or hand-held siren). The college will follow the procedure as outlined in the **No notice fire event**.

### **3.1. Bushfire – Warnings**

During a bushfire, emergency services provide as much information as possible through a number of different channels.

If the college is likely to be threatened by the fire we will activate the BP and *Emergency and Critical Incident Management Plan* immediately.

Before a bushfire starts, Fire Danger Ratings can provide advice about the level of bushfire threat on a particular day and how difficult and dangerous conditions will be if a fire starts. They are based on weather conditions forecast by the Bureau of Meteorology.

During a bushfire, DFES and the Parks and Wildlife (P and W) Service of the Department of Biodiversity, Conservation and Attractions issue community alerts and warnings for bushfires that threaten lives and property. They are only issued once firefighters have arrived at the scene and determined that there is a threat or potential threat to the community.

The alert level changes to reflect the increasing risk to life.

DFES and Parks and Wildlife (P and W) Service of the Department of Biodiversity, Conservation and Attractions will issue the following four bushfire warnings.

### 3.1.1



Means a fire has started but there is no known danger. This is general information to keep the college informed and up to date with developments.

Evaporative air conditioners and roof vents will be closed if possible. Regular checks and patrols of the college for bushfire activity will occur.

### 3.1.2



Means there is a possible threat to lives and property. Conditions are changing, and the college will prepare to move students, staff and visitors to their onsite Safer Building Location.

If an order to evacuate is directed by the college will follow pre-determined instructions.

### 3.1.3

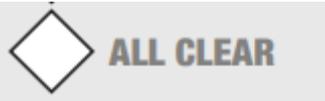


Means that immediate action needs to be undertaken as the college is in danger as the area will be impacted by fire.

The college will react to advisement whether we can leave the area or stay in our internal Safe Building Location as the fire burns through your area. An emergency warning may be supported with a siren sound called the Standard Emergency Warning Signal (SEWS). These factors will be reviewed on a regular basis as they may change at any time and without notice.

If an order to evacuate is directed by the Incident Controller, the evacuation order will be relayed via a variety of communications methods including the [Bushfire Warning system](#).

### 3.1.4



Means the danger has passed and the fire is under control, but remain vigilant in case the situation changes. It may still not be safe to return to college.

Further information in relation to Bushfire Warning System is available on the DFES Website and a video is available at:

[https://www.youtube.com/watch?v=a\\_H0D-38AGQ&feature=youtu.be](https://www.youtube.com/watch?v=a_H0D-38AGQ&feature=youtu.be)

## 4 COMMUNICATION

There are several levels of communication requirements at College in accordance with this BP: before, during and after bushfire events.

### ***Preparing for Bushfire Season***

- Students and staff are made aware of the Manea's BP through Student Express, website and Facebook. The induction process for new staff or relief staff contain reference to the BP and associated procedures.
- Regular contact established with emergency services, including DFES, the local volunteer fire brigade, WA Police, the LEMC and CESM.
- Communication plans (including emergency contacts and a telephone tree) are in place for evacuation or planned closure.
- The college has an effectively working emergency warning or alert system.
- The college has in place systems to account for students, staff and visitors in an emergency, such as class rolls (or equivalent) and visitor registers. Process is noted in the college Emergency Procedures file.
- Arrangements are in place in relation to college buses if appropriate (notification of contractors if pre-emptive closure is invoked; the availability of buses if off-site evacuation is required).
- Arrangements are in place to walk from the college to off-site safe areas.

### ***Pre-emptive Closure***

Manea's location is identified as **Extreme** and may be directed to invoke a pre-emptive closure when advanced warning of a Catastrophic FDR is provided. The DEFS is the final authority on advice about which schools are in danger and the level of risk at the time. The Regional Executive Director and the Principal will make the final decision as to whether or not a planned closure of Manea is to proceed, based on DFES's advice.

The final decision to pre-emptively close the college may also be confirmed by the DoE through the Regional Executive Director to the Principal on the day or the day before the declared closure. The deadline for the decision will be made is 4.30 pm. If the forecast changes after the 4.30pm deadline, the closure will stand regardless of improvements to the weather conditions later in the afternoon of the day before the declared day or overnight. When the Principal has been notified of confirmed status:

- Refer to **Types of Fire Event** classification identification
- Notify staff and parents using email or OutReach, emergency contacts and the telephone tree of closure.
- All other necessary parties are advised including (but not limited to) community users of the college facilities – including Trade Training Centre RTO's, and site contractors
- If appropriate, bus contractors will be contacted to arrange for the evacuation of students to a designated area if closure is required after the day has started
- Notice of Planned Temporary College Closure will be posted as per the *Principal's Guide to Bushfire*, both physically at the College and electronically on the website. Facebook will be used to push notifications to the college community.

### ***During a Planned Closure***

The Principal will stay informed of current fire danger rating and any fire activity. Ongoing and regular communication to the Regional Executive Director and DFES will occur. Further by monitoring of local media (local radio, especially the ABC, and television) and by regularly checking for updates with DFES as well as monitoring the following official sources:

- visiting the Emergency WA website [www.emergency.wa.gov.au](http://www.emergency.wa.gov.au)
- calling the DFES information line on 13 DFES (133337).
- listening to ABC radio, 6PR and other media news bulletins
- following DFES on Twitter at [www.twitter.com/dfes\\_wa](http://www.twitter.com/dfes_wa)

### ***During Evacuation***

Evacuation may arise immediately due to a **no notice fire event** or after directed by the Regional Executive Director as a pre-emptive closure. On the notice to evacuate all staff will follow directions as per **Red File** and the college as per the Emergency Management Plan.

- The Principal will contact the Regional Executive Director and the Department's Media Unit.
- Parents contacted via phone (SMS) and push notices through Facebook
- Bus contractors and out of College programs notified if required
- If time allowed an appropriate message would be loaded on to the College switchboard
- Monitor DFES website if possible
- Students and staff to move first to the primary offsite location. If further evacuation is required, then a **secondary** offsite location as determined **at time** in consultation with **any** onsite emergency service or externally informed by DFES
- Movement to a secondary offsite will require moving students across Robertson Drive. This will only occur if emergency services are onsite to assist in closing Robertson Drive for student movement. If this is not feasible in the given timeframe, movement into the SRTAFE administration building will occur
- Further determination to move students will be done after consultation.

### ***Reopening the College***

The Regional Executive Director is to advise the Principal when the College can re-open and the conditions of the re-opening.

- Parents will be notified of change to the status via SMS or email, and Facebook
- All parties that were advised of closure (e.g. Bus Contractors, out of hours users, Trade Training Centre RTO's) will be advised of reopening.

The priorities for the college during recovery are:

- Health and safety of individuals;
- Social recovery; and
- Physical (structural) recovery.

### **General**

- When possible, normal routine will be promoted as soon as possible.
- Attend to staff and student welfare, counselling support provided.
- Provide information for families and the community of any impact (including if there is none) following the bushfire.
- Undertake a check of any equipment or stock used and arrange for replacement/replenishment.
- Address any physical damage to the college, isolating areas if required and, if necessary, relocate to alternative accommodation. Contact the Department of Finance's Building Management and Works to commence repairs.
- Manage administrative details including insurance.

### **Debrief**

- What worked, what didn't?
- Was anything overlooked?
- What could be done better next time?
- Should any delegation be reassigned?
- If changes are made, incorporate them into the Stand-alone Bushfire Plan and advise the appropriate parties including staff and other authorities.
- Share the knowledge with other schools.
- Test the revised Stand-alone Bushfire Plan and procedures.