



Department of  
Education

**Shaping the future**

# Standalone bushfire plan 2024-2025

## Manea Senior College

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)	Manea Senior College
School address	60 Robertson Drive, Bunbury WA, 6230
Education Region	South West
Number of students	577
Number of students requiring extra support if evacuating	0
Number of staff	76
Number of school sides bordered by bush	2
Names of major roads bordering school	1
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>	Siren/Pause x 3

Plan prepared by (principal's name)	Rod Rykers
Date prepared or reviewed	22 August 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)	Bunbury Police Station	9722 2111
Local hospital (name of nearest hospital or medical emergency facility)	Bunbury Regional Hospital St John of God Hospital	9722 1000 9722 1600
Department of Fire and Emergency Services regional contact	General Information	13 3337
Local fire brigade (for example, name of nearest fire station)	Bunbury Fire Station	9796 3422
Local bushfire brigade (for example name of nearest station)	Bunbury Volunteer Bushfire Brigade,	0419 818 013
Bus contractors (ready for pre-emptive closure or offsite evacuation)	School Bus Services (Orange Buses) Swan Transit (Green & White Buses)	9326 2576 9796 9500
Electricity provider - in the case of a power outage (for example, Horizon Power, Western Power)	Edith Cowan University South West Campus	9780 7767 9780 7824
State emergency service (if known)	Bunbury State Emergency Service	9791 6000
Poisons information (where relevant)	WA Poisons Information Centre	131 126
Director of Education name	Dainon Couzic – Director of Education  Cheryl Parkin – Assistant Director Education	0466 573 908

## 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	Rod Rykers	<p>Assess situation and determine with administration or DFES/Emergency Services:</p> <ul style="list-style-type: none"> <li>• Evacuate to Assembly Areas (A, B or C)</li> <li>• Move to Safe Location/s (Trade Training Centre/Student Central)</li> </ul> <p>Raise alarm and complete final sweep of College (Level 2 &amp; 3).</p> <p>Check for damage, gas leaks, power failure and other hazards. Proceed to Evacuation Point A or Safe Location.</p> <p>Monitor situation; if evacuating building, ensure that no-one enters the College unless authorised to do so after consultation with emergency services.</p> <p>If offsite (after hours) liaise with MCS and if required send out text messages to staff and or students.</p> <p>Advise Director of Education.</p>	0408 958 191
Deputy Principal	Grant Walton	<p><i>Confirm information and response as directed by Principal</i></p> <ul style="list-style-type: none"> <li>• <i>Evacuate to Assembly Areas (A, B or C) or</i></li> <li>• <i>Move to Safe Location/s (Trade Training Centre/Student Central)</i></li> <li>• <i>Lockdown</i></li> </ul> <p><i>Assign Chief Wardens (Front Office Support Staff) to each location.</i></p>	0400 503 048

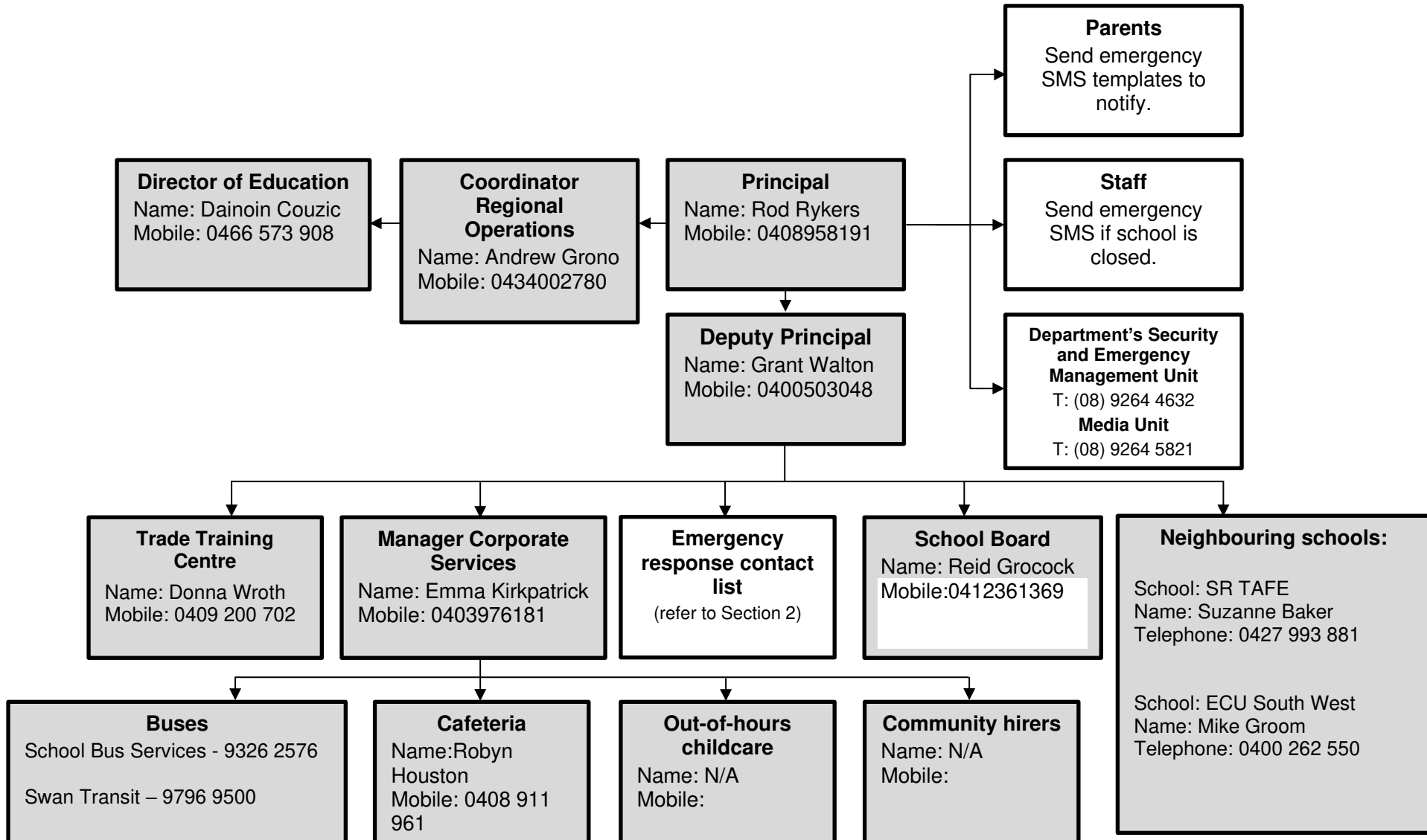
		<p><b>Evacuation:</b> Assume Incident Controller Role (fluoro jacket) - proceed directly to Primary Evacuation Assembly Area (A, B or C) - Point A (if open) or Safe Location</p> <p>Assume responsibility for whole college assembly (if required)</p> <p>Communicate to senior staff via mobile phone</p>	
Manager Corporate Services	Emma Kirkpatrick Kelly Servaas	<p>PA Announcement – advise if</p> <ul style="list-style-type: none"> <li>• Evacuating to Assembly Areas (A, B or C)</li> <li>• Moving to Safe Location/s</li> </ul> <p><b>Evacuation:</b> Complete Sweep of Level 1 &amp; Trade Training Centre and lock Admin</p> <p>Liaise/assist with Principal/Site Manager</p> <p>Call 000 upon instructions from Principal or</p> <p>Advise Comms Coordinator of Visitors onsite via Passtab</p> <p>Sound stand down signal when instructed.</p> <p>If offsite (after hours) liaise with Principal and if instructed send out text messages to staff and or students.</p>	0403 976 181 0417 847 998
Teachers	Various	<p>Take Mobile phone and to access COMPASS Rolls.</p> <p>If not teaching or with a class move to nearest evacuation point or safe area and report to Comms Officer</p>	Various
Accredited first aid officers	Hannah Walpole Dave Crawford Damian Borbas	<p>Go to evacuation points/safe zones – collect first aid kits and be available as requested</p>	0437 501 660 0417 926 522 0419 969 430
Front Office Staff	Karen Murtha Cathrine Foot Angela Gray	<p>Collect the evacuation and first aid kit (including defibrillator)</p> <p>Refer to Compass App on phone for student information as required.</p> <p>Proceed to Evacuation Assembly Area (A, B or C) as advised by Deputy Principal or Safe Location</p> <p>Advise Incident Controller (fluoro jacket) which staff members are absent and their replacement, if applicable.</p> <p>Assist Level 3 at each evacuation point or safe location as required.</p>	0407 192 050 0419 092 882 0413 275 205



		Send out text messages to parents/students as advised by Incident Controller.	
Level 3 Managers	Marianne Beattie Simon Cox Dylan Sercombe Kristy Harper Michele Watson	Assume Responsibility for own class as first priority and proceed to nearest Evacuation Assembly Area or Safe Location. Follow instructions in your Emergency Instruction File. Liaise with evacuation point Support Officer (fluoro jacket) & assume coordination/communication role.	0449 678 507 0437 488 038 0418 906 296 0407 842 224 0467 410 344
Student Services	Crystal Eddlestone Hannah Walpole	Collect a first aid kit and escort any sick students. Follow instructions in Emergency Instruction File. Proceed to nearest Evacuation Assembly Area or Safe Location Report to Comms Officer (fluoro jacket).	0451 260 923 0437 501 660
Student Central, Lab Tech	Naomi Hall Mo Edmondson	Assist teachers to assemble students as quickly as possible. Clear immediate office/work area, proceed to Evacuation Assembly Area (A, B or C) or safe location. Evacuation Kit to POINT C or Safe Zone Lab Tech – Collect Evacuation Kit and proceed to POINT B or Safe Zone	0477 281 016 0428 137 555

## 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> ).	Reception, Student Central, Lab Tech All Checked August 2024
First aid kit(s) - include masks in case some students are susceptible to smoke.	Reception, Student Services, Trade Training Centre All Checked August 2024
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>	PA System – Located in Server Room Admin. Portable Megaphones with Siren Checked August 2023  Staff Mobile Phones.
Registers for: <ul style="list-style-type: none"> <li>• students</li> <li>• staff</li> <li>• visitors.</li> </ul>	Compass App SIS Staff Load Report, Absent Staff List, Passtab Passtab
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>	Reception – Evacuation Kit for Incident Controller Checked August 2024  Compass – School Documentation.

## 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.	<input checked="" type="checkbox"/>	22 August 2024. Plan Uploaded via IKON.
<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>	<input checked="" type="checkbox"/>	<p>Contacted DFES 23<sup>rd</sup> August 23. Was advised that they only do visits to schools every three years unless there have been significant changes to the site. MSC last visit was May 2022.</p> <p>Local Fire Brigade visit at least once per year. Visited early 2024.</p> <p>King's Tree Service visit each year to prune trees as required.</p>
<p>Staff have been made aware of the Stand alone 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>	<input checked="" type="checkbox"/>	<p>Staff Development Days – November 2023 and January 2024.</p> <p>Review of RISK Plans and procedures with all staff planned for January 2025</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>	<input checked="" type="checkbox"/>	<p>Plan placed on College Website.</p> <p>Plan via Compass Documentation.</p> <p>Message to students via inductions and Compass Newsfeed.</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
<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> <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>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>	☑	All checked August 2024
<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>September 2023</p> <p>November 2023</p> <p>March 2024</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>	☑	This is being checked by King's Tree Management & Adroit Maintenance in September 2023.

## 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 locations(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>See Next Page</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 onsite 'safer building location(s)'. </p>
	<p><u>SAFE Locations:</u></p> <p>Student Central Trade Training Centre</p>
    	<p>Map last updated: August 2024</p>

# SITE SUMMARY

## Manea Senior College

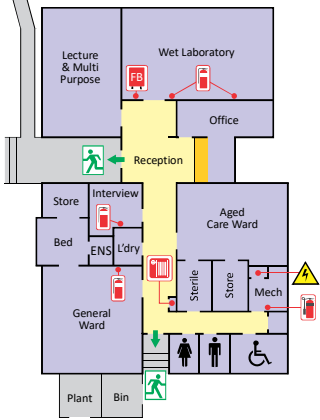
Robertson Drive, Bunbury WA 6230

Tel: (08) 9721 0400 - StreetSmart Ref: B5 Q42

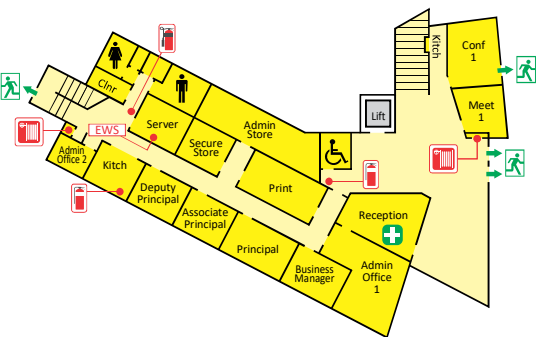
### LEGEND

	Exit		Spill Kit		Fire Hydrant		Hose Reel		Wet Chemical Extinguisher
	First Aid		Emergency Warning System		Fire Blanket		Carbon Dioxide Extinguisher		Dry Chemical Extinguisher

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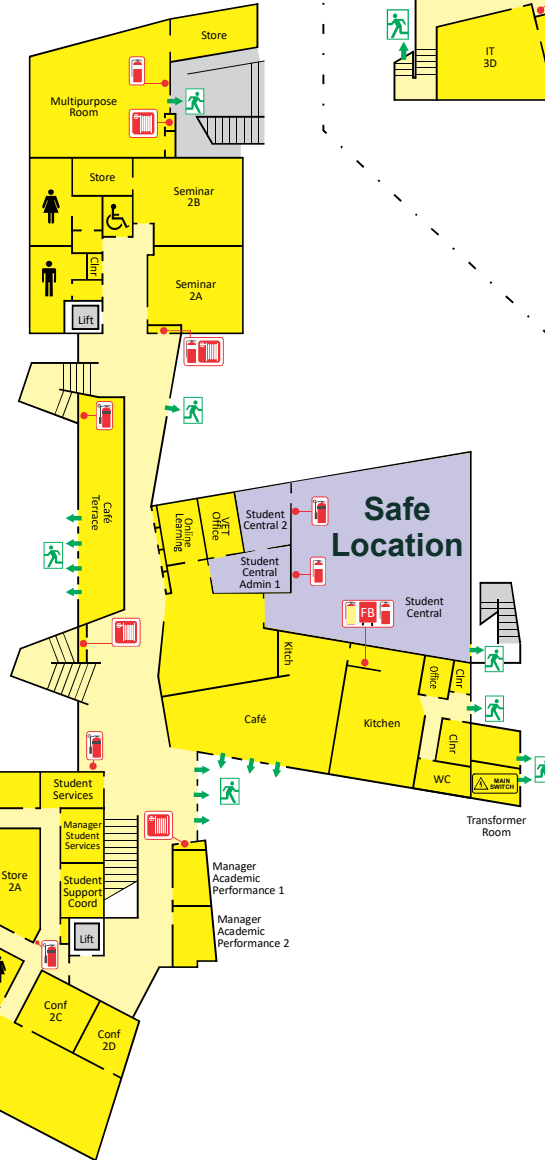


**Safe Location**  
**Trade Training Centre**



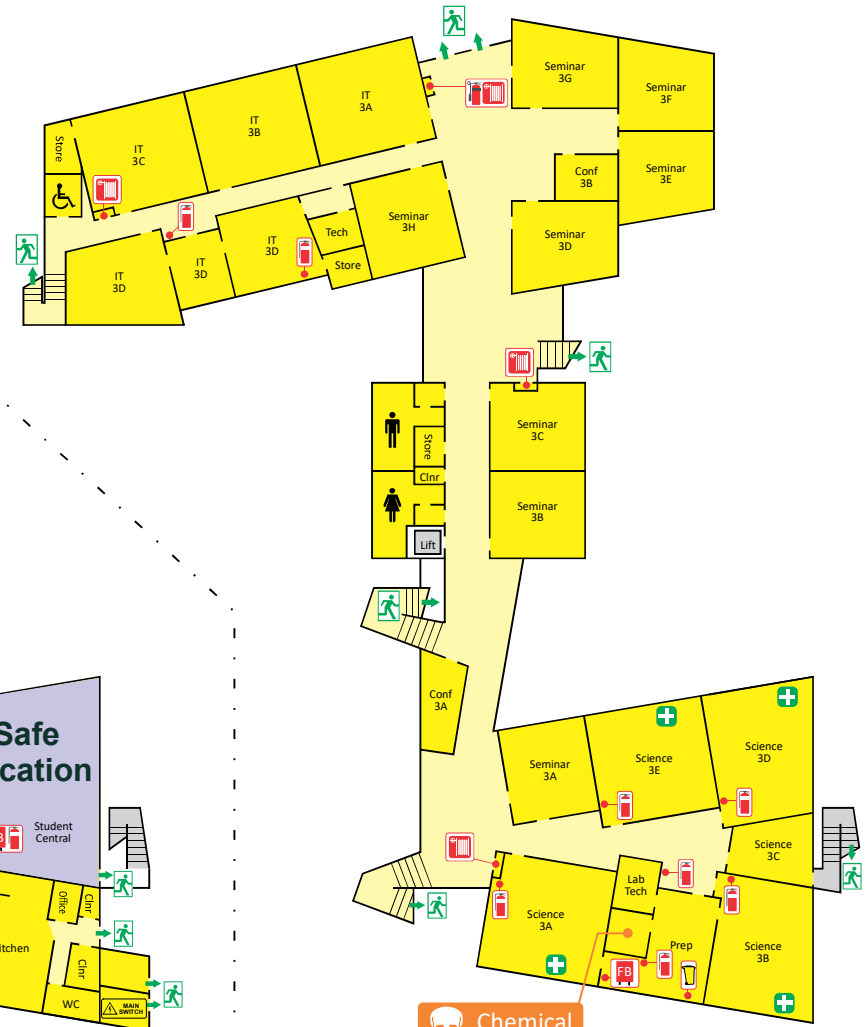
**Level 1**

- First Aid Kits
- Reception
- Student Services

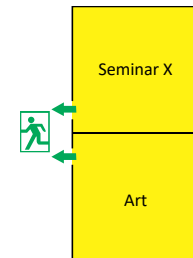


**Level 2**

- Evacuation Kits
- Reception
- Student Central
- Labtech



**Chemical Store**





**Level 3**

## 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>[See Map – Appendix E]</b></p> <p>Option 1 – South West Sports Centre is the only potential space that would provide an area covered and not exposed. The Sports Centre do have a gym which is possible to access.</p> <p>Our site could potentially need to evacuate approximately 600 staff and students on any given day. This is the only suitable undercover area that could accommodate this number within walking distance.</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><b>Option 1:</b> <u>South West Sports Centre</u> – Hay Park, Rotary Ave, Hay Park, Bunbury</p> <p><b>Option 2:</b> <u>Bunbury Turf Club</u> Cnr Blair Street and Brittain Road, Bunbury.</p> <p><b>Option 3:</b> <u>Bunbury Trotting Club</u> Milligan Street Carey Park</p> <p>Map last updated: 2016</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.

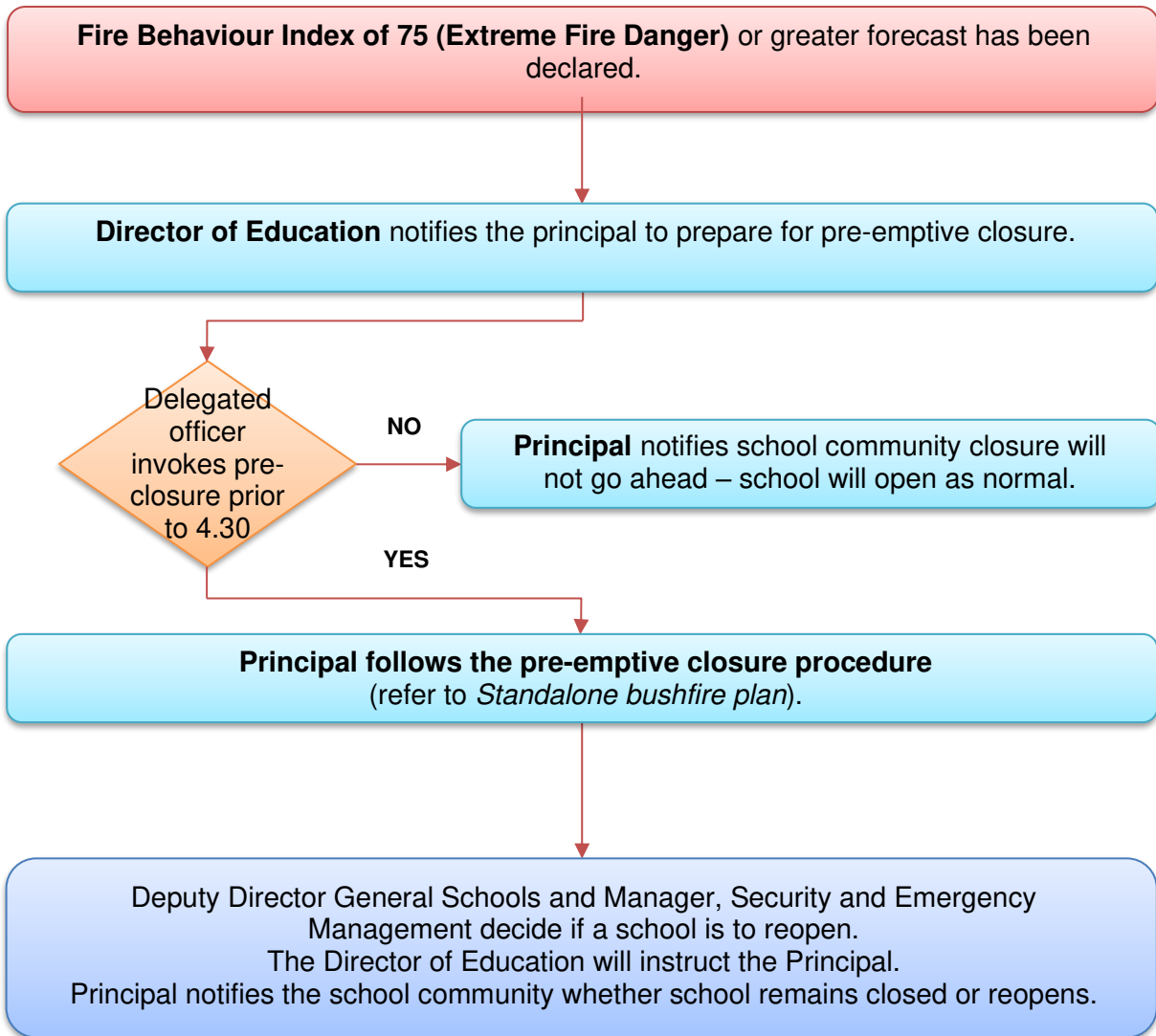
Initiate the closure procedure if you receive advice from the director of education or the Security and Emergency Management unit.

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.	



## Appendix E – Offsite Evacuation Map

