



Department of  
Education

**Shaping the future**

# Standalone bushfire plan 2024-2025

## Moorine Rock 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)	Moorine Rock Primary School
School address	30 McInnes Street Moorine Rock WA 6425
Education Region	Wheatbelt (Eastern Wheatbelt)
Number of students	18
Number of students requiring extra support if evacuating	Nil
Number of staff	9
Number of school sides bordered by bush	4
Names of major roads bordering school	Moorine South Road, Great Eastern Highway and Parker Range Road
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>	Three short sirens with pause in between or if in the case of no power continuous ringing of hand bell.

Plan prepared by (principal's name)	Katrina Tedge Principal Term 3 2024
Date prepared or reviewed	22 <sup>nd</sup> 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)	Southern Cross Police	9081 2100 or 131 444
Local hospital (name of nearest hospital or medical emergency facility)	Southern Cross Hospital	9081 2222
Department of Fire and Emergency Services regional contact	DFES Kalgoorlie	(08) 9026 4100
Local fire brigade (for example, name of nearest fire station)	Volunteer Fire and Rescue Service Southern Cross	9049 1350
Local bushfire brigade (for example name of nearest station)	Local Bushfire Brigade Chief - Alan Nicholson	9049 1397 Mobile 0427 491 054
Bus contractors (ready for pre-emptive closure or offsite evacuation)	Cheyenne Hughes (Mount Hampton Bus Route) Ron Goodhill (Dulyalbin)	<b>Cheyenne</b> 0499 687 089 <b>Ron</b> 9049 8010 or 0428 498 010
Electricity provider - in the case of a power outage (for example, Horizon Power, Western Power)	Synergy	13 13 54
State emergency service (if known)	State Emergency Service located in Merredin	9041 2266
Poisons information (where relevant)	WA Poisons Information Centre	13 11 26
Director of Education name	Katie Wallace – Wheatbelt Education Region	t: 9622 0200 m: 0437 613 747

## 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.

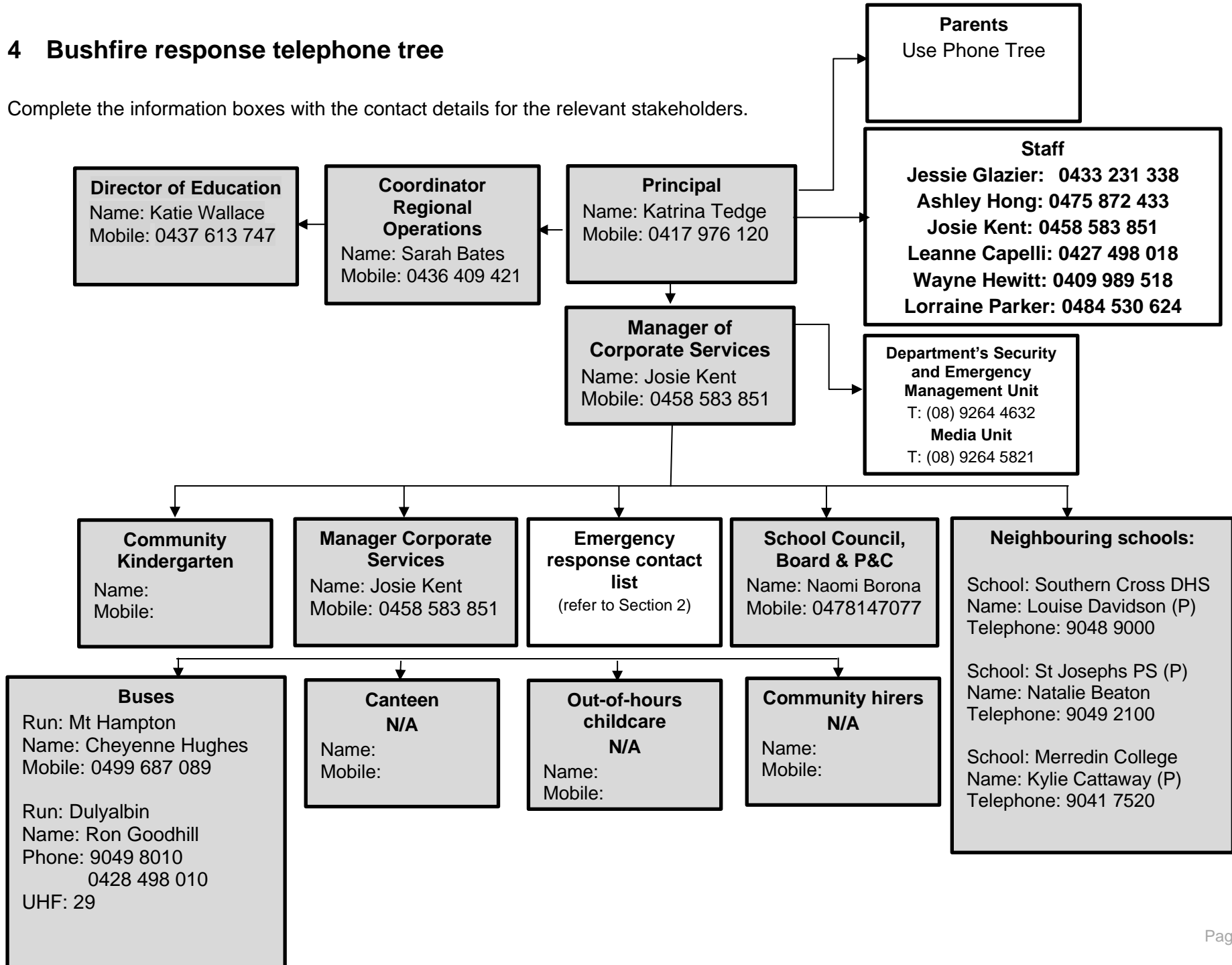
Position	Staff name	Duties	Mobile number
Principal	Katrina Tedge	<p>Action Plan</p> <ul style="list-style-type: none"> <li>• monitoring the bushfires warnings stages</li> <li>• Sound emergency warning if evacuation is required</li> <li>• Coordinate staff and student evacuation to safer location</li> <li>• To be contactable via personal mobile</li> <li>• Contact RED, DFES and emergency services</li> <li>• Complete OINS</li> </ul> <p>Recovery</p> <ul style="list-style-type: none"> <li>• debrief with staff, student and parents as soon as possible after the bushfire event</li> <li>• return to normal operations as soon as possible</li> <li>• attend to staff and student welfare, considering counselling support</li> <li>• inform families and the community of any impact to normal school operations and routine</li> <li>• check off any equipment or stock used and arrange for replacement/replenishment</li> <li>• address physical damage to the school, isolating areas if required</li> <li>• relocate to alternative accommodation if necessary</li> <li>• advise the Department if any damage has been caused by the bushfire</li> </ul>	0417 976 120

		<ul style="list-style-type: none"> <li>• contact the Department of Finance’s Building Management and Works to commence repairs</li> <li>• attend to security, if necessary, through Security and Emergency Management (9264 4825)</li> </ul> <p>Manage administrative details including insurance.</p>	
Manager Corporate Services	Josie Kent	<ul style="list-style-type: none"> <li>• Class rolls are prepared and given to principal</li> <li>• Evacuation kits collected and brought to safer location</li> <li>• Message sent to parents and caregivers</li> <li>• Ensure all rooms are clear (if cleaner/gardener not on site)</li> <li>• To be contactable via personal mobile</li> </ul> <p>Turn off electricity at mains</p>	0458 583 851
Teachers	Ashley Hong Jessie Glazier	<ul style="list-style-type: none"> <li>• Coordinate student movement to safer location</li> <li>• Ensure all necessary medication is brought to safer location</li> <li>• Water bottles to be brought with students</li> <li>• Ensure all students are present and accounted for</li> </ul> <p>Ensure all doors, roof vents and windows are closed and air conditioners turned off</p>	<b>AH:</b> 0475 872 433 <b>JG:</b> 0433 231 338
Accredited first aid officers	Josie Kent Jessie Glazier Ashley Hong Katrina Tedge Ashleigh Dickenson Erika Edis	First aid kit and student medication brought to safer location	<b>JK:</b> 0458 583 851 <b>JG:</b> 0433 231 338 <b>AH:</b> 0475 872 433 <b>KT:</b> 0417 976 120 <b>AD:</b> 0424 230 656 <b>EE:</b> 0429 220 240
Other (if applicable)	Wayne Hewitt – Gardener	Ensure all rooms are clear and lock doors if leaving site	<b>WH:</b> 0409 989 518



## 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> ).	Kept on table near filing cabinet Last checked 22/08/24 – <b>need to upload the 2024 Incident Management Plan</b>
First aid kit(s) - include masks in case some students are susceptible to smoke.	First aid cupboard in staff room Last updated 22/08/24
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>	Ongoing (personal mobiles used)  Hand bell located near electric siren in Wet Weather room
Registers for: <ul style="list-style-type: none"> <li>students</li> <li>staff</li> <li>visitors.</li> </ul>	Students – to be printed in the event of evac Staff – sign in book to be brought to safer location Visitors - sign in book to be brought to safer location
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>	Evacuation kit kept on table near filing cabinet Hard copy added 22/08/24 - <b>need to upload the 2024 Incident Management Plan</b>  Copy saved to online platform 22/08/24

## 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.	<input checked="" type="checkbox"/>	22/08/24
<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>	<input checked="" type="checkbox"/>	
<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>	<input checked="" type="checkbox"/>	Staff approval of Bushfire plan – Staff Meeting 27 August, 2024
<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"/>	Health Curriculum February 2024 General Info – Policies

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>	<input checked="" type="checkbox"/>	<p>Phone tree updated regularly Copy given to all families, bus contractors and Shire Office.</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>	<input checked="" type="checkbox"/>	<p>Updated 23/08/2024</p>
<p>Practise drills moving to your onsite 'safer building location(s)':</p> <ul style="list-style-type: none"> <li>• before the start of the bushfire season</li> <li>• at least once per term during the bushfire season.</li> </ul> <p>You must do at least 2 drills per year.</p>	<input checked="" type="checkbox"/>	<p>Once per term – week 2 each term</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>	<input checked="" type="checkbox"/>	<p>Ongoing maintenance conducted by gardener</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.](#)

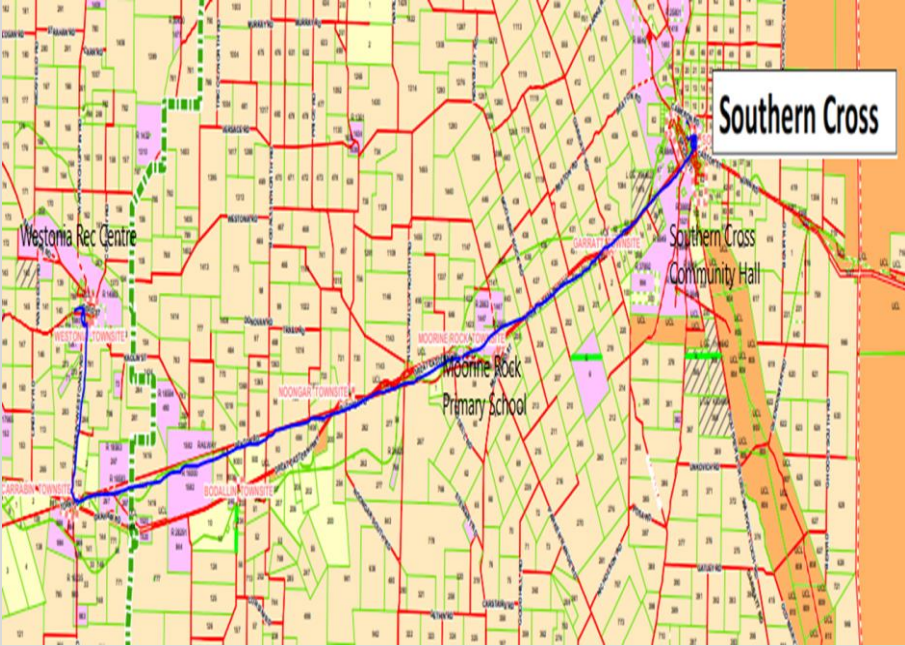

<p style="text-align: center;"><b>[insert school map]</b></p> <p><b>Evacuation Plan</b> <b>SCHOOL MAP</b></p> <p><b>Lockdown</b> (Siege, Hostage etc) – phone classrooms, locate to art room if safe. MCS/Principal to follow checks as below and head to art room.</p> <p><b>Evacuation (Fire etc.)</b> THREE SIRENS. Assemble at M1 then move to designated evacuation site once informed (cricket pitch/ front carpark). If evacuation is unsafe, then locate to Junior Room.</p> <p>Teachers confirm student presence through a roll call.</p> <p><b>MCS:</b> Gets evacuation kit, gets first aid kit, student and staff in/ out books, checks office, administration, library and goes to assembly area.</p> <p><b>Principal (teaching in charge):</b> Go M1 &amp; inform staff of evacuation site. Checks senior room, toilets, wet weather room, under-cover area and goes to assembly area.</p> <p><b>Teachers:</b> Check their classrooms, take students, class role and head to M1 then assembly point</p> <p><b>Support Staff/EAL:</b> Assist teachers to assemble students as quickly as possible. Check art room, toilets in art room, junior room and then head to the M1 and follow instructions to assembly area.</p> <p><b>Legend:</b>          Telephone: [Phone icon]          Fuse Box: [Lightning bolt icon]          Tap: [Water tap icon]          First Aid Kit: [Cross icon]          Fire Extinguisher: [Extinguisher icon]          Red: Evac route 2          Green: Evac route 1          Blue: Safer location</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)'. <b>Junior Room</b></p>
	<p>Map last updated: 22/08/2024</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>The map displays a network of roads and green spaces. A blue line indicates a route from Moore Rock Primary School (located in the center) to the Westonia Rec Centre (on the left). A red line indicates a route from Moore Rock Primary School to the Southern Cross Community Hall (on the right). A white box labeled 'Southern Cross' is positioned near the top right of the 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 an offsite evacuation location</p>
 <p>An icon of three people with arrows pointing towards them is labeled 'Assembly point'. Below it are two red arrows pointing in opposite directions.</p>	<p>Westonia Recreation Complex Cement Rd, Westonia</p> <p>Southern Cross Community Hall Antares St, Southern Cross</p> <p>Map last updated: 22/08/2024</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.

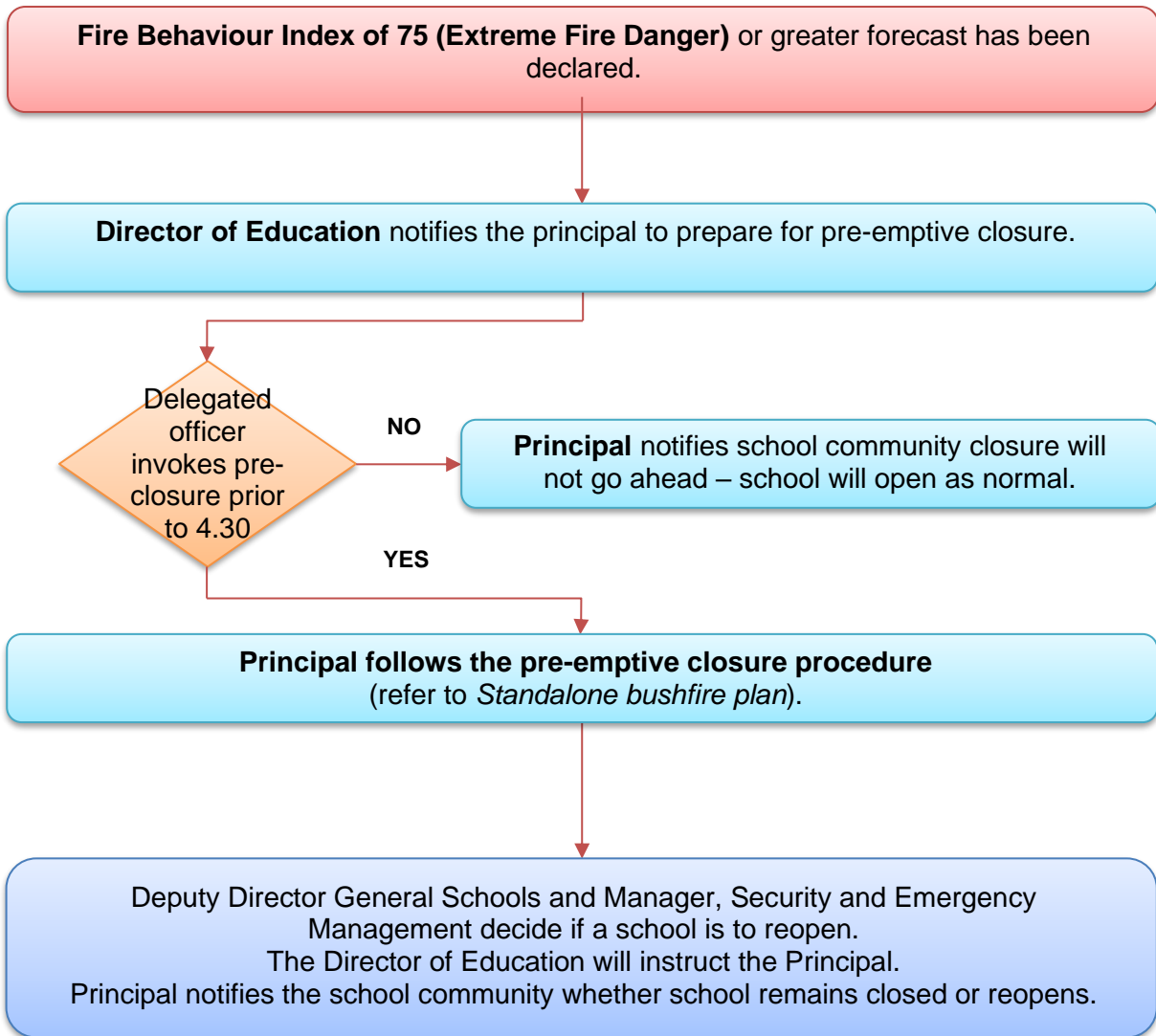
Initiate the closure procedure if you receive advice from the director of education or the Security and Emergency Management unit.

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.	