Shaping the future

Standalone Bushfire Plan 2022-2023

Moorine Rock Primary School

25 November 2022

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.

You must complete this template to have a plan in place to respond to a bushfire emergency until, during and after the attendance of Emergency Services. This plan is to be read in conjunction with the Department of Education *Principal's guide to bushfire.*

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*.

You are required to complete and lodge your plan online by the 31 August, before the bushfire season begins.

Contents

1   School details

To complete this plan:

- use the *Principal's guide to bushfire* (*Principal's guide*) to help you
- on the front cover of the document, remove the word 'template' and replace it with your school's name
- 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, access [Prepare for bushfire season at your school](#) on Ikon to lodge it as one document (include appendices).

School name (include name of co-located school or facilities if applicable)	Moorine Rock Primary School
School address	30 McInnes St, Southern Cross
Education Region	Wheatbelt (Eastern Wheatbelt)
DFES Region Local Fire station Local Bush Fire Brigade	Goldfields/Midlands Volunteer Fire and Rescue Service Southern Cross
Number of students	13
Number of students requiring extra support if evacuating	NIL
Number of staff	6
Number of school sides bordered by bush	4
Names of major roads bordering school	2
School's site-specific alert, for example: • siren/pause x 3 • continuous handbell • continuous siren or short whistle blasts	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)	Claire Adams Acting Principal Term 3, 2022 Updated by Aleks Mutavdzic Acting Principal Term 4, 2022
Date prepared	26th August 2022 Updated: 25/11/22

2   Emergency response contact list

Enter the contact details into the table below.

Organisation	Details	Phone number / Website
Local police (eg name of nearest police station)	Southern Cross Police	9081 2100 or 131 444
Local hospital (eg name of nearest hospital or medical emergency facility)	Southern Cross Hospital	9081 2222
DFES regional contact	DFES Kalgoorlie	(08) 9026 4100
Local fire brigade (eg name of nearest fire station)	Volunteer Fire and Rescue Service Southern Cross	9049 1350
Bus contractors (ready for pre-emptive closure or offsite evacuation)	Linda Warren (Mount Hampton Bus Route Ron Goodhill (Dulyalbin)	**Linda** 9040 4038 or 0428 304 038 **Ron** 9049 8010 or 0428 498 010
Electricity provider - in the case of a power outage (eg Horizon Power or 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 – contact name	Doug Cook – Wheatbelt Education Region	t: 96220202 m: 0484 226 809

Dial 000 in an EMERGENCY

2.1   Other important emergency sources

1) **Emergency WA website** - https://www.emergency.wa.gov.au/

2) **Department of Fire and Emergency Services**
Information line – 13 33 37
Twitter - https://twitter.com/dfes_wa

3) **Local radio**
- ABC Emergency WA
- ABC local radio
- 6PR

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 is responsible for coordinating 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)
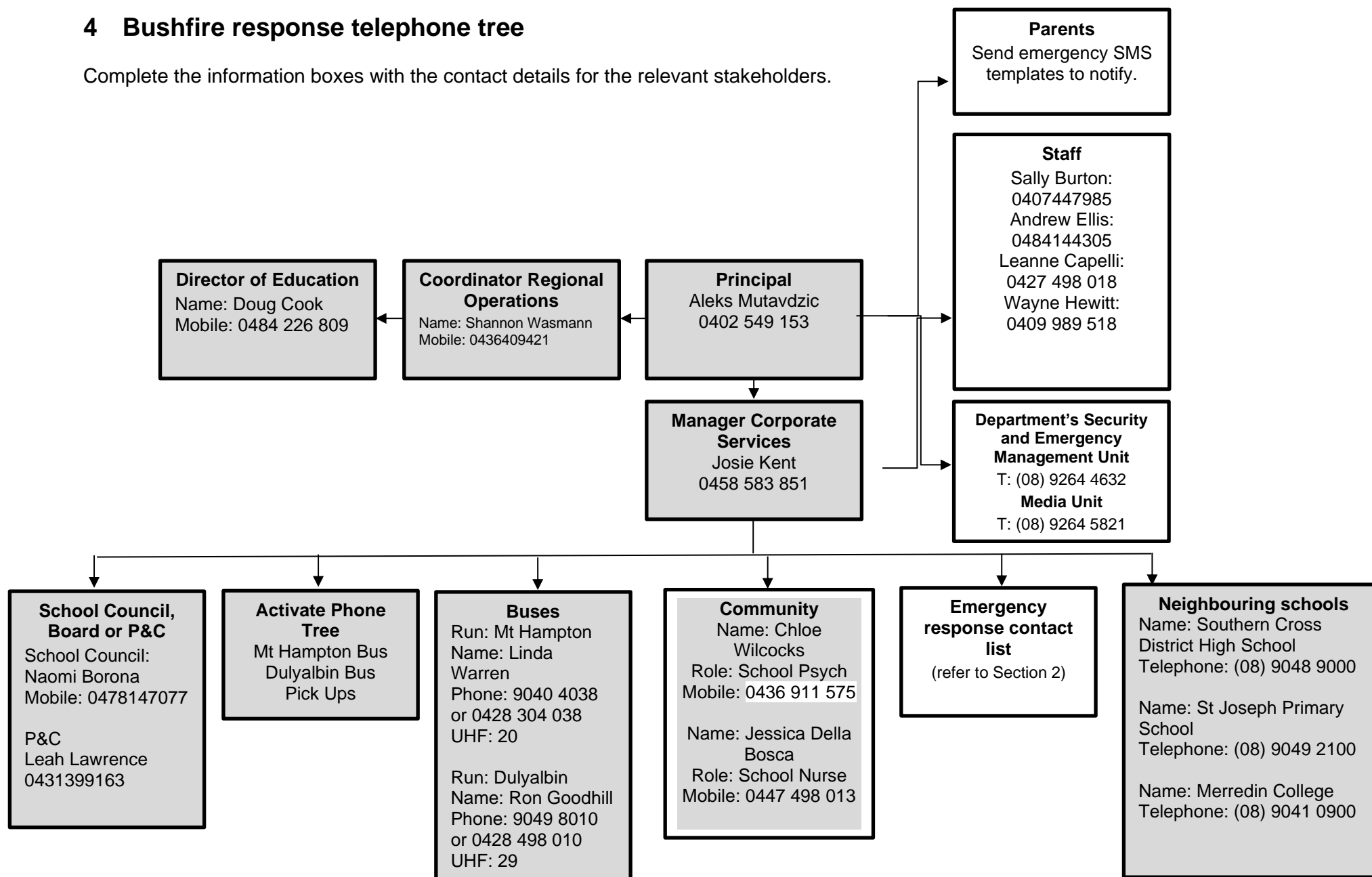- send out text alerts to parents (refer Appendix E)

Position	Staff Name	Duties	Mobile number
Principal	Aleks Mutavdzic (Acting Term 4, 2022)	Action Plan • monitoring the bushfires warnings stages • Sound emergency warning if evacuation is required • Coordinate staff and student evacuation to safer location • To be contactable via personal mobile • Contact RED, DFES and emergency services • Complete OINS Recovery • debrief with staff, student and parents as soon as possible after the bushfire event • return to normal operations as soon as possible • attend to staff and student welfare, considering counselling support • inform families and the community of any impact to normal school operations and routine • check off any equipment or stock used and arrange for replacement/replenishment • address physical damage to the school, isolating areas if required • relocate to alternative accommodation if necessary • advise the Department if any damage has been caused by the bushfire • contact the Department of Finance's Building Management and Works to commence repairs • attend to security, if necessary, through Security and Emergency Management (9264 4825)	0402 549 153

		• Manage administrative details including insurance.	
Manager Corporate Services	Josie Kent	• Class rolls are prepared and given to principal • Evacuation kits collected and brought to safer location • Message sent to parents and caregivers • Ensure all rooms are clear (if cleaner/gardener not on site) • To be contactable via personal mobile • Turn off electricity at mains	0458 583 851
Teachers	Andrew Ellis Sally Burton	• Coordinate student movement to safer location • Ensure all necessary medication is brought to safer location • Water bottles to be brought with students • Ensure all students are present and accounted for. • Ensure all doors, roof vents and windows are closed and air conditioners turned off	AE: 0484144305 SB: 0407447985
Education Assistants	Leanne Capelli	• Assist teachers in moving students to safer location • Assist MCS in duties.	0427 498 018
Accredited first aid officers	Josie Kent	• First aid kit and student medication brought to safer location	0458 583 851
Other (if applicable)	Wayne Hewitt – Gardener	• Ensure all rooms are clear and lock behind	WH: 0409 989 518

4   Bushfire response telephone tree

Complete the information boxes with the contact details for the relevant stakeholders.

Parents
Send emergency SMS templates to notify.

Staff
Sally Burton: 0407447985
Andrew Ellis: 0484144305
Leanne Capelli: 0427 498 018
Wayne Hewitt: 0409 989 518

Director of Education
Name: Doug Cook
Mobile: 0484 226 809

Coordinator Regional Operations
Name: Shannon Wasmann
Mobile: 0436409421

Principal
Aleks Mutavdzic
0402 549 153

Manager Corporate Services
Josie Kent
0458 583 851

Department's Security and Emergency Management Unit
T: (08) 9264 4632
Media Unit
T: (08) 9264 5821

School Council, Board or P&C
School Council:
Naomi Borona
Mobile: 0478147077

P&C
Leah Lawrence
0431399163

Activate Phone Tree
Mt Hampton Bus
Dulyalbin Bus
Pick Ups

Buses
Run: Mt Hampton
Name: Linda Warren
Phone: 9040 4038
or 0428 304 038
UHF: 20

Run: Dulyalbin
Name: Ron Goodhill
Phone: 9049 8010
or 0428 498 010
UHF: 29

Community
Name: Chloe Wilcocks
Role: School Psych
Mobile: 0436 911 575

Name: Jessica Della Bosca
Role: School Nurse
Mobile: 0447 498 013

Emergency response contact list
(refer to Section 2)

Neighbouring schools
Name: Southern Cross District High School
Telephone: (08) 9048 9000

Name: St Joseph Primary School
Telephone: (08) 9049 2100

Name: Merredin College
Telephone: (08) 9041 0900

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	Kept on top shelf near photocopier in staff room Last checked 29/07/2022
First aid kit(s)	First aid cupboard in staff room Last updated 29/07/2022
Emergency warning or alert system, eg: • mobile telephones (charged) • hand-operated fire alarm (portable siren) • portable radios • spare batteries	Ongoing (personal mobiles used) Hand bell located near electric siren in Wet Weather room
Emergency communications equipment	Personal mobile phones
Registers for: • students • staff • visitors	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: • hard copy in the evacuation kit. • copy saved to an online platform for access offsite	Evacuation kit kept on top shelf near photocopier in staff room Hard copy added 28.11.22 Copy saved to online platform 28.11.22

6   Bushfire preparation checklist

Principals must:
- complete this bushfire preparation checklist annually
- provide evidence in the form of notes to show that management activities have been actioned
- inform all staff members of their responsibilities.

Management activities	☑ or NA	Evidence
The annual review of the *Standalone bushfire plan* has been completed before the start of bushfire season.	☑	26/8/2022
Consulted and received advice in preparing your *Standalone bushfire plan* from any of the below (as relevant): • 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.	☑	

Staff have been made aware of the *Standalone bushfire plan* through:
• staff meetings
• staff bushfire induction session that includes:
  ○ 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.
	☑	Staff approval of Bushfire plan – Staff Meeting 6th September 2022
		
		Staff induction held 30/01/2022 during school development day and will be held at the commencement of the 2023 school year

Students and parents or carers have been made aware of the *Standalone bushfire plan* through: • key bushfire safety messages incorporated into the curriculum • newsletters • school information booklet (include actions and procedures) • school website	☑	Health Curriculum February 2023 General Info – Policies

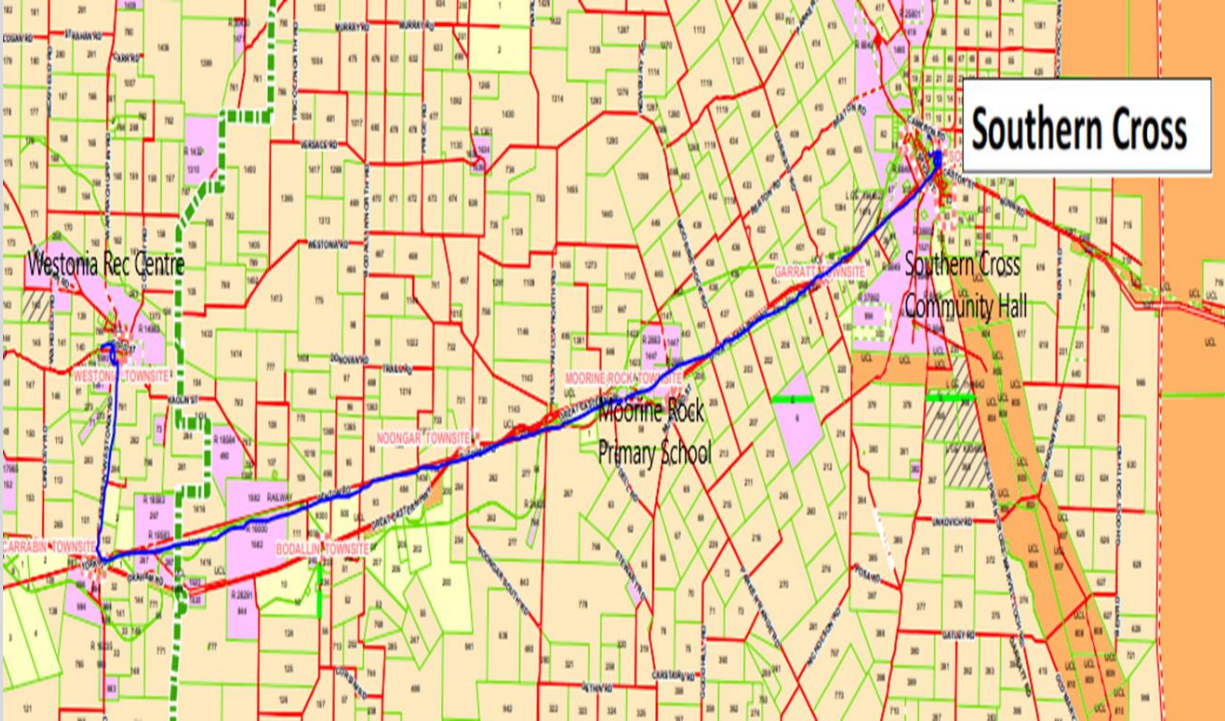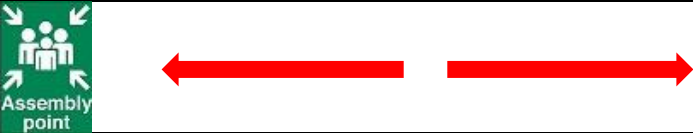|		
Communication plans are in place: • 'emergency response contact list' completed (refer to section 2) • 'bushfire response telephone tree' completed (refer to section 4) • communication templates for sample emergency text message, newsletter content and school notice text are complete (refer to Appendix D) Note: Contact lists for staff and parents must be current.	☑	Phone tree updated regularly Copy given to all families, bus contractors and shire office.
Emergency equipment available and checked (as listed in section 5): • 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	☑	Updated 29/07/2022
Evacuation drills practised to your onsite 'safer building location(s)': • before the start of the bushfire season • at least once per term during the bushfire season. Note: You must do at least three drills per year.	☑	31st June Once per term – week 2 each term
Onsite 'safer building location(s) are identified. Do not use an open area such as a school oval or non-enclosed building. • shown in your school site plan in *section 7.1* • listed in the *Incident Management Plan* • regularly checked for readiness • local emergency services are informed of location(s) Note: For further information, refer to section 4.2 in *Principal's guide.*	☑	Junior Room (BER)
Two or more suitable offsite evacuation locations have been identified in case one of the offsite locations is under threat from the bushfire. In most cases the off-site evacuation location will be determined by the incident controller. Local government authority has provided written or email approval on the use of these offsite locations. Note: For further information, refer section 4.3 in the *Principal's guide.*	☑	Southern Cross Town Hall Westonia Rec Centre

The asset protection zone, which is a minimum distance of 20 metres surrounding the school is checked and: • 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 Note: For further information, refer to section 4.3 in the *Principal's guide*.	☑	Bushfire risk assessment and treatment plan identified several risks Works to complete identified risks undertaken in 2022 Ongoing maintenance conducted by gardener
Check the fuel load management (the clearing of dry grass, leaves, twigs, dead vegetation and dead bark) within the hazard separation zone (extending 80 metres from the outer edge of the asset protection zone) has reduced and: • the likelihood of crown fires developing close to buildings • spot fire ignition potential within the zone	☑	Ongoing maintenance conducted by gardener
The use of machinery (such as angle grinders, mowers or machines with internal combustion engines) is restricted on severe fire danger days. The use of any machinery or power tools that can generate sparks on *total fire ban* days is not permitted. Note: • Any 'hot works' including welding and grinding or the operation of plant, equipment or machinery in bushland areas, can potentially ignite vegetation and cause bushfires. • Refer to the *Principal's guide to bushfire* – 'Terminology' (section 13 of the guide)	☑	Lawn mower onsite does not get used on severe fire danger days

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.

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).

Junior Room

Map last updated:

11/08/22

The following text appears within the map:

Evacuation Plan
SCHOOL MAP

Oval

Cricket Pitch
Emergency Assembly Area 1

Art Room

Junior Shed

Junior Room
(SAFER LOCATION)

Sheds

Sport Shed

Under Cover Area

Car Park Two

Playground

M1

Toilets

Wet Weather Room

Lockdown (Siege, Hostage etc.) – phone classrooms, locate to art room if safe. MCS/Principal to follow checks as below and head to art room.
Evacuation (fire etc.) 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.
Teachers confirm student presence through a roll call.
MCS: Gets evacuation kit, gets first aid kit, student and staff in/ out books, checks office, administration, library and goes to assembly area.
Principal (teaching in charge): Go M1 & inform staff of evacuation site. Checks senior room, toilets, wet weather room, undercover area and goes to assembly area.
Teachers: Check their classrooms, take students, class role and head to M1 then assembly point
Support Staff/EA: 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.

Ramp Access

Staff Room

Senior Room

Library

Office

Front Car Park
Emergency Assembly Area 2

	Telephone		First Aid Kit
	Fuse Box		Fire Extinguisher
			Red: Evac route 2
	Tap		Green: Evac route 1
			Blue: Safer location

Assembly point

Exit

FIRST AID

FIRE HYDRANT

FIRE EXTINGUISHER

7.2 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

Westonia Recreation Complex
Cement Rd, Westonia

Southern Cross Community Hall
Antares St, Southern Cross

Map last updated:

11/08/2022

8   Bushfire mitigation management register

Attach your bushfire mitigation register for any treatment works or actions undertaken to reduce risk (refer section 3.2 of the *Principal's guide)*

Note:
If your school has not received a *bushfire risk assessment and treatment* plan and had the identified works undertaken, you are not required to complete this register.

Bushfire Risk Assessment was undertaken in Term 2, 2022

Reference number	Bushfire mitigation actions	Target date for completion	Responsible	Source of funds	Notes	Completion date
DFES map item reference	Treatment strategy / works required	Date (dd/mm/yyyy)	The staff member name who will sign off the action as complete	eg school or central funding	Progress or issues associated with the work (including date of progress or issues)	Date (dd/mm/yyyy)
	Trees surrounding the school have been trimmed and some removed due to Bora or have died	Term 3, 2022	Josie Kent MCS	Building management and works		23/08/2022
	-					

9   Advice from Department of Fire and Emergency Services and other agencies

Record in the table below any bushfire advice received by the school from:
- Department of Fire and Emergency Services, including the local DFES regional office
- local fire brigades and community emergency services manager
- local government
- local government local emergency management committee
- external experts.
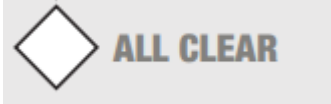
Identify the date and source of the advice.

Date of advice	Agency name	Advice received	Name of officer (who provided advice)	Contact number or email address
Term 3, 2022	DFES	Bushfire risk assessment and treatment plan	Bushfire risk management liaison officer	DFES (133 337)

Appendix A – Bushfire warnings stages

Issued by the Department of Fire and Emergency Services and Department of Biodiversity, Conservation and Attractions – Parks and Wildlife Service.

Emergency services communicate information in a number 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	
1	ADVICE	**A fire has started but there is no known danger.** This is general information to keep principals informed and up to date with developments. Principals must: • turn off evaporative air conditioners and ensure roof vents are closed. • check and patrol school regularly for bushfire activity, paying special attention to the evaporative air conditioners.
2	WATCH AND ACT	**There is a possible threat to lives and property. Conditions are changing.** Principals must prepare to: • evacuate • or • move students, staff and visitors to their pre-determined onsite 'safer building location'. They must not be moved to an open area. Evacuation orders are: • issued by the incident controller or emergency services if required. • relayed via a variety of official sources such as the DFES website and Emergency WA website. It is vital that the principal: • accesses bushfire information from official sources. • makes an informed decision to stay on-site or evacuate offsite based on advice from the incident controller or emergency services.
3	EMERGENCY WARNING	**A school is in danger as its area will be impacted by fire. Take immediate action to survive.** 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. An emergency warning may be accompanied by a siren sound called the Standard Emergency Warning Signal (SEWS). Cont…

		Evacuation orders are: • directed by the incident controller or emergency services • relayed via a variety of official sources, such as the [Bushfire warning system](), [DFES website]() and [Emergency WA website](). It is vital that the principal: • accesses bushfire information from official sources • makes an informed decision to stay onsite or evacuate offsite based on the advice .
4	◇ ALL CLEAR	**The danger has passed and the fire is under control, but stay alert in case the situation changes.** It may not be safe to return to school yet.

Appendix B – Procedures in event of a sudden bushfire

Relocate to onsite 'safer building location(s)'

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 the below procedure if the following occurs:

- a 'Watch and Act' or 'Emergency Warning' alert is issued on the Emergency WA website or the Department of Fire and Emergency Services Bushfire Warnings page of the Department of Fire and Emergency Services website (refer to Appendix A for details about the alerts); and
- 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)
Dial 000 for emergency services and follow advice. Remain in contact with the Department of Fire and Emergency Services and monitor official bushfire information sources shown in section 2.1.	
Activate your incident management team to carry out their responsibilities (refer to section 3).	
Use your emergency response contact list to contact stakeholders (refer to section 2).	
Follow your bushfire response telephone call tree to communicate with the school community. Ensure parents receive emergency text message alerts to: • inform them of relocation • keep them updated (use the emergency text message alert templates). Note: Parents must **NOT** collect students until instructed.	
Confirm: • evaporative air conditioners are turned off • all building roof vents, windows and doors are closed before anyone enters the onsite safer building location(s).	
Take emergency equipment (refer to section 5): • registers for students, staff and visitors • evacuation kit • mobile phones (charged). Sound school emergency warning or alert system.	

Follow advice from the incident controller or emergency services, the Manager, Security and Emergency Management or the Director of Education to move to the onsite safer building location(s) (refer to section 7.1 for map) Note: Students and staff must remain in classrooms unless they are directed to move to an onsite safer building location.	
Check student, staff and visitor registers after moving to an onsite safer building location (roll call). Advise the police if anyone is missing. Note: You must give special consideration to students with known respiratory conditions.	
Update the emergency services on the location of students, staff and visitors.	
Wait for the emergency services to arrive or the incident controller to provide you with further information. Ongoing advice will also be provided by the Manager, Security and Emergency Management or the Director of Education. Continue to monitor official bushfire information sources shown in section 2.1.	
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.	

Offsite evacuation procedures

You may be instructed to relocate to your offsite evacuation.

Initiate the below procedure if the following occurs:

- 'Watch and act' or 'emergency warning' bushfire warning alert on the Emergency WA website or the Department of Fire and Emergency Services Bushfire Warning system is invoked (refer to the bushfire warnings listed in Appendix A); and
- Direction from Department of Fire and Emergency Services, incident controller or Emergency services to evacuate offsite; or
- Direction from the Deputy Director General Schools or the Manager, Security and Emergency Management. The Director of Education will relay the decision to you to evacuate offsite.

Follow these procedures if you need to evacuate to an offsite evacuation location during a bushfire event.

Action	Notes (if required)
Dial 000 for emergency services and follow advice. Remain in contact with Department of Fire and Emergency Services and your Director of Education. Monitor official bushfire information sources shown in section 2.1.	
Activate your incident management team to carry out their responsibilities (refer to section 3).	
Refer to the 'emergency response contact list' to contact stakeholders (refer to 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 (refer to section 7.2).	
Identify an assembly area where staff, students and visitors can gather to prepare for offsite evacuation. 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.	

Follow the 'bushfire response telephone call tree' to communicate with the school community.
 	
Ensure parents receive emergency SMS alerts to:
    • inform them of relocation
    • keep them updated (refer to emergency text message alert templates in Appendix C).
 	
Note: parents must not collect students until instructed.	

Confirm: • evaporative air conditioners are turned off • building roof vents and doors are closed.	
Take emergency equipment (refer to section 5): • registers for students, staff and visitors • evacuation kit • mobile phones (charged). Sound school emergency warning or alert system.	
Move all students, staff and visitors from the assembly area to evacuate offsite.	
Check registers after evacuating staff, students and visitors (roll call). Advise the police if anyone is missing.	
Update the emergency services incident controller on location of students, staff and visitors.	
Wait for emergency services to arrive or the incident controller to provide further information. The Manager, Security and Emergency Management or the Director of Education will provide ongoing advice. Continue to monitor official bushfire information sources shown in section 2.1.	
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.	

Appendix C - Pre-emptive (planned) closure procedures

You **MAY** be instructed to pre-emptively close your school due to a predicted catastrophic fire danger rating.

Initiate the below procedure if the following occurs:

- Alert received from the Department of Fire and Emergency Services; or
- Direction from the Deputy Director General, Schools or the Manager, Security and Emergency Management. The Director of Education will relay the decision to you.
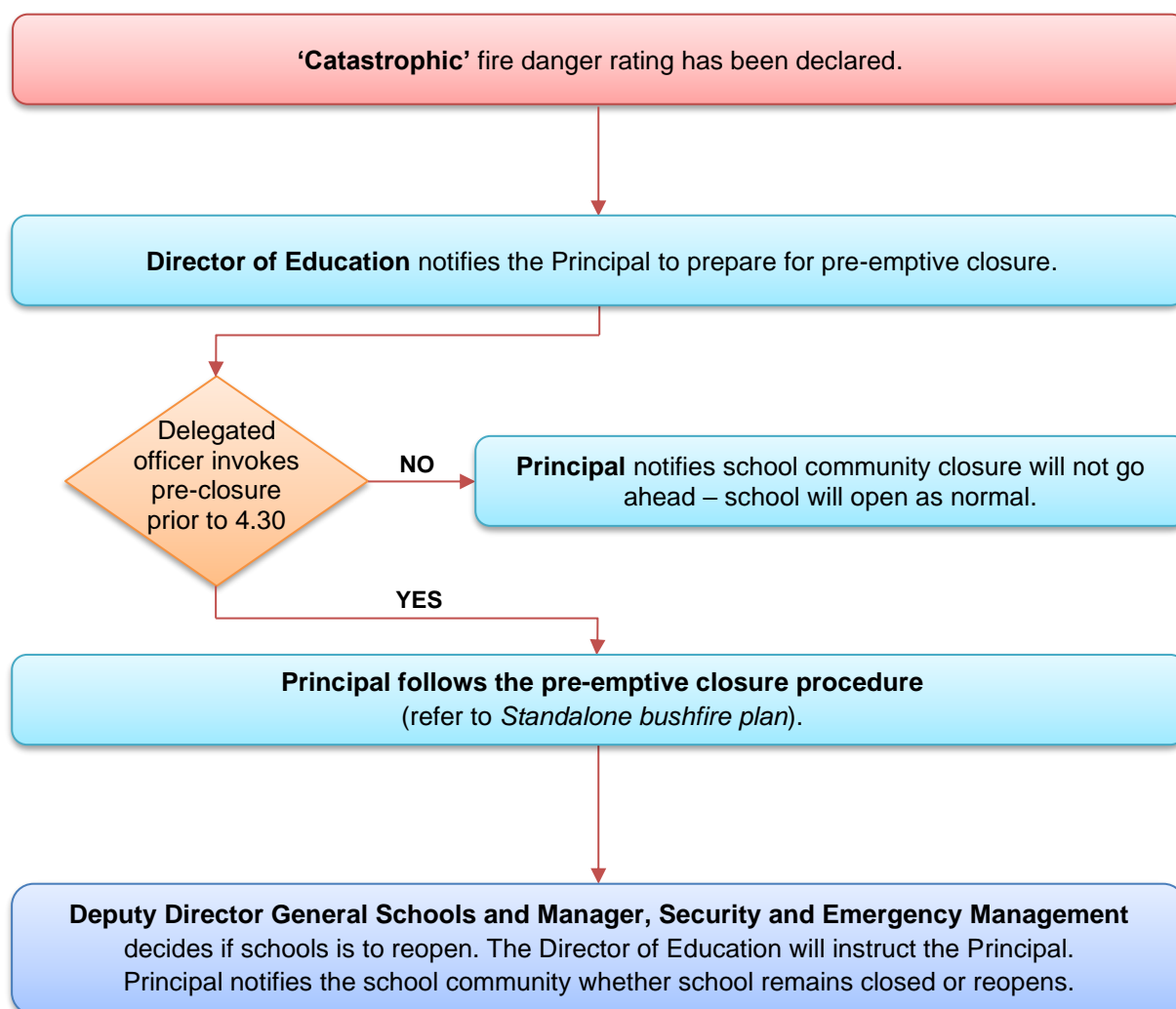
Follow these procedures for a planned school closure in response to predicted catastrophic fire conditions. Also refer to the Flow chart – Principal's response to catastrophic fire danger rating below.

Action	Notes (if required)
Monitor official bushfire information sources shown in section 2.1.	
Activate your incident management team to carry out their responsibilities (refer to section 3).	
Confirm: • 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.	
Use your emergency response contact list to contact stakeholders (refer to section 2).	
If it is safe and there is no active fire in the region, two nominated staff members (usually the Principal and one other staff member) attend school from 8.00am to 9.00am on the day of pre-emptive closure. They: • inform community members of the school closure • secure the facility and activate the electronic security system when leaving (only if it is safe to do so) the site at 9.00am.	
Communicate the pre-emptive closure, continued closure or school reopening: • follow the bushfire response telephone tree (refer to communication templates in Appendix C) • place the notice of temporary closure on external school access points and on the school website • use social media channels to keep the school community updated. Note: Contact lists for staff and parents must be current.	

Secure school premises and activate security system. Before departing, email AssetPlanningServices.SecurityEM@education.wa.edu.au or call 9264 4632 to confirm: • all security systems armed • site is secure.	
Remove the notice of temporary closure from external school access points if pre-emptive closure is reversed.	

Flow chart – Principal's response to 'catastrophic' fire danger rating

'Catastrophic' fire danger rating has been declared.

Director of Education notifies the Principal to prepare for pre-emptive closure.

Delegated officer invokes pre-closure prior to 4.30

NO → **Principal** notifies school community closure will not go ahead – school will open as normal.

YES

Principal follows the pre-emptive closure procedure
(refer to *Standalone bushfire plan*).

Deputy Director General Schools and Manager, Security and Emergency Management decides if schools is to reopen. The Director of Education will instruct the Principal. Principal notifies the school community whether school remains closed or reopens.

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 the following occurs:

- 'Watch and act' or 'emergency warning' bushfire warning alert on the Emergency WA website or the Department of Fire and Emergency Services Bushfire Warning system is invoked (refer to the bushfire warnings listed in Appendix A); and
- Direction 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 information sources shown 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 staff emergency text message alerts to inform them of the school closure (refer to emergency text message alert templates in Appendix E).	
Work with the Director of Education to seek alternative school and transport arrangements (if required).	
Department Media Unit uses media outlets to make public announcements of: • 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 and staff emergency text message alerts to inform them when school can reopen (refer to emergency text message alert templates in Appendix C).	

Appendix E – Communication templates

Emergency text message alert templates

You can use these sample text templates update parents, carers and staff about a response to a bushfire. These texts are also located on Ikon – refer to Manage bushfire and emergency incident communications.

Public schools to close tomorrow due to catastrophic fire danger rating

> Moorine Rock Primary School / all public schools in region/area] will be closed tomorrow [date] due to a catastrophic fire danger rating for the area. See emergency.wa.gov.au/#firedangerratings for more information. There will be no staff on site. Please ensure that you make arrangements for your child.

Students are safe and still on school site

> Students from Moorine Rock Primary School are safe and being supervised at school. We will follow the instructions of emergency services and update you if the situation changes. Monitor emergency.wa.gov.au or call your education regional office on [telephone number] for more information.

Students have been relocated

> Students from Moorine Rock Primary School have been relocated for their safety. Please collect your children from the relocation centre at [exact location]. Follow the instructions of emergency personnel and monitor emergency.wa.gov.au or call your education regional office on [telephone number] for more information.

Not safe to pick up children

> Students from Moorine Rock Primary School are safe and [are still on school site / have been relocated for their safety]. Please wait for further instructions before attempting to collect your child. We are working with emergency services and will advise when it is safe to do so. Monitor emergency.wa.gov.au or call your education regional office on [telephone number] for more information.

School to reopen on [day]

> Moorine Rock Primary School will reopen tomorrow/day [date].

School newsletter sample text

You can use this sample text below can be used to provide the school community with information about a pre-emptive closure.

Pre-emptive (planned) school closure during the bushfire season

Moorine Rock Primary School has been placed on the Department of Education bushfire zone register as it is located in a designated bushfire risk area.

If a 'Catastrophic' fire danger rating has been declared for the [City/Town/Shire] of [name of your school's local government area], a school **MAY** be required to invoke a pre-emptive (planned) closure. A 'Catastrophic' fire danger rating poses a significant threat to the school if a fire starts, it is likely to be uncontrollable, unpredictable and fast moving.

Parents will receive a text message to inform them of a possible Pre-emptive closure of the school.

The final decision to pre-emptively close the school will be confirmed with the principal no later than 4.30pm on the day before the pre-emptive closure. If the forecast changes after the 4.30pm deadline, the school remains closed to limit confusion within the school community.
Parents will receive a text message to either confirm or reverse a Pre-emptive closure of the school.

Typically, schools will only be required to close for a day at a time. However, this will depend on changing weather conditions. Parents will receive a text message to advise if the school will reopen the day after the pre-emptive closure, or whether it will remain closed.

Parents are encouraged to monitor official bushfire information sources for current information about fire danger ratings:

1) **Emergency WA website** - https://www.emergency.wa.gov.au/

2) **Department of Fire and Emergency Services**
   Information line – 13 33 37
   Twitter - https://twitter.com/dfes_wa

3) **Local radio**
   o ABC Emergency WA
   o ABC local radio
   o 6PR

Please contact the school on <school phone number> with any concerns relating to Pre-emptive closures during the bushfire season.

[Name]
Principal

Sample text for a notice of temporary school closure

The sample text below can be used in a notice to be placed on:

- the school main notice board at front of the school
- main administration entrance doors
- other entry/exit doors throughout the buildings
- kindergarten and pre-primary, where relevant.

BUSHFIRE ALERT

NOTICE OF TEMPORARY SCHOOL CLOSURE

As the result of a 'Catastrophic' fire danger rating, this Moorine Rock Primary School is temporarily closed.

The school will re-open on advice from the Department of Fire and Emergency Services (DFES).

For more information about the bushfire threat:

- call 13 DFES (13 33 37)
- visit www.dfes.wa.gov.au and Emergency WA
- stay tuned to ABC local radio.

For more information about the school, contact the Principal on [insert contact details] or the [insert region] regional education office on [insert contact number].

Thank you.

[Name]
Principal