



Bush Fire Plan  
2020/2021  
**CODE ORANGE**

# WICKHAM PRIMARY SCHOOL

## BUSHFIRE PLAN 2020/2021 (Reviewed February 2020)

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## Introduction

This Stand-alone Bushfire Plan is for **Wickham Primary School** and has been developed to assist Principals and their staff prepare for a total fire ban, catastrophic fire danger rating, or a bushfire event. Sample messages to staff and parents are included in the *Principal's Guide to Bushfire*, as well as notices for the closure of the school.

The preparation of this Stand-alone Bushfire Plan should be developed in accordance with the *Emergency and Critical Incident Management Policy* and the *Principal's Guide to Bushfire* with input from local emergency management agencies.

***Wickham Primary School has 353 students and 43 staff. There are six students that require extra support when evacuating. The school is bordered by bush on one side and no major roads.***

## General Information

This Stand-alone Bushfire Plan has been developed before 31 August each year after consultation with:

- families of students attending the school;
- members of the emergency services (for example, local fire brigades, Regional office of Department of Fire and Emergency Services (DFES);
- Local Government Local Emergency Management Committee and Local Government representatives; and
- other school sites.

This Stand-alone Bushfire Plan includes a checklist of required actions to prepare the school before the bushfire season as per the *Principal's Guide to Bushfire* (refer [Appendix A](#)).

This Stand-alone Bushfire Plan also outlines activities to be undertaken by staff and students at the different levels of a bushfire emergency including:

- on days of Total Fire Ban;
- days deemed Catastrophic Fire Danger Rating;
- when there is a fire in the local district;
- when a bushfire has the potential to, or is actually threatening the school; and
- during the period immediately after a bushfire has impacted on the school (known as the 'Recovery Phase').

The Senior and Junior Teaching blocks, are nominated as the **Safer Building Location** for the school. This building has been deemed and prepared for a bushfire emergency and will accommodate all persons normally at the school.

Schools located in bushfire prone areas need to incorporate key bushfire messages in their curriculum. Research shows that if students develop and undertake drills as part of the emergency planning, the message is more meaningful and transfers to the home environment. Additional benefits can be realised by taking activities home that need to be completed and returned. This can serve to increase families' level of awareness and preparedness in regard to bushfire survival plans or household preparedness assessments.

Communication Plans (including emergency contacts and a Telephone Call Tree) need to be in place for evacuation or planned closure. See [Appendix D](#) for a Communication Plan, [Appendix E](#) for Sample Emergency Response Contacts and [Appendix F](#) for a Sample Bushfire Response Telephone Call Tree.

***IMPORTANT: This document contains samples and is designed as a guide only, with a view to achieving reporting consistency across the Department of Education (the Department). It is the responsibility of an individual school to ensure this document is completed with relevant local information.***

If a suitable Safer Building Location cannot be identified on site, as detailed in the *Principal's Guide to Bushfire*, the school must identify relevant and appropriate off site locations. It is important that agreements and processes are put in place with the building owners and tested.

## Distribution

The Principal must prepare and update the Stand-alone Bushfire Plan in readiness for the bushfire season and then upload through the Department's SharePoint system. Schools will receive a notification when this needs to occur.

The Principal or delegated officer will:

- review (and update where appropriate) the Stand-alone Bushfire Plan on an annual basis;
- publish an up-to-date copy of the school's Stand-alone Bushfire Plan on the school's website no later than 31 August of each year;
- ensure that all new staff members, relieving staff and visitors are briefed about the requirements of the Stand-alone Bushfire Plan during their site induction process;
- include bushfire season reminders and information in newsletters;
- update the School's Information Booklet in Term 1 each year, including detailed information about actions and procedures included in the Stand-alone Bushfire Plan; and
- provide all staff members with pre-bushfire season updates during Term 3 and ongoing information and instruction about the contents and requirements of the Stand-alone Bushfire Plan during Term 4 and Term 1 staff meetings.

## Induction and ongoing awareness

The BP will be included in our Induction process and shared with relieving staff.

Bushfire season reminders and information will be shared via school newsletters and on school social media. The School's Information Booklet will include information about actions and procedures included in the BP and where to access the plan.

All staff members are to receive pre-fire season updates in Term 3 and ongoing information and instruction about the contents and requirements of the BP during Term 4 and Term 1 staff meetings

## Bushfire Preparation checklist (refer to Appendix A)

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

Any bushfire advice received by the school from Department of Fire and Emergency Services (DFES), including local DFES regional office, Local fire brigades and Community Emergency Services Manager, Local Government, Local Government Local Emergency Management Committee, or external experts, is documented in the table below, identifying the date and source of the advice.

The school will review (and update where appropriate) the plan on an annual basis.

Date of Review / Advice	Reviewing Officer(s)	Date Submitted	Next scheduled Review
Feb 2020	Mark Donaldson	5.2.2020	4.2.2021

## Communication

There are several levels of communication requirements at school level before, during and after bushfire events.

### Preparing for Bushfire Season

- The BP will be shared with staff.
- A BP evacuation will be held in term 3, 4 and term 1 so all staff and students are aware of plan.
- Relief staff will receive a Relief file with the BP and will also be walked through the plan.
- The BP will be shared with the school community via the school website, Facebook, App and handbook.
- Communication plans (including emergency contacts and a telephone tree) are in place for evacuation or planned closure.
- The school has an effectively working emergency warning or alert system and emergency communication equipment is available and working.
- We have a system to account for students, staff and visitors in an emergency; fire roll (Integris), Evacuation Files in classes have up to date rolls, visitor and relief sign in registers.
- Schools have in place systems to account for students, staff and visitors in an emergency, such as class rolls (or equivalent) and visitor registers. Consideration should be in place for situations such as a loss of power affecting the ability to print from electronic sources.
- We have more than one suitable off-site location, in case one site is in the area of the bushfire.
- Arrangements are in place in relation to school buses if appropriate (notification of contractors if pre-emptive closure is invoked; and the availability of buses if off-site evacuation is required).

### Types of Fire Event

In the event of a Total Fire Ban, catastrophic weather warning, or bushfire, the **BP** will be activated.

#### 1. Total Fire Ban

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

This means:

- no fires must be lit or used in the open air;
- all open fires for the purpose of cooking or camping are not allowed.

The Department of Fire and Emergency Services advice is that chainsaws, plant or grass trimmers or lawn mowers can be used during a total fire ban in suburban or built up areas which are cleared of flammable material, but not in bushland or other areas where their use is likely to cause fire. It is recommended postponing the activity altogether to minimise the risk of fire.

For information on activities that can or cannot be carried out during a Total Fire Ban visit [www.dfes.wa.gov.au/totalfirebans/Pages/TotalFireBanWhatCantIDo.aspx](http://www.dfes.wa.gov.au/totalfirebans/Pages/TotalFireBanWhatCantIDo.aspx).

If the information required is not available from the website, telephone the Total Fire Ban Information Line 1800 709 355.

This information is also available by visiting [www.dfes.wa.gov.au](http://www.dfes.wa.gov.au).

#### 2. Catastrophic Fire Danger

The Catastrophic Fire Danger Index (FDR) has been added to the Australia-wide FDR system since the 2009 bushfires in Victoria. If a fire starts in catastrophic conditions, its impact potential includes death or injury to people and destruction of buildings.

Category	Fire Danger Index (FDR)	Action
Catastrophic	100+	Wickham PS will be closed. School to invoke communication plan and cancel bus services.
Extreme	75-99	Monitor DFES website
Severe	50-74	Monitor DFES website
Very High	32-49	Normal school operations
High	12-31	Normal school operations
Low-Moderate	0-11	Normal school operations

In the event of a catastrophic weather warning the **BP** will be invoked as per the flow chart at Appendix B (refer to *Principal's Guide to Bushfire* for all procedures).

### Pre-emptive Closure

- The Department of Education Incident Controller (normally the Deputy Director General Schools or delegated officer) will make the decision to close a school based upon advice from Emergency Services and this will be relayed to the Principal via the Regional Executive Director. The Regional Executive Director confirms with the principal the final decision to close the school no later than **4.30 pm** the day before the planned closure. If weather conditions become less severe after **4:30 pm**, the closure goes ahead regardless, in order to provide a level of certainty to parents.
- The Principal will notify staff via the emergency tree (if after hours), and parents via SMS, letter and social media of the planned closure. See letter to parents in Appendix G. This will be done through SMS, Facebook, App and letter.
- All other necessary parties are advised including (but not limited to) community users of the school facilities, on site contractors, bus contractors, School Council and Parents and Citizens Association (P & C).
- If appropriate, bus contractors will be contacted to arrange for the evacuation of students.
- Notice of Planned Temporary School Closure should be posted as per the *Principal's Guide to Bushfire*, both physically at the school and electronically on the website, Facebook and App.

*The DFES is the final authority on advice about which schools are in danger and the level of risk at the time. The Deputy Director General Schools makes the final decision as to whether or not a planned closure of public schools is to proceed, based on DFES's advice.*

### During Evacuation

- The school will contact the Regional Executive Director and the Department's Media Unit.
- The school will contact parents via phone or email, ensuring they have a mobile phone contact number for the school. It would be preferable that parents restrict calling the school at this time to emergency calls only.
- The school will notify bus contractors and other users of the school site.

NOTE: DFES uses the national Emergency Alert system to send community warning messages via mobile telephones in affected areas. It is important not to rely on receiving an alert. The school must still be prepared and have an action plan in case of an emergency.

It is important to remember that the Emergency Alert is just one way of receiving information during an emergency. Other ways the school can stay informed include:

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

For more information on Emergency Alert, visit: [www.emergencyalert.gov.au](http://www.emergencyalert.gov.au)

The Principal communicates directly with Regional and Central Office personnel including any media communications. Staff should not comment directly to the media.

### **Reopening the School**

- The Regional Executive Director is to advise the Principal when the school can re-open.
- Parents need to know when the school is re-opened. In the event of a pre-emptive closure details are contained in the sample messages (*Principal's Guide to Bushfire* advising of pre-emptive Closure – Appendix B7).
- The *Notice of Planned Temporary School Closure* should be physically removed from the school premises and website.
- All parties that were advised of closure (for example, bus contractors, Out of Hours users, community kindergartens, Parents and Citizens Association and/or school council) should be advised of reopening.

### **TYPES OF FIRE EVENT**

In the event of a Total Fire Ban, catastrophic weather warning or a bushfire, the Stand-alone Bushfire Plan will be activated.

#### **1. Total Fire Ban**

In the event of a Total Fire Ban, the Stand-alone Bushfire Plan will be invoked (refer to *Principal's Guide to Bushfire* for all procedures). This means:

- no fires must be lit or used in the open air;
- all open fires for the purpose of cooking or camping are not allowed; and
- 'hot work' such as metal work, grinding, welding, soldering, gas cutting or similar is not allowed.

DFES advise that chainsaws, plant or grass trimmers or lawn mowers can be used during a Total Fire Ban in suburban or built up areas which are cleared of flammable material, but not in bushland or other areas where their use may cause a fire.

It is also necessary to ensure:

- the equipment or machinery is mechanically sound; and
- all reasonable precautions are taken to prevent a bushfire starting.

It is recommended postponing the activity altogether to minimise the risk of fire

Unless a Harvest and Vehicle Movement Ban has been implemented by the Local Government Authority, the school/college is able to harvest or move vehicles across paddocks for agricultural purposes. However, there may be local government authority requirements such as compliant fire-fighting equipment on hand and a required amount of water readily available for fire-fighting purposes.

Individuals could be fined up to \$25 000 or jailed for 12 months (or both) if the Total Fire Ban is ignored.

For information on activities that can or cannot be carried out during a Total Fire Ban visit

<https://www.emergency.wa.gov.au/#totalfirebans>.

[https://www.dfes.wa.gov.au/safetyinformation/fire/bushfire/BushfireFactsheets/DFES\\_BushfireFactsheet-Total\\_Fire\\_Bans.pdf](https://www.dfes.wa.gov.au/safetyinformation/fire/bushfire/BushfireFactsheets/DFES_BushfireFactsheet-Total_Fire_Bans.pdf).

If the information required is not available from the website, telephone the Total Fire Ban Information Line 1800 709 355.

This information is also available by visiting [www.dfes.wa.gov.au](http://www.dfes.wa.gov.au) and [Emergency WA website: www.emergency.wa.gov.au](http://www.emergency.wa.gov.au).









## 2. Catastrophic Fire Danger

The Catastrophic Fire Danger Index (FDR) has been added to the Australia-wide FDR system since the 2009 bushfires in Victoria. If a fire starts in catastrophic conditions, its impact potential includes death or injury to people and destruction of buildings.

Schools need to know what the Fire Danger Rating is for the area, and monitor local conditions and keep informed. Understanding the Fire Danger Rating categories and what they mean will help in making decisions about what to do if a bushfire starts.

The Fire Danger Rating is based on the forecast weather conditions and provides advice about the level of bushfire threat on a particular day.

Category	Fire Danger Index (FDR)	Action
 <b>Catastrophic</b>	100+	Schools on Bushfire Zone Register closed on instruction from Deputy Director General, Public Schools, through Regional Executive Director. School to invoke Communication Plan and cancel bus services. <a href="#">Appendix B</a> (refer to the <i>Principal's Guide to Bushfire</i> for all procedures and sample messages).
 <b>Extreme</b>	75-99	<b>Monitor Emergency WA &amp; DFES websites</b> Normal school operations (any fire that starts is likely to be so fierce that even a well prepared and well-constructed school may not survive a fire).
 <b>Severe</b>	50-74	<b>Monitor Emergency WA &amp; DFES website</b> Normal school operations (The threat of a bushfire increases)
 <b>Very High</b>	32-49	<b>Monitor Emergency WA &amp; DFES website</b> Normal school operations (The threat of a bushfire increases)
 <b>High</b>	12-31	<b>Normal school operations</b> (The threat of a bushfire increases)
 <b>Low/Moderate</b>	0-11	Normal school operations
<p>Guidance notes: At each rating the fire behaviour and potential impact will be different. Check the FDR for the area by visiting the following links: <a href="https://www.emergency.wa.gov.au/#firedangerratings">https://www.emergency.wa.gov.au/#firedangerratings</a> Further information can be obtained at: <a href="https://www.dfes.wa.gov.au/safetyinformation/fire/bushfire/pages/firedangerratings.aspx">https://www.dfes.wa.gov.au/safetyinformation/fire/bushfire/pages/firedangerratings.aspx</a></p>		

### 2.1 Planned Pre-emptive Closure

Regional Executive Directors will contact principals of affected schools directly when a planned (pre-emptive) closure is to be invoked in a particular part of the State. The lead time for a planned closure varies depending on weather patterns, but every attempt is made to give

principals as much notice as possible to prepare written documentation for parents. Schools should have Telephone Call Tree in place to provide this information at short notice or after hours.

Once advised of a pre-emptive closure, the school must inform the community that a closure is imminent. The Principal needs to send messages to parents and inform staff members when the closure is planned to occur and that the school is on standby. It may be that between declaration of the closure and the day of closure, weather conditions improve sufficiently to remove the need to close and the school can therefore stand down its Pre-emptive Closure Plans.

The Regional Executive Director will confirm with the Principal the final decision to close the school no later than **4:30 pm** the day before the planned closure. If weather conditions become less severe after **4:30 pm**, the closure goes ahead regardless in order to provide a level of certainty to parents.

DFES is the final authority on advice about which schools are in danger and the level of risk at the time. The Deputy Director General, Public Schools makes the final decision as to whether or not a planned closure of public schools is to proceed based on DFES's advice.

## **2.2 During a Planned Closure**

In order to make informed decisions, the Principal must stay informed of the current fire danger rating and any fire activity by monitoring a range of information sources

Schools can stay informed by monitoring the following official sources:

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

## **3. Bushfire**

In the event of a bushfire threatening the school, the school will call 000. The Stand-alone Bushfire Plan will be invoked by way of the school siren (or hand-held siren).

### **3.1. Bushfire – Warnings**

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

If the school is likely to be threatened by the fire, activate the *Emergency and Critical Incident Management Plan* immediately.

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

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

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

#### **3.1.1**



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

Turn off evaporative air conditioners and ensure roof vents are closed. Undertake regular checks and patrols of the school for bushfire activity, paying special attention to the evaporative air conditioners.

### 3.1.2



means there is a possible threat to lives and property. Conditions are changing, you need to leave the area or prepare to move students, staff and visitors to their pre-determined Safer Building Location and not an open area on the site or evacuate.

If an order to evacuate is directed by the Incident Controller, the evacuation order will be relayed via a variety of official sources such as the DFES website and Emergency WA website. It is paramount that schools gather information pertaining to fires from official sources in order to make an informed decision on whether to stay on-site or evacuate off-site.

### 3.1.3



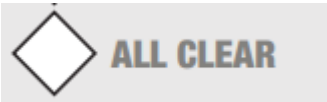
means you are in danger as your area will be impacted by fire. You need to take immediate action to survive.

You will be advised whether you can leave the area or if you must shelter where you are as the fire burns through your area. An emergency warning may be supported with a siren sound called the Standard Emergency Warning Signal (SEWS). These factors should be reviewed on a regular basis as they may change at any time and without notice.

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

It is paramount that schools gather information pertaining to fires from official sources in order to make an informed decision on whether to stay on-site or evacuate off-site.

### 3.1.4



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

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

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

## 3.2. Bushfire – Act

### 3.2.1 Response when a bushfire starts and the school is open

#### 3.2.1.1 Evacuation Procedure

School to evacuate off-site on advice from DFES

- All classes remain with their teachers and support staff.
- All other staff and visitors report to the administration building.
- Teachers account for each child and identify students and support staff with known respiratory conditions.
- Doors, roof vents and windows must be closed **and evaporative air coolers turned off**.
- Students and staff are to remain in classrooms unless directed otherwise by the fire warden.
- Fire wardens are designated to manage evacuation routes and liaise with staff.

- The Principal and fire wardens will control the response and must liaise with DFES or emergency services as soon as possible.
- Students and adults with known respiratory conditions will be identified and given special consideration.

Staging Area – identify and utilise an area where occupants and visitors are intended to gather in preparation for an evacuation.

### **Parent Access**

Schools must have clear communication methods with parents. Parents must be advised **NOT** to pick up students and to monitor official communication channels for specific access information. Appendix D and Appendix E Communication Plan and Emergency Response Contact List must be completed with local content to ensure the school's individual communication requirements are detailed and used.

#### **3.2.1.2 Safer Building Location Procedure – if evacuation is not possible**

- All classes remain with their teachers and support staff until otherwise advised by Principal or delegated staff.
- School move to Safer Building Location ([Appendix C](#)) if the Principal cannot ascertain impact of a bushfire to school or on advice from DFES.
- Doors, roof vents and windows must be closed and **evaporative air coolers turned off**.
- Principal or delegated staff to monitor official communication channels to enable informed decisions to be made.
- All classes to remain within the designated Safer Building Location. See [Appendix C](#) for a sample safer location evacuation diagram.
- All other staff and visitors report to the administration building, before directed to the Safer Building Location.
- Teachers account for each child and identify students and support staff with known respiratory conditions.
- Fire wardens are designated to manage evacuation routes and liaise with staff.
- The Principal and fire wardens will control this response and must liaise with DFES or emergency services as soon as possible.
- Students and adults with known respiratory conditions will be identified and given special consideration.

### **Parent Access**

Schools must have clear communication methods with parents. Parents must be advised **NOT** to pick up students and to monitor official communication channels for specific access information. Appendix D and Appendix E Communication Plan and Emergency Response Contact List must be completed with local content to ensure the school's individual communication requirements are detailed and used.

#### **3.2.2 Response when a bushfire starts and the school is closed**

If the Department's Incident Controller makes a decision on school closure-based advice from emergency services, the Regional Executive Director will inform the Principal of closure.

The Principal is to notify staff and parents of the closure using the Emergency Response Contact List (see [Appendix D](#) for a Sample Communication Plan).

The Department's Incident Controller will, in consultation with the Regional Executive Director, identify alternative accommodation of students and staff, if required. The Department's Media Unit will use media outlets to make public announcements of school closures, temporary alternative accommodation and contact number(s) for further information.

The Department's Incident Controller (in consultation with DFES) will inform the Regional Executive Director when the school can reopen, who will inform the Principal accordingly.

#### **3.2.3 Recovery**

The priorities for the school during recovery are:

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

### **General**


- When possible, return to normal routine as soon as possible.
- Attend to staff and student welfare, considering counselling support.
- Provide information for families and the community of any impact (including if there is none) on the school and school routine following the bushfire.
- Undertake a check of any equipment or stock used and arrange for replacement/replenishment.
- Address any physical damage to the school, isolating areas if required and, if necessary, relocate to alternative accommodation. Contact the Department of Finance's Building Management and Works to commence repairs. The Department should be advised of any damage caused by the bushfire.
- Attend to security if necessary (Contact Manager, Security and Emergency Management at Central Office on 9264 4825).
- Manage administrative details including insurance.

### **Debrief**

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

### Appendix A: COMPLIANCE: Bushfire Preparation Checklist

 <p>Department of Education</p>	<p>Bushfire Preparation Check List for the Summer Months</p>
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**Principals should be thoroughly familiar with their current plans for dealing with bushfires.**

**All staff members should be aware of their responsibilities in accordance with the plans.**

#### MANAGEMENT ACTIVITIES

Tick when task has been completed, or write NA if not applicable(☐)

#### Evidence

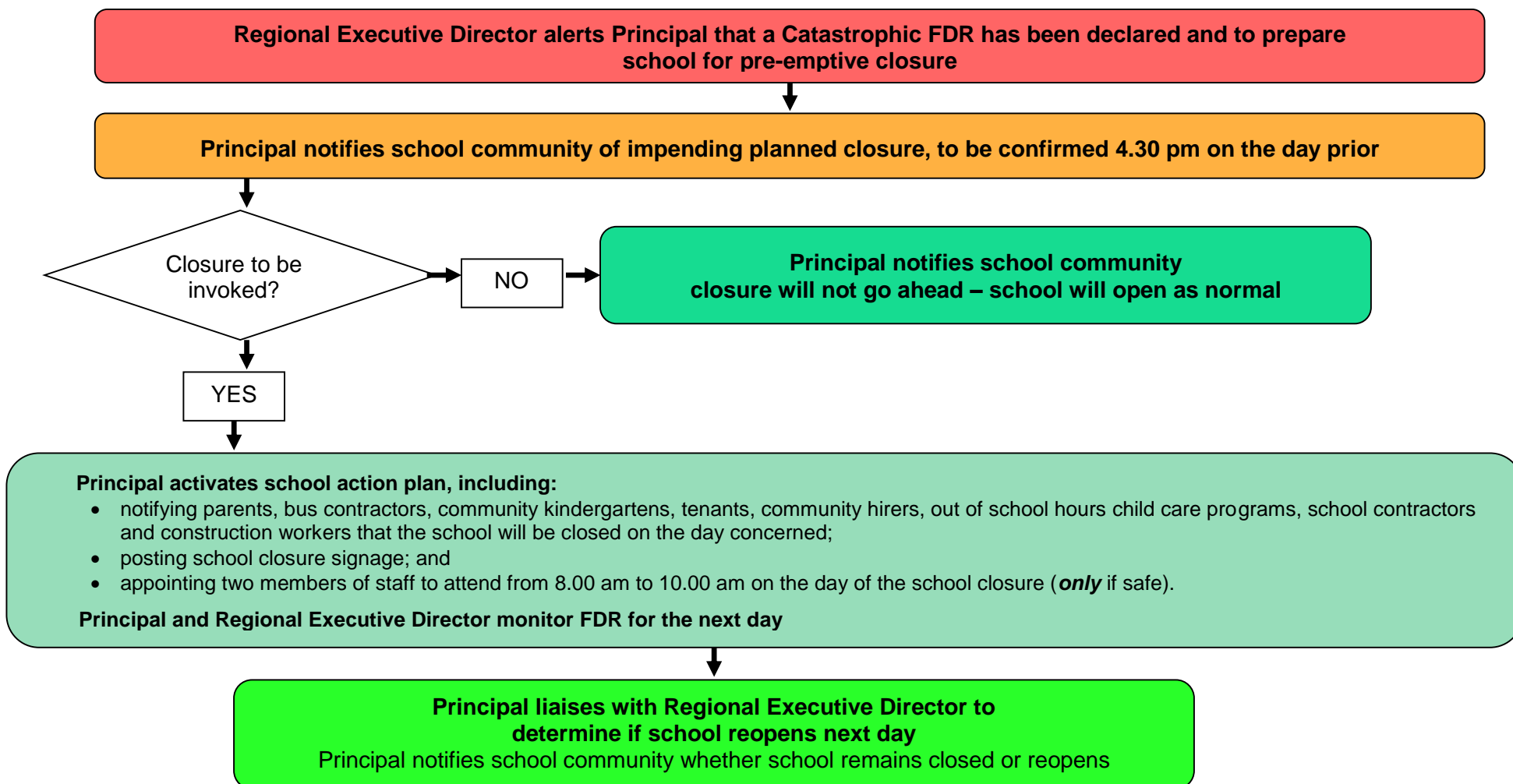
Has the school checked the Bushfire Zone Register on Ikon and downloaded the latest Stand-alone Bushfire Plan.	<input checked="" type="checkbox"/>	Aug 2019
Principal is thoroughly familiar with the school's Stand-alone Bushfire Plan.	<input checked="" type="checkbox"/>	Feb 2020
Students, staff, relief staff and parents/carers have been made aware of the school bushfire plan.	<input checked="" type="checkbox"/>	Induction 2019 (all staff).  Term 1 2020 BP posted on FB, website and App. Available in hard copy too.
The Stand-alone Bushfire Plan has been reviewed prior to the bushfire season (31 August each year) and a copy uploaded to the <a href="#">electronic portal</a> and on the school's website.	<input checked="" type="checkbox"/>	See Portal
Schools on the Bushfire Zone Register have appointed a school emergency liaison officer. The appointed liaison officer may be required to relocate during an emergency, to the Incident Control Point to provide an information conduit between the school and the controlling agency.	<input checked="" type="checkbox"/>	Deputy: Mrs Jennifer Dunn OR delegate ( identified by red / pink vest)
The Principal or delegated staff establish contact with local emergency services, DFES, the Department of Biodiversity, Conservation and Attractions – Parks and Wildlife Services (if relevant), the local volunteer fire brigade, WA Police, Local Government Local Emergency Management Committee (LEMC), local government representative or Community Emergency Services Manager (CESM) (if there is one for the area), and incorporated their feedback into the plans (as required).	<input checked="" type="checkbox"/>	Principal met with fire brigade Nov 2020, Capt Adam Browne,
Emergency Services, outlined above, are informed of your nominated pre-determined Safer Location as part of your Emergency Critical Incident Management Plan procedures.	<input checked="" type="checkbox"/>	Plan will be sent to local emergency services. Following the Nov 2020 meeting
Schools on the Bushfire Zone Register understand the bushfire warning system (refer DFES website page 8) and the Emergency Alert telephone warning system ( <a href="http://www.emergencyalert.gov.au">www.emergencyalert.gov.au</a> ).	<input checked="" type="checkbox"/>	Copy to be given to all staff Feb 2020
Schools on the Bushfire Zone Register need to incorporate key bushfire messages.	<input checked="" type="checkbox"/>	Term 3 & 4 2020

Schools know how to turn off evaporative air conditioner units, including awareness of the location of the switches, and how to close roof vents.	N/A	
Communication plans (include telephone tree – see Appendix D1) are in place for directed evacuation or planned closure	✓	Staff received updated copy 2019
Evacuation drills practised prior to the start of the bushfire season and at least once per term during the bushfire season. The bushfire season typically runs from June to late October in northern WA. Note this is a minimum of three drills per year.	Ongoing	Term 1, 3 and 4.
School has a correctly functioning emergency warning or alert system.	✓	
Emergency communications equipment is available e.g. mobile telephones, hand-operated fire alarm (portable siren), portable radios and spare batteries.	✓	Evacuation kit
Class rolls and visitor register (or equivalent) are readily accessible in an emergency to account for students, staff and visitors.	✓	Front office counter Evacuation kit
First aid equipment is available and staff members trained in first aid have been identified.	✓	First aid kit and register of staff in Evacuation kit.
Evacuation kit should be checked at least once per term.	✓	Dates listed in School Officer's diary
Arrangements are in place in relation to school buses (notification of contractors if pre-emptive closure is invoked; availability of buses if off-site evacuation is required)	✓	Plan given to contractors
Procedures are in place to restrict use of machinery (e.g. angle grinders, mowers, and machinery with internal combustion engines) in close proximity to bushfire fuels where they may start a fire on severe fire danger days.	✓	Gardener has copy of BP and is involved in staff meetings and reviews.
A <b>Safer Building Location</b> from within the school buildings has been identified. The <b>Safer Building Location</b> is not an open area and the school has processes in place to ensure the building is ready for use in a bushfire emergency. The <b>Safer Building Location</b> is to be used when it is the safest option or in the event that an off-site evacuation is not possible (Refer page 5 of <i>The Principal's Guide to Bushfire</i> ).  The school's <b>Safer Building Location</b> is: Junior and Senior Teaching blocks.	✓	Two assembly areas: A&B. Safer locations: in Junior and Senior blocks.
Defendable Asset Protection Zone (20 metre radius from buildings) is maintained throughout the year, clear of all rubbish, leaf litter, long dry grass, bark and flammable materials.	✓	

## Appendix B: Catastrophic Event Flow Chart

In the event of a catastrophic weather warning the **Bushfire Plan** will be invoked as per the following flow chart: (refer to *Principal's Guide to Bushfire* for all procedures and sample letters)

### PRINCIPAL'S RESPONSE TO Catastrophic Fire Danger Rating



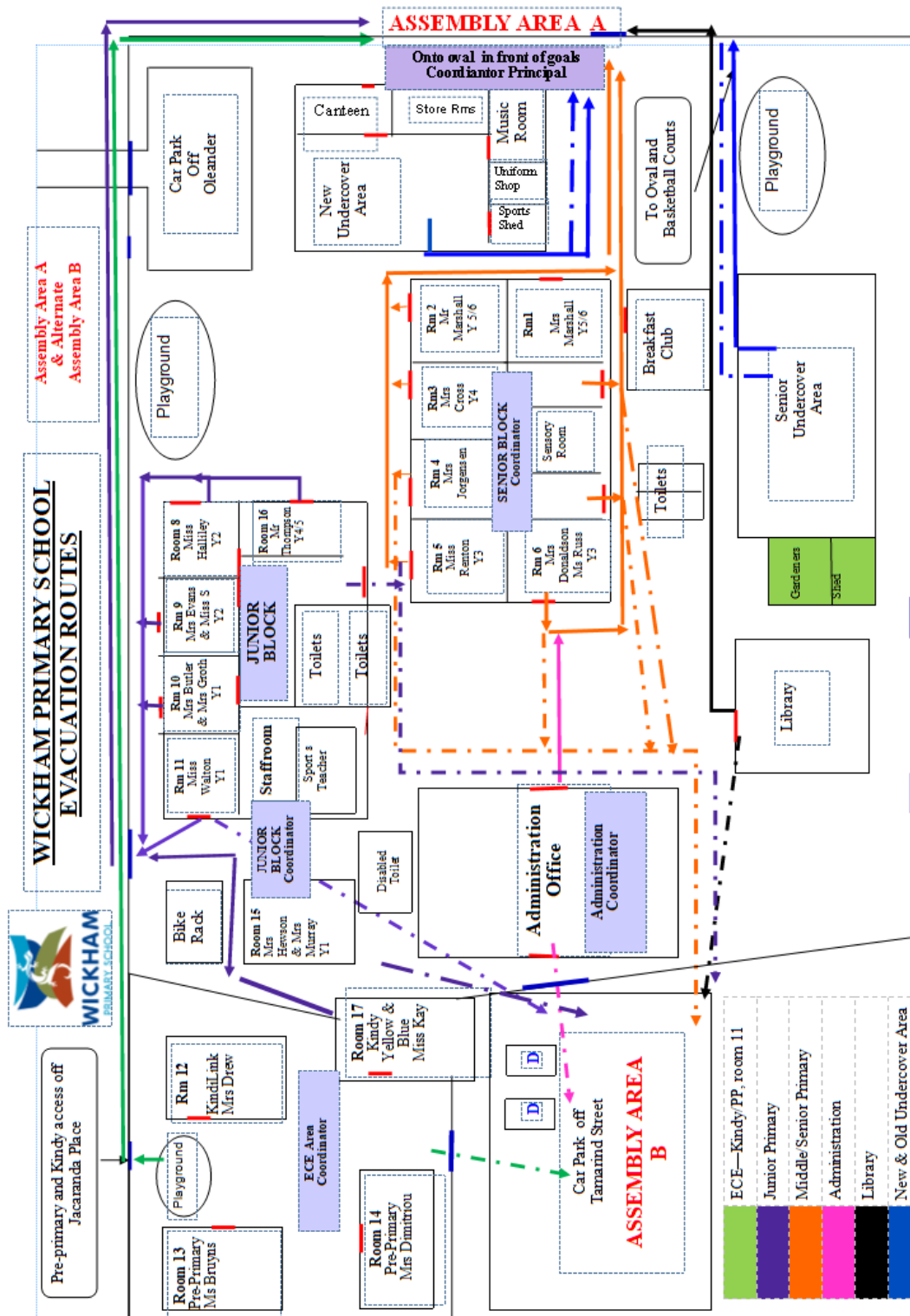


**Appendix C: School Site Plan and Evacuation Routes**

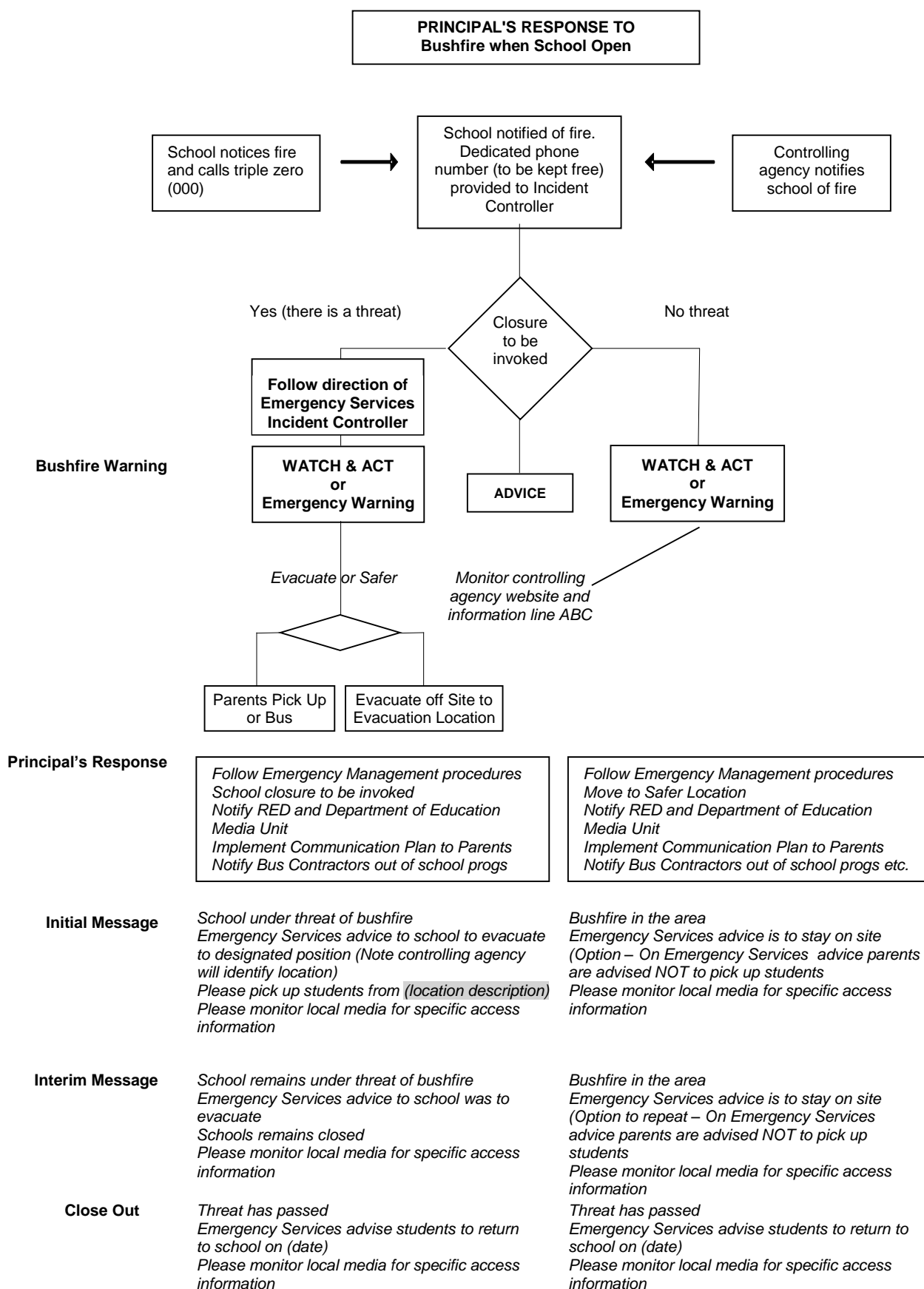
Insert your school's map here – include the safer location/s, location of fire hydrants, electrical switch boards, phones and communication board, first aid and evacuation kits.



**Assembly Area A** - Solid line  
**Assembly Area B** - Dotted Line



## Appendix D: Communication Plan



## Appendix E: Emergency Response Contact List



EMERGENCY CONTACT & PHONE NUMBERS		ROLES AND RESPONSIBILITIES	
Police:	000 Local: Roebourne Police 9182 1133	Evacuation: Principal  Invacuation: Principal	Continuous siren with PA announcing Assembly Area A or B.  Short burst of siren and PA announcing "xx"
Hospital	Local: 9182 0200	Checking Rooms	As per Evacuation Plan
Ambulance	000		
Fire	000	Marshalling Evacuation: oval Invacuation: classrooms	As per Evacuation Plan
Bus Contractors	Fortescue Bus Service 9185 4377		
Power Outage (Rio Tinto Power)	1800 992 777	Accredited FIRST AID Officers	Michelle Schut
State Emergency Service	132 500	Communication	Principal /MCS
Poisons Information	131 126	Next of Kin Notification	Principal (Police if death)
REGIONAL DIRECTOR Name	Ms Cheryl Parkin 0427 420 270	Reporting and Review	Principal
PRINCIPAL	Mark Donaldson		0481 469 201
Manager Corporate Services	Michelle Schut		0417 071 402

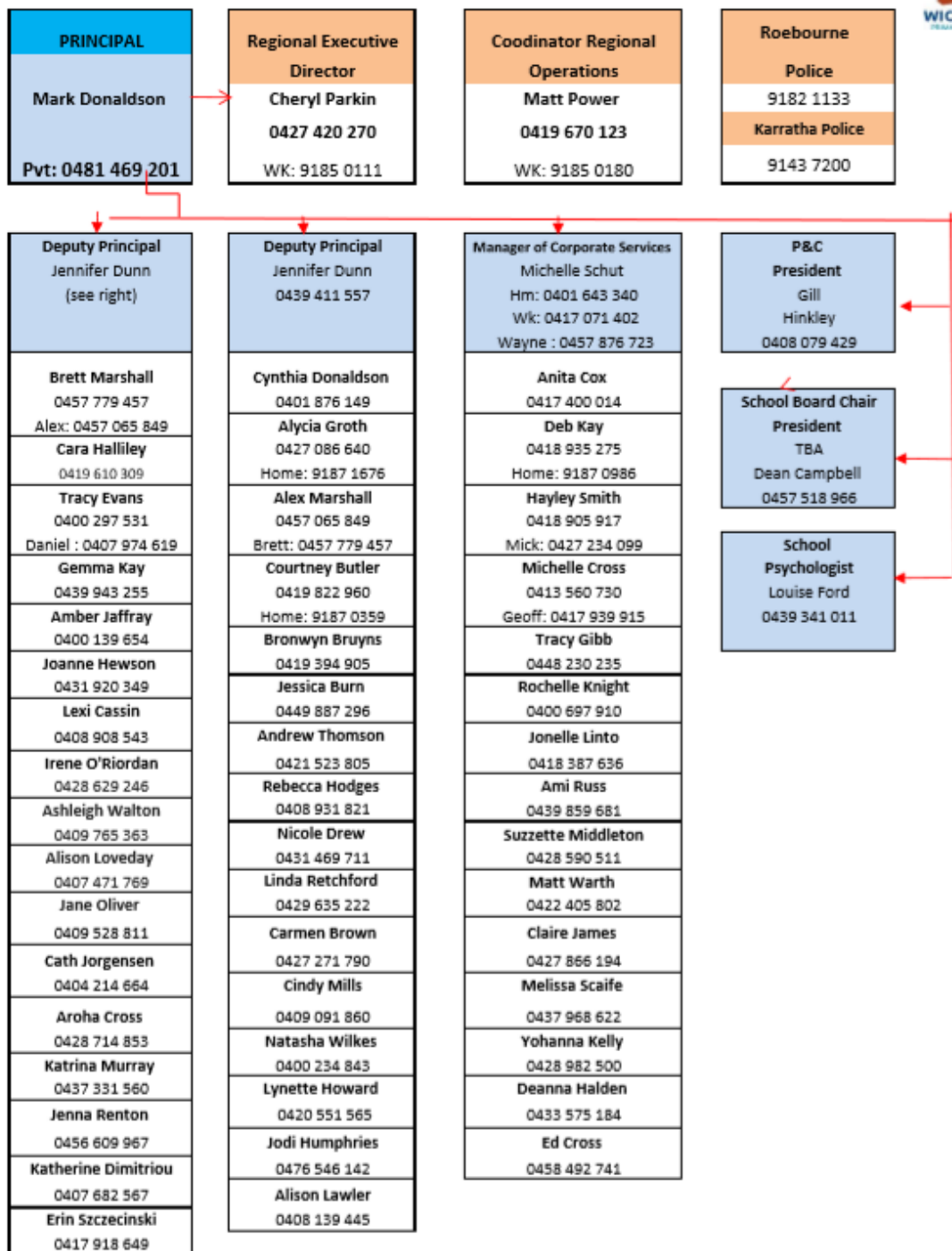
In the case of an  
**EMERGENCY**  
 Call  
**000**

## Appendix F:

Date: 31.1.2020

Wickham Primary School Emergency Contact Tree

2020 V2



Communication Tree Instructions : This procedure goes on down the list. If however, the person you are meant to call cannot be contacted, you must inform the head name on the list and they will then call the next person listed after that uncontactable person, and the process of calling continues from there. The last person on each list calls the head of the list (in blue) when they have received notice. **Michelle will contact relief staff as required.**

## Appendix G: Template Letters

### *Template Letter to Parents Advising of Pre-emptive Closure*

#### **BUSHFIRE ALERT NOTIFICATION OF TEMPORARY SCHOOL CLOSURE**

Dear Parent

Based on advice from the Department of Fire and Emergency Services (DFES), the Deputy Director General, Schools has directed the temporary closure of Wickham Primary School, on <insert day, date>, due to a Catastrophic Fire Danger Rating (FDR) for the City of Karratha . A Catastrophic FDR means that if a fire starts, it is likely to be uncontrollable, unpredictable and fast moving.

The Department of Fire and Emergency Services will keep the Department of Education (the Department) informed of any change to the FDR forecast for <insert date>. The final decision to pre-emptively close the school will be confirmed with me no later than 4.30pm on <insert date of the day before the declared day>. If the forecast changes after that deadline, the closure will stand, regardless of improvements to the weather conditions on the afternoon of <insert date of the day before the declared day> or overnight. The intention is to limit confusion or uncertainty for parents and to allow you ample time to make alternative child care arrangements.

You will be advised of the confirmation of closure, or its reversal, by a note sent home with your child on <insert day and date of the day before the planned closure>. If your child is absent on that day, the school will phone you to advise whether the closure will go ahead as planned. Please ensure that we have up to date phone contact details for you.

It is anticipated that the school will only be required to close for a single day at a time, but this will depend on the weather. You will receive an SMS to advise you whether the school will reopen the day after the planned closure, or whether it will remain closed. The school website will contain a notice to advise you of the current status of the school closure and when it is expected to reopen.

I ask that you monitor local media for current information about fire danger ratings and notification of schools reopening. Staying tuned to ABC Local Radio in your locality is advisable. You can also check with DFES on 133337 or [www.dfes.wa.gov.au](http://www.dfes.wa.gov.au). Alternatively you can call me on 0481469201 or Pilbara Education Regional Office on 08 9185 0111. If any of the options listed above for finding out when to send your child back to school will prove problematic, please contact the school to arrange for us to phone you to advise you when the school will reopen.

Children may experience some anxiety as a result of this closure. You are encouraged to reassure your children of the safe environment we will provide for them on their return. We will be taking measures, consistent with advice from DFES, to make the school safe before children return.

While no formal education program is available during this time, children are encouraged to:

- continue unfinished work;
- undertake research;
- complete due assignments;
- review recent school work;
- play educational games; and
- read.

This precautionary measure will maximise children's safety.

Thank you for your cooperation.  
Mark Donaldson - PRINCIPAL

## ***Memo to Staff Advising of Pre-emptive Closure***

### **BUSHFIRE ALERT NOTIFICATION OF TEMPORARY SCHOOL CLOSURE**

#### MEMO TO STAFF

Based on advice from the Department of Fire and Emergency Services (DFES), the Deputy Director General, Schools has directed the temporary closure of Wickham Primary School, on <insert day, date>, due to a Catastrophic Fire Danger Rating (FDR) for the City of Karratha . A Catastrophic FDR means that if a fire starts, it is likely to be uncontrollable, unpredictable and fast moving.

The Department of Fire and Emergency Services will keep the Department of Education (the Department) informed of any change to the FDR forecast for <insert date>. The final decision to pre-emptively close the school will be confirmed with me no later than 4.30pm on <insert date of the day before the declared day>. If the forecast changes after that deadline, the closure will stand, regardless of improvements to the weather conditions on the afternoon of <insert date of the day before the declared day> or overnight. The intention is to limit confusion or uncertainty for parents and to allow them ample time to make alternative child care arrangements.

You will be advised of the confirmation of closure, or its reversal, by me on <insert day and date of the day before the planned closure>. If you are absent on that day, the school will phone you to advise whether the closure will go ahead as planned. Please ensure that we have up to date phone contact details for you.

It is anticipated that the school will only be required to close for a single day at a time, but this will depend on the weather. The school website will contain a notice to advise you of the current status of the school closure and when it is expected to reopen.

I ask that you monitor local media for current information about fire danger ratings and notification of schools reopening. Staying tuned to ABC Local Radio in your locality is advisable. You can also check with DFES on 133337 or [www.dfes.wa.gov.au](http://www.dfes.wa.gov.au). Alternatively you can call me on 0481469201 or Pilbara Education Regional Office on 9185 0111.

During this period of closure you will be considered to be on duty and are to undertake professional duties from home (e.g. preparation, planning, assessment and reporting). Measures will be taken, consistent with the advice from DFES, to make sure the school is safe before you return.

This precautionary measure will maximise staff and student safety.

Thank you for your cooperation.

Mark Donaldson

PRINCIPAL

*Notice of Planned Temporary School Closure*

## **Notice of Planned Temporary School Closure**

Please be advised that as a result of a Catastrophic Fire Danger Rating for <day, date>, it is planned to temporarily close this school on that day.

The final decision to close the school will be confirmed with the Principal no later than 4.30pm on <insert date of the day before the declared day>. If conditions have improved sufficiently by that time, the school will open as normal on <day, date>. If not, closure will go ahead.

For further information please contact the Principal on 0481469201 or the Pilbara Education Regional Office on 91850111.

Thank you for your cooperation.

Mark Donaldson

PRINCIPAL

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## ***Letter to Parents Confirming Pre-emptive Closure***

### **BUSHFIRE ALERT CONFIRMATION OF TEMPORARY SCHOOL CLOSURE**

Dear Parent

The planned pre-emptive closure of Wickham Primary School on <insert day, date of planned closure> of which I advised you on <insert date that initial letter was sent> **will** go ahead as planned. The Catastrophic Fire Danger Rating for that day has not changed, so the safest option remains to close the school for the day.

It is anticipated that the school will only be required to close for the single day, but this will depend on the weather. You will receive an SMS to advise you whether the school will reopen the day after the planned closure, or whether it will remain closed. The school website will contain a notice to advise you of the current status of the school closure and when it is expected to reopen.

I ask that you monitor local media for current information about fire danger ratings and notification of schools reopening. Staying tuned to ABC Local Radio in your locality is advisable. You can also check with DFES on 133337 or [www.dfes.wa.gov.au](http://www.dfes.wa.gov.au). Alternatively you can call me on 0481469201 or Pilbara Education Regional Office on 9185 0111.

Thank you for your patience and understanding as we work to make our school as safe as possible for your children.

Mark Donaldson  
Principal

## ***Letter to Parents Reversing Pre-emptive Closure***

### **BUSHFIRE ALERT REVERSAL OF TEMPORARY SCHOOL CLOSURE**

Dear Parent

The planned pre-emptive closure of Wickham Primary School on <insert day, date of planned closure> of which I advised you on <insert date that initial letter was sent> will **not** go ahead. The Catastrophic Fire Danger Rating for that day has been downgraded. Accordingly, the school will open and operate as normal.

Thank you for your patience and understanding as we work to make our school as safe as possible for your children.

Mark Donaldson  
Principal

*Bushfire Alert NOTICE OF TEMPORARY SCHOOL CLOSURE*

# **BUSHFIRE ALERT**

## **NOTICE OF TEMPORARY SCHOOL CLOSURE**

Please be advised that as a result of a Catastrophic Fire Danger Rating, this school has been temporarily closed. The school will re-open on advice from the Department of Fire and Emergency Services (DFES).

If you have any further questions or concerns about the threat of bushfire, call 13 DFES (13 33 37), visit [www.dfes.wa.gov.au](http://www.dfes.wa.gov.au) or stay tuned to ABC Local Radio.

For further information please contact the Principal on 0481469201 or the Pilbara Education Regional Office on 9185 0111.

Thank you for your cooperation.

Mark Donaldson

PRINCIPAL

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