



Department of
Education

Shaping the future

Standalone bushfire plan 2021-2022

Grovelands Primary School



Grovelands
Primary School

22 July 2021



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	3
2	Emergency response contact list	4
2.1	Important bushfire emergency information contacts sources	4
3	Incident management team	5
4	Bushfire response telephone tree	7
5	Emergency equipment	8
6	Bushfire preparation checklist	9
7	Bushfire action plan maps	12
7.1	Onsite 'safer building location(s)'	12
7.2	Offsite evacuation locations	13
8	Bushfire mitigation management register	15
9	Advice from Department of Fire and Emergency Services and other agencies	16
	Appendix A – Bushfire warnings stages	17
	Appendix B – Procedures in event of a sudden bushfire	19
	Relocate to onsite 'safer building location(s)'	19
	Offsite evacuation procedures	21
	Appendix C - Pre-emptive (planned) closure procedures	23
	Flow chart – Principal's response to 'catastrophic' fire danger rating	24
	Appendix D – After hours or school holiday procedures	25
	Appendix E – Communication templates	26
	Emergency text message alert templates	26
	School newsletter sample text	27
	Sample text for a notice of temporary school closure	28

1 School details

School name (include name of co-located school or facilities if applicable)	Grovelands Primary School
School address	14 Grovelands Drive Camillo 6111
Education Region	South Metropolitan
DFES Region Local Fire station Local Bush Fire Brigade	Metro South East Armada Fire Station
Number of students	370
Number of students requiring extra support if evacuating	0
Number of staff	44
Number of school sides bordered by bush	1
Names of major roads bordering school	Westfield Road/Grovelands Drive/Dollis Way
School's site-specific alert, for example: <ul style="list-style-type: none"> • siren/pause x 3 • continuous handbell • continuous siren or short whistle blasts 	Invacuation – Use alert signal on School PA System (series of short repetitive beeps). Evacuation – Use of evacuation signal on School PA system - continuous siren. Backup – Invacuation – three bursts on school megaphone; Evacuation – continuous siren on megaphone. Back up – same pattern on Bell or Whistle.

Plan prepared by (principal's name)	Emma-Mae Kapuscik
Date prepared	26 August 2021

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)	Armadale Police (8,00 am to 4.00 pm, Monday to Friday)	000 9399 0222
Local hospital (eg name of nearest hospital or medical emergency facility)	Armadale Hospital	000 9391 2000
DFES regional contact	Peter Sutton, Superintendent South East Region	0407 290 284
Local fire brigade (eg name of nearest fire station)	Armadale Fire Station	000 6496 3810
Local bushfire brigade (eg name of nearest station)	Roleystone Volunteer Fire Brigade	0439 049 245
Bus contractors (ready for pre-emptive closure or offsite evacuation)	BusWest	9395 4444
Electricity provider - in the case of a power outage (eg Horizon Power or Western Power)	Synergy	131 351
State emergency service (if known)	Armadale Unit	132 500 9497 1266
Poisons information (where relevant)	13 11 26	
Director of Education – contact name	Director: Ken Perris Assistant Director: Cheryl Townsend	9336 9563/0408 918 019 9336 9536/0407 776 559

Dial 000 in an EMERGENCY

2.1 Other important emergency sources

- 1) [Emergency WA website](https://www.emergency.wa.gov.au/) - <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:

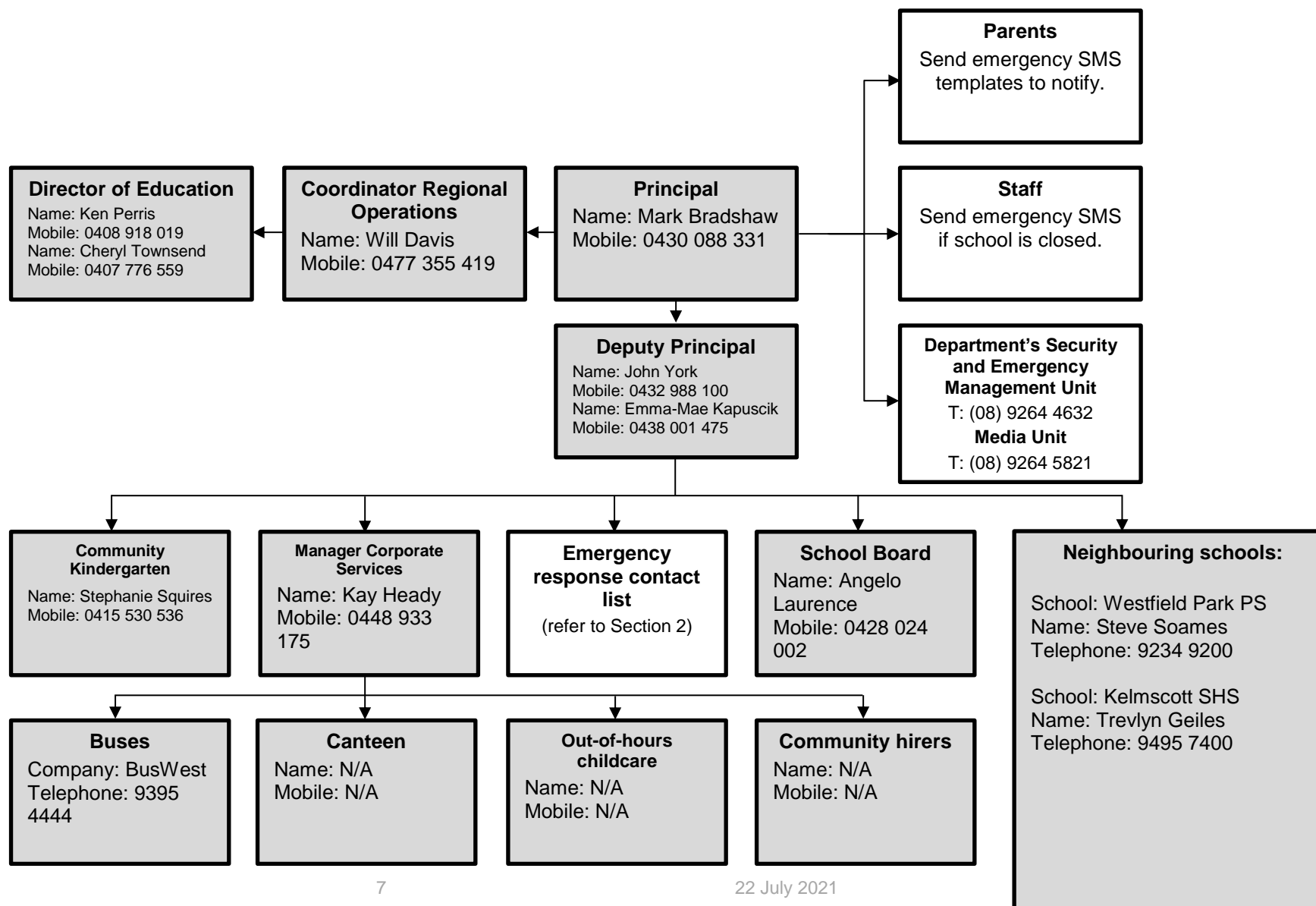
- fire warden duties
- checking all rooms
- keeping a copy of school registers for roll call
- monitoring the bushfires warnings stages (as per Appendix A)
- send out text alerts to parents (refer Appendix E)

Position	Staff Name	Duties	Mobile number
Principal	Mark Bradshaw	<ul style="list-style-type: none"> • Coordination of alarm signals for invacuation or evacuation. • Coordinating the incident response to onsite or offsite locations. • Monitoring the bushfire's warnings stages • Communicating with Kindaimanna Community Kindergarten (offsite, not on Bushfire Zone Register) to advise of processes in the event of evacuation or closure of the school 	0430 088 331
Deputy Principal	John York	<ul style="list-style-type: none"> • Block Warden – Administration (inc. SAER), Library Resource Centre & Room 25. • Coordination of move to Invacuation or Evacuation site. 	0432 988 100
Manager Corporate Services	Kay Heady	<ul style="list-style-type: none"> • Monitoring of early warning/alert system • Management of emergency communication equipment • Management of Evacuation/First Aid kit • Communication with Bus West in event of an evacuation 	0448 933 175
Teachers	All teachers Fire Wardens Kylie Duncan, Susie Moore, Leeanne Randall, Matthew Hobley, Michelle	Supervision of their classes to identified evacuation/invacuation site. Kylie Duncan: Rooms 17-19 Susie Moore: Rooms 9-12 Leeanne Randall: Rooms 13-16	

	Ninyette, Seema Shorey, John York	Matthew Hobley: PE/Science, Undercover Area & Canteen Michelle Ninyette: Rooms 5-8 Seema Shorey: Rooms 1-4 John York: Administration (inc. SAER), Library Resource Centre & Room 25 Check rooms, toilets & wet areas in blocks. Assist in coordination of movement of classes to invacuation/evacuation sites.	
Accredited First Aid Officers	Leah Brown Emma-Mae Kapuscik Michelle Ninyette Matthew Hobley Sam Priestly John York	Supervise and provide First Aid as required. 11 EAs trained in addition to the identified First Aid Officers.	
School Officers	Leah Brown (M-W) Heather Calderwood (Th/Fri)	<ul style="list-style-type: none"> Assist Principal with communication such as SMS. Responsibility of visitor registration, relief register, student sign in/out register, emergency contacts. 	Leah: 0422 492 622 Heather: 0455 876 810

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.

Equipment	Details (include location/s, date checked and any other comments)
Evacuation kit	Admin Secure Store Room, right hand side shelf (black backpack) Checked: 05/08/2021
First aid kit(s)	First Aid Kit, kept with Evacuation kit. Monitored by MCS. 05/08/2021
Emergency warning or alert system, eg: <ul style="list-style-type: none"> • mobile telephones (charged) • hand-operated fire alarm (portable siren) • portable radios • spare batteries 	Monitored by MCS. Mobile phone: Checked and tested 05/08/2021 Located in yellow folder in top drawer of MCS filing cabinet. School PA alert signals: Checked 05/08/2021 Portable siren (megaphone): Checked 5/08/2021 Located in DP Office Handheld Bell: Checked 05/08/2021 Located in DP Office Additional reserve siren in Evacuation Kit: Checked 05/08/2021 Back up whistle in Evacuation Kit: Checked 05/08/2021 Radio and spare batteries in Evacuation Kit: Checked 05/08/2021
Emergency communications equipment	Mobile Phone: Checked & tested 05/08/2021 Located in MCS filing cabinet, top drawer
Registers for: <ul style="list-style-type: none"> • students • staff • visitors 	Class rolls – Kept in Clearly Labelled Blue File in Admin Secure Store Room. Updated regularly. Responsibility MCS & SO. Re-confirmed 05/08/2021 Visitor register/Relief register/late register/Emergency contacts: Responsibility – School Officer. Confirmed: 05/08/2021

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.

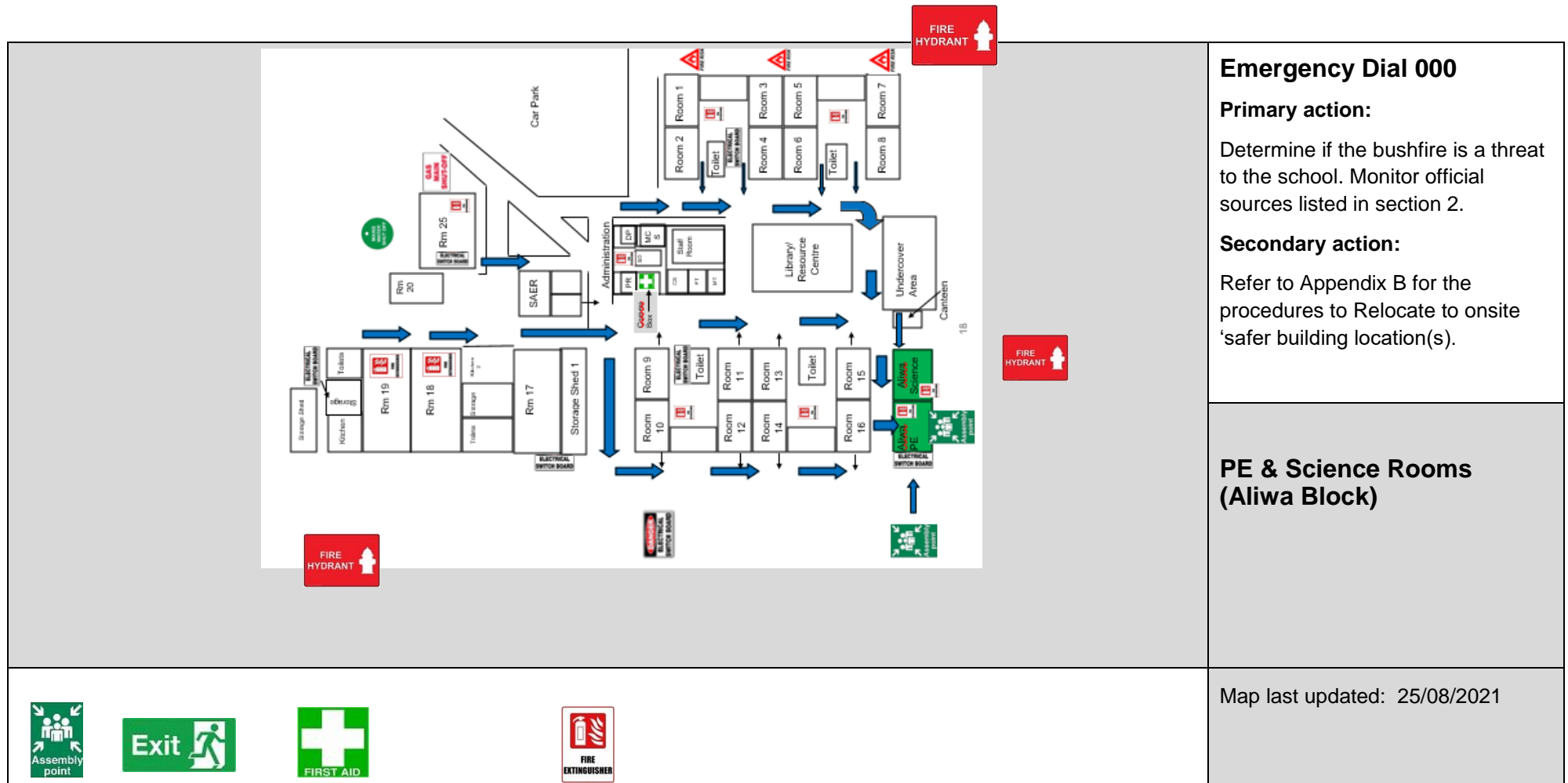
Management activities	<input checked="" type="checkbox"/> or NA	Evidence
The annual review of the <i>Standalone bushfire plan</i> has been completed before the start of bushfire season.		Completed 26/08/2021
<p>Consulted and received advice in preparing your <i>Standalone bushfire plan</i> from any of the below (as relevant):</p> <ul style="list-style-type: none"> • 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. 		<p>Discussion with Darren Cole, Chief Bushfire Control Officer, City of Armadale, 26/08/2021</p> <p>Discussion with John Marrapodi, DoE, 25/08/2021</p>
<p>Staff have been made aware of the <i>Standalone bushfire plan</i> through:</p> <ul style="list-style-type: none"> • staff meetings • staff bushfire induction session that includes: <ul style="list-style-type: none"> ○ an overview of the <i>Standalone bushfire plan</i> ○ 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. 		<p>10/08/2021</p> <ul style="list-style-type: none"> • Communication Meeting, acquaint with Standalone Bushfire Plan and evacuation protocols, currently in process of being updated <p>15/08/2021</p> <ul style="list-style-type: none"> • Connect Notice to all staff regarding Bushfire Curriculum and link provided <p>11/10/2021</p> <ul style="list-style-type: none"> • School Development Day – review Standalone Bushfire Plan
<p>Students and parents or carers have been made aware of the <i>Standalone bushfire plan</i> through:</p> <ul style="list-style-type: none"> • key bushfire safety messages incorporated into the curriculum • newsletters • school information booklet (include actions and procedures) • school website 		<p>6/08/2021</p> <ul style="list-style-type: none"> • Bushfire Plan progress communicated at Assembly <p>27/08/2021</p> <ul style="list-style-type: none"> • Newsletter article on Bushfire Plan and readiness • Standalone Bushfire Plan for community sent via Connect

<p>Communication plans are in place:</p> <ul style="list-style-type: none"> • '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) <p>Note: Contact lists for staff and parents must be current.</p>		<p>All updated in completion of this plan</p> <p>Contact lists for staff and parents updated 25/08/2021</p>
<p>Emergency equipment available and checked (as listed in section 5):</p> <ul style="list-style-type: none"> • 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 		<p>All equipment checked and tested in two drills during August 2021</p> <p>Teachers updated rolls as required as part of review post-evacuation</p> <p>Visitor file taken with SO during evacuation drill to account for all visitors and relief staff</p>
<p>Evacuation drills practised to your onsite 'safer building location(s)':</p> <ul style="list-style-type: none"> • before the start of the bushfire season • at least once per term during the bushfire season. <p>Note: You must do at least three drills per year.</p>		<p>25/08/2021 – Evacuation 10/09/2021 – Invacuation Term 4, 2021 Week 3, 26/10/2021 Invacuation Week 6, 19/11/2021 Evacuation Term 1, 2022 Week 3 Invacuation Week 6 Evacuation *Ensure both Kindergarten groups included*</p>
<p>Onsite 'safer building location(s)' are identified. Do not use an open area such as a school oval or non-enclosed building.</p> <ul style="list-style-type: none"> • shown in your school site plan in <i>section 7.1</i> • listed in the <i>Incident Management Plan</i> • regularly checked for readiness • local emergency services are informed of location(s) <p>Note: For further information, refer to section 4.2 in <i>Principal's guide</i>.</p>		<p>Safer Building Location: PE & Science Rooms (Aliwa Block)</p> <p>Reviewed & Completed: 26/08/2021</p>
<p>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.</p> <p>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 <i>Principal's guide</i>.</p>		<p>Gwynne Park PS – confirmed 26/08/2021 via telephone</p> <p>Bletchley Park PS – confirmed 26/08/2021 via email from Principal</p> <p>Local government approval - confirmed 26/08/2021 via telephone and email from Darren Cole</p>

<p>The asset protection zone, which is a minimum distance of 20 metres surrounding the school is checked and:</p> <ul style="list-style-type: none"> • 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 <p>Note: For further information, refer to section 4.3 in the <i>Principal's guide</i>.</p>	<p>Inspection and Meeting with Gardener - completed 26/08/2021</p> <p>Email confirmation term 3 tasks to Gardener 26/08/2021</p> <p>Regular Schedule of audits in place for Term 4 2021 to Term 2 2022 Schedule of audit dates confirmed with MCS & Gardener on 26/08/2021</p> <p>DFES Bushfire Risk Assessment scheduled for 01/09/2021, 1pm</p>
<p>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:</p> <ul style="list-style-type: none"> • the likelihood of crown fires developing close to buildings • spot fire ignition potential within the zone 	<p>Inspection and Meeting with Gardener - completed 26/08/2021</p> <p>Email confirmation Term 3 tasks to Gardener 26/08/2021</p> <p>Regular Schedule of audits as follows:</p> <p>2021</p> <p>Term 3, Week 10</p> <p>Term 4, Week 2</p> <p>Term 4, Week 6</p> <p>Term 4, Week 10</p> <p>2022</p> <p>Term 1, week prior to students returning</p> <p>Term 1, Week 3</p> <p>Term 1 Week 7</p> <p>Term 1, Week 10</p> <p>Schedule confirmed with MCS & Gardener via email 26/08/2021</p> <p>DFES Bushfire Risk Assessment scheduled for 01/09/2021, 1pm</p>
<p>The use of machinery (such as angle grinders, mowers or machines with internal combustion engines) is restricted on severe fire danger days.</p> <p>The use of any machinery or power tools that can generate sparks on <i>total fire ban</i> days is not permitted.</p> <p>Note:</p> <ul style="list-style-type: none"> • 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 <i>Principal's guide to bushfire</i> – 'Terminology' (section 13 of the guide) 	<p>Gardener reminded via email 25/08/2021</p>

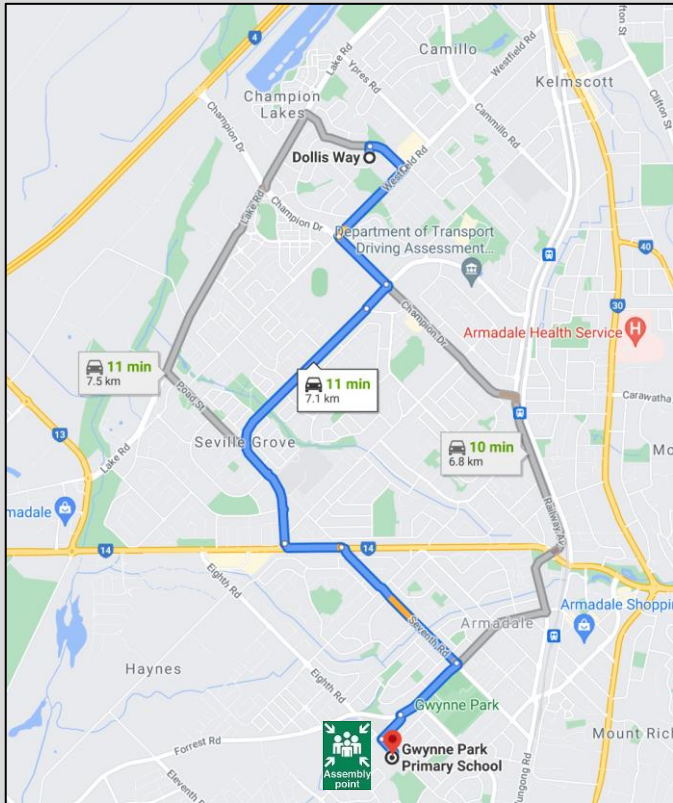
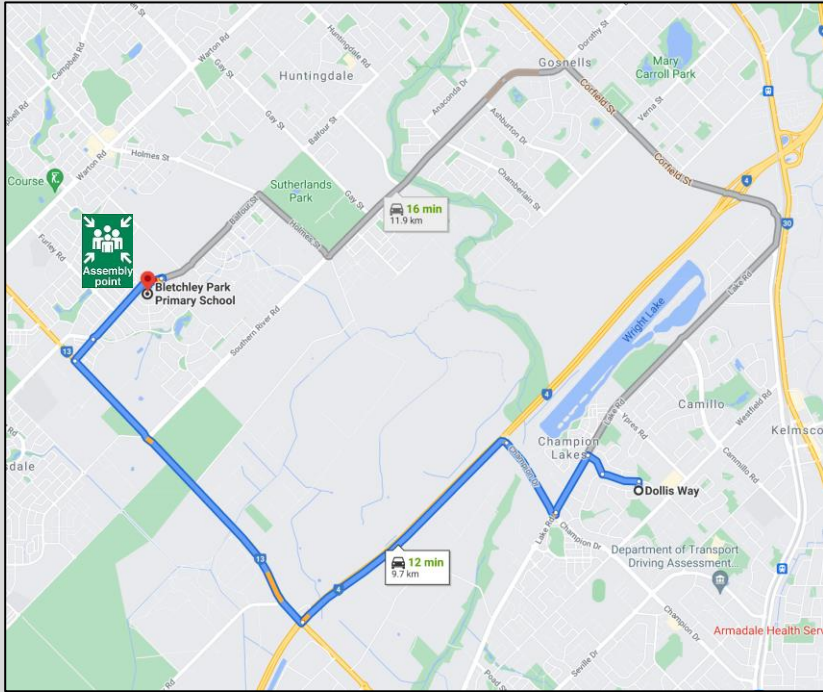
7 Bushfire action plan maps

7.1 Onsite 'safer building location(s)' Do not use an open area such as a school oval or non-enclosed building.



7.2 Offsite evacuation locations

	<p>Emergency Dial 000</p> <p>Primary action:</p> <p>Determine if the bushfire is a threat to the school. Monitor official sources listed in section 2.</p> <p>Secondary action:</p> <p>Refer to Appendix B for the procedures to Relocate to onsite 'safer building location(s)'. </p> <p>Evacuation Staging Area on lawn adjacent to Dollis Way in preparation to evacuate to either Bletchley Park PS or Gwynne Park PS via bus.</p>
<div> Assembly point</div> <div> Exit</div> <div> FIRST AID</div> <div> FIRE HYDRANT</div> <div> FIRE EXTINGUISHER</div>	<p>Map last updated: 25/08/2021</p>

		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.
1. Gwynne Park Primary School		
		Offsite evacuation locations: <ol style="list-style-type: none">Gwynne Park Primary School, 11 Tijuana Road, Armadale 6112Bletchley Park Primary School, Balfour Street, Southern River 6110
2. Bletchley Park Primary School		
		Map last updated: 25/08/2021

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.

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)

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.

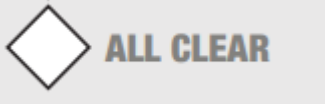
Date of advice	Agency name	Advice received	Name of officer (who provided advice)	Contact number or email address
04/08/2021	Department of Education	Kindaimanna Community Kindergarten is not on Bushfire Zone Register, but needs to be included on communication plan.	John Marrapodi Head of Security	T: 9264 4825 E: john.marrapodi@education.wa.edu.au
25/08/2021	Department of Education	Clarification of change from 7.1/7.2/7.3 in last year's plan, and inclusion of evacuation staging area map in this year's plan.	John Marrapodi Head of Security	T: 9264 4825 E: john.marrapodi@education.wa.edu.au
26/08/2021	City Of Armadale	Approval of potential evacuation sites in local area via telephone and email.	Darren Cole Community Emergency Services Coordinator Chief Bushfire Control Officer	T: (08) 9394 5204 M: 0407 949 515 E: dcole@armadale.wa.gov.au

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	<p>A fire has started but there is no known danger.</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"> • 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	<p>There is a possible threat to lives and property. Conditions are changing.</p> <p>Principals must prepare to:</p> <ul style="list-style-type: none"> • evacuate • or • move students, staff and visitors to their pre-determined onsite 'safer building location'. They must not be moved to an open area. <p>Evacuation orders are:</p> <ul style="list-style-type: none"> • 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. <p>It is vital that the principal:</p> <ul style="list-style-type: none"> • 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	<p>A school is in danger as its area will be impacted by fire. Take immediate action to survive.</p> <p>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>An emergency warning may be accompanied by a siren sound called the Standard Emergency Warning Signal (SEWS).</p> <p>Cont...</p>

		<p>Evacuation orders are:</p> <ul style="list-style-type: none"> • 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. <p>It is vital that the principal:</p> <ul style="list-style-type: none"> • accesses bushfire information from official sources • makes an informed decision to stay onsite or evacuate offsite based on the advice .
4		<p>The danger has passed and the fire is under control, but stay alert in case the situation changes.</p> <p>It may not be safe to return to school yet.</p>

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: <ul style="list-style-type: none"> • inform them of relocation • keep them updated (use the emergency text message alert templates). Note: Parents must not collect students until instructed.	
Confirm: <ul style="list-style-type: none"> • 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): <ul style="list-style-type: none"> • registers for students, staff and visitors • evacuation kit • mobile phones (charged). Sound school emergency warning or alert system.	

<p>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)</p> <p>Note: 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>Note: You must give special consideration to students with known respiratory conditions.</p>	
<p>Update the emergency services on the location of students, staff and visitors.</p>	
<p>Wait for the emergency services to arrive or the incident controller to provide you with further 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 shown 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.

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: <ul style="list-style-type: none"> • 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.	

<p>Confirm:</p> <ul style="list-style-type: none"> • evaporative air conditioners are turned off • building roof vents and doors are closed. 	
<p>Take emergency equipment (refer to section 5):</p> <ul style="list-style-type: none"> • registers for students, staff and visitors • evacuation kit • mobile phones (charged). <p>Sound school emergency warning or alert system.</p>	
<p>Move all students, staff and visitors from the assembly area to evacuate offsite.</p>	
<p>Check registers after evacuating staff, students and visitors (roll call). Advise the police if anyone is missing.</p>	
<p>Update the emergency services incident controller on location of students, staff and visitors.</p>	
<p>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.</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 predicted catastrophic fire danger rating.

Initiate the below procedure if the following occurs:

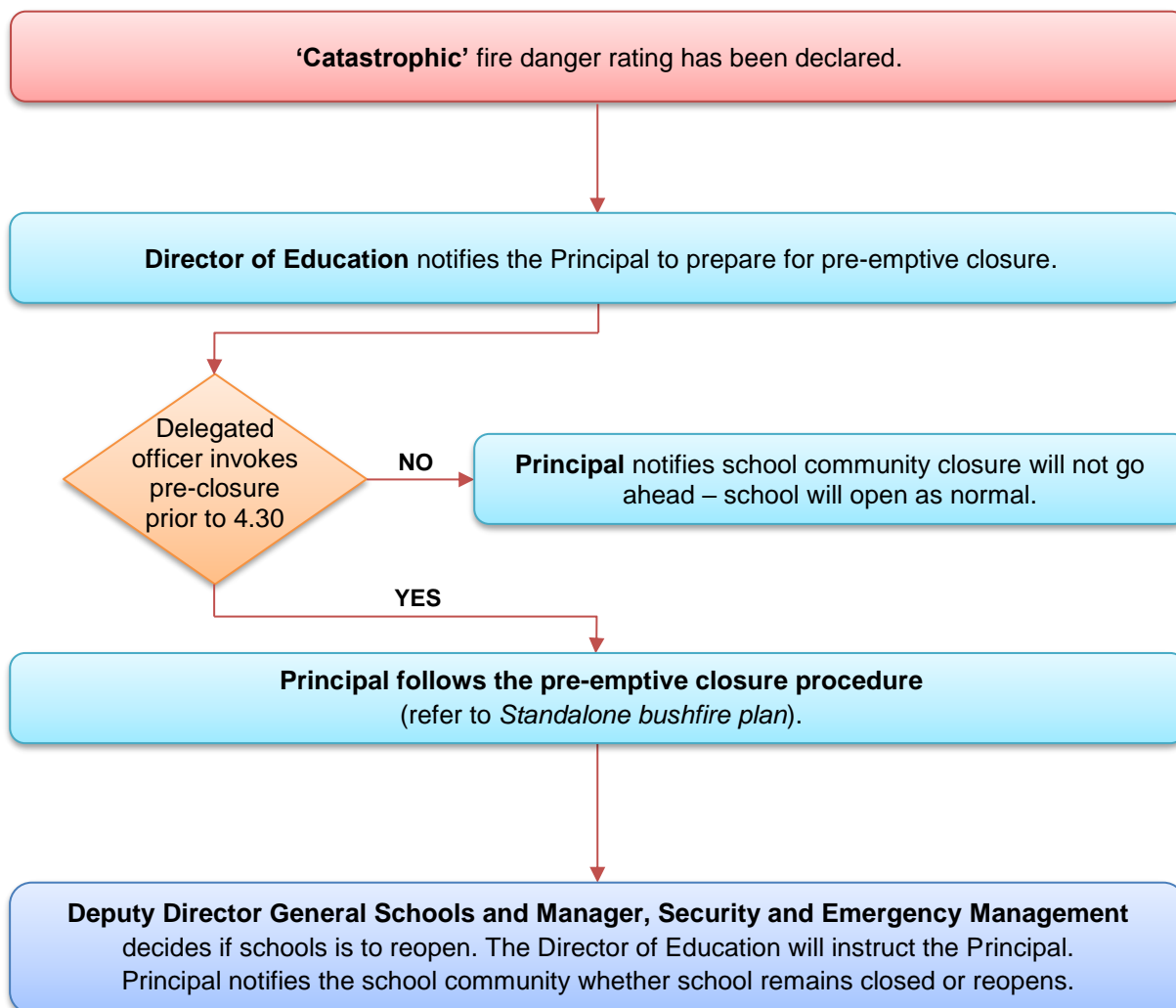
- Alert received from the Department of Fire and Emergency Services; or
- Direction from the Deputy Director General, Schools or the Manager, Security and Emergency Management. The Director of Education will relay the decision to you.

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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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. <p>Note: Contact lists for staff and parents must be current.</p>	

Secure school premises and activate security system. Before departing, email AssetPlanningServices.SecurityEM@education.wa.edu.au or call 9264 4632 to confirm: <ul style="list-style-type: none"> 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



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: <ul style="list-style-type: none"> • 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

[Grovelands PS / 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 Grovelands PS 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 9336 9563 for more information.

Students have been relocated

Students from Grovelands PS have been relocated for their safety. Please collect your children from the relocation centre at Gwynne Park PS/Bletchley Park PS. Follow the instructions of emergency personnel and monitor emergency.wa.gov.au or call your education regional office on 9336 9563 for more information.

Not safe to pick up children

Students from Grovelands PS 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 9336 9563 for more information.

School to reopen on [day]

Grovelands PS 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

Grovelands PS 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 of Armadale, 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/) - <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

Please contact the school on 9496 9000 with any concerns relating to Pre-emptive closures during the bushfire season.

Mark Bradshaw
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 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 0430 088 331 or the South Metropolitan regional education office on 9336 9563.

Thank you.

Mark Bradshaw
Principal