



Department of
Education

Bushfire Plan

for

Australind Primary School



Effective from: August 2019

Review On: July 2020

AUSTRALIND PRIMARY SCHOOL BUSHFIRE PLAN (2018 / 2019)

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Introduction

This plan is for the Australind Primary School and has been designed to assist staff in the event of a total fire ban, catastrophic fire danger rating, or a bushfire. Letters to staff and parents are included in the appendix as well as notices regarding the plans of closures of the school.

The preparation of this 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.

Overview

GENERAL INFORMATION This Bushfire Plan (BP) has been developed during Term Three after consultation with:

- families of students attending the School
- members of the emergency services (e.g. DFES, Local Emergency Management Committee and/or Community Emergency Services Manager)

The BP is to be reviewed annually during Term Three each year to reflect any changes that may have taken place in:

- Department of Education or government policy
- site facilities
- Personnel normally on site.

The BP outlines required actions to prepare the school before the bushfire season as per the *Principal's Guide To Bushfire*. (refer Appendix 1)

The BP also outlines activities to be undertaken by staff and students at the different levels of a bushfire emergency:

- on days of Total Fire Ban
- Catastrophic 'Code Red'
- when there is a fire in the local district
- when a bushfire is threatening or impacting on the site
- during the period immediately after a bushfire has impacted on the site (known as the 'Recovery Phase').

Where applicable, a building is nominated as the **Safer Location** building for this school.

- It has been prepared for a bushfire emergency and will safely accommodate all persons normally at the school.

The Principal will forward a copy of the site BP to the Regional Executive Director to be held in the regional office

The Principal or delegated officer will forward a copy of the site BP to the emergency services by Week Two of Term Three each year

The Principal or delegated officer will forward a copy of the BP to all families of students of the site at the beginning of Term One each year.

- The BP is explained to the families of new students by the Principal or delegated officer during the enrolment process.
- The Principal will ensure that all new staff members, relieving staff and visitors are briefed about the requirements of the BP during the site induction process.

The Principal will include bushfire season reminders and information in site newsletters at least three times in each of Term when applicable. The School's Information Booklet, updated in Term One each year, includes detailed information about actions and procedures included in the BP.

All staff members receive pre fire season updates during Term Three and ongoing information and instruction about the contents and requirements of the BP during Term Four and Term One staff meetings.

Bushfire Preparation checklist (need to refer to Appendix 1)

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.

The school is to review (and update where appropriate) the plan on an annual basis and submit the up to date version of this plan to the Regional Executive Director's Office in Term Three.

In this regard, any bushfire advice received by the school from the Department of Fire and Emergency Services (DFES), the Local Emergency Management Committee (LEMC), Community Emergency Services Manager (CESM) or external experts needs to be documented identifying the date and source of the advice.

Date of Review	Reviewing Officer	Date Submitted	Next scheduled Review
October 2016	G Watson	Nov 2016	Feb 2017
September 2017	Darrin Tinley	Sept 2017	Feb 2018
July 2018	Darrin Tinley	July 2018	July 2019
July 2019	Darrin Tinley	August 2019	July 2020

Communication

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

Preparing for Bushfire Season

- The Principal must ensure all students and staff are aware of the School's bushfire response plan. It is also necessary to ensure that relief staff and parents have been made aware of the school's bushfire plan. Suggested draft test for the school newsletter is available in the *Principal's Guide to Bushfire (Appendix A6)*
- The Principal should establish contact with emergency services, including DFES, the local volunteer fire brigade, WA Police, the LEMC and CESM.
- Schools located in bushfire prone areas need to incorporate key bushfire messages in their curriculum.
- Communication plans (including emergency contacts and a telephone tree) need to be in place for evacuation or planned closure. See *Appendix 4 for a Communication Plan, Appendix 5 for Sample Emergency Contacts and Appendix 6 for a telephone tree*
- The School has an effectively working emergency warning or alert system and emergency communication equipment is available and working.
- 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.
- Arrangements are in place in relation to school buses if appropriate (notification of contractors if pre-emptive closure is invoked; the availability of buses if off-site evacuation is required).

Pre-emptive Closure

- The DOE 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 Principal is to notify staff and parents using emergency contacts and the telephone tree of closure. See also the draft letter to parents in the *Principal's Guide to Bushfires advising of pre-emptive Closure (Appendix A7)*, being mindful of parent's level of literacy and understanding of English.
- All other necessary parties are advised including (but not limited to) other schools that may have siblings at your school, community users of the school facilities (including before and after school care, community kindergartens or holiday programs), on site contractors and Parents and Citizens Association (P & C).
- If appropriate, bus contractors will be contacted to arrange for the evacuation of students to a designated area.
- 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.

During Evacuation

- The school will contact their Regional Executive Director and the Department's Media Unit.
- The school will contact parents via phone or email.
- The school will notify bus contractors and out of school programs.
- The school has landlines and one school mobile phone (**add telephone numbers**). It would be preferable that parents restrict calling the school at this time to emergency calls only.
- The official broadcaster of Emergency Events is ABC radio. Our local station is ABC local radio. They will provide up to date information during a bushfire event in our area.
- The DFES website provides up to date information on fire events. Refer to <http://www.dfes.wa.gov.au/> .

NOTE: DFES are introducing the national Emergency Alert system to send community warning messages via mobile telephones in affected areas. (Information can be obtained from <http://www.dfes.wa.gov.au/pages/default.aspx>).

The Principal communicates directly with Regional and Central Office personnel including any media communications. Staff should not comment directly to 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 reopened. In the event of a pre-emptive closure details are contained in the template letter (*Principal's Guide to Bushfires advising of pre-emptive Closure- Appendix A7*).
- The Notice of Planned Temporary School Closure should be physically removed from the school premises and website.
- All parties that were advised of closure (e.g. Bus Contractors, Out of hours users, P&C) should be advised of reopening.

TYPES OF FIRE EVENT

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

1. Total Fire Ban

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

This means:

- you must not light or use any fires in the open air;
- all open fires for the purpose of cooking or camping are not allowed;
- 'hot work' such as metal work, grinding, welding, soldering, gas cutting or similar is not allowed unless you have an exemption; and
- You must not undertake any other activities that may start a fire.

The DFES 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 there use is likely to cause fire.

It is also necessary to ensure:

- The equipment or machinery is mechanically sound.
- All reasonable precautions are taken to prevent a bushfire starting.

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

If a Harvest and Vehicle Movement Ban has not been implemented by your Local Government Authority you are able to harvest or move vehicles across paddocks for agricultural 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 www.dfes.wa.gov.au/totalfirebans/Pages/TotalFireBanWhatCantIDo.aspx.

If the information you want 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

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+	Schools on Bushfire Zone Register closed on instruction from Deputy Director General Schools, through Regional Executive Director. 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 **Bushfire Plan** will be invoked as per the flow chart at Appendix 2 (refer to *Principal's Guide to Bushfire* for all procedures and sample letters).

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 trees in place to provide this information at short notice or after hours.

Once advised that your school is to undertake pre-emptive closure, you need to notify your school community that a closure is imminent. The Principal needs to send letters to parents and provide each staff member with a memo that clearly states 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. Your Regional Executive Director confirms with the Principal the final decision to close the school no later than 1.30 pm the day before the planned closure. If weather conditions become less severe after 1:30 pm, the closure goes ahead regardless, in order to provide a level of certainty to parents.

The DEFS 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.

2.2 During a Planned Closure

The Principal must stay informed of current fire danger rating and any fire activity by monitoring local media (local radio, especially the ABC, and television) and by regularly checking for updates with DFES.

2.3 Re-opening School

Parents need to know when the Catastrophic FDR has been downgraded and that it is therefore safe for their children to return to school after a planned closure. The template letter to parents contains advice on how parents can monitor the situation. The school will need to put communication plans in place, such as placing a notice on the school website and providing a number for parents to call for information about the re-opening of the school.

Consideration needs to be given to how parents who do not have internet access or who have diverse needs (e.g. multicultural, special needs) will be provided with information.

3. Bushfire

In the event of a bushfire threatening the school, the school will notify DFES and the **Bushfire Plan** will be invoked by way of the school siren (or hand held siren) **(add your school's site specific alert tone)**.

3.1. Bushfire- Watch community

During a bushfire, Emergency Services provide as much information as possible through a number of different channels. There are three levels of warning, **ADVICE, WATCH AND ACT** and **EMERGENCY WARNING**. These change to reflect the increasing risk to life and the decreasing amount of time you have until the fire arrives.

3.1.1 Advice

If the school is likely to be threatened by the fire, activate the Emergency Management Plan immediately. Notify DFES Communication Centre of your decision and relocation point.

An ADVICE provides you with information on a bushfire that is not threatening lives or property but may be causing smoke near the school. Turn off evaporative air conditioners. Regular checks of the school are to be undertaken paying special attention to the evaporative air conditioners.

3.1.2 Watch and Act

A WATCH AND ACT message tells you the fire conditions are changing and there is a possible threat to lives and the school. The Principal's decision to leave or relocate students, staff and visitors off site should be based upon assessment of known information and current circumstances, including advice from emergency services or observations at the time of the event.

3.1.3 Emergency Warning

An EMERGENCY WARNING is the highest level of warning and tells you of immediate danger. In some circumstances it may start with a siren sound called the Standard Emergency Warning Signal (SEWS) to get your attention as the fire is about to arrive. SEWS is a distinctive sound that is broadcast immediately prior to major emergency announcements on radio, television and other communication systems. SEWS tells people 'you need to listen- there is an emergency in your area and you need to take action now'. It is used like a siren and is strictly controlled for use by an authorised hazard management agency only.

The School should activate their Bushfire Plan in regards to evacuation. Consideration will include; location of fire and ability to travel safely to the selected relocation point, notify DFES Communication Centre of your decision and relocation point. The Principal is to liaise with the Regional Executive Director. **If it is not safe to evacuate, direct all students, staff and visitors to the school's Safer Location.**

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

Has the evacuation to the off-site safer location been approved and how long will it take to get there.

- All classes remain with their teachers and allocated education assistants.
- All other staff and visitors report to the Front Office.
- Teachers account for each child and identify students and support staff with known respiratory conditions.

- Doors and windows must be closed and **evaporative air coolers turned off**. Students and staff are to remain in classrooms unless directed otherwise by their senior teacher/deputy.
- Deputy Principals are designated to manage evacuation routes, liaise with staff.
- The Principal and Deputies, will control this response until the arrival of DFES or emergency services who will then take over.
- Students and adults with known respiratory conditions will be identified and given special consideration.

Parent Access

Parents will be informed when and where to pick up students upon advice from the school or through DFES or Incident Controller.

3.2.1.2 Safer Location Procedure – if evacuation is not possible

School to remain on site on advice from DFES.

- All students remain under the supervision of their teachers and allocated education assistants.
- All students to be relocated to the Year 7 facility of Australind Senior High School. See Appendix 3 for safer location. Use green evacuation route as per site map.
- All other staff and visitors report to the Front Office.
- Teachers account for each child and identify students and support staff with known respiratory conditions.
- Doors and windows must be closed and **evaporative air coolers turned off**. Students and staff are to remain in classrooms unless directed otherwise by Deputies.
- Deputies/Senior Teachers are designated to manage evacuation routes and liaise with staff.
- The Principal and Deputies, will control this response until the arrival of the DFES or emergency services who will then take over.
- Students and adults with known respiratory conditions will be identified and given special consideration.

Parent Access

Parents advised **NOT** to pick up students and to monitor local media for specific access information.

3.2.2 Response when a bushfire starts and the school is closed

If the DOE Incident Controller makes a decision on school closure based upon advice from Emergency Services the Regional Executive Director will inform the Principal of closure.

The Principal is to notify staff and parents using the emergency contact list (see Appendix 4) of Closure.

The Department of Education 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 utilise 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

1. Health and Safety of individuals;
2. Social Recovery;
3. Physical (Structural) Recovery.

General

- When possible, return to normal routine.
- 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 replacement/replenishment.
- Address any physical damage to the school, isolating areas if required and if necessary relocate to alternative accommodation. Contact 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 Head of Security at Central Office on 9264 4825).
- Manage Administrative details including insurance.


Debrief

- What worked, what didn't?
- Was anything overlooked?
- What could you do better next time?
- Should roles change?
- If changes are made, incorporate them into the formal plan and advise the appropriate parties including staff and other authorities.
- Share the knowledge with other schools.
- Test the revised bushfire management plan and procedures.

For further details and contacts refer to the Recovery Section of the *Emergency and Critical Incident Management Plan* and *The Principal's Guide to Bushfire*

APPENDICIES

1. COMPLIANCE: Bushfire Preparation Checklist

	Department of Education	Bushfire Preparation Check List for the Summer Months
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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

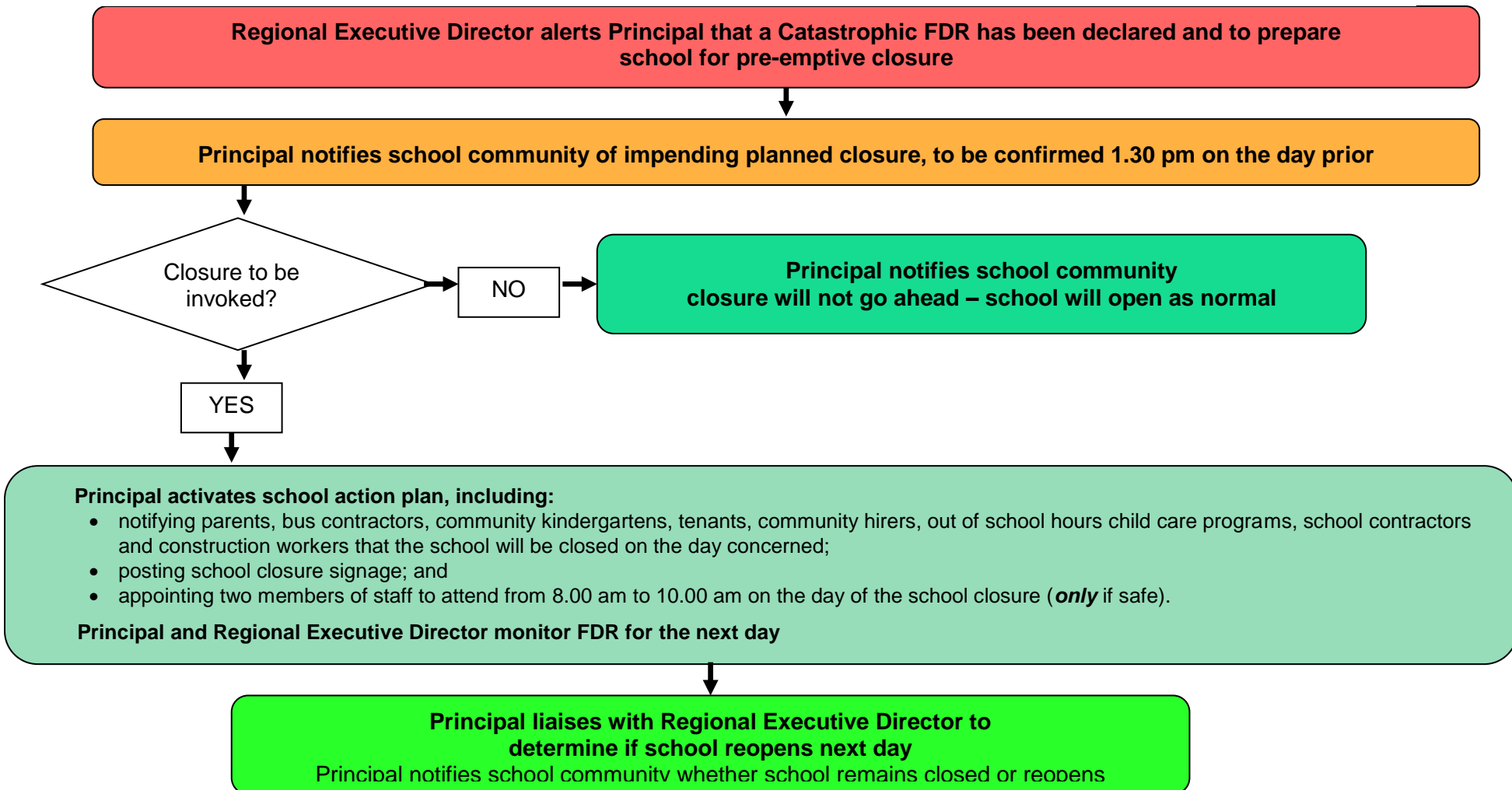
Tick when task has been completed, or write NA if not applicable

The School <i>Emergency and Critical Incident Management Plan</i> includes a plan for dealing with bushfires. Schools on the Bushfire Zone Register must also have a separate stand-alone bushfire plan.	✓
<ul style="list-style-type: none"> Students, staff, relief staff and parents/carers have been made aware of the school bushfire plan. The bushfire plan must be reviewed prior to each bushfire season (Term 3) and a copy forwarded to your education regional office. 	✓
If school is on the Bushfire Zone Register, the principal (or a nominated staff member) has established contact with emergency services, including DFES, the local volunteer fire brigade, WA Police, your Local Emergency Management Committee (LEMC) or Community Emergency Services Manager (CESM) and incorporated their feedback into the plans (as required) .	When Required
<ul style="list-style-type: none"> Refer to Emergency Alert warning system (www.emergencyalert.gov.au/) Emergency Services must be informed of your nominated Safer Location as part of your <i>Emergency Critical Incident Management Plan procedures</i>. 	✓
Schools on the Bushfire Zone Register need to incorporate key bushfire messages in their curriculum.	✓
Evaporative air conditioners – awareness of location of the switches and how to switch off the units.	✓
Communication plans (include telephone tree – see Appendix D1) are in place for evacuation or planned closure.	✓
Practice evacuation drills prior to October and at least once per term during the bushfire season, October to March. Note this is a minimum three drills per year.	✓
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.	✓
Class rolls and visitor register (or equivalent) are readily accessible in an emergency to account for students, staff and visitors.	✓
First aid equipment is available and staff members trained in first aid have been identified.	✓
Evacuation kit should be checked at least once per term.	✓
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)	✓
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.	✓
A Safer Location within the school building should be identified and prepared in the event that an off-site evacuation is not possible (Refer page 4).	✓
BPZ (20 metre radius), cleared of all rubbish, long dry grass, bark and flammable materials.	✓ on going

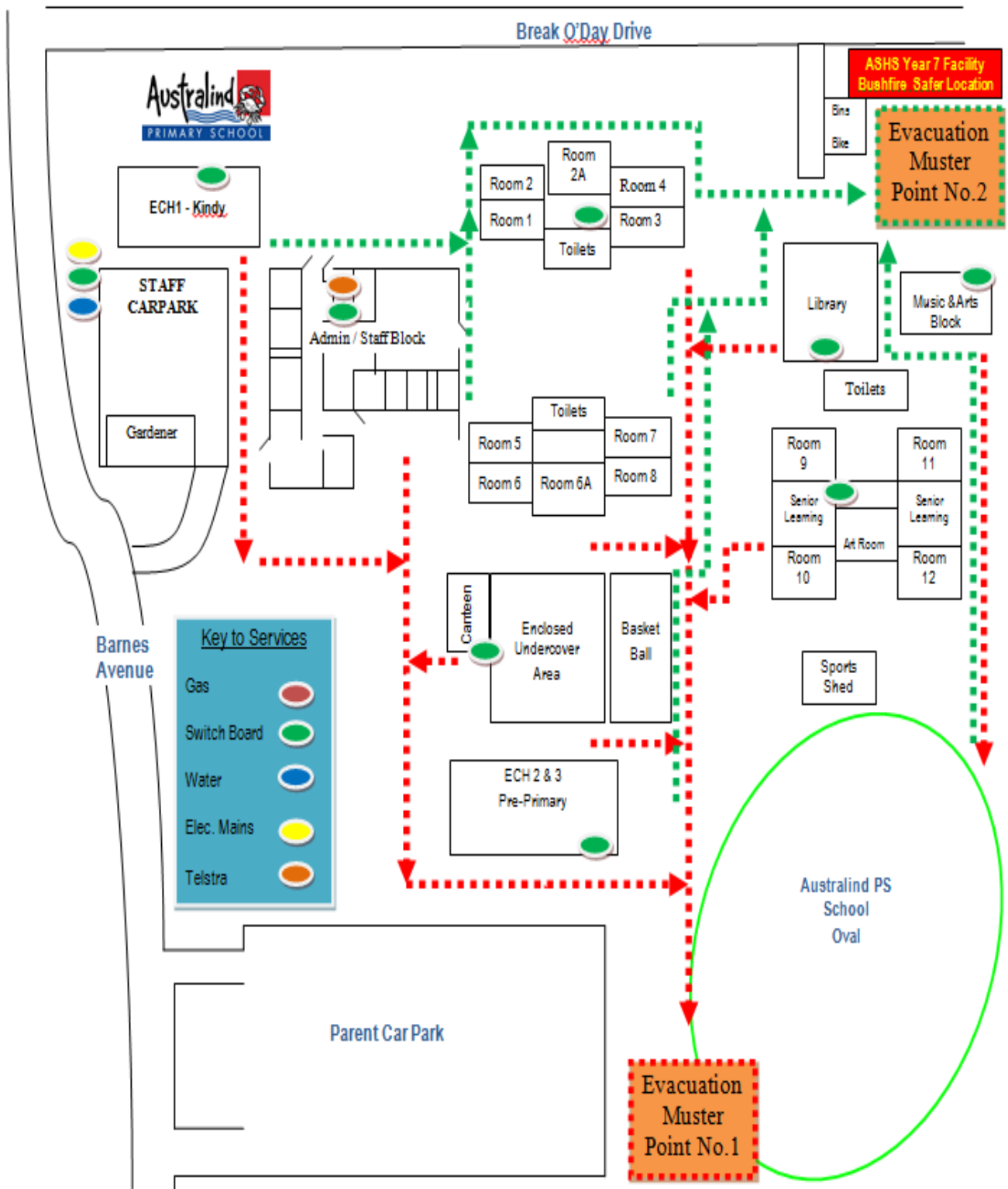
2. Catastrophic Event Flow Chart

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



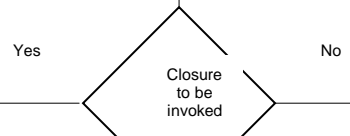
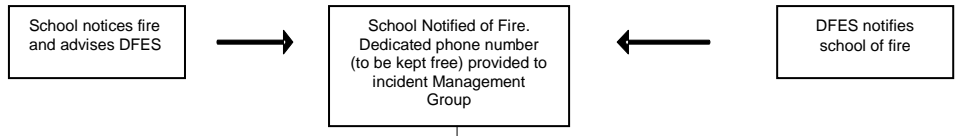
3. Australind PS Site Plan and Evacuation Routes



Evacuation Muster Point: It should be assumed that the muster point is 'No.1' unless communicated through the incident controller.

4. Communication Plan

PRINCIPAL'S RESPONSE TO Bushfire Notice when School Open



DFES Warning

WATCH & ACT

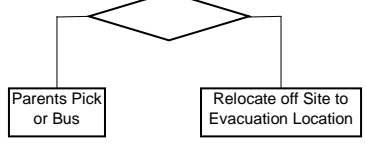
ADVICE

WATCH & ACT

Evacuate or Relocate

Monitor DFES website and ABC

Stay on site



Principal's Response

*Follow Emergency Management procedures
School closure to be invoked
Notify RED and DoE Media Unit
Implement Communication Plan to Parents
Notify Bus Contractors out of school progs etc.*

*Follow Emergency Management procedures
Move to Safer Location
Notify RED and DoE Media Unit
Implement Communication Plan to Parents
Notify Bus Contractors out of school progs etc.*

Initial Message

*School under threat of bushfire
DFES advice to school to evacuate to designated position (Note DFES will identify location)
Please pick up students from (location description)
Please monitor local media for specific access information*

*Bushfire in the area
DFES advice is to stay on site
(Option – On DFES advice parents are advised NOT to pick up students
Please monitor local media for specific access information*

Interim Message

*School remains under threat of bushfire
DFES advice to school was to evacuate
Schools remains closed
Please monitor local media for specific access information*

*Bushfire in the area
DFES advice is to stay on site
(Option to repeat – On DFES advice parents are advised NOT to pick up students
Please monitor local media for specific access information*

Close Out Message

*Threat has passed
DFES advice is school is safe
Students to return to school on (date)
Please monitor local media for specific access information*

*Threat has passed
DFES advice is school is safe
Students to return to school on (date)
Please monitor local media for specific access information*

5. Emergency Response Contact List



Group		Phone Number
WA Police	Life-threatening or time critical emergency	000
	Non-life threatening incident requiring Police response	131 444
	Local Police Station	97970222
Ambulance		000
Fire and Emergency Services Authority		000
State Emergency Service		132 500
Community Emergency Services Coordinator – Harvey Shire Mike Carter		97290383 0437165904
Hospital(s) – <i>Bunbury Regional</i>		97221000
Poisons Information Centre		131 126
Gas (regional schools need to check for local number)		131 352
Electricity (regional schools need to check for local number)		131 351
Water Corporation (regional schools need to check for local number)		131 375
Health Direct		1800 022 222
Local Government - <i>Harvey Shire</i>		97292053
Pollution Watch		1300 784 780

Role	Name	Phone Numbers	
		Daytime	Mobile
Principal or Site Manager	Darrin Tinley	9796 3900	042 8816 589
Deputy Principal	#1 Narelle King		0402 830 899
	#2 NA	NA	
Manager Corporate Services	Margaret Fenn	9797 3900	041 1463 614
School Officer	Anne Nichols		042 8971 818
Canteen Manager	NA		NA
Head Cleaner	Nikki Mitchell		0448 808 625
Head Gardener	Rod King		040 0550 106

6. Communication Tree

Person / Role	Notifies
Darrin Tinley / Principal	Narelle King / Deputy Principal
	Margaret Fenn / Manager Corporate Services
	Neil Milligan / Regional Executive Director
	School Board Chair / Lucia Harberts
	Adjacent Schools' Principal
	Local Media
Narelle King	Class Teachers and Specialist Teachers
Margaret Fenn	Education Assistants
	Anne Nichols / School Officer
Anne Nichols	Rod King / Gardener
	Nikki Mitchel / Head Cleaner

7. AUSTRALIND PS STAFF CONTACTS - A/H

Catherine Billi	97250782	0437 816 168
Eva Brake	97961547	0408 952 160
Sue Chambers		0429 516 768
Suzanne Driscoll	97251572	0409 293 684
Rebecca Drury	97953000	0400 007 590
Janet Dunbar-Smith		0418 884 849
Len Erceg	97955784	0429 466 679
Margaret Fenn	97261313	0411 463 614
Francis Gisborne	97970165	0417 185 953
Vrydar Holmes		0439 093 598
Tracey James		0417 581 426
Rodney King	97971748	0400 550 106
Laura Mostert	97970840	0405 921 811
Anne Nichols	97971818	0428 971 818
Cherie O'Callaghan	97261714	0427 149 616
Ann O'Connell	97970226	0408 915 459
Emily Poole	97258517	0407 446 660
Michelle Robson	97201246	0439 291 854
Leanne Rolfe	97281428	0427 281 428
Cara Scoby-Smith		0427 388 342
Sherrena Di Marco		0432 683 925
Carol Smith	97954801	0438 911 313
Judith Stribley	97961628	0437 393 898
Darrin Tinley	97960961	0428 816 589
Narelle King		0402 830 899
Bronwyn Walker		0438 201 270
Jodie Walton	97961295	0437 251 802
Nancy Warnock	97970433	0439 591 501

Notes: