ORANGE GROVE PRIMARY SCHOOL

BUSHFIRE PLAN 2015-16
Orange Grove Primary

BUSHFIRE PLAN (2015-2016)

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Introduction

This plan is for Orange Grove Primary School and has been designed to assist staff to prepare for and during 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

Orange Grove Primary School is a small metropolitan school set in a rural setting located on the edge of the Darling Escarpment near Bickley Reservoir on Boyle Lane. Enrolments currently stand at 134 students from Pre-Primary to Year 6 and there are six classes. There is only one exit and entry to school. As of 2015, there are 3 special needs students in the school: K/PP-Atticus Ulgen (Autism), Y1-Brodie Scown (Vision Impairment) & Y6- Rocky Figliomeni (Austim).

The school is surrounded by the Bickley reserve. Ellis Brook Valley Reserve and Banyoula Regional Park are both in the east to south east direction, less than one kilometre away. The closest fire station is Maddington. The Maddington Fire Station is located at 1961 Albany Hwy, Maddington, 4.4 kilometres in distance.

Distance from the school to other community facilities:

- Adonis Centre/Library/Community Hall - Albany Hwy, Gosnells 6.1kms
- Maddington Health Care Centre – Westfield St, Maddington 4.7 kms
- Maddington Community Centre – Alcock St, Maddington 2.5kms

This Bushfire Plan (BP) has been developed during Term 3 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 3 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 A).

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 fire danger rating
- 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 **Safer Location** at Orange Grove PS is the **assembly building at the top oval which is also evacuation area 2.**

**Distribution**
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 2 of Term 3 each year.**

The Principal or delegated officer to publish a copy of the school’s bushfire plan on the schools website at the beginning of Term 1 each year.

- Details of the website to be provided to 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 1 each year, includes detailed information about actions and procedures included in the BP.

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

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**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.**

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 3.

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.

<table>
<thead>
<tr>
<th>Date of Review</th>
<th>Reviewing Officer</th>
<th>Date Submitted</th>
<th>Next scheduled Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>13/9/13</td>
<td>Cass Cole (DP OGPS), Rod Wallington (Chief Bushfire Control Officer, Risk and Emergency Coordinator, City of Gosnells)</td>
<td>13/9/13</td>
<td>19/9/14</td>
</tr>
<tr>
<td>July 2014</td>
<td>Cass Cole (DP OGPS), Rod Wallington (Chief Bushfire Control Officer, Risk and Emergency Coordinator, City of Gosnells)</td>
<td>Term 3 2014</td>
<td>Term 3 2015</td>
</tr>
<tr>
<td>March &amp; Sept 2015</td>
<td>Cass Cole (DP OGPS) &amp; Lesley Ghent (P OGPS), Rod Wallington (Chief Bushfire Control Officer, Risk and Emergency Coordinator, City of Gosnells)</td>
<td>Term 3 2015</td>
<td>Term 3 2016</td>
</tr>
<tr>
<td>Term 3 2016</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 plan. It is also necessary to ensure that relief staff and parents have been made aware of the school’s bushfire plan. A copy of the school’s bushfire plan should be published on the schools website. Suggested draft text for the school newsletter is available in Appendix A6 of the Principal’s Guide to Bushfire.
- 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. (Research is showing 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 regards to bushfire survival plans or household preparedness assessments.)
- Communication plans (including emergency contacts and a telephone tree) need to be in place for evacuation or planned closure. See Appendix D for a Communication Plan, Appendix E for sample emergency contacts and Appendix F for a sample 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. Copies of all above documents are included in evacuation kit (Deputy Principal’s office.)
- 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 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 Principal is to notify staff and parents using emergency contacts and the telephone tree of closure. See also the draft letter to parents in Appendix A7 of the Principal’s Guide to Bushfire advising of pre-emptive closure, being mindful of parents' 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 (9459 3601; Principal – Deputy –). 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/](http://www.dfes.wa.gov.au/).

**NOTE:** DFES uses 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](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 Bushfire* 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 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 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.

The Principal will be made aware of a Total Fire Ban through directives from the Regional Education Office, by listening to local ABC radio, and through communications with the ABC Shire Office and the local SES coordinator.

A total fire ban will primarily affect the school’s gardener (if the school has a gardener), therefore mentioning the gardener’s awareness of the plan/how they are made aware of a total fire ban is important.


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.

<table>
<thead>
<tr>
<th>Category</th>
<th>Fire Danger Index (FDR)</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catastrophic</td>
<td>100+</td>
<td>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.</td>
</tr>
<tr>
<td>Extreme</td>
<td>75-99</td>
<td>Monitor DFES website</td>
</tr>
<tr>
<td>Severe</td>
<td>50-74</td>
<td>Monitor DFES website</td>
</tr>
<tr>
<td>Very High</td>
<td>32-49</td>
<td>Normal school operations</td>
</tr>
<tr>
<td>High</td>
<td>12-31</td>
<td>Normal school operations</td>
</tr>
<tr>
<td>Low-Moderate</td>
<td>0-11</td>
<td>Normal school operations</td>
</tr>
</tbody>
</table>

In the event of a catastrophic weather warning the **Bushfire Plan** will be invoked as per the flow chart at Appendix B (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 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 Department of Fire and Emergency Services 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 reopening 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 (one long blast of school siren or hand bell if no power).

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. Download a copy of DFES bushfire warning table from: http://www.dfes.wa.gov.au/safetyinformation/fire/bushfire/BushfireChecklists/DFES_Bushfire-Warning_Levels.pdf

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

3.1.1 Advice

An ADVICE provides you with information on a bushfire that is not threatening lives or property, but may be causing smoke near schools. Turn off evaporative air conditioners. Undertake regular checks and patrols of the school for bushfire activity, 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 schools. The principal or delegate should contact the controlling agency to seek instruction as to whether to move students, staff and visitors to their pre-determined Safer Location on the site or evacuate. The direction to evacuate by the Emergency Services Incident Controller will consider the location of the bushfire, the ability to travel safely to the selected evacuation point and the safest route to get there. In some circumstances it may not be safe to evacuate.

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 principal or delegate should contact the controlling agency to seek instruction as to whether to move students, staff and visitors to their pre-determined Safer Location on the site or evacuate. The direction to evacuate by the Emergency Services Incident Controller will consider the location of the bushfire, the ability to travel safely to the selected evacuation point and the safest route to get there. In some circumstances it may not be safe to evacuate.

3.1.4 All Clear

An ALL CLEAR is issued when the threat has passed and the fire is under control. Firefighters will still be working to put out the last remnants of the fire and making the area safe, so it is important to remain vigilant in case the situation changes. It may still not be safe to leave to school to return home. Emergency services will advise when you can go home.
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 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, 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 their fire warden.
- Fire wardens are designated to manage evacuation routes, liaise with staff.
- The Principal and fire wardens, 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 the Incident Controller.

3.2.1.2 Safer Location Procedure – if evacuation is not possible
School to remain on site on advice from DFES.
- All classes remain with their teachers and allocated education assistants.
- All classes in transportable buildings to be relocated to large assembly building on top oval evacuation area 2. See Appendix C for a sample safer location evacuation plan.
- 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, 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 their fire warden.
- Fire wardens are designated to manage evacuation routes and liaise with staff.
- The Principal and fire wardens, 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 Department of Education 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 of the closure using the emergency contact list (see Appendix D for a Sample Communication Plan).

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.
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 and your staff 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.
## Appendix A: COMPLIANCE: Bushfire Preparation Checklist

**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

<table>
<thead>
<tr>
<th>Activity</th>
<th>Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schools on the Bushfire Zone Register must also have a separate stand-alone bushfire plan.</td>
<td>✔️  Plan reviewed 16/09/15</td>
</tr>
<tr>
<td>Principal is thoroughly familiar with their current <em>Emergency and Critical Incident Management Plan</em> and where applicable their stand-alone bushfire plan.</td>
<td>✔️  Staff meeting 12/02/15, 05/07/15, 20/07/15, 17/09/15 and letter sent to parents/carers with bushfire information 17/09/15 Newsletter/Website 23/09/15 Sent to RED: 25/09/15</td>
</tr>
<tr>
<td>Students, staff, relief staff and parents/carers have been made aware of the school bushfire plan.</td>
<td>✔️</td>
</tr>
<tr>
<td><strong>Schools on the Bushfire Zone Register need to incorporate key bushfire messages in their curriculum.</strong></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>All evaporative air conditioner switches marked in fluoro colour</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Schools know how to turn off evaporative air conditioner units, including awareness of the location of the switches, and how to close roof vents.</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication plans (include telephone tree – see Appendix D1) are in place for directed evacuation or planned closure</td>
<td>See communication tree</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>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 late October to April in southern WA and June to late October in northern WA. Note this is a minimum of three drills per year.</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1 Evac (24/02/15), Term 3 (17/9/15), Term 4 (to be added)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>School has a correctly functioning emergency warning or alert system.</strong></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Siren in admin office</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Emergency communications equipment is available e.g. mobile telephones, hand-operated fire alarm (portable siren), portable radios and spare batteries.</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal, DP both have school mobile phones- see communication tree, bell in staffroom, siren in admin office</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Class rolls and visitor register (or equivalent) are readily accessible in an emergency to account for students, staff and visitors.</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>See evacuation plans in every classroom</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>First aid equipment is available and staff members trained in first aid have been identified.</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>All staff aware of FA equip. No staff trained.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Evacuation kit should be checked at least once per term.</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>DP (C Cole) Checked term 1, 2, 3 &amp; 4 2015</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>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)</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>See Communication Tree</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>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.</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Gardener notified on severe fire danger days.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>A Safer Location</strong> within the school building should be identified and prepared in the event that an off-site evacuation is not possible (Refer page 4 of the Guide).</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>See map - Evacuation area 2.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Asset Protection Zone (APZ) (20 metre radius), cleared of all rubbish, long dry grass, bark and flammable materials.</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>DOE complete fire breaks (BMW) once a year.</td>
<td></td>
</tr>
</tbody>
</table>
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

Regional Executive Director alerts Principal that a Catastrophic FDR has been declared and to prepare school for pre-emptive closure

Principal notifies school community of impending planned closure, to be confirmed 4.30 pm on the day prior

Closure to be invoked?

NO

Principal notifies school community closure will not go ahead – school will open as normal

YES

Principal activates school action plan, including:
- notifying parents, bus contractors, community kindergartens, tenants, community hirers, out of school hours child care programs, school contractors and construction workers that the school will be closed on the day concerned;
- posting school closure signage; and
- appointing two members of staff to attend from 8.00 am to 10.00 am on the day of the school closure (only if safe).

Principal and Regional Executive Director monitor FDR for the next day

Principal liaises with Regional Executive Director to determine if school reopens next day

Principal notifies school community whether school remains closed or reopens
Appendix C: School Site Plan and Evacuation Routes
Appendix D: Communication Plan

**Principal’s Response to Bushfire when School Open**

- **School notices fire and calls triple zero (000)**
- **School notified of fire. Dedicated phone number (to be kept free) provided to Incident Controller**
- **Controlling agency notifies school of fire**

**Bushfire Warning**

- **WATCH & ACT or Emergency Warning**
- **Follow direction of Emergency Services Incident Controller**
- **Evacuate or Safe Location**
- **Monitor controlling agency website and information line ABC**

**Principal’s Response**

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

**Initial Message**

- **School under threat of bushfire**
- **Emergency Services advice to school to evacuate to designated position (Note controlling agency will identify location)**
- **Please pick up students from (location to be advised depending on location/direction of fire)**
- **Please monitor local media for specific access information**

**Interim Message**

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

**Close Out**

- **Threat has passed**
- **Emergency Services advise students to return to school on (date)**
- **Please monitor local media for specific access information**
## Appendix E: Emergency Response Contact List

**EMERGENCY CONTACT & PHONE NUMBERS**

<table>
<thead>
<tr>
<th>Role</th>
<th>Contact Information</th>
</tr>
</thead>
</table>
| Police                | Gosnells Police: 9398 0000  
Police Assistance: 131444  
Emergency: 000           |
| Ambulance / Hospital  | Armadale Hospital: 9391 2000  
Emergency: 000              |
| Fire                  | Emergency: 000  
In case of FIRE consult with  
Perth FESA Central Metro  
Regional Director (08) 9479 9358 & Maddington Fire Station (08) 9459 2369 |
| Bus Contractors       | Metro Bus – Bob Pearce: 9258 9310  
Bus West – Karen Olssen: 9351 6980 |
| Power Outage (Horizon Power or Western Power) | 13 13 51 (24 hours) |
| State Emergency Service | 132500                          |
| Poisons Information   | 131 126                           |
| REGIONAL DIRECTOR Name | Phone: 9336 9563  
Fax: 9336 8908                  |

**ROLES AND RESPONSIBILITIES**

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evacuation: Principal</td>
<td>Continuous handbell</td>
</tr>
<tr>
<td>Invacuation: Principal</td>
<td>Continuous siren or short whistle blasts</td>
</tr>
<tr>
<td>Checking Rooms</td>
<td>Registrar /Principal</td>
</tr>
<tr>
<td>Marshalling</td>
<td>Teachers</td>
</tr>
<tr>
<td>Evacuation: oval</td>
<td>Teachers</td>
</tr>
<tr>
<td>Invacuation: classrooms</td>
<td>Teachers</td>
</tr>
<tr>
<td>Communication</td>
<td>Principal /Registrar</td>
</tr>
<tr>
<td>Next of Kin Notification</td>
<td>Principal (Police if death)</td>
</tr>
<tr>
<td>Reporting and Review</td>
<td>Principal</td>
</tr>
</tbody>
</table>

**PRINCIPAL**  
Name: Lesley Ghent

**DEPUTY PRINCIPAL**  
Name: Cass Cole

**REGISTRAR**  
Name: Diane McHugh

In the case of an EMERGENCY
Call  
000
Appendix F: Communication Tree 1

**PRINCIPAL**
Lesley Ghent

**Coordinator**
Regional Operations
Bev Dorman
9336 9545

**Region Executive Director**
Margaret Collins
9336 9563

**Business Manager**
Diane McHugh

**Parents & Citizens**
Kiara Donovan

**School Board**
Carolyn Simmons

**Buses**
Metro Bus – Bob Pierce
9258 9310
Horizons West – Karen Olssen
9351 8980

**Gardeners**
Craig Burrow
Rav Panizza

**Cleaners**
Elaine Kennedy
Sheryl Houston

**Admin**
Kat Bifield

**DEPUTY PRINCIPAL**
Cass Cole

**School Psychologist**
Geoff Collings

**Nurse**
Janet Mills

**Chaplain**
Grant Collins

**Guitar Teacher**
Robert Graham

**Teachers**
Fiona Adams
Margaret Alderson
Adriana Banzic
Aaron Bathols
Alan Friday
Emma Gee
Robert Graham
Desley Harrington
Clare Heffernan
Marie Jacquier
Julie Reed
Dallas Turner
Cathie Wilson

**Education Assistants**
Vicky Burette
Teresa Faranda
Julie Honeysett
Wendy Smith
Sue Van den Avoort

**Response Team**
Principal: Lesley Ghent
Registrar: Diane McHugh
Nurse: Janet Mills

---

Police: 000
Ambulance: 000
L E M C: 9397 3000
Local Government: 9397 3000
Department of Education Security: 1800 177 777
Hospital: 9391 2000
Maddington Fire Station: 9459 2369

---

**Local Government:**
9397 3000

---

**Department of Education Security:**
1800 177 777

---

**Hospital:**
9391 2000

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**Maddington Fire Station:**
9459 2369

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**Buses:**
Metro Bus – Bob Pierce
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9351 8980

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Rav Panizza

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**Admin:**
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**Registrar:**
Diane McHugh

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**Nurse:**
Janet Mills

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**Region Executive Director:**
Margaret Collins
9336 9563

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**Coordinator Regional Operations:**
Bev Dorman
9336 9545

---

**Police:**
000

---

**Ambulance:**
000

---

**L E M C:**
9397 3000

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**Local Government:**
9397 3000

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**Department of Education Security:**
1800 177 777

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**Hospital:**
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**Maddington Fire Station:**
9459 2369

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9351 8980

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Rav Panizza

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**Cleaners:**
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Kat Bifield

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Sue Van den Avoort

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**Response Team**
Principal: Lesley Ghent
Registrar: Diane McHugh
Nurse: Janet Mills
<table>
<thead>
<tr>
<th>Contact</th>
<th>Daytime</th>
<th>Mobile</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local School &amp; Principal: Brookman PS - Hans Geers</td>
<td>9458 5542</td>
<td></td>
</tr>
<tr>
<td>Local School &amp; Principal: Yule Brook College - Hilary Saunders</td>
<td>9459 5444</td>
<td></td>
</tr>
<tr>
<td>Local School &amp; Principal: Maddington PS – Chris Walsh</td>
<td>9459 1239</td>
<td></td>
</tr>
<tr>
<td>Local School &amp; Principal: Ashburton Drive PS – Marie Cook</td>
<td>9490 1239</td>
<td></td>
</tr>
<tr>
<td>Local School &amp; Principal: Bramfield Park PS – Janice Cuculoska</td>
<td>9459 6401</td>
<td></td>
</tr>
<tr>
<td>Local School &amp; Principal: East Kenwick PS – Christian Louis</td>
<td>9459 8691</td>
<td></td>
</tr>
<tr>
<td>Local School &amp; Principal: East Maddington PS - Carolyn Lucarelli</td>
<td>9459 1166</td>
<td></td>
</tr>
<tr>
<td>Local School &amp; Principal: Pickering Brook PS – James Ernst</td>
<td>9293 8256</td>
<td></td>
</tr>
<tr>
<td>Local School &amp; Principal: Wattle Grove PS - Julie Roberts</td>
<td>9453 6722</td>
<td></td>
</tr>
<tr>
<td>Phone Provider(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telstra Faults</td>
<td>13 2253</td>
<td></td>
</tr>
<tr>
<td>Optus Faults</td>
<td>133 937</td>
<td></td>
</tr>
<tr>
<td>People Sense Employee Assistance Programme</td>
<td>9388 9000</td>
<td>Free call: 1300 307 912</td>
</tr>
<tr>
<td>Translation and Interpreting Services (24 hrs)</td>
<td>9225 7700</td>
<td></td>
</tr>
<tr>
<td>Local Government (Rod Wallington)</td>
<td>9397 3000</td>
<td></td>
</tr>
</tbody>
</table>