



# BUSHFIRE RESPONSE PLAN (BRP)

## AUBIN GROVE PRIMARY SCHOOL

85 CAMDEN BOULEVARD, AUBIN GROVE WA 6164

### BUSHFIRE STATUS

The School has a **Category 2** Bushfire Rating

### DOCUMENT VERSION

Review By:	[ ]		
Nature of Changes:	[ ]		
Version & Date:	Version 1.1, August 2018	Next Review Due:	[August 2019 ]
Approved by:	[Frank Pansini ]	Position:	[Principal ]

**0.0 DOCUMENT CONTROL**

The below person has been designated as the Document Controller. All changes to this document should be directed to the delegate.

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**0.1 DISTRIBUTION LIST**

A copy of this plan has been made available to school staff and distributed to the following external agencies:

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**0.2 REVIEW**

This plan will be reviewed and updated (where appropriate) annually.

As necessary, any bushfire advice received by the school from the Department of Fire and Emergency Services (DFES), Local Emergency Management Committee (LEMC), Community Emergency Services Manager (CESM) or external experts will be documented below and incorporated in the review.

DATE OF REVIEW	REVIEWING OFFICER	DATE SUBMITTED	NEXT REVIEW
[04/09/2018 ]	[Frank Pansini ]	[04/09/2018 ]	[01/09/2019 ]
[ ]	[ ]	[ ]	[ ]
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## **1.0 PURPOSE**

The purpose of this Bushfire Response Plan is to provide a detailed plan of how Aubin Grove Primary School will prepare and respond to a bushfire emergency, including prior notice of for periods of Total Fire Ban or Catastrophic Fire Danger ratings.

This Bushfire Response Plan sits alongside the Aubin Grove Primary School Emergency Management Plan (EMP) and Critical Incident Management Plan (CIMP). This Plan can be used alongside other emergency procedure information on site such as the Emergency Response Procedures.

The Bushfire Response Plan sets out a structure and actions for dealing with a bushfire emergency affecting the normal operations of Aubin Grove Primary School up until, during and after the arrival of Emergency Services.

This plan is to be read in conjunction with the Department of Education “Principals Guide to Bushfires”.

## **2.0 SCOPE**

This plan applies to all staff, students, contractors and volunteers at Aubin Grove Primary School. This plan relates to bushfire events only. All other emergencies are to be managed in accordance with the schools Emergency Management Plan.

## **3.0 EMERGENCY PLANNING COMMITTEE (EPC)**

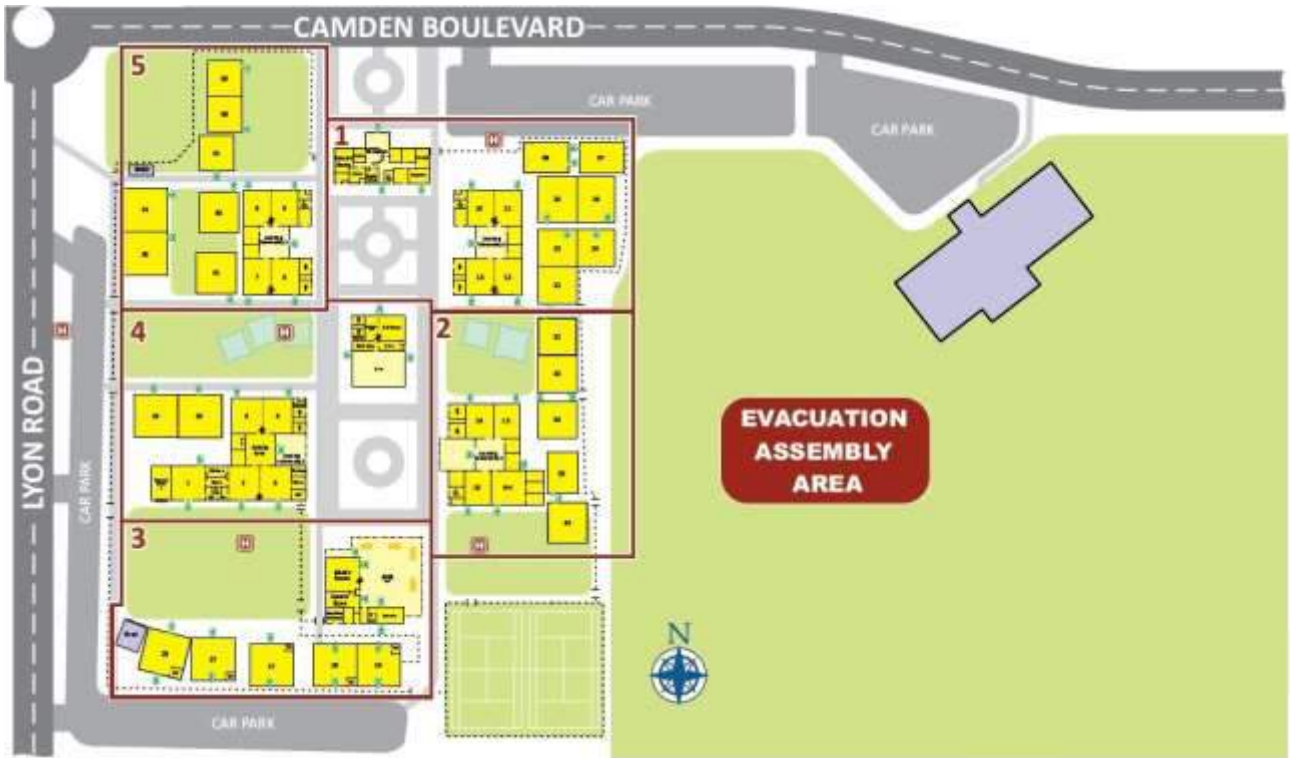
The Aubin Grove Primary School Emergency Planning Committee (EPC) is responsible for maintaining this document as part of the safe management of the campus.

## 4.0 SITE DETAILS

### 4.1 SITE PROFILE

PROFILE		
<b>Site Name</b>	Aubin Grove Primary School	
<b>Address</b>	85 Camden Boulevard, Aubin Grove WA 6164	
<b>Hours of Operation</b>	08:00am – 4:00pm	
<b>Site Manager</b>	Frank Pansini	
<b>Telephone</b>	(08) 9499 4099	
<b>Website</b>	<a href="http://www.aubingroveps.wa.edu.au">www.aubingroveps.wa.edu.au</a>	
<b>After Hours Emergency Contact</b>	<b>Name:</b>	Frank Pansini
	<b>Role:</b>	Principal
	<b>Telephone:</b>	0417 995 009
<b>Number of Staff</b>	100	
<b>Number of Students</b>	1083	
<b>Students / Staff with Disabilities</b>	5 (Physical Impairment)	
<b>Bushfire risk rating</b>	The School has a Category 2 Bushfire Rating	
<b>Site Description</b>	Aubin Grove Primary School grounds consist of single storey buildings and large green oval. The school is bordered by residential homes to the north and west, Aubin Grove Sport and Community Facility and residential homes to the east and large bush blocks to the south. The bushfire risk to Aubin Grove Primary School would come from not only the large bush blocks bordering the south of the school grounds, but also from the numerous reserves in its proximity.	
<b>Communication Systems</b>	The communications systems available at the school include a Public Address (PA) system, emergency tones, internal phones and radios.	
<b>Emergency Equipment</b>	Emergency systems and equipment at the school include a fire detection/alarm system, fire extinguishers, fire blankets, hose reels and fire hydrants	
<b>Safer Location</b>	<b>Onsite:</b> Covered assembly space	<b>Offsite:</b> Radiata Park
<b>Recovery Room Location</b>	Staffroom/Conference Room	

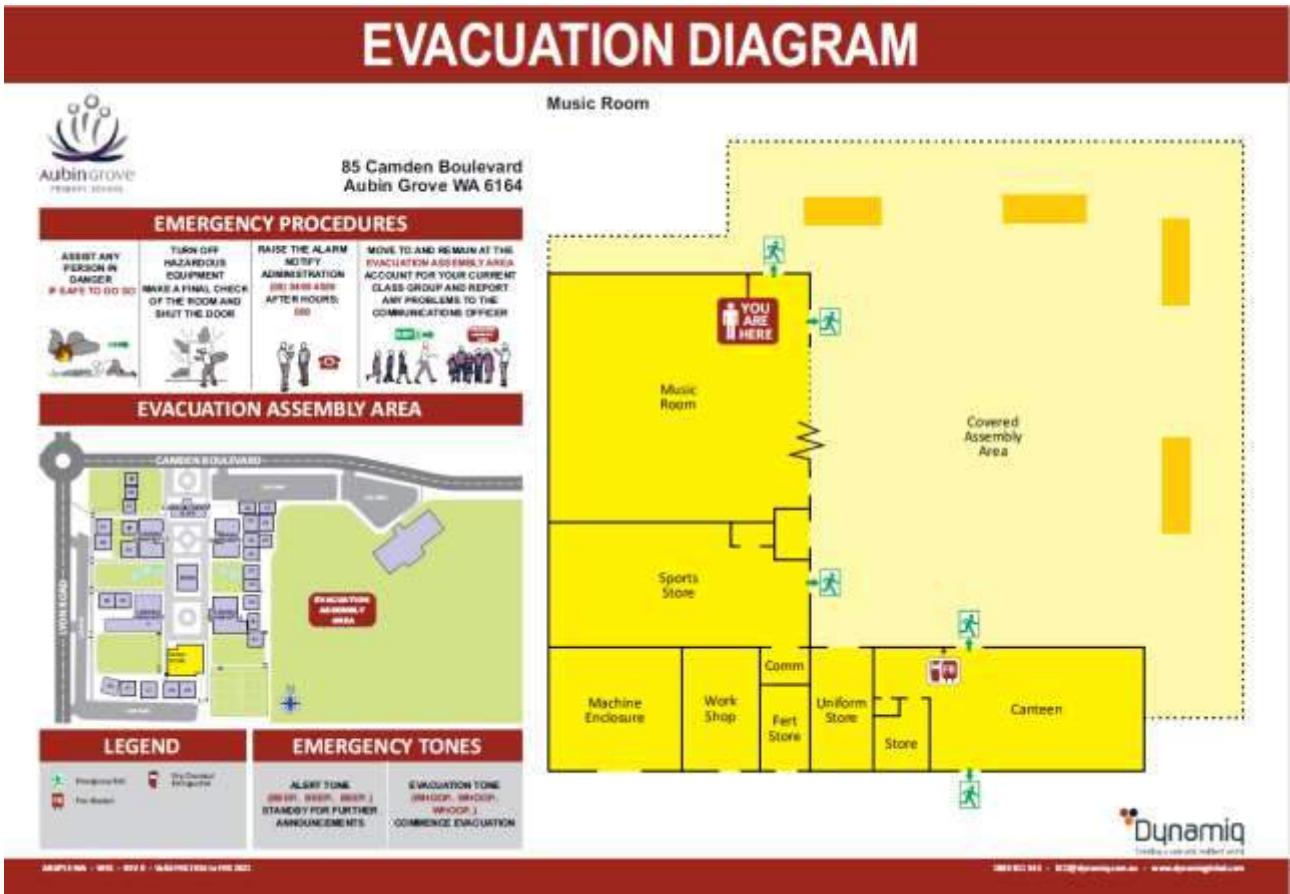
4.2 SITE MAP



4.3 AREA MAP



4.4 EXAMPLE EVACUATION SIGNAGE





## **5.0 PREPARATION**

### **5.1 PREVENTION**

The best way to avoid an emergency is of course to take steps to prevent it.

Some of the things you do in your workplace may be contributing to a fire hazard or there may be equipment or materials that you are working with that are hazardous.

There are elements to the school environment which may contribute to the impact of a bushfire to the school. These include the landscape (elevation, hills, position of buildings in relation to land slope), foliage (type, density, ground litter), setback of plants/trees from buildings, prevalent winds, construction material of buildings/equipment and the maintenance/clearing of fuels from the buildings.

Hazards are potentially damaging events or situations, or have the potential to cause injury or illness.

A risk refers to the likelihood that a hazard will cause injury or illness. When you identify hazards and risks, report it to the OHS representative and/or remove the risk.

### **5.2 COMMUNICATION**

In the event of a bushfire the prime consideration is the safety of staff, contractors and visitors on site.

During such an event considerable confusion and worry may be prevented if the people concerned know the procedures to be adopted. Sites must make sure that all staff and contractors are aware of these procedures and able to enact them in an emergency situation. As part of inductions, visitors to site should be made aware of their responsibilities to report any issues and respond to instructions from staff and emergency services.

The Principal will make staff (incl. relief staff), students and their parents aware of the school's bushfire plan. It is also the responsibility of the Principal to establish and maintain contact with the local emergency service agencies

The school will integrate key bushfire messaging into its curriculum in order to increase individual awareness and preparedness.

A communications plan has been developed outlining the method and potential content of messages to the school community and support/governance network. This information is outlined in Section 10.4.

## **6.0 DURING HEIGHTENED FIRE DANGER**

**(When the site is still open during times of Extreme and Severe fire danger ratings)**

During these times it is important that the Principal actively assesses the threat to the school and the road access leading to it. ABC radio and DFES incident website should be monitored.

An accurate account of all staff, students and visitors on site, expected to be on site, and those traveling to or from the site should be kept.

Where plans change (e.g. Road closures, sudden emergency) this information should be communicated to the Principal to allow for greater notification.

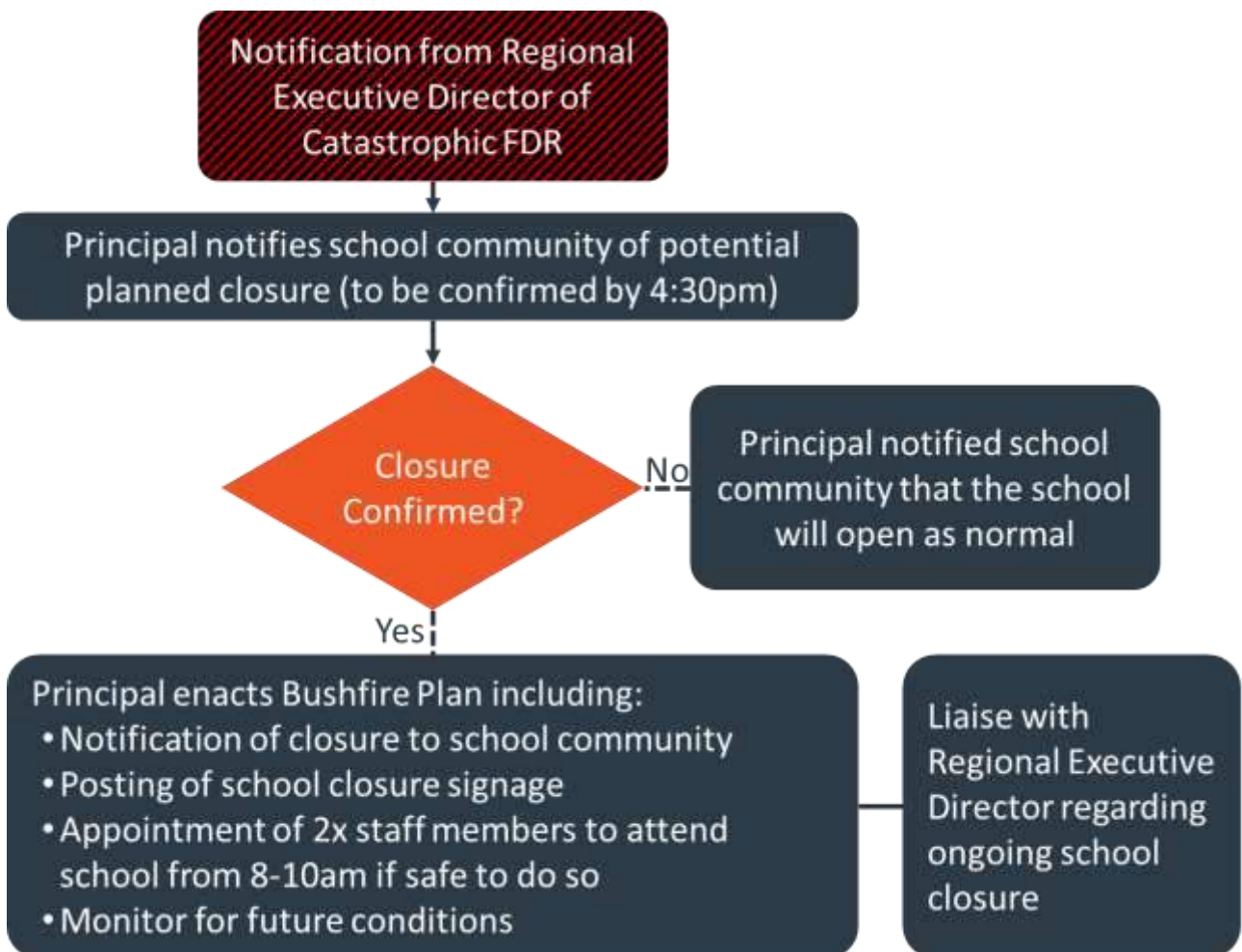
**7.0 PRE-EMPTIVE CLOSURE**

Based on information from Emergency Services, the Department of Education Incident Controller (Deputy Director General Schools or delegated officer) will liaise with Regional Executive Director regarding a decision to close schools. This will be communicated to the school Principal. This confirmation of closure from the Regional Executive Director will occur no later than **4:30pm** the day before the planned closure. If conditions improve after **4:30pm** the closure will still go ahead.

The Principal will communicate with the school community (incl. contractors and facility users) of the closure. This includes physical media such as letters home with students, digital media such as on the school website or social media page.

In instances where the decision to close is likely to be made after school has finished for the day, the school should still provide information to the school community to *standby* and provide information on where to find confirmation of closure or school opening.

During a closure the Principal will continue to monitor local media to stay informed of fire danger and activity.



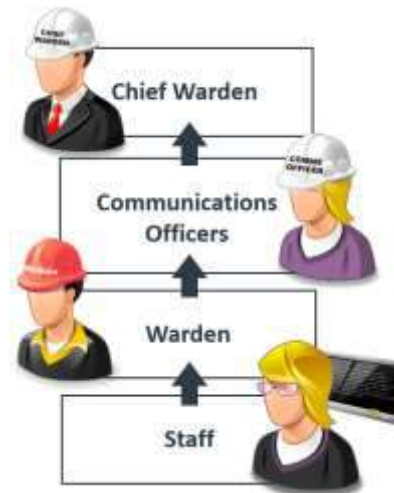
*Potential bushfire event workflow*

**8.0 EMERGENCY ARRANGEMENTS**

Aubin Grove Primary School utilises the following Emergency Control Organisation (ECO) structure to respond to emergencies on or affecting their site. This structure takes into account the size, layout and use of the site as well as the number of staff on site. For further detail see the EMP.

**8.1 EMERGENCY CONTROL ORGANISATION**

The ECO will implement the emergency procedures (as detailed in the EMP) whenever a response is required to threats to safeguard building occupants, the building themselves or the environment. This includes the lockdown or evacuation of the site occupants and specific duties dependant on the threat. Where occupants are on site during a bushfire event, the ECO will take command. The ECO takes precedence over normal school management during an emergency.



**8.2 EMERGENCY RESPONSE**

**RESPONSE**

Due to the ability to forecast bushfire conditions and the slow building nature of actual bushfires, it is anticipated that the site will not be occupied during the physical impact. Therefore, the response will focus primarily on the clearance of the site prior to a bushfire. Where small fires originate on or very close to site they will be treated as fires and managed in accordance to existing emergency procedures contained within the EMP.

**PROCEDURE**

The Bushfire fire response procedure has been taken from Aubin Grove Primary School’s Emergency Procedures (the Chief Warden’s red folder).

**COMMUNICATIONS**

It is important for the school to liaise with key stakeholders during a response. Key stakeholders include staff, students, parents, bus companies, contractors and external site users (e.g. out of hours’ school program).

The school will also contact their Regional Executive Director and the Department of Education Media Unit. Staff should not communicate directly with the media.

The school and community is able to utilise ABC radio as the official broadcaster of emergency events. These broadcasts aim to provide up to date information regarding local bushfire events.

DFES can use the National Emergency Alert System to send community warning messages to mobile phones in affected areas( <https://www.emergency.wa.gov.au/>)

### 8.3 BUSHFIRE PROCEDURE

## BUSHFIRE

### CHIEF WARDEN upon total fire ban days / during bushfires in the local district

- Inform Staff and Students of total fire ban at start of day (or day prior if possible) and update them with relevant information if required.
- Tune in to ABC radio or local community radio station for updates on the fire's progress or contact the DFES Public Information Line on 1300 657 209 (see Emergency Contacts).
- Liaise with local Emergency Services (DFES, Police) to move Staff and Students to a Safer Refuge if required.
- Assess if it is safe for students to undertake outdoor activities (including outside recess / lunch breaks).
- Check with the DFES to ensure that there are no fires burning which may endanger your school bus route.

### CHIEF WARDEN upon notification of a bushfire

This advice is generic in nature and may alter according to the circumstances. If early evacuation advice is not issued or the fire is approaching the school and it is unsafe to evacuate, everyone should as a last resort remain in the building after the following precautions are taken:

- Identify which buildings need to be evacuated in the case of a fire. Do not stay in portable/demountable buildings.
- Inform Emergency Services operator (000 or 112) of building/s where staff and students will be housed. Keep in contact as fire approaches so the Emergency Services operator can direct services as they become available. The primary responsibility of staff is the safety of students.
- Issue Red Helmets and 'Warden Duty' cards and deploy Wardens.
- Direct Wardens to assemble staff and students inside (preferably bricked and tiled); away from the part of the building that will be initially exposed to the fire.
- Check attendance against class rolls once assembled.
- Turn off power and gas.
- Close all windows, doors and block crevices, cracks and gaps with wet materials (e.g. towels, clothing). Fill gutters, all sinks and washbasins with water.
- Once the threat has passed, direct Wardens to assess the buildings for spot fires, burning embers, casualties and report back.
- Designate trained, properly equipped teams (with fire fighting equipment and wearing personal protective equipment) to extinguish spot fires and burning embers where safe to do so.
- Remain inside until it has been established that the fire has clearly passed; evacuate the building and remain in a safe area.
- Ensure staff/students do not hamper Emergency Services or put themselves at risk by going near damaged buildings or trees.

## 8.4 POST INCIDENT

### REPORTING

Aubin Grove Primary School will report to their Regional Executive Director. Following an emergency on site a debrief should be conducted with responders and staff on site. Following this a report should be generated and provide to the Emergency Planning Committee.

### REOPENING

Bushfire events and the impacts of them on the school and community can have varied time frames. Some events may require the school to close for multiple days. In consultation with the Regional Executive Director, the Principal will inform the school community of the reopening timeline. This should outline timings and activities necessary in order to provide a safe education environment.

Information can be provided to the community via direct communication and on public facing noticeboards (e.g. school website). Communications will be provided through diverse means in order to meet the needs of the community.

Aubin Grove Primary School will use the following methods of communication to notify the community:

- Phone
- Email
- SMS
- School Website
- Local radio
- Notice boards

Notices of Planned Temporary School Closure will be removed from the school premises and website.

**9.0 BUSHFIRE / GRASS FIRE**

**9.1 APPLICATION**

Bushfire preparedness is not just a concern of rural and regional schools. Metropolitan schools may be at risk from site specific factors (e.g. located in a leafy area) or because their staff and students may live in bushfire prone areas or travel through them.

During the summer months, the Principal should check the DFES website regularly for fire danger ratings.

On days of Very High and Severe Fire Danger Rating (FDR) days, the Principal and EPC should meet to pre-plan actions for the remainder of the day. Once notified of an Extreme or Catastrophic FDR, the team must meet to confirm actions and ensure that the school community is advised. The Department of Education will be advising schools to close on Catastrophic FDR days.

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



The table below outlines recommended actions for schools in fire prone areas given each classification of fire risk.

**FIRE DANGER RATING TABLE (WESTERN AUSTRALIA)**

FIRE DANGER RATING	WHAT DOES IT MEAN?	WHAT SHOULD I DO?
<b>CATASTROPHIC</b> 100+	<ul style="list-style-type: none"> <li>These are the worst conditions for a bush or grass fire</li> <li>If a fire starts and takes hold, it will be extremely difficult to control and will take significant firefighting resources and cooler conditions to bring it under control</li> </ul>	<ul style="list-style-type: none"> <li>Spot fires will start well ahead of the main fire and cause rapid spread of the fire. Embers will come from many directions</li> <li>Homes are not designed or constructed to withstand fires in these conditions</li> <li>The only safe place to be is away from bushfire risk areas.</li> </ul> <p><b>YOU NEED TO ACT NOW</b></p> <ul style="list-style-type: none"> <li>Put your survival first and leave bushfire risk areas the night before or early in the day – this is your best option</li> <li>Act immediately – do not wait and see:               <ul style="list-style-type: none"> <li>leave now</li> <li>avoid forested areas, thick bush or long, dry grass</li> <li>take shelter if you cannot leave</li> </ul> </li> </ul>
<b>EXTREME</b> 75-99	<ul style="list-style-type: none"> <li>These are very hot, dry and windy conditions for a bush or grass fire</li> <li>If a fire starts and takes hold, it will be unpredictable, move very fast and difficult for firefighters to bring under control</li> <li>Spot fires will start and move quickly. Embers may come from many directions</li> </ul>	<ul style="list-style-type: none"> <li>Homes that are prepared to the highest level, have been constructed to bushfire protection levels and are actively defended may provide safety</li> <li>You must be physically and mentally prepared to defend in these conditions</li> <li>The only safe place to be is away from bushfire risk areas.</li> </ul> <p><b>YOU NEED TO GET READY TO ACT</b></p> <ul style="list-style-type: none"> <li>Only stay with your property if you are prepared to the highest level. This means your home needs to have been constructed to bushfire protection levels eg. enclosed eaves, covers over external air conditioners, metal flyscreens etc</li> <li>You must be well prepared and able to actively defend your home if a fire starts. This means you have the right equipment and resources to put out fires around your home eg. enough water supply, petrol/diesel portable pump, generator, protective clothing etc</li> <li>If you are not prepared to the highest level, leaving bushfire risk areas early in the day is your safest option.</li> </ul>
<b>SEVERE</b> 50-74		
<b>VERY HIGH</b> 32-49	<ul style="list-style-type: none"> <li>These are hot, dry and possibly windy conditions for a bush or grass fire</li> <li>If a fire starts and takes hold, it may be hard for firefighters to control</li> </ul>	<ul style="list-style-type: none"> <li>Well prepared homes that are actively defended can provide safety</li> <li>You must be physically and mentally prepared to defend in these conditions.</li> </ul> <p><b>YOU NEED TO BE AWARE</b></p> <ul style="list-style-type: none"> <li>Well prepared homes that are actively defended can provide safety. This means you have the right equipment and resources to put out fires around your home eg. enough water supply, petrol/diesel portable pump, generator, protective clothing etc.</li> </ul>
<b>HIGH</b> 12-31	<ul style="list-style-type: none"> <li>If a fire starts, it is likely to be controlled in these conditions and homes can provide safety</li> <li>Be aware of how fires can start and reduce the risk</li> </ul>	<ul style="list-style-type: none"> <li>Controlled burning may occur in these conditions if it is safe – check to see if permits apply.</li> </ul> <p>• Check your bushfire survival plan</p> <p>• Monitor conditions</p> <p>• Action may be needed</p> <p>• Leave if necessary</p>
<b>LOW-MODERATE</b> 0-11		

*Courtesy of Western Australia Department of Fire and Emergency Services*

9.2 BUSHFIRE PREPAREDNESS CHECKLIST

BUSHFIRE PREPAREDNESS SITE CHECKLIST	
TO BE COMPLETED AT THE START OF EACH FIRE SEASON (OCTOBER)	
• Check relevant Emergency Services website for current information	<input type="checkbox"/>
• Determine who is responsible for monitoring fire risk information and how	<input type="checkbox"/>
• Assess the site for changes and hazards. Review any issues resulting from the assessment	<input type="checkbox"/>
• Review Bushfire Response Plan prior to the official start of the bushfire season	<input type="checkbox"/>
• Ensure a back-up of any files on site as part of the site’s normal back-up procedures. Regularly test that the back-ups can be used to recover all vital information	<input type="checkbox"/>
• Ensure communication procedures are in place to staff and contractors in the event of closure or evacuation. This includes communications to staff and contractors warning of impending site closures 72, 48 and 24 hours prior to a Code Red day	<input type="checkbox"/>
• Ensure that the planning procedures for staff transit in the area include consideration of the risk of bushfire in the location	<input type="checkbox"/>
• Maintain a schedule for monitoring and removal of materials that may be easily ignited around buildings and sites	<input type="checkbox"/>
• Ensure flammable materials are stored safely	<input type="checkbox"/>
• Ensure building exits are kept clear of obstructions at all times	<input type="checkbox"/>
• Designate assembly points that allow appropriate access to emergency equipment	<input type="checkbox"/>
• Ensure that emergency vehicles have access to sites and grounds	<input type="checkbox"/>





## BUSHFIRE PREPARATION CHECK LIST FOR THE SUMMER MONTHS

**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.

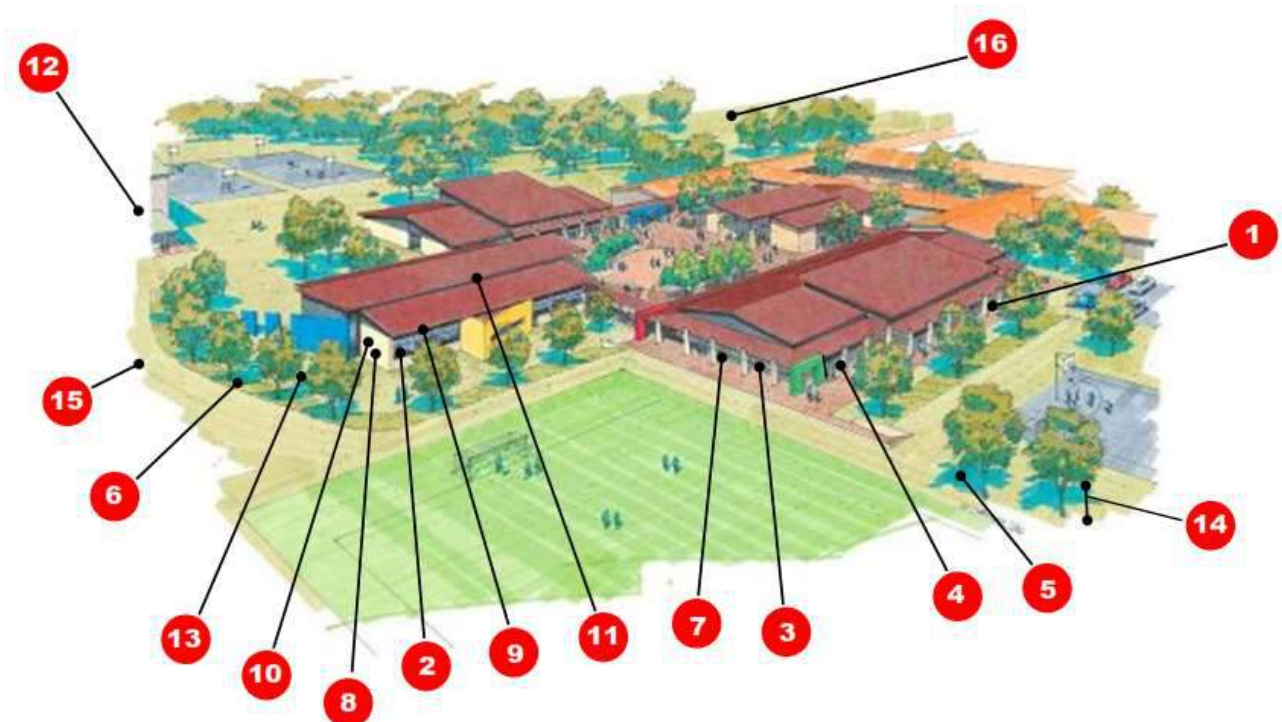
ACTIVITY	COMPLETE	EVIDENCE
The School Emergency and Critical Incident Management Plan provides a plan for dealing with bushfires. <b>Schools on the Bushfire Zone Register must also have a separate stand-alone bushfire plan.</b>	<input type="checkbox"/>	
Principal is thoroughly familiar with the schools current <i>Emergency and Critical Incident Management Plan</i> and where applicable the stand-alone bushfire plan.	<input type="checkbox"/>	
Students, staff, relief staff and parents/carers have been made aware of the school bushfire plan.	<input type="checkbox"/>	
The bushfire plan has been reviewed prior to the bushfire season (Term 3 each year) and a copy forwarded to the local education regional office.	<input type="checkbox"/>	
Schools on the Bushfire Zone Register have appointed a school Emergency Liaison Officer. The appointed liaison officer may be required to relocate during an emergency, to the Incident Control Point to provide an information conduit between the school and the controlling agency.	<input type="checkbox"/>	
The Principal and Liaison Officer have established contact with local emergency services including DFES, the Department of Parks and Wildlife (if relevant), the local volunteer fire brigade, WA Police, Local Emergency Management Committee (LEMC), local government representative or Community Emergency Services Manager (CESM) (if there is one for the area) and incorporated their feedback into the plans (as required).	<input type="checkbox"/>	
Emergency Services, outlined above, are informed of your nominated pre-determined Safer Location as part of your Emergency Critical Incident Management Plan procedures.	<input type="checkbox"/>	
Schools on the Bushfire Zone Register understand the bushfire warning system (refer DFES website page 8) and the Emergency Alert telephone warning system ( <a href="https://www.emergency.wa.gov.au/">https://www.emergency.wa.gov.au/</a> ).	<input type="checkbox"/>	
Schools on the Bushfire Zone Register need to incorporate key bushfire messages in the curriculum.	<input type="checkbox"/>	

ACTIVITY	COMPLETE	EVIDENCE
Schools know how to turn off evaporative air conditioner units, including awareness of the location of the switches, and how to close roof vents.	<input type="checkbox"/>	
Communication plans (include telephone tree – see Section 10.0 are in place for directed evacuation or planned closure	<input type="checkbox"/>	
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.	<input type="checkbox"/>	
School has a correctly functioning emergency warning or alert system.	<input type="checkbox"/>	
Emergency communications equipment is available e.g. mobile telephones, hand-operated fire alarm (portable siren), portable radios and spare batteries.	<input type="checkbox"/>	
Class rolls and visitor register (or equivalent) are readily accessible in an emergency to account for students, staff and visitors.	<input type="checkbox"/>	
First aid equipment is available and staff members trained in first aid have been identified.	<input type="checkbox"/>	
Evacuation kit should be checked at least once per term.	<input type="checkbox"/>	
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)	<input type="checkbox"/>	
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.	<input type="checkbox"/>	
A <b>Safer Location</b> 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).	<input type="checkbox"/>	
Asset Protection Zone (APZ) (20 metre radius), cleared of all rubbish, long dry grass, bark and flammable materials.	<input type="checkbox"/>	

*Additional checklists can be found in the WA Department of Education Principals Guide to Bushfire*

**ASSET PROTECTION ZONES**

1. Do not pile wood against or near school buildings.
2. If possible, place metal flywire mesh on all windows or vents to keep sparks and embers out.
3. If possible, block any gaps under floor spaces, in the roof space, under eaves, external vents, skylights, evaporative air conditioners, chimneys and wall cladding.
4. Create and maintain a minimum two metre gap between school buildings and tree branches. Shrubs should be a minimum of three times the height (at maturity) of the shrub away from the building.
5. Rake up leaf litter and twigs under trees.
6. Remove shrubs and small trees under and between larger trees.
7. Keep garden mulch away from buildings and grass is kept short.
8. If possible ensure all gaps in external wall claddings are sealed.
9. Keep roof gutters and valleys clear of leaves and bark.
10. Keep LP gas cylinders secured and on the side of the school furthest away from the likely direction of bushfires (where bush is) and placed so they vent away from the building
11. If possible, block any gaps in the roof space.
12. Remove flammable materials and store them away from school buildings.
13. Create an Asset Protection Zone (20 metre radius) around each building. This area needs to be cleared of all rubbish, long dry grass, bark and material that may catch fire.
14. Prune lower branches (up to two metres off the ground) to stop a ground fire spreading into the canopy of the trees.
15. Make sure you meet your local government’s firebreak requirements.
16. Cut long grass and dense scrub.
17. Clear obstacles and trees from driveways and access points.



*From the Department of Education “The Principal’s Guide to Bushfire”*

9.3 ACTIVATION & ESCALATION POINTS FOR ACTION

CONDITION	ACTION
<p><b>POTENTIAL OF FIRE IN THE AREA ON A VERY HIGH DANGER DAY OR ABOVE</b></p>	<p>On ‘Very High’ FDR days, the Principal and EPC will meet to ensure preparedness and agree on actions should an incident arise.</p> <ul style="list-style-type: none"> <li>- Draft messages for staff and other stakeholders should be prepared.</li> <li>- All resources checked.</li> <li>- Vigilance encouraged.</li> </ul> <p>This is the minimum level of preparedness for the Fire Danger Period.</p>
<p><b>CONFIRMED FIRE IN THE SHIRE ON A VERY HIGH DANGER DAY OR ABOVE</b></p>	<ul style="list-style-type: none"> <li>- Call the Principal and EPC together.</li> <li>- Confirm potential threat.</li> <li>- Commence incident monitoring via DFES website, ABC Radio, Bushfire Info Line.</li> <li>- Confirm location of fire and weather forecast.</li> <li>- Does the fire pose any threat to the site?</li> <li>- If likely to escalate, confirm appropriate actions.</li> <li>- Commence communication strategy to staff and other stakeholders.</li> <li>- Initiate Off-Site Evacuation Procedure (if evacuation is required and safe to do so) or shelter in place procedure.</li> </ul>
<p><b>FIRE IN THE IMMEDIATE VICINITY OF THE SITE ON A VERY HIGH DANGER DAY OR ABOVE</b></p>	<ul style="list-style-type: none"> <li>- Call the Principal and EPC together.</li> <li>- Confirm location of fire and weather forecast (wind strength and direction).</li> <li>- Commence incident monitoring via DFES website, ABC Radio, Bushfire Info Line.</li> <li>- Is the site in the travel path of the fire?</li> <li>- Are there people on site or en-route?</li> <li>- Confirm appropriate action – Site Closure, preparation for movement to safer location.</li> <li>- Commence communication strategy to staff and other stakeholders.</li> <li>- Initiate Off-Site Evacuation Procedure.</li> <li>- Considerations – time of day, transport limitations, blocked or obstructed roads, number of staff directly affected and staff that reside in an area that is directly under threat.</li> </ul>
<p><b>FIRE THREATENING THE SITE ON A VERY HIGH DANGER DAY OR ABOVE</b></p>	<ul style="list-style-type: none"> <li>- Call the Principal and EPC together.</li> <li>- Confirm the location of the fire and weather forecast (wind strength and direction).</li> <li>- Commence incident monitoring via DFES website, ABC Radio, Bushfire Info Line.</li> <li>- Is the site in the travel path of the fire?</li> <li>- Are there people on site or en-route?</li> <li>- Confirm appropriate actions – Site closure.</li> <li>- Commence communication strategy to staff and other stakeholders.</li> <li>- Initiate Off-Site Evacuation Procedure.</li> <li>- Considerations – time of day, transport limitations, blocked or obstructed roads, number of staff directly affected and staff that reside in an area that is directly under threat.</li> </ul>



CONDITION	ACTION
<b>CATASTROPHIC FDR DAY DECLARED AT LEAST ONE DAY PRIOR</b>	<ul style="list-style-type: none"><li>- Call the Principal and EPC together.</li><li>- Confirm closure of the site is the appropriate action.</li><li>- Commence communication strategy to staff and other stakeholders.</li><li>- Considerations – Business continuity and site safety.</li></ul>
<b>CATASTROPHIC FDR DAY DECLARED ON THE DAY</b>	<ul style="list-style-type: none"><li>- Call the Principal and EPC together.</li><li>- Confirm appropriate action – Site closure.</li><li>- Commence communication strategy to staff and other stakeholders.</li><li>- Initiate Off-Site Evacuation Procedure.</li><li>- Considerations – transport limitations and number of staff directly affected.</li></ul>

## 10.0 COMMUNICATIONS PLAN

### 10.1 GENERAL COMMUNICATION TO THE SCHOOL COMMUNITY

*Note: School Community* may include staff, students, family members, contractors, visitors, external site users (e.g. after school program) or suppliers related to the school who are likely to be impacted in the short term.

During such an event considerable confusion and worry may be prevented if the people concerned know the procedures to be adopted. Schools must make sure that the school community members are aware of these procedures. Ask parents, guardians, contractors and staff to familiarise themselves with these procedures and to discuss them with students.

The School Community should be informed that the site will use the following communication methods to provide regular updates:

- Direct phone call
- Email
- School Website
- Local ABC Radio Station

If late notice or out of hours. Note time called, person communicated with or if no answer/message left.

### 10.2 SITE CLOSURE

**If the site will be closed:** In advance, advise the School Community via:

- Email
- Direct Phone call
- School Website

If late notice or out of hours. Note time called, person communicated with or if no answer/message left.

### 10.3 SITE EVACUATION / RELOCATION

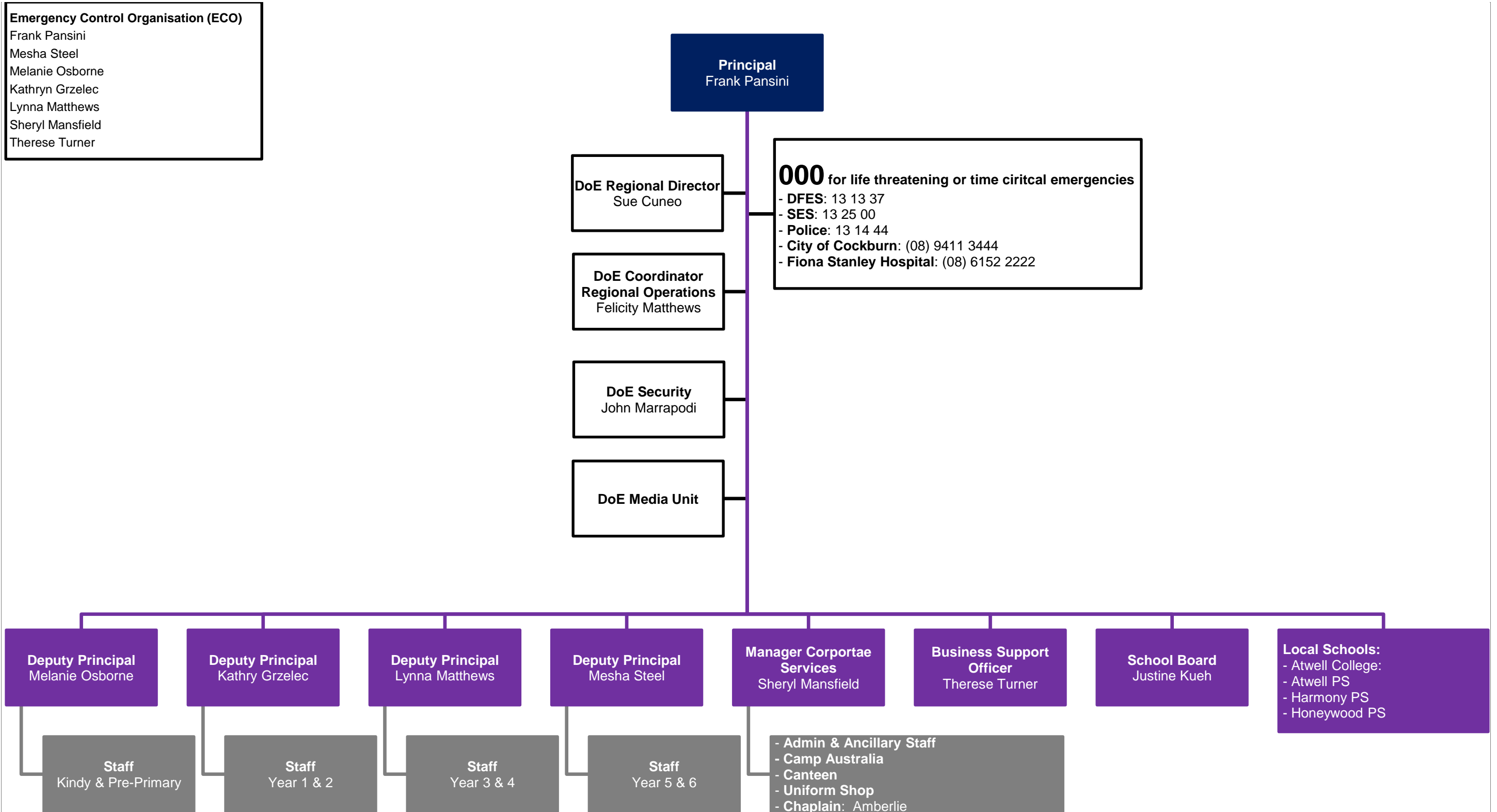
**If the school has been evacuated:** Contact the School Community to advise of the status of the emergency, and the movements of the staff member. It is also important to notify other stakeholders such as offsite managers of contractors onsite.

This can be achieved via:

- Email
- Direct Phone call
- School Website

Note time called, person communicated with or if no answer/message left.

10.4 COMMUNICATIONS TREE





# NOTICE OF PLANNED TEMPORARY SCHOOL CLOSURE

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

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

For further information, please contact the Principal on **<insert contact details>** or the **<insert Region>** Education Regional Office on **<insert contact number>**.

Thank you for your cooperation

Principal



# BUSHFIRE ALERT

## NOTICE OF TEMPORARY SCHOOL CLOSURE

Please be advised that as a result of a Catastrophic Fire Danger Rating, this school has been temporarily closed.

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

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

For further information, please contact the Principal on **<insert contact details>** or the **<insert Region>** Education Regional Office on **<insert contact number>**.

Thank you for your cooperation.

Principal