



# Falls Road Primary Independent Public School

Challenge the Present – Create the Future

## BUSHFIRE PLAN (2017-2018)

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## ***Introduction***

This plan is for Falls Road Primary School and has been designed to assist staff to prepare for 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.

FRPS is a Level 4 school with approximately 300 students and 40 staff, Teaching, non-teaching, cleaners, gardeners etc.

## **Overview**

### **General Information**

This Bushfire Plan (BP) has been developed during Term 3 of each year 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 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 including:

- 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; and
- 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.

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

### **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 in the region.

The Principal or delegated officer will 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 also include bushfire season reminders and information in site newsletters at least three times each 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 are to 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

### **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 will review (and update where appropriate) the plan on an annual basis.

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
August 2013	David Ingle	25/10/13	August 2014
October 2014	David Ingle	31/10/14	August 2015
November 2015	David Ingle	01/11/15	October 2016
October 2016	David Ingle	01/11/16	October 2017
August 2017	David Ingle	01/09/17	August 2018

## **Communication**

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

### **Preparing for Bushfire Season**

- The Principal has ensured all students and staff are aware of the school's bushfire plan. We also ensure that relief staff and parents have been made aware of the school's bushfire plan.
- A copy of the school's bushfire plan is published on the school's website and parents have been informed of the plan via the school newsletter.
- The Principal has established 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 shows that if students develop and undertake drills as part of the emergency planning the message is more meaningful and transfers to the home environment. Additional benefits can be realised by taking activities home that need to be completed and returned. This can serve to increase families' level of awareness and preparedness in 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 emergency contacts and Appendix F for a telephone tree.
- The school has an effectively working emergency warning or alert system and emergency communication equipment is available and working.
- The school has 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). ***Discussions with DFES have indicated that the most likely scenario for our school is that they will protect in place, as the availability of sufficient buses cannot be guaranteed for off-site evacuation.***

### **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 of closure using emergency contacts and the telephone tree, via automated SMS. 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.
- Appointed staff members will be at the school from 8:00 am to 10:00 am on the day of the planned closure, will be briefed, attendance confirmed and reminded to secure the facility and activate the electronic security system when leaving the site at 10:00 am **(ONLY IF SAFE TO DO SO)**

### **During Evacuation**

- The school will contact their Regional Executive Director and the Department's Media Unit.
- The school will contact parents via automated SMS and/or email ensuring they have a mobile phone contact number for the school (It would be preferable that parents restrict calling the school at this time to emergency calls only). The school has landlines (9291 8200) and two school mobile phones (0408 955 470 and 0477 711 477).
- The school will notify bus contractors and out of school programs.
- The official broadcaster of Emergency Events is ABC radio. Your local station will be ABC local radio. They will provide up to date information during a bushfire event in your area.
- The DFES website provides up to date information on fire events. Refer to <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>).

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

### **Re-opening 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 **BP** will be activated.

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

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

This means:

- no fires must be lit or used in the open air;
- all open fires for the purpose of cooking or camping are not allowed; and
- 'hot work' such as metal work, grinding, welding, soldering, gas cutting or similar is not allowed unless there is an exemption.
- 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 the school/college is 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](http://www.dfes.wa.gov.au/totalfirebans/Pages/TotalFireBanWhatCantIDo.aspx).

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

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

## 2. Catastrophic Fire Danger

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

Category	Fire Danger Index (FDR)	Action
Catastrophic	100+	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 **BP** 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. The Regional Executive Director confirms with the Principal the final decision to close the school no later than **4.30 pm** the day before the planned closure. If weather conditions become less severe after **4:30 pm**, the closure goes ahead regardless, in order to provide a level of certainty to parents.

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

### 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 letter will be issued to parents and will contain advice on how parents can monitor the situation. The school has communication plans in place, such as placing a notice on the school website, using SMS e-mail and providing a phone number for parents to call for information about the reopening of the school. Consideration has been 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 call 000, notify DFES and the BP will be invoked by way of the school siren (or hand held siren) –

**Three (3) blasts of the SIREN, continuous HOOTER, Continuous HANDBELL, or Three (3) localised WHISTLE BLASTS.**

#### 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](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

This **ADVICE** provides us with information on a bushfire that is not threatening lives or property, but may be causing smoke near our school.

The actions required are to, turn off evaporative air conditioners, undertake regular checks, patrol of the school for bushfire activity and pay special attention to the evaporative air conditioners.

##### 3.1.2 Watch and Act

A **WATCH AND ACT** message tells us the fire conditions are changing and there is a possible threat to lives and schools.

The Principal or delegate will 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 indicates **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 will 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. **If it is not safe to evacuate, direct all students, staff and visitors to the school's Safer Locations and DFES will initiate Protect in Place Strategy.**

### 3.1.4 All Clear

An **ALL CLEAR** is issued when the threat has passed and the fire is under control. Fire-fighters 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 school students and/or staff can be released to 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

**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, 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 other staff and visitors report to the Front Office.
- Teachers will account for each child using the class roll 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 will notify staff and parents of the closure using the SMS emergency contact list (see Appendix D for 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.

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

### **3.2.3 Recovery**

The priorities for the school during recovery are

- Health and Safety of individuals;
- Social Recovery; and
- Physical (Structural) Recovery.

#### **General**

- When possible, return to normal routine as soon as possible.
- Attend to staff and student welfare, considering counselling support.
- Provide information for families and the community of any impact (including if there is none) on the school and school routine following the bushfire.
- Undertake a check of any equipment or stock used and arrange for replacement/replenishment.
- Address any physical damage to the school, isolating areas if required and if necessary relocate to alternative accommodation. Contact 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*.

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**Appendix A1: COMPLIANCE: Bushfire Preparation Checklist**

 <p>Department of Education</p>	<p><b>Bushfire Preparation Check List (All year round)</b></p>
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**Principals should be thoroughly familiar with their current plans for dealing with bushfires.  
All staff members should be aware of their responsibilities in accordance with the plans.**

**MANAGEMENT ACTIVITIES**

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

EVIDENCE

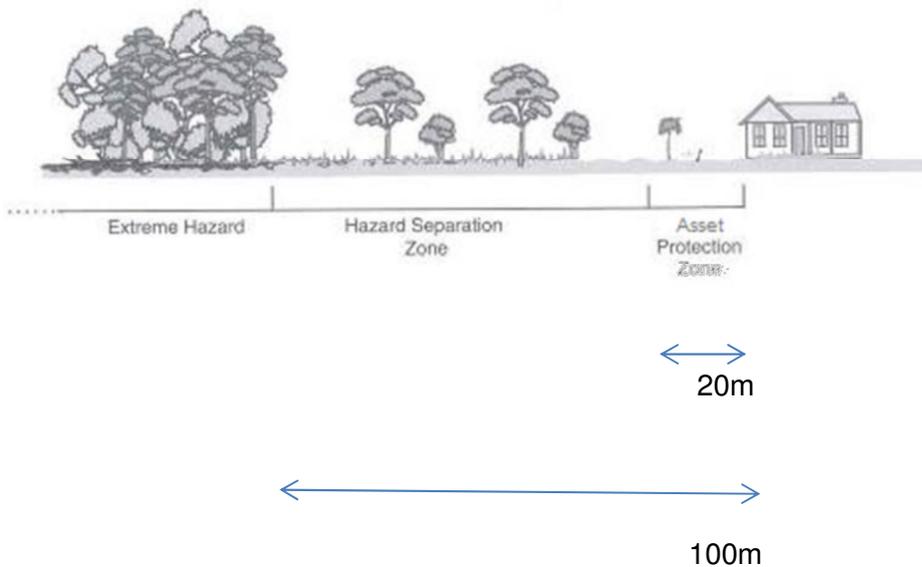
<p>The School <i>Emergency and Critical Incident Management Plan</i> includes a plan for dealing with bushfires.  <b>Schools on the Bushfire Zone Register must also have a separate stand-alone bushfire plan.</b></p>	<p>√</p>	<p>Bushfire Plan in shared drive Admin updated Aug 2017</p>
<p>Principal is thoroughly familiar with their current <i>Emergency and Critical Incident Management Plan</i> and where applicable their stand-alone bushfire plan.</p>	<p>√</p>	<p>Copy of File held in office and reviewed annually.</p>
<p>Students, staff, relief staff and parents/carers have been made aware of the school bushfire plan.</p>	<p>√</p>	<p>Daily notices Aug 2017</p>
<p>The bushfire plan has been reviewed prior to each bushfire season (Term 3 each year) and a copy forwarded to your local education regional office.</p>	<p>√</p>	<p>Bushfire Plan in shared drive Admin Aug 2017</p>
<p>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.</p>	<p>School Officer</p>	<p>Stated In Appdx.E</p>
<p>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).</p>	<p>√</p>	<p>Evidence of report and response located in Bushfire Plan File</p>
<p>Emergency Services, outlined above, are informed of your nominated pre-determined Safer Location as part of your <i>Emergency Critical Incident Management Plan</i> procedures.</p>	<p>√</p>	<p>As Above</p>
<p>Schools on the Bushfire Zone Register understand the bushfire warning system (refer DFES website page 8) and the Emergency Alert telephone warning system (<a href="http://www.emergencyalert.gov.au">www.emergencyalert.gov.au</a>).</p>	<p>√</p>	<p>Noted in Bushfire Plan pg5</p>
<p>Schools on the Bushfire Zone Register have incorporated key bushfire safety messages in their curriculum.</p>	<p>√</p>	<p>Operational Plans pgs 10 &amp; 13</p>
<p><b>Schools know how to turn off evaporative air conditioner units, including awareness of the location of the switches, and how to close roof vents.</b></p>	<p>√</p>	<p>Locations stated in Relief File notes</p>
<p>Communication plans (include telephone tree – see Appendix F) are in place for directed evacuation or planned closure.</p>	<p>√</p>	<p>Automated SMS</p>
<p>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 <b>minimum of 3 drills per year</b>.</p>	<p>√</p>	<p>Conducted T1 and T4</p>
<p>School has a correctly functioning emergency warning or alert system.</p>	<p>√</p>	<p>Tested daily</p>
<p>Emergency communications equipment is available and charged ready for use e.g. mobile telephones, hand-operated fire alarm (portable siren), portable radios and spare batteries (throughout the season).</p>	<p>√</p>	<p>Phones charged daily, batteries on hand and portable siren regularly checked</p>

 <p style="margin: 0;">Department of Education</p>	<h2 style="margin: 0;">Bushfire Preparation Check List (All year round) cont.</h2>
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**Principals should be thoroughly familiar with their current plans for dealing with bushfires. All staff members should be aware of their responsibilities in accordance with the plans.**

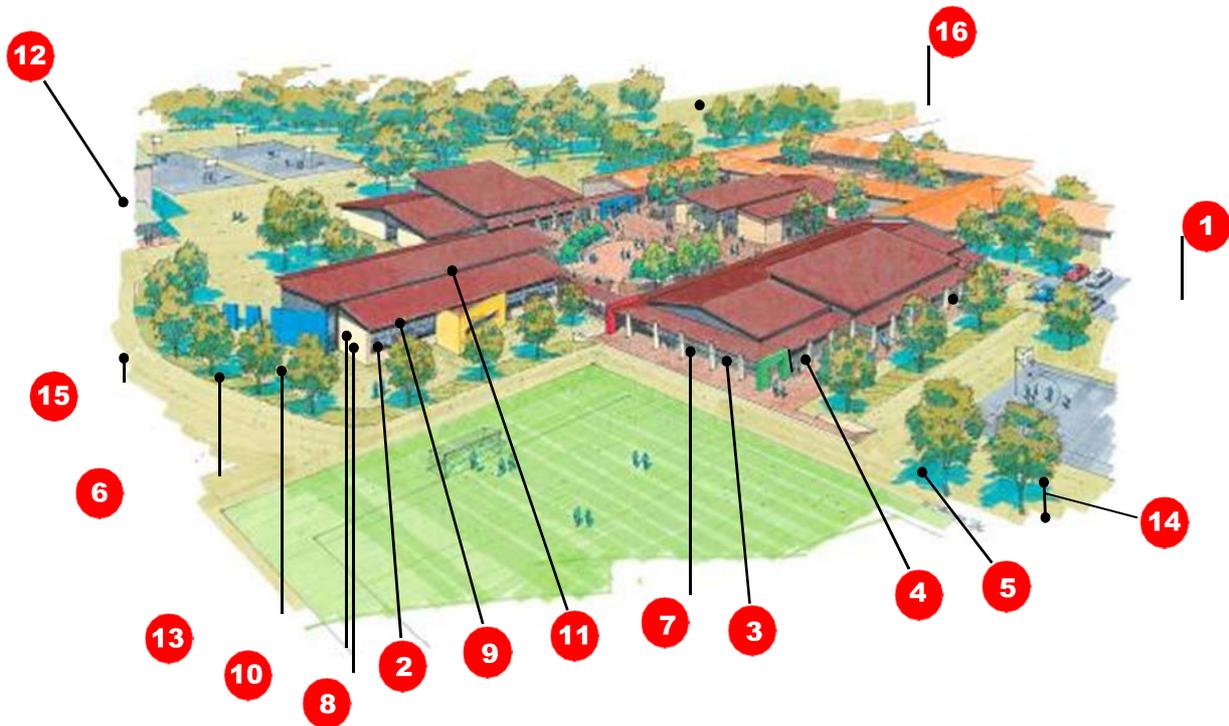
**MANAGEMENT ACTIVITIES**

	Tick when task has been completed, or write NA if not applicable	EVIDENCE
First aid equipment is available and staff members trained in first aid have been identified.	√	Manager Corporate Services holds a list
Class rolls and visitor register (or equivalent) are readily accessible in an emergency to account for students, staff and visitors.	√	Located at Manager Corporate Services's desk
Evacuation kit has been checked at least once per term.	√	Located at Manager Corporate Services's desk
Arrangements are in place in relation to school buses, including notification of contractors if pre-emptive closure is invoked; availability of buses (if off-site evacuation is required).	√	Shelter in Place Action advised by DFES
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.	√	Noted pg 6 of Bushfire Plan
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).	√	Bushfire Plan pg20 &21
Asset Protection Zone (APZ) (20 metre radius), cleared of all rubbish, long dry grass, bark and flammable materials. (Refer to graphic).	√	Communication from DFES Bushfire Plan file



## Asset Protection Zone

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. Remove shrubs and small trees under and between larger trees.
6. Keep garden mulch away from buildings and grass is kept short.
7. Rake up leaf litter and twigs under trees.
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.

**COMPLIANCE: Bushfire Preparation Checklist**

	<b>Department of Education</b>	<b>Take Action if your School is OPEN when a Bushfire Starts</b>
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**TAKE ACTION**

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

**Evidence<sup>4</sup>**

<b>If you notice a bushfire before receiving official advice, call triple zero (000) to report the fire.</b>		
<b>If the school is likely to be threatened by the fire, activate the <i>Emergency and Critical Incident Management Plan</i> immediately.</b>		
All staff members are ready to activate in accordance with their responsibilities in the plans.		
The principal or school emergency liaison officer has made contact with the controlling agency to seek advice, as a fire has started.		
Evaporative air conditioners have been turned off, roof vents and doors are closed.		
Patrol the school to undertake regular checks of bushfire activity, paying special attention to the evaporative air conditioners.		
Communication plans (include telephone tree - see Appendix C1) are ready for activation for directed evacuation.		
Emergency contact <sup>5</sup> list for parents, staff, other agencies etc. is to hand and ready to use.		
School emergency warning or alert system is ready to be sounded.		
Emergency communications equipment is ready for use (e.g. mobile telephones, hand-operated fire alarm (portable siren), portable radios and spare batteries).		
Evacuation kit is to hand and ready to use.		
Class rolls and visitor register are to hand and ready to use (part of evacuation kit).		
First aid equipment is ready to use and staff members trained in first aid have been activated.		
The Safer Location is ready for use.		
School buses are on standby if off-site evacuation is required.		
Mobile telephones <sup>7</sup> are ready and batteries are charged.		

## COMPLIANCE: Bushfire Preparation Checklist

 <p>Department of Education</p>	<h3 style="color: red;">Response if your School is OPEN when a Bushfire Starts</h3>
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### RESPONSE (See Appendix C2 for communication plan) completed

Tick when task has been

<b>If you notice a bushfire before receiving official advice, call triple zero (000) to report the fire.</b>	
<b>If the school is likely to be threatened by the fire, activate the <i>Emergency and Critical Incident Management Plan</i> immediately.</b>	
<b>Turn off evaporative air conditioners. Close roof vents and doors. Undertake regular patrols/checks of school for bushfire activity, paying special attention to the evaporative air conditioners.</b>	
School to inform Regional Executive Director of the situation.	
If <b>ADVICE<sup>6</sup> stage</b> warning issued by Emergency Services or received by principal from Regional Executive Director or delegate :	
<ul style="list-style-type: none"> <li>• situation assessed by principal;</li> </ul>	
<ul style="list-style-type: none"> <li>• information sought on level of threat from controlling agency website or information line (if DFES on 13 DFES (13 33 37) or <a href="http://www.dfes.wa.gov.au">www.dfes.wa.gov.au</a>);</li> </ul>	
<ul style="list-style-type: none"> <li>• assistance sought from Regional Executive Director on availability of resources to evacuate students and staff off-site, if directed by the controlling agency;</li> </ul>	
<ul style="list-style-type: none"> <li>• monitor controlling agency website or information line for change in level of warning (if DFES on 13 DFES (13 33 37) or <a href="http://www.dfes.wa.gov.au">www.dfes.wa.gov.au</a>);</li> <li>• assign a member of staff to monitor local radio, TV and websites for bushfire or weather alerts;</li> </ul>	Ongoing
<ul style="list-style-type: none"> <li>• class rolls checked to confirm absentees and visitor register checked for visitors currently in the school;</li> </ul>	
<ul style="list-style-type: none"> <li>• mobile telephones charged;</li> </ul>	
<ul style="list-style-type: none"> <li>• emergency contacts list for parents, staff, other agencies etc accessed;</li> </ul>	
<ul style="list-style-type: none"> <li>• evacuation kit accessed;</li> </ul>	
<ul style="list-style-type: none"> <li>• confirm readiness of Safer Location</li> </ul>	
If bushfire warning is/upgraded to <b>(WATCH AND ACT stage) or (EMERGENCY WARNING<sup>7</sup> stage):</b>	
<ul style="list-style-type: none"> <li>• Update sought from controlling agency website or information line (if DFES on 13 DFES (13 33 37) or <a href="http://www.dfes.wa.gov.au">www.dfes.wa.gov.au</a>).</li> </ul>	Ongoing
<ul style="list-style-type: none"> <li>• determine the Emergency Services contact point and send school emergency liaison officer to Incident Control Point, if requested;</li> </ul>	
<ul style="list-style-type: none"> <li>• seek instructions from the Emergency Services Incident Controller (managing the fire) or delegate as to action to take;</li> </ul>	Ongoing
<ul style="list-style-type: none"> <li>• follow the advice of the Emergency Services Incident Controller or delegate to move to the pre-determined Safer Location or evacuate. (The decision to evacuate by the Emergency Services</li> </ul>	

## COMPLIANCE: Bushfire Preparation Checklist

 <p style="margin: 0;">Department of Education</p>	<p style="margin: 0;"><b>Response if your School is OPEN when a Bushfire Starts</b></p>
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### RESPONSE (See Appendix D for communication plan)

Tick when task has been completed

<p><b>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);</b></p>	
<ul style="list-style-type: none"> <li>• if/when directed and it is safe to do so, move students, staff and visitors, to the pre-determined Safer Location or on to buses to evacuate;</li> </ul>	
<ul style="list-style-type: none"> <li>• check class roll and visitor register after moving or evacuating staff, students and visitors, and advise Emergency Services Incident Controller if anyone is missing;</li> </ul>	
<ul style="list-style-type: none"> <li>• update Emergency Services Incident Controller or delegate on location of students, staff and visitors;</li> </ul>	
<ul style="list-style-type: none"> <li>• liaise with Regional Executive Director regarding instructions of the controlling agency and school's action.</li> </ul>	

## COMPLIANCE: Bushfire Preparation Checklist

 Department of <b>Education</b>	<h3 style="color: red;">Preparation if your School is CLOSED when a Bushfire Starts</h3>
--	--

### PREPAREDNESS

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

**Evidence<sup>8</sup>**

Principal thoroughly familiar with their current <i>Emergency and Critical Incident Management Plan</i> and where applicable their stand-alone bushfire plan.	Ongoing	
All staff members aware of their responsibilities in accordance with the plans.		
Principal has regularly tested the school's <i>Emergency and Critical Incident Management Plan</i> and where applicable their stand-alone bushfire plan.		
The principal and school emergency 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, your Local Emergency Management Committee (LEMC), local government representative or Community Emergency Services Manager (CESM) (if there is one for your area), and incorporated their feedback into the plans (as required).		
Communication plans (include telephone tree - see Appendix C1) are in place if the school is to remain closed or for when it re-opens.		
Emergency contact <sup>9</sup> list for parents, staff, other agencies etc. up to date and readily available to advise if school is to remain closed or for when it re-opens (part of evacuation kit).		
Class rolls are readily accessible remotely on a thumb drive (part of evacuation kit).		
In a pro-longed bushfire event, alternate schools or facilities where students and staff can continue to go to school have been identified.		
In a pro-longed bushfire event, arrangements are in place in relation to school buses to transport students to a different school to continue classes (availability of buses if alternate school location is required)		

**COMPLIANCE: Bushfire Preparation Checklist**

	<b>Department of Education</b>	<b>Response if your School is CLOSED when a Bushfire Starts</b>
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**RESPONSE**

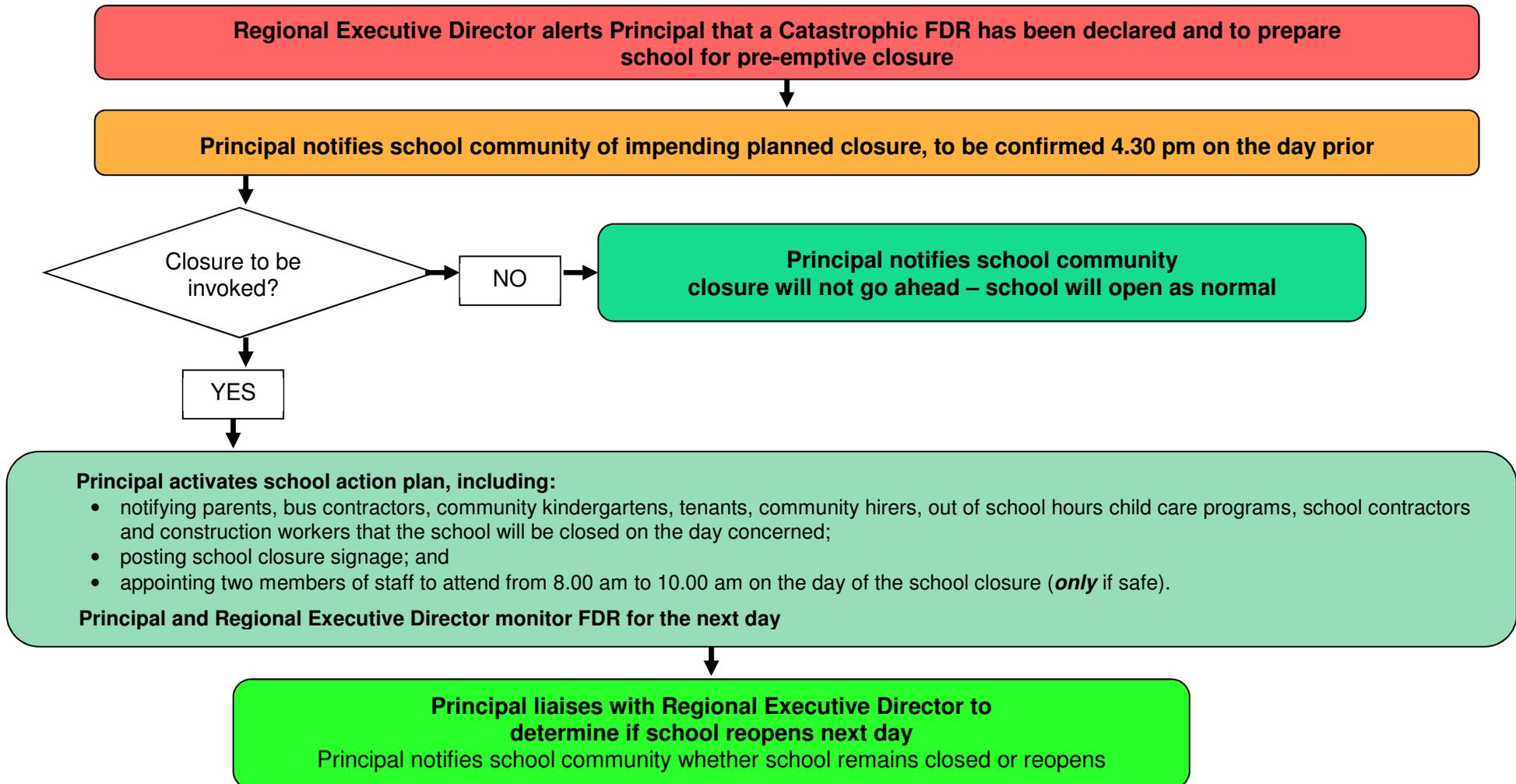
Tick when task has been completed

<b>If school is to remain closed:</b>	
<ul style="list-style-type: none"> <li>Regional Executive Director to determine the contact point and seek instructions from the Emergency Services Incident Controller or delegate (managing the fire emergency) as to action to take;</li> </ul>	ongoing
<ul style="list-style-type: none"> <li>follow the direction of the Emergency Services Incident Controller or delegate, who will advise if the school should remain closed;</li> </ul>	
<ul style="list-style-type: none"> <li>Regional Executive Director to inform principal if school is to remain closed;</li> </ul>	
<ul style="list-style-type: none"> <li>Principal to notify staff and parents using emergency contact<sup>10</sup> list of school closure (part of evacuation kit);</li> </ul>	
<ul style="list-style-type: none"> <li>Department of Education Incident Controller, in consultation with Regional Executive Director, to identify temporary alternative accommodation of students and staff, if required;</li> </ul>	
<ul style="list-style-type: none"> <li>Department of Education Media Unit to utilise media outlets to make public announcements of schools closures, temporary alternative accommodation and contact number for further information;</li> </ul>	
<b>When the school is to re-open:</b>	
<ul style="list-style-type: none"> <li>follow the direction of the Emergency Services Incident Controller or delegate, who will advise when the school can re-open;</li> </ul>	
<ul style="list-style-type: none"> <li>Department of Education Incident Controller, following direction from the controlling agency, will inform Regional Executive Director when school can re-open;</li> </ul>	
<ul style="list-style-type: none"> <li>Regional Executive Director to inform principal when school can re-open.</li> </ul>	
<ul style="list-style-type: none"> <li>Principal to notify staff and parents using emergency contact<sup>11</sup> list of school re-opening (part of evacuation kit);</li> </ul>	
<ul style="list-style-type: none"> <li>Department of Education Media Unit notified to utilise media outlets to make public announcements of school re-opening;</li> </ul>	

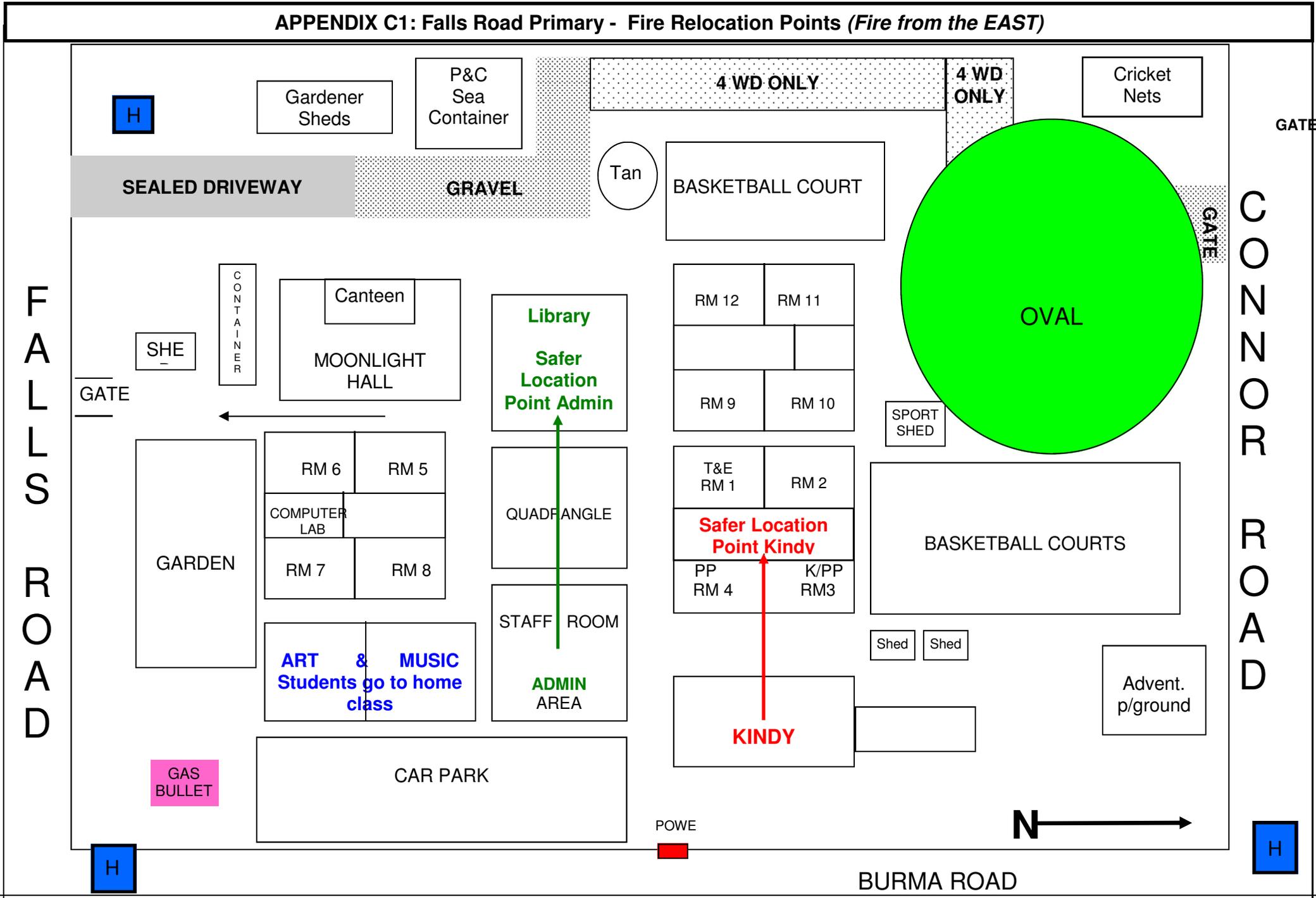
## Appendix B: Catastrophic Event Flow Chart

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

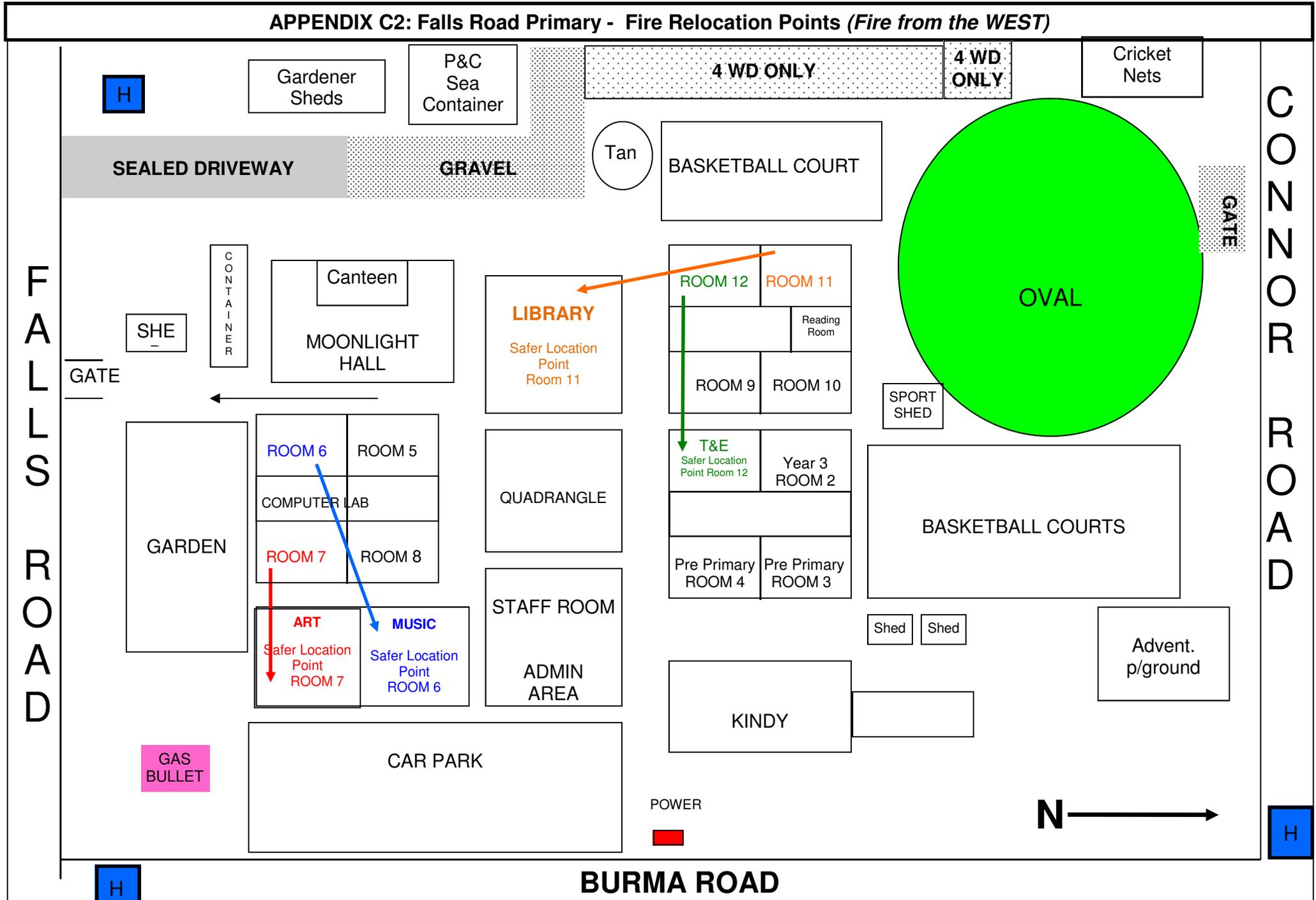
### PRINCIPAL'S RESPONSE TO Catastrophic Fire Danger Rating



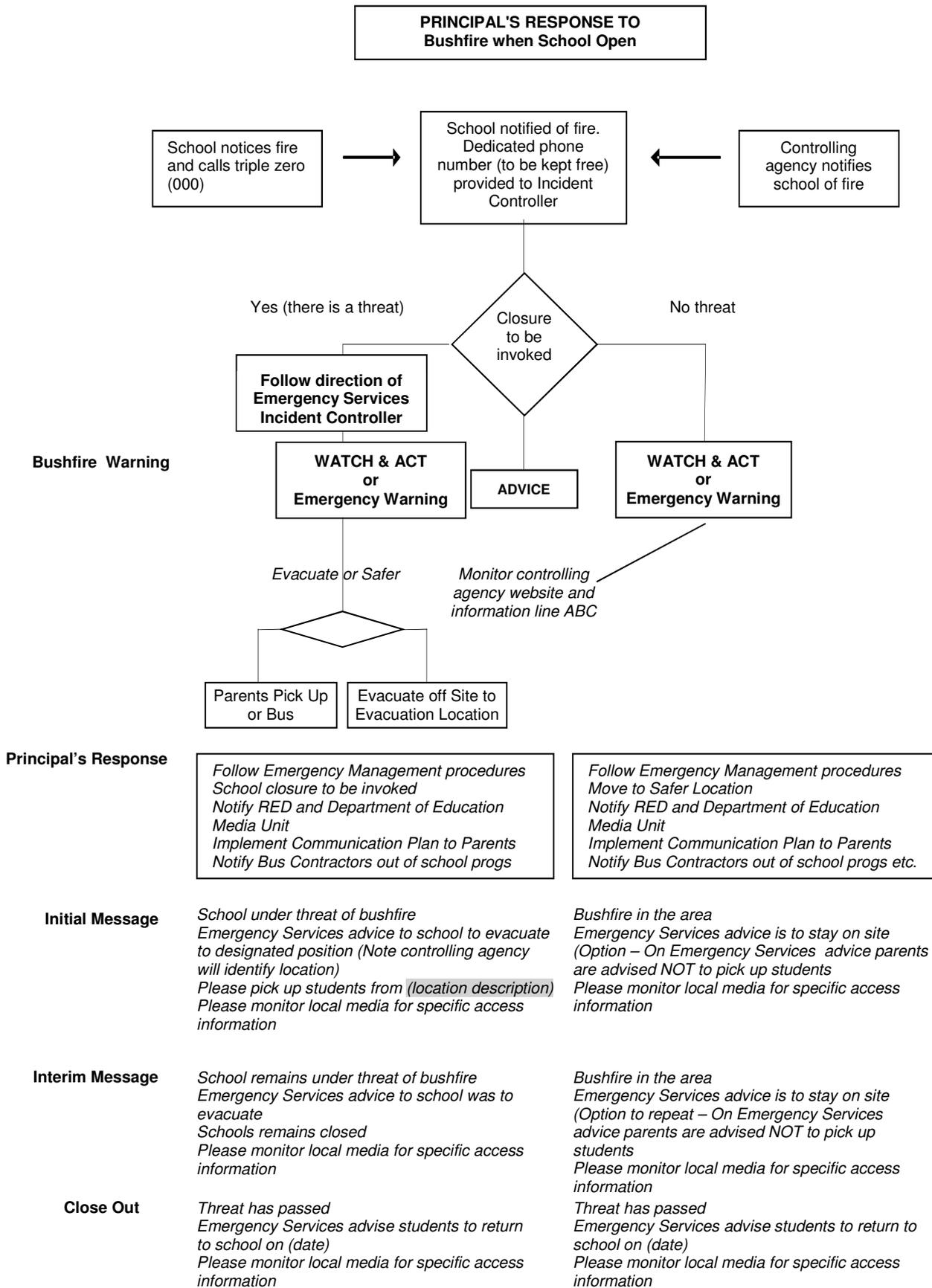
APPENDIX C1: Falls Road Primary - Fire Relocation Points (Fire from the EAST)



APPENDIX C2: Falls Road Primary - Fire Relocation Points (Fire from the WEST)



## Appendix D: Communication Plan



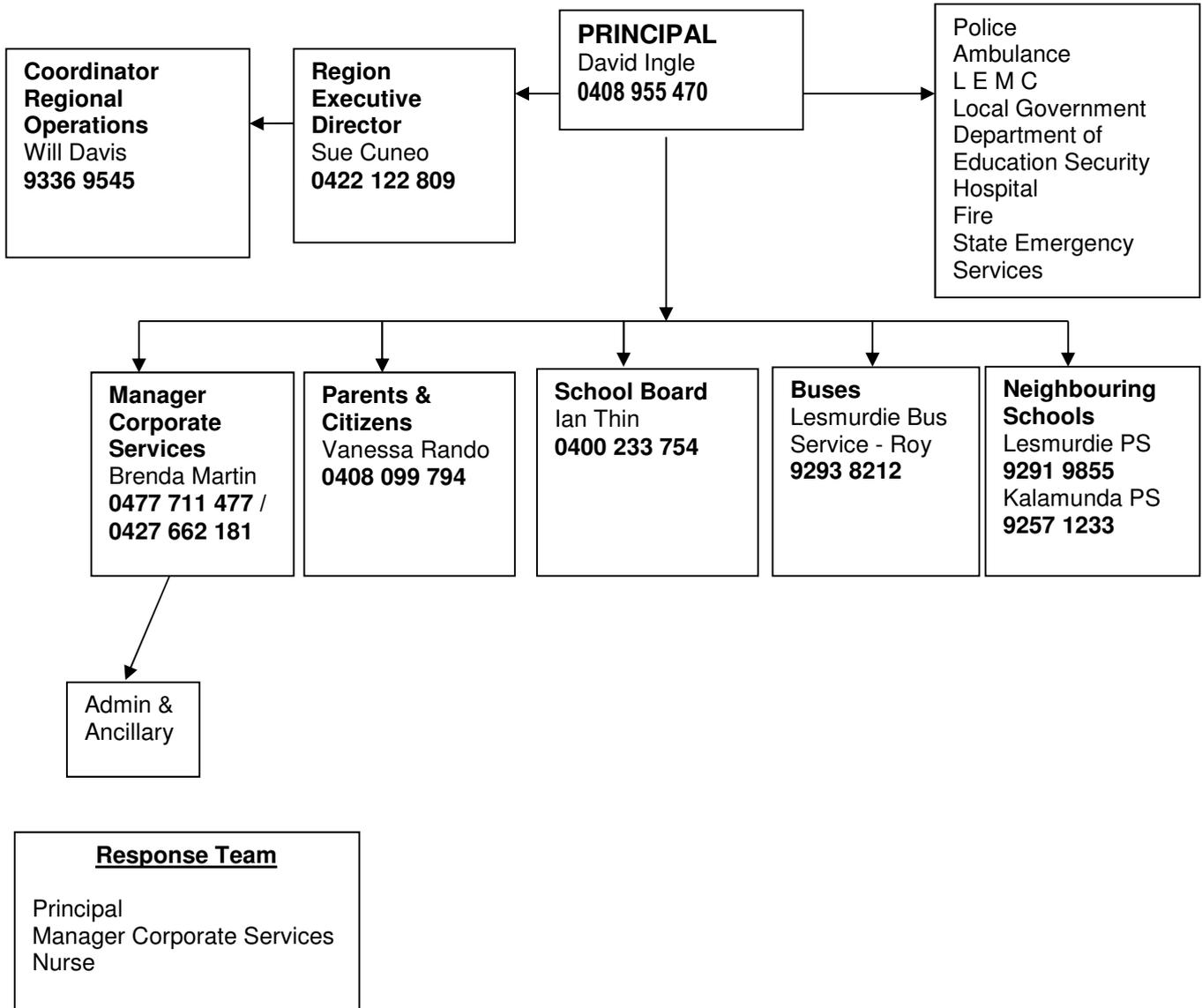
## Appendix E: Emergency Response Contact List

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

Assess  Evacuate  Inform  Organise  Undertake

EMERGENCY CONTACT & PHONE NUMBERS		ROLES AND RESPONSIBILITIES	
Police	131 444	Evacuation: Principal	Siren/Pause x 3 or Continuous handbell
Forrestfield Police	Local: 9359 1033	Invacuation: Principal	Continuous siren or short whistle blasts
Ambulance	Local: 9334 1233	Checking Rooms	Manager Corporate Services /Principal
Kalamunda Hospital	9293 2122		
Fire Welshpool Stn007 Station Officer: Jamie Anderson <a href="mailto:Stn007@dfes.wa.gov.au">Stn007@dfes.wa.gov.au</a>	Ph: 9351 9250	Marshalling Evacuation: oval Invacuation: classrooms	Teachers Teachers
Kalamunda Volunteer Fire & Rescue Service Name: <i>Captain Tony Moiler</i>	Ph: TBA <a href="mailto:Robert.moiler@team.telstra.com">Robert.moiler@team.telstra.com</a>	Communication	Principal /Manager Corporate Services
Kalamunda Community Services Manager (CSEM) Name: <i>Leslie Woodcock</i>	Ph: TBA <a href="mailto:Leslie.woodcock@dfes.wa.gov.au">Leslie.woodcock@dfes.wa.gov.au</a>	Communication	Principal /Manager Corporate Services
Bus Contractors	Lesmurdie Bus Service Ph: 9293 8212	Evacuation	Manager Corporate Services
Power Outage (Western Power)	131 351	Accredited FIRST AID Officers	Staff member Name(s) TBA
Gas Emergency (Alinta Power)	131 352		
Telstra	13 29 99	Communication	Principal /Manager Corporate Services
State Emergency Service	132 500	Communication	Principal /Manager Corporate Services
Bushfire Risk Management Officer EM & Hazard Planning  DFES – Name: <i>Moira Darmody</i>	Ph. 08 9482 1762 Mob. 0408 757 564 <a href="mailto:Moira.Darmody@dfes.wa.gov.au">Moira.Darmody@dfes.wa.gov.au</a>		
DFES Emergency Alerts & Information	1300 657 209		
Poisons Information	131 126	Next of Kin Notification	Principal (Police if death)
REGIONAL EXECUTIVE DIRECTOR Name: <i>Mrs Sue Cuneo</i>	Ph: 9336 9539 Mob: 0422 122 809	Reporting and Review	Principal
DoE Media Liaison Central Office	9264 5821 9264 4667	Communication	Principal
DoE Occ. Health & Safety	9264 5347	Communication	Principal /Manager Corporate Services
Coordinator Regional Operations - Manager Student Services Name: <i>Will Davis</i>	9336 9545	Communication	Principal /Manager Corporate Services
PRINCIPAL	Name David Ingle	home: 9272 5714 mobile: 0408 955 470	
DEPUTY PRINCIPAL	Name Simon Docherty	home: 9368 5606 mobile: 0437 055 689	
MANAGER CORPORATE SERVICES	Name Brenda Martin	mobile: 0477 711 477	

## Appendix F: Communication Tree



**APPENDIX G:**  
**Planned Closure Package for Schools on the  
Bushfire Zone Register**

## Appendix G1: Bushfire Zone Register: Checklist for Action

 <p>Department of Education</p>	<u><i>In Advance of Declaration of Pre-emptive Closure</i></u>
Principal familiar with school's <i>Emergency and Critical Incident Management Plan</i> and where applicable their stand-alone bushfire plan.	
Stay informed of current fire danger ratings or fire activity (local media – television and radio, especially ABC Local Radio; 13 DFES (13 33 37) or <a href="http://www.dfes.wa.gov.au">www.dfes.wa.gov.au</a> .)	Ongoing
Staff members aware of their responsibilities in accordance with the plan, including that they are not to be on school sites during a day which has been declared a Catastrophic FDR.	
Staff aware media enquiries are to be directed to the Department's Media Unit (9264 5821).	
Stand-down and leave arrangements discussed with staff.	
Two staff members (usually principal and one other) identified to be at the school from 8.00am to 10.00am on the day of Catastrophic FDR to communicate the school closure to the community. (These people should only attend if it is safe to do so, roads are open and a fire has not started at the time.)	
Contact lists for staff and parents are up to date (include telephone tree - see Appendix C1).	
School community informed that your school is on the Bushfire Zone Register (see draft text for school newsletter on page A6).	
Letter to parents and memo to staff advising of planned closure prepared (see templates on pages A7 and A9).	
Approved planned closure signage laminated ready for placement on external school access points.	
Communication plan established, including telephone tree (include telephone tree - see Appendix C1) to notify school community of pre-emptive closure where lead time is too short for notification by letter.	
School Action Plan includes mechanisms for advising the following of planned closure:	
<ul style="list-style-type: none"> <li>• schools in close proximity and/or with siblings of your students;</li> </ul>	
<ul style="list-style-type: none"> <li>• parents, including making provision for parents from diverse backgrounds (e.g. multicultural, special needs);</li> </ul>	
<ul style="list-style-type: none"> <li>• any staff, including part-time staff, students, volunteers and parents of students who are absent on the day of declaration or confirmation of planned closure;</li> </ul>	
<ul style="list-style-type: none"> <li>• visitors planning to visit school on the day of planned closure;</li> </ul>	
<ul style="list-style-type: none"> <li>• School Council and P&amp;C;</li> </ul>	
<ul style="list-style-type: none"> <li>• community kindergartens and community hirers (community use including before and after school care and holiday programs);</li> </ul>	
<ul style="list-style-type: none"> <li>• school contractors (bus contractors, grounds maintenance, cleaners); and</li> </ul>	
<ul style="list-style-type: none"> <li>• building construction workers.</li> </ul>	
Bushfire Preparation Check List on page 6 of the Principal's Guide to Bushfire actioned.	

## Appendix G2: Bushfire Zone Register: Checklist for Action

	<p>Department of Education</p>	<p style="color: red;"><u>Upon Declaration of Pre-emptive Closure</u></p>
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Tick when task has been completed

The stand-alone bushfire plan is activated immediately upon declaration of pre-emptive closure.	<input type="checkbox"/>
All necessary people informed:	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• schools in close proximity and/or with siblings of your students;</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• parents, including making provision for parents from diverse backgrounds (e.g. multicultural, special needs);</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• any staff, including part-time staff, students, volunteers and parents of students who are absent today;</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• visitors planning to visit school on the day of planned closure;</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• School Council and P&amp;C;</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• community kindergartens and community hirers (community use including before and after school care and holiday programs);</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• school contractors (bus contractors, grounds maintenance, cleaners); and</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• building construction workers.</li> </ul>	<input type="checkbox"/>
<b>Notice of Planned Temporary School Closure</b> signs placed on the main notice board (at the front of the school), on main administration entrance doors and other entry/exit doors throughout the buildings, including kindergarten and pre-primary.	<input type="checkbox"/>
Two staff members (usually principal and one other) who are to be at the school from 8.00am to 10.00am on the day of the planned closure briefed, attendance confirmed and reminded to secure the facility and activate the electronic security system when leaving the site at 10.00am ( <b>ONLY IF SAFE TO DO SO</b> ).	<input type="checkbox"/>
Regional Executive Director informed of actions taken.	<input type="checkbox"/>
Fire danger ratings or fire activity monitored (local media – television and radio, especially ABC Local Radio; 13 DFES (13 33 37) or <a href="http://www.dfes.wa.gov.au">www.dfes.wa.gov.au</a> .)	Ongoing
If plan to close is reversed, <b>Notice of Planned Temporary School Closure</b> signs removed from the main notice board (at the front of the school), on main administration entrance doors and other entry/exit doors throughout the buildings, including kindergarten and pre-primary.	<input type="checkbox"/>

## Appendix G3: Bushfire Zone Register: Checklist for Action

	<b>Department of Education</b>	<p style="color: red;"><b><u>Prior to Leaving before the Day of Closure</u></b></p>
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<b>BUSHFIRE ALERT Notice of Temporary School Closure</b> sign placed on the main notice board (at the front of the school), on main administration entrance doors and other entry/exit doors throughout the buildings, including kindergarten and pre-primary.	
<b>Notice of Temporary School Closure</b> notice placed prominently on school website.	
Turn off evaporative air conditioners. Close roof vents and doors.	
All money removed from the school premises.	
Expensive items of equipment secured.	
Data backed up and at least one copy (preferably two) taken off-site.	
All non-essential electrical equipment switched off (leave on server, router and alarms).	
School premises secured and security system activated.	
School Security contacted (9264 4632) prior to departure, to confirm that all security systems have been armed and the site secured.	
Regional Executive Director informed of actions taken.	

## Appendix G4: Bushfire Zone Register: Checklist for Action

	<b>Department of Education</b>	<span style="color: red;"><u><i>On the Day of Closure</i></u></span>
Principal liaison with Regional Executive Director to be maintained.		Ongoing
Turn off evaporative air conditioners. Close roof vents and doors.		
Media enquiries directed to the Department's Media Unit (9264 5821).		Ongoing
Fire danger ratings or fire activity monitored (local media – television and radio, especially ABC Local Radio; 13 DFES (133337) or <a href="http://www.dfes.wa.gov.au">www.dfes.wa.gov.au</a> .)		Ongoing
When advised by Regional Executive Director either to re-open on the following day or to remain closed, all necessary people informed:		
<ul style="list-style-type: none"> <li>• schools in close proximity and/or with siblings of your students;</li> </ul>		
<ul style="list-style-type: none"> <li>• parents, including making provision for parents from diverse backgrounds (e.g. multicultural, special needs);</li> </ul>		
<ul style="list-style-type: none"> <li>• any staff, including part-time staff, students, volunteers and parents of students who are absent today;</li> </ul>		
<ul style="list-style-type: none"> <li>• visitors who had been planning to visit school on the day of closure;</li> </ul>		
<ul style="list-style-type: none"> <li>• School Council and P&amp;C;</li> </ul>		
<ul style="list-style-type: none"> <li>• community kindergartens and community hirers (community use including before and after school care and holiday programs);</li> </ul>		
<ul style="list-style-type: none"> <li>• school contractors (bus contractors, grounds maintenance, cleaners); and</li> </ul>		
<ul style="list-style-type: none"> <li>• building construction workers.</li> </ul>		
<b>Notice of Temporary Closure</b> notice on school website updated or revised to advise school reopens tomorrow.		
When school reopens, <b>BUSHFIRE ALERT Notice of Temporary School Closure</b> signs removed from all doors and main notice board.		

## Appendix G5: Bushfire Zone Register: Checklist for Action

 <p>Department of Education</p>	<p style="color: red;"><b>Information for Schools <u>Not</u> on the Bushfire Zone Register</b></p>
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**The following is information for schools not identified for temporary closure when a Catastrophic Fire Danger Rating has been declared in the locality**

Continue normal operations. Monitor bushfire activity and weather alerts (local media – television and radio, especially ABC Local Radio; 13 DFES – (13 33 37) or <a href="http://www.dfes.wa.gov.au">www.dfes.wa.gov.au</a> .)
If concerned, principals should contact their Regional Executive Director.
Refer parents to 13 DFES – (13 33 37) or <a href="http://www.dfes.wa.gov.au">www.dfes.wa.gov.au</a> for enquiries.
Refer to the Principal’s Guide to Bushfire for more information.

### **BUSHFIRE WARNINGS**

You can seek emergency information in a number of ways, including:
<ul style="list-style-type: none"> <li>• ABCTV and Radio services for Western Australia <a href="http://www.abc.net.au/reception/freq/wa.htm">www.abc.net.au/reception/freq/wa.htm</a></li> <li>• DFES website <a href="http://www.dfes.wa.gov.au">www.dfes.wa.gov.au</a></li> <li>• 13 DFES (13 33 37)</li> <li>• DFES <i>Prepare. Act. Survive</i> booklet for information and advice to householders.</li> </ul>

## Appendix G6: Template Letter to Parents Advising of Pre-emptive Closure

### Falls Road Primary Independent Public School



Challenge the Present – Create the Future

Dear Parents,

#### **Bushfire Zone Register**

The Department of Education (the Department) is committed to maximising the safety of its students and staff. Falls Road Primary School has been added to the Bushfire Zone Register. Inclusion on this register means that the school may be required to invoke a pre-emptive closure on a day for which a Catastrophic Fire Danger Rating (FDR) has been declared for the Shire of Kalamunda. A Catastrophic FDR means that if a fire starts, it is likely to be uncontrollable, unpredictable and fast moving.

#### ***What does this mean for our school?***

When given advance warning by the Department of Fire and Emergency Services (DFES) that a Catastrophic FDR has been forecast for a given day, the Deputy Director General, Schools may direct the pre-emptive closure of Falls Road Primary School. If the school receives such a direction, you will be informed of the possible planned closure by a letter sent home with your child. Parents of students absent on the day this letter is sent home will be contacted by telephone, so **please ensure the school has up to date contact details for you.**

In the intervening period between the declaration of the pre-emptive closure and the day of planned closure, DFES will keep the Department informed of any change to the FDR forecast for the declared day. The final decision to pre-emptively close the school will be confirmed with the principal no later than 4.30pm on the day before the planned closure. If the forecast changes after that deadline, the closure will stand, regardless of improvements to the weather conditions later in the afternoon of the day before the planned closure or overnight. The intention is to limit confusion or uncertainty for parents and to allow you ample time to make alternative child care arrangements.

Parents will be advised of the confirmation of closure, or its reversal, by a note sent home with your child on the day before the planned closure. Again, parents of students absent on this day will be contacted by telephone.

#### ***How will I know when the school is reopening?***

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

I ask that you monitor local media for current information about fire danger ratings and notification of schools reopening. Staying tuned to ABC Local Radio in your locality is advisable. You can also check with **DFES (13 33 37)** or [www.dfes.wa.gov.au](http://www.dfes.wa.gov.au). Alternatively you can call me on **0408 955 470** or **South East Metropolitan Education Regional Office on 9336 9563** If any of the options listed above for finding out when to send your child back to school will prove problematic, please contact the school to arrange for us to phone you to advise you when the school will reopen.

#### **Questions?**

Please contact the school on 9291 8200 if you have any questions about planned closures during the bushfire season.

Mr David Ingle  
PRINCIPAL  
(Date)

## Appendix G7: Template Letter to Parents Advising of Pre-emptive Closure



### Falls Road Primary Independent Public School

Challenge the Present – Create the Future

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

Dear Parent

Based on advice from the Department of Fire and Emergency Services (DFES), the Deputy Director General, Schools has directed the temporary closure of Falls Road Primary School, on \_\_\_\_\_, due to a Catastrophic Fire Danger Rating (FDR) for the Shire of Kalamunda. A Catastrophic FDR means that if a fire starts, it is likely to be uncontrollable, unpredictable and fast moving.

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

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

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

I ask that you monitor local media for current information about fire danger ratings and notification of schools reopening. Staying tuned to ABC Local Radio in your locality is advisable. You can also check with **DFES (13 33 37) or [www.dfes.wa.gov.au](http://www.dfes.wa.gov.au)**. Alternatively you can call me on **0408 955 470** or **South East Metropolitan Education Regional Office on 9336 9563**. If any of the options listed above for finding out when your child can return to school will prove problematic, please contact the school to arrange for us to phone you to advise you when the school will reopen.

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

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

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

This precautionary measure will maximise children's safety. Thank you for your cooperation.

David Ingle  
PRINCIPAL



Falls Road Primary  
Independent Public School

Challenge the Present – Create the Future

**BUSHFIRE ALERT**  
**NOTIFICATION OF TEMPORARY SCHOOL CLOSURE**  
**MEMO TO STAFF**

Based on advice from the Department of Fire and Emergency Services (DFES), the Deputy Director General, Schools has directed the temporary closure of Falls Road Primary School, on \_\_\_\_\_, due to a Catastrophic Fire Danger Rating (FDR) for the Shire of Kalamunda. A Catastrophic FDR means that if a fire starts, it is likely to be uncontrollable, unpredictable and fast moving.

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

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

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

I ask that you monitor local media for current information about fire danger ratings and notification of schools reopening. Staying tuned to ABC Local Radio in your locality is advisable. You can also check with **DFES on 13 DFES (13 33 37)** or [www.dfes.wa.gov.au](http://www.dfes.wa.gov.au). Alternatively you can call me on **0408 955 470** or **South East Metropolitan Education Regional Office on 9336 9563**.

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

This precautionary measure will maximise staff and student safety. Thank you for your cooperation.

David Ingle  
PRINCIPAL

**Appendix G9: Notice of Planned Temporary School Closure**



Falls Road Primary  
Independent Public School

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# Notice of Planned Temporary School Closure

Please be advised that as a result of a Catastrophic Fire Danger Rating for \_\_\_\_\_, 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 \_\_\_\_\_.

If conditions have improved sufficiently by that time, the school will open as normal on \_\_\_\_\_. If not, closure will go ahead.

For further information please contact the Principal on 0408 955 470 or the South East Metropolitan Education Regional Office on 9336 9563.

Thank you for your cooperation.

David Ingle  
PRINCIPAL

**Appendix G10: Template Letter to Parents Confirming Pre-emptive Closure**



Falls Road Primary  
Independent Public School

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**BUSHFIRE ALERT  
CONFIRMATION OF TEMPORARY SCHOOL CLOSURE**

Dear Parent

The planned pre-emptive closure of Falls Road Primary School on \_\_\_\_\_ of \_\_\_\_\_ which I advised you on \_\_\_\_\_ **will** go ahead as planned. The Catastrophic Fire Danger Rating for that day has not changed, so the safest option remains to close the school for the day.

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

I ask that you monitor local media for current information about fire danger ratings and notification of schools reopening. Staying tuned to ABC Local Radio in your locality is advisable. You can also check with DFES on 13 DFES (13 33 37) or [www.dfes.wa.gov.au](http://www.dfes.wa.gov.au). Alternatively you can call me on **0408 955 470** or **South East Metropolitan Education Regional Office on 9336 9563**.

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

David Ingle  
Principal

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Independent Public School

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Template Letter to Parents Reversing Pre-emptive Closure

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

Dear Parent

The planned pre-emptive closure of Falls Road Primary School on [redacted] of which I advised you on [redacted] will **not** go ahead. The Catastrophic Fire Danger Rating for that day has been downgraded. Accordingly, the school will open and operate as normal.

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

David Ingle  
Principal

Appendix G11: Bushfire Alert Notice Of Temporary School Closure



Falls Road Primary  
Independent Public School

Challenge the Present – Create the Future

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

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

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

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

For further information please contact the Principal on 0408 955 470 or the South East Metropolitan Education Regional Office on 9336 9545.

Thank you for your cooperation.

David Ingle  
PRINCIPAL

## **APPENDIX H: INFORMATION ABOUT BUSHFIRES**

### **Bushfire Hazard**

Many schools in Western Australia are located in areas that may be impacted by a bushfire. The level of risk to which schools in these areas are exposed can vary considerably and is dependent on the bushfire hazard surrounding a school, and also on how well a school is prepared and able to act in a bushfire emergency.

Generally, only flammable vegetation covering an area greater than about 10 000 m<sup>2</sup> should be assessed. Isolated single trees and small groups of trees and shrubs would not normally be included in an assessment. However, if these add to the fire hazard in the general area, or if they are close to buildings, some work would be required to reduce the hazard. This can often be achieved through gardening or landscaping activities.

The Department of Fire and Emergency Services (DFES) has grouped bushfire hazards into four levels. These are: Low, Medium, High and Extreme. These levels can also be used to determine the severity of bushfire hazards adjacent to schools, and within school grounds.

### **Low bushfire hazard areas**

This typically includes urban and suburban areas with maintained gardens, parklands and street verges. These areas are generally devoid of native vegetation. Farm pasture and cropping areas would normally be included in this category. It should be noted that severe bushfires may still impact on schools which are located within low bushfire hazard areas.

### **Medium bushfire hazard areas**

This level includes areas where standing native vegetation occupies no more than about 30% of the total vegetation spread across the area. Suburban areas with some native vegetation cover would also fall into this category. Shrub land and open heath on moderate slopes with a gradient of less than 10<sup>0</sup> are included in this category.

### **High bushfire hazard**

Forested and well treed areas where the leaf litter and understorey has been reduced, as well as plantations, which are located on moderate slopes less than 10<sup>0</sup>, fall into this category. Shrub land and open heath on steeper slopes may also be included in this hazard category.

### **Extreme bushfire hazard**

This category includes forests with a dense understorey, heavy leaf litter, as well as timber plantations where the fuel hazard has not been reduced. Hazard-reduced forests and plantations on slopes with a gradient greater than 10<sup>0</sup>, as well as dense heath and shrub land, are placed into this category.

## **How Bushfires Behave**

All fires need fuel, air and heat to start and grow. Bushfires in particular behave in a number of ways depending on the amount of these elements, and most severe bushfire threats generally occur in summer when high temperatures, strong easterlies and lightning from thunderstorm activity combine.

### **Fuel**

Vegetation around your school, such as dry grass, leaves, twigs and bark, provide fuel for a fire. This fuel plays a part in how hot a fire can be and how fast it can spread. If fuel is removed, the fire will starve.

### **Heat and radiant heat**

Bushfires generate enormous heat. Much of this heat goes up into the air but significant heat also radiates at ground level. This radiant heat spreads the fire by drying out vegetation so it will burn. Radiant heat is the main cause of people dying in a bushfire. Radiant heat may not set fire to your school but it can crack and break windows that will allow embers in that can start fires inside school buildings.

### **Embers**

Even if the fire front does not reach your school, it can still be damaged by burning embers carried by strong winds. Embers can get into your school through gaps in roofs, walls, evaporative air conditioners, windows and doors. They can land on materials that easily burn and this can start a fire. Research has shown that ember attack is the main reason that buildings catch fire during a bushfire. Embers can continue to threaten your school even after the fire front has passed.

### **Direct flame contact**

When materials close to your school catch fire, flames can touch the outside of your school buildings. How long flames are in direct contact with school buildings depends on the amount of fuel to be burnt.

### **Oxygen**

Bushfires need oxygen in the air to keep going and the more there is, the faster the fire burns. Strong winds not only force the fire along but also increase air circulation and provide more air. Any change in wind direction or speed can rapidly increase the rate of spread and the direction of the fire.

### **Wind**

Strong winds usually come with bushfires and as the wind increases so does the fire's temperature. The wind pushes flames closer to fuel making the fire travel faster. Embers and other burning materials are also carried by the wind which can damage buildings kilometres from the fire front.

### **Fire spread**

Fires usually spread faster in grassland than in forests, because winds are stronger and the fuels are less dense.

Bushfires will move faster when travelling uphill. The speed of a fire front advancing will double with every 10° increase in slope. On a 20° slope, bushfire speed is four times faster than flat ground. Buildings located on tops of hills or ridges are particularly vulnerable to fires burning in a valley below