**Shaping the future**

# Standalone bushfire plan 2021-2022

## Edgewater Primary School

# Purpose

The *Standalone bushfire plan* document is a detailed plan of how your school is to prepare and respond to a catastrophic fire danger rating alert or to a bushfire event.

You must complete this template to have a plan in place to respond to a bushfire emergency until, during and after the attendance of Emergency Services. This plan is to be read in conjunction with the Department of Education *Principal's guide to bushfire.*

All staff, students, contractors and visitors on the school or facility site are to follow this completed plan in the event of a bushfire emergency. All other emergencies are to be managed in accordance with the school's *incident management plan*.

You are required to complete and lodge your plan online by the 31 August, before the bushfire season begins.

# Contents

# 1   School details

To complete this plan:

- use the *Principal's guide to bushfire* (*Principal's guide*) to help you
- on the front cover of the document, remove the word 'template' and replace it with your school's name
- enter information into the **grey** sections of this document, following the prompts in the square brackets where featured. You can add extra rows to tables where necessary.

When your plan is complete, access [Prepare for bushfire season at your school](#) on Ikon to lodge it as one document (include appendices).

| | |
|---|---|
| School name (include name of co-located school or facilities if applicable) | Edgewater Primary School |
| School address | Treetop Avenue Edgewater |
| Education Region | North Metropolitan |
| DFES Region Local Fire station Local Bush Fire Brigade | |
| Number of students | 424 |
| Number of students requiring extra support if evacuating | 0 |
| Number of staff | 46 |
| Number of school sides bordered by bush | 1 |
| Names of major roads bordering school | Treetop Avenue & Kestrel Mews |
| School's site-specific alert, for example: <br>• siren/pause x 3 <br>• continuous handbell <br>• continuous siren or short whistle blasts | • PA message or <br>• Siren/pause or <br>• Megaphone –sound/pause (if power unavailable). |

| | |
|---|---|
| Plan prepared by (principal's name) | Brian Baily on behalf of Principal, Kim Perkins |
| Date prepared | 30 August 2021 |

## 2   Emergency response contact list

Enter the contact details into the table below.

| Organisation | Details | Phone number / Website |
|---|---|---|
| Local police (eg name of nearest police station) | Joondalup Police Station | 9400 0888 (24 hours) |
| Local hospital (eg name of nearest hospital or medical emergency facility) | Joondalup Health Campus | 9400 9400 (24 hours) |
| DFES regional contact | | |
| Local fire brigade (eg name of nearest fire station) | Joondalup Fire Station | 9300 9222 (24 hours) |
| Local bushfire brigade (eg name of nearest station) | | |
| Bus contractors (ready for pre-emptive closure or offsite evacuation) | Westwide | 9206 3500 |
| Electricity provider - in the case of a power outage (eg Horizon Power or Western Power) | Western Power | 13 13 51 |
| State emergency service (if known) | Wanneroo / Joondalup State Emergency Unit | 9300 1666 (24 hours) |
| Poisons information (where relevant) | WA Poisons Information Centre | 13 11 26 (24 hours) |
| Director of Education – contact name | James Webb | 9285 3730 |

## Dial 000 in an EMERGENCY

### 2.1   Other important emergency sources

1) **Emergency WA website** - https://www.emergency.wa.gov.au/

2) **Department of Fire and Emergency Services**
   Information line – 13 33 37
   Twitter - https://twitter.com/dfes_wa

3) **Local radio**
   o ABC Emergency WA
   o ABC local radio
   o 6PR

# 3   School Response Team

Enter the names and mobile numbers of the staff responsible for carrying out emergency procedures during a bushfire event. The principal is responsible for coordinating the incident response to onsite or offsite locations (refer to Appendix B & C procedures).
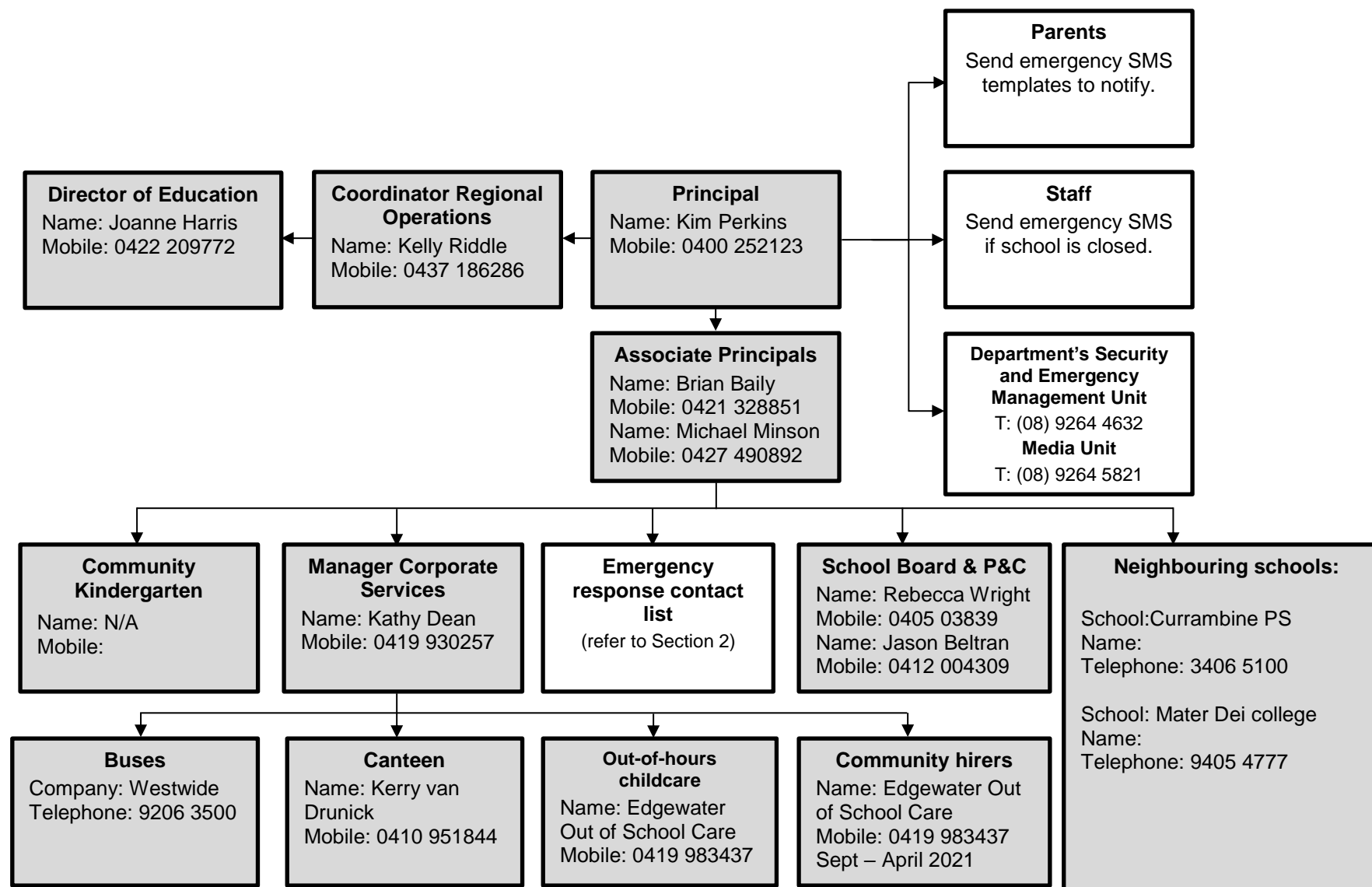
Examples of suggested duties include:
- fire warden duties
- checking all rooms
- keeping a copy of school registers for roll call
- monitoring the bushfires warnings stages (as per Appendix A)
- send out text alerts to parents (refer Appendix E)

| Position | Staff Name | Duties | Mobile number |
|---|---|---|---|
| Principal | Kim Perkins | Incident Response Manager. | 0400 252 123 |
| Associate Principals | Brian Baily<br><br>Michael Minson | Deputise for Principal if absent.<br><br>Overall school organisation.<br><br>Monitoring bushfire warnings.<br><br>Coordinate text alerts to parents. | 0421 328 851<br><br>0427 490 892 |
| Manager Corporate Services | Kathy Dean | Ensure school data is safe.<br><br>Gather First Aid kit if required.<br><br>Ensure Admin staff are ready. | 0419 930 257 |
| Teachers | All staff | Organise students for potential evacuation.<br><br>Collect class list.<br><br>Check areas, including toilets.<br><br>Wait for instructions. | |
| Accredited first aid officers | Natalie Bock | Obtain medical kit from Medical Room and support Principal. | 0421 771 338 |
| School Officer | Vanessa Stables | Prepare list of students, staff, visitors & other onsite personnel.<br><br>Monitor phone communication.<br><br>Support Principal. | 0448 819 810 |

# 4   Bushfire response telephone tree

Complete the information boxes with the contact details for the relevant stakeholders.

**Parents**
Send emergency SMS templates to notify.

**Director of Education**
Name: Joanne Harris
Mobile: 0422 209772

**Coordinator Regional Operations**
Name: Kelly Riddle
Mobile: 0437 186286

**Principal**
Name: Kim Perkins
Mobile: 0400 252123

**Staff**
Send emergency SMS if school is closed.

**Associate Principals**
Name: Brian Baily
Mobile: 0421 328851
Name: Michael Minson
Mobile: 0427 490892

**Department's Security and Emergency Management Unit**
T: (08) 9264 4632
**Media Unit**
T: (08) 9264 5821

**Community Kindergarten**
Name: N/A
Mobile:

**Manager Corporate Services**
Name: Kathy Dean
Mobile: 0419 930257

**Emergency response contact list**
(refer to Section 2)

**School Board & P&C**
Name: Rebecca Wright
Mobile: 0405 03839
Name: Jason Beltran
Mobile: 0412 004309

**Neighbouring schools:**

School:Currambine PS
Name:
Telephone: 3406 5100

School: Mater Dei college
Name:
Telephone: 9405 4777

**Buses**
Company: Westwide
Telephone: 9206 3500

**Canteen**
Name: Kerry van Drunick
Mobile: 0410 951844

**Out-of-hours childcare**
Name: Edgewater Out of School Care
Mobile: 0419 983437

**Community hirers**
Name: Edgewater Out of School Care
Mobile: 0419 983437
Sept – April 2021

# 5   Emergency equipment

Identify the location and the type of emergency equipment at your site.

| Equipment | Details (include location/s, date checked and any other comments) |
|---|---|
| Evacuation kit | Located in Medical Room in the Admin building |
| First aid kit(s) | Located in Medical Room in the Admin building |
| Emergency warning or alert system, eg:<br>• mobile telephones (charged)<br>• hand-operated fire alarm (portable siren)<br>• spare batteries | Personal mobile phones (charged)<br><br>School PA system<br><br>Battery operated megaphone (in MCS office in Admin building)<br><br>Spare batteries in MCS office in Admin building |
| Emergency communications equipment | School mobile located at Reception |
| Registers for:<br>• students<br>• staff<br>• visitors | Available from Reception through using Integris (student, staff data) and sign in system (tablet) |

# 6   Bushfire preparation checklist

| Principals must: |
| --- |
| • complete this bushfire preparation checklist annually<br>• provide evidence in the form of notes to show that management activities have been actioned<br>• inform all staff members of their responsibilities. |

| Management activities | ☑ or NA | Evidence |
| --- | --- | --- |
| The annual review of the *Standalone bushfire plan* has been completed before the start of bushfire season. | ✓ | 30 August 2021 |
| Consulted and received advice in preparing your *Standalone bushfire plan* from any of the below (as relevant):<br>• local Emergency Services<br>• Department of Fire and Emergency Services<br>• Department of Biodiversity, Conservation and Attractions – Parks and Wildlife Service<br>• local volunteer fire brigade<br>• WA Police Force<br>• local emergency management committee (LEMC) or local government representative<br>• community emergency services manager if there is one for the area. | ✓ | See section 9 |
| Staff have been made aware of the *Standalone bushfire plan* through:<br>• staff meetings<br>• staff bushfire induction session that includes:<br>  ○ an overview of the *Standalone bushfire plan*<br>  ○ how to turn off evaporative air conditioner units, the location of switches<br>  ○ how to close roof vents<br>  ○ the types of Bushfire Warnings issued by the Department of Fire and Emergency Services and the Emergency Alert telephone warning system<br>  ○ to direct bushfire media enquiries to the Department's media unit (08) 9264 5821. | ✓ | September 2021<br>September 2021 |
| Students and parents or carers have been made aware of the *Standalone bushfire plan* through:<br>• key bushfire safety messages incorporated into the curriculum<br>• newsletters<br><br>• school information booklet (include actions and procedures)<br>• school website | ✓ | Emphasised during Bushfire Awarenes Week (20 – 24 September)<br>All Term 3 & 4 newsletters<br>Shared drive>Publications>Policies & Plans<br>School website – www.edgewaterps.wa.edu.au – Publications>Plans, Policies |

| | | |
|---|---|---|
| Communication plans are in place:<br>• 'emergency response contact list' completed (refer to section 2)<br>• 'bushfire response telephone tree' completed (refer to section 4)<br>• communication templates for sample emergency text message, newsletter content and school notice text are complete (refer to Appendix D)<br><br>Note: Contact lists for staff and parents must be current. | ✓ | |
| Emergency equipment available and checked (as listed in section 5):<br>• evacuation kit checked at least once per term<br>• emergency warning or alert system works<br>• emergency communications equipment available<br>• first aid kit(s) available<br>• registers for students, staff and visitors readily accessible for roll call | ✓ | Week 10 |
| Evacuation drills practised to your onsite 'safer building location(s)':<br>• before the start of the bushfire season<br>• at least once per term during the bushfire season.<br><br>Note: You must do at least three drills per year. | ✓ | Week 10 Term 3<br>Week 10 of each term |
| Onsite 'safer building location(s) are identified. Do not use an open area such as a school oval or non-enclosed building.<br>• shown in your school site plan in *section 7.1*<br>• listed in the *Incident Management Plan*<br>• regularly checked for readiness<br>• local emergency services are informed of location(s)<br><br>Note: For further information, refer to section 4.2 in *Principal's guide.* | ✓ | Undercover assembly area<br>See Bushfire action plan map – onsite safer building location – section 7.1 |
| Two or more suitable offsite evacuation locations have been identified in case one of the offsite locations is under threat from the bushfire.  In most cases the off-site evacuation location will be determined by the incident controller.<br><br>Local government authority has provided written or email approval on the use of these offsite locations.<br>Note: For further information, refer section 4.3 in the *Principal's guide.* | ✓ | Master Dei College Oval (1) & Emerald Park (2) See bushfire action plan map – offsite locations – Appendix section 7.2<br><br>Approval pending 30/08/2021 |

| | | |
|---|---|---|
| The asset protection zone, which is a minimum distance of 20 metres surrounding the school is checked and:<br>• clear of all rubbish, long dry grass, bark, flammable and combustible materials, including leaf litter and unused piles of mulch<br>• maintained routinely throughout the year<br><br>Note: For further information, refer to section 4.3 in the *Principal's guide*. | ✓ | Initial inspection<br><br>Any work to be competed by the end of Term 3 |
| Check the fuel load management (the clearing of dry grass, leaves, twigs, dead vegetation and dead bark) within the hazard separation zone (extending 80 metres from the outer edge of the asset protection zone) has reduced and:<br>• the likelihood of crown fires developing close to buildings<br>• spot fire ignition potential within the zone | ✓ | To be checked prior to the end of Term 3 |
| The use of machinery (such as angle grinders, mowers or machines with internal combustion engines) is restricted on severe fire danger days.<br><br>The use of any machinery or power tools that can generate sparks on *total fire ban* days is not permitted.<br><br>Note:<br>• Any 'hot works' including welding and grinding or the operation of plant, equipment or machinery in bushland areas, can potentially ignite vegetation and cause bushfires.<br>• Refer to the *Principal's guide to bushfire* – 'Terminology' (section 13 of the guide) | ✓ | Gardener/Handyperson notified and aware of conditions |

# 7 Bushfire action plan maps

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

Insert your school map and include:
- The onsite safer building location(s) and routes to access this building
- location of fire hydrants (insert 'hydrant' icon on map)
- electrical switchboards (insert text boxes containing 'switchboard' on map)
- phones and communication board (insert icon and text box on map)
- first aid kits (insert 'first aid' icon on map)
- evacuation kits (insert text box onto map to show 'evacuation kit' location).
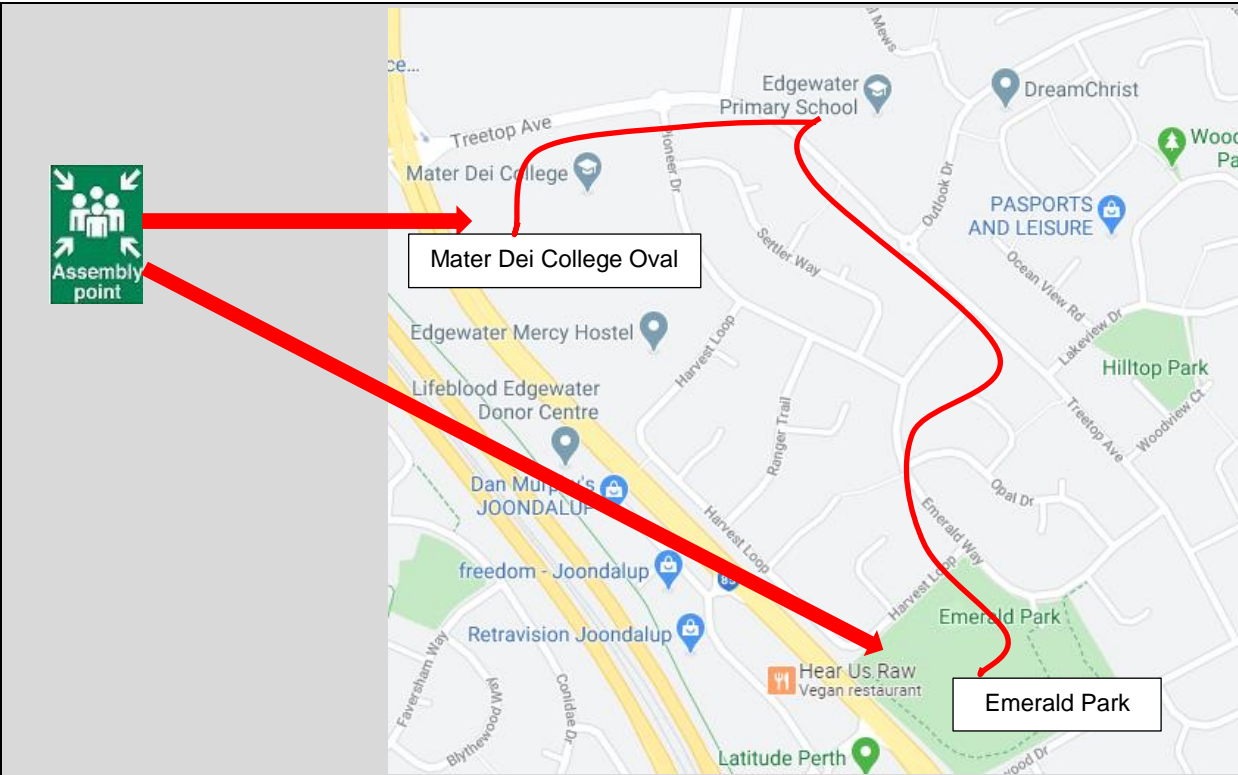
A sample of an action plan map is available in *section 9.2 of the Principal's guide.*
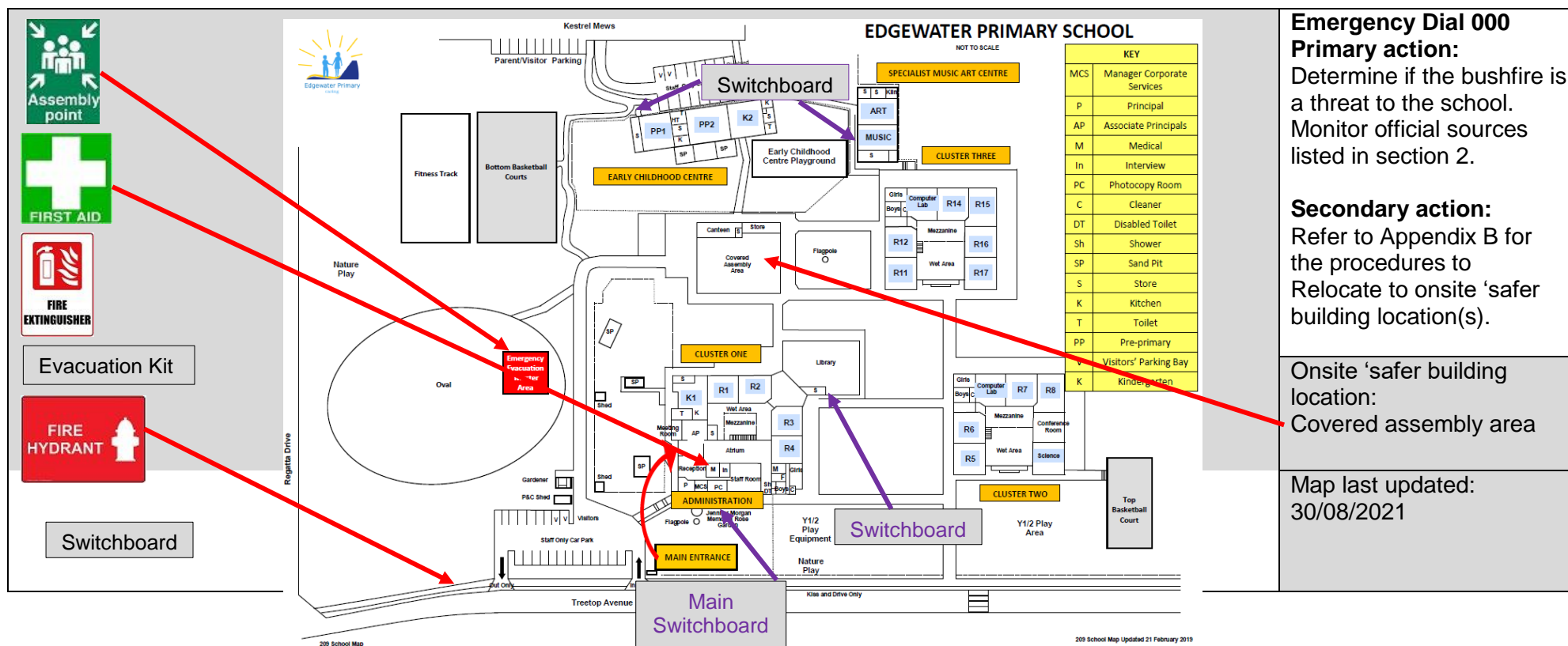
## 7.2 Offsite evacuation locations

Insert the school site map and include:
- assembly point(s) (insert 'assembly point' icon on map)
- identify two offsite evacuation locations
- include directional arrows to show routes to your offsite evacuation locations.

A sample of an action plan map is available in *section 9.2 of the Principal's guide.*



| Map with assembly point, Mater Dei College Oval and Emerald Park | **Emergency Dial 000**<br><br>**Primary action:** Determine if the bushfire is a threat to the school. Monitor official sources listed in section 2.<br><br>**Secondary action:** Refer to Appendix B for the procedures to Relocate to offsite evacuation location |
|---|---|
| | Alternative offsite evacuation locations: Mater Dei College oval Emerald Park |
| | Map last updated: 30/08/2021 |

## 8   Bushfire mitigation management register

Attach your bushfire mitigation register for any treatment works or actions undertaken to reduce risk (refer section 3.2 of the *Principal's guide)*

Note:
If your school has not received a *bushfire risk assessment and treatment* plan and had the identified works undertaken, you are not required to complete this register.

| Reference number | Bushfire mitigation actions | Target date for completion | Responsible | Source of funds | Notes | Completion date |
|---|---|---|---|---|---|---|
| DFES map item reference | Treatment strategy / works required | Date (dd/mm/yyyy) | The staff member name who will sign off the action as complete | eg school or central funding | Progress or issues associated with the work (including date of progress or issues) | Date (dd/mm/yyyy) |
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## 9   Advice from Department of Fire and Emergency Services and other agencies

Record in the table below any bushfire advice received by the school from:
- Department of Fire and Emergency Services, including the local DFES regional office
- local fire brigades and community emergency services manager
- local government
- local government local emergency management committee
- external experts.

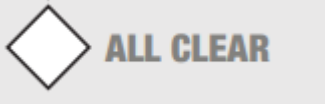Identify the date and source of the advice.

| Date of advice | Agency name | Advice received | Name of officer (who provided advice) | Contact number or email address |
|---|---|---|---|---|
|  |  |  |  |  |
|  |  |  |  |  |
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## Appendix A – Bushfire warnings stages

Issued by the Department of Fire and Emergency Services and Department of Biodiversity, Conservation and Attractions – Parks and Wildlife Service.

Emergency services communicate information in a number ways during a bushfire event. Use these warnings to understand when your need to activate your bushfire procedures (refer to Appendix B).

| | Bushfire warning stages | |
|---|---|---|
| 1 | ADVICE | **A fire has started but there is no known danger.**<br><br>This is general information to keep principals informed and up to date with developments.<br><br>Principals must:<br>• turn off evaporative air conditioners and ensure roof vents are closed.<br>• check and patrol school regularly for bushfire activity, paying special attention to the evaporative air conditioners. |
| 2 | WATCH AND ACT | **There is a possible threat to lives and property. Conditions are changing.**<br><br>Principals must prepare to:<br>• evacuate<br>• or<br>• move students, staff and visitors to their pre-determined onsite 'safer building location'. They must not be moved to an open area.<br><br>Evacuation orders are:<br>• issued by the incident controller or emergency services if required.<br>• relayed via a variety of official sources such as the DFES website and Emergency WA website.<br><br>It is vital that the principal:<br>• accesses bushfire information from official sources.<br>• makes an informed decision to stay on-site or evacuate offsite based on advice from the incident controller or emergency services. |
| 3 | EMERGENCY WARNING | **A school is in danger as its area will be impacted by fire. Take immediate action to survive.**<br><br>Principal will be advised whether staff, students and visitors can leave the area or if they must shelter where they are as the fire burns through the area.<br><br>An emergency warning may be accompanied by a siren sound called the Standard Emergency Warning Signal (SEWS).<br><br>Cont… |

| | | |
|---|---|---|
| | | Evacuation orders are:<br>• directed by the incident controller or emergency services<br>• relayed via a variety of official sources, such as the Bushfire warning system, DFES website and Emergency WA website.<br><br>It is vital that the principal:<br>• accesses bushfire information from official sources<br>• makes an informed decision to stay onsite or evacuate offsite based on the advice . |
| 4 | ALL CLEAR | **The danger has passed and the fire is under control, but stay alert in case the situation changes.**<br><br>It may not be safe to return to school yet. |

# Appendix B – Procedures in event of a sudden bushfire

## Relocate to onsite 'safer building location(s)'

You may be instructed to relocate to your onsite 'safer building location(s)'. Do not use an open area such as a school oval or non-enclosed building

Initiate the below procedure if the following occurs:

- a 'Watch and Act' or 'Emergency Warning' alert is issued on the Emergency WA website or the Department of Fire and Emergency Services Bushfire Warnings page of the Department of Fire and Emergency Services website (refer to Appendix A for details about the alerts); and
- instruction from the Department of Fire and Emergency Services, Emergency Services or your Director of Education.

Follow these procedures to relocate to the onsite safer building location(s).

| Action | Notes (if required) |
|---|---|
| Dial 000 for emergency services and follow advice. Remain in contact with the Department of Fire and Emergency Services and monitor official bushfire information sources shown in section 2.1. | |
| Activate your incident management team to carry out their responsibilities (refer to section 3). | |
| Use your emergency response contact list to contact stakeholders (refer to section 2). | |
| Follow your bushfire response telephone call tree to communicate with the school community.<br><br>Ensure parents receive emergency text message alerts to:<br>• inform them of relocation<br>• keep them updated (use the emergency text message alert templates).<br><br>Note: Parents must not collect students until instructed. | |
| Confirm:<br>• evaporative air conditioners are turned off<br>• all building roof vents, windows and doors are closed before anyone enters the onsite safer building location(s). | |
| Take emergency equipment (refer to section 5):<br>• registers for students, staff and visitors<br>• evacuation kit<br>• mobile phones (charged).<br><br>Sound school emergency warning or alert system. | |

| | |
|---|---|
| Follow advice from the incident controller or emergency services, the Manager, Security and Emergency Management or the  Director of Education to move to the onsite safer building location(s) (refer to section 7.1 for map)<br><br>Note: Students and staff must remain in classrooms unless they are directed to move to an onsite safer building location. | |
| Check student, staff and visitor registers after moving to an onsite safer building location (roll call). Advise the police if anyone is missing.<br><br>Note: You must give special consideration to students with known respiratory conditions. | |
| Update the emergency services on the location of students, staff and visitors. | |
| Wait for the emergency services to arrive or the incident controller to provide you with further information.<br><br>Ongoing advice will also be provided by the Manager, Security and Emergency Management or the Director of Education.<br><br>Continue to monitor official bushfire information sources shown in section 2.1. | |
| The Department will consult the incident controller or emergency services and notify you when it is safe to return to classrooms or for students to be collected by parents. You will receive advice from the Director of Education. | |

## Offsite evacuation procedures

You may be instructed to relocate to your offsite evacuation.

Initiate the below procedure if the following occurs:

- 'Watch and act' or 'emergency warning' bushfire warning alert on the Emergency WA website or the Department of Fire and Emergency Services Bushfire Warning system is invoked (refer to the bushfire warnings listed in Appendix A); and
- Direction from Department of Fire and Emergency Services, incident controller or Emergency services to evacuate offsite; or
- Direction from the Deputy Director General Schools or the Manager, Security and Emergency Management. The Director of Education will relay the decision to you to evacuate offsite.

Follow these procedures if you need to evacuate to an offsite evacuation location during a bushfire event.

| Action | Notes (if required) |
|---|---|
| Dial 000 for emergency services and follow advice. Remain in contact with Department of Fire and Emergency Services and your Director of Education. Monitor official bushfire information sources shown in section 2.1. | |
| Activate your incident management team to carry out their responsibilities (refer to section 3). | |
| Refer to the 'emergency response contact list' to contact stakeholders (refer to section 2). | |
| Follow advice from the emergency services or the Manager, Security and Emergency Management or the Director of Education to decide which of the school's offsite evacuation location(s) is the safest to use (refer to section 7.2). | |
| Identify an assembly area where staff, students and visitors can gather to prepare for offsite evacuation.<br><br>Note: Students and staff must remain in classrooms unless they are directed to move to an onsite safer building location and/or onsite assembly area. | |
| Follow the 'bushfire response telephone call tree' to communicate with the school community.<br><br>Ensure parents receive emergency SMS alerts to:<br>• inform them of relocation<br>• keep them updated (refer to emergency text message alert templates in Appendix C).<br><br>Note: parents must not collect students until instructed. | |

| | |
|---|---|
| Confirm:<br>• evaporative air conditioners are turned off<br>• building roof vents and doors are closed. | |
| Take emergency equipment (refer to section 5):<br>• registers for students, staff and visitors<br>• evacuation kit<br>• mobile phones (charged).<br>Sound school emergency warning or alert system. | |
| Move all students, staff and visitors from the assembly area to evacuate offsite. | |
| Check registers after evacuating staff, students and visitors (roll call). Advise the police if anyone is missing. | |
| Update the emergency services incident controller on location of students, staff and visitors. | |
| Wait for emergency services to arrive or the incident controller to provide further information. The Manager, Security and Emergency Management or the Director of Education will provide ongoing advice. Continue to monitor official bushfire information sources shown in section 2.1. | |
| The Department will consult the incident controller or emergency services and notify you when it is safe to return to classrooms or for students to be collected by parents. You will receive advice from the Director of Education. | |

## Appendix C - Pre-emptive (planned) closure procedures

You **MAY** be instructed to pre-emptively close your school due to a predicted catastrophic fire danger rating.
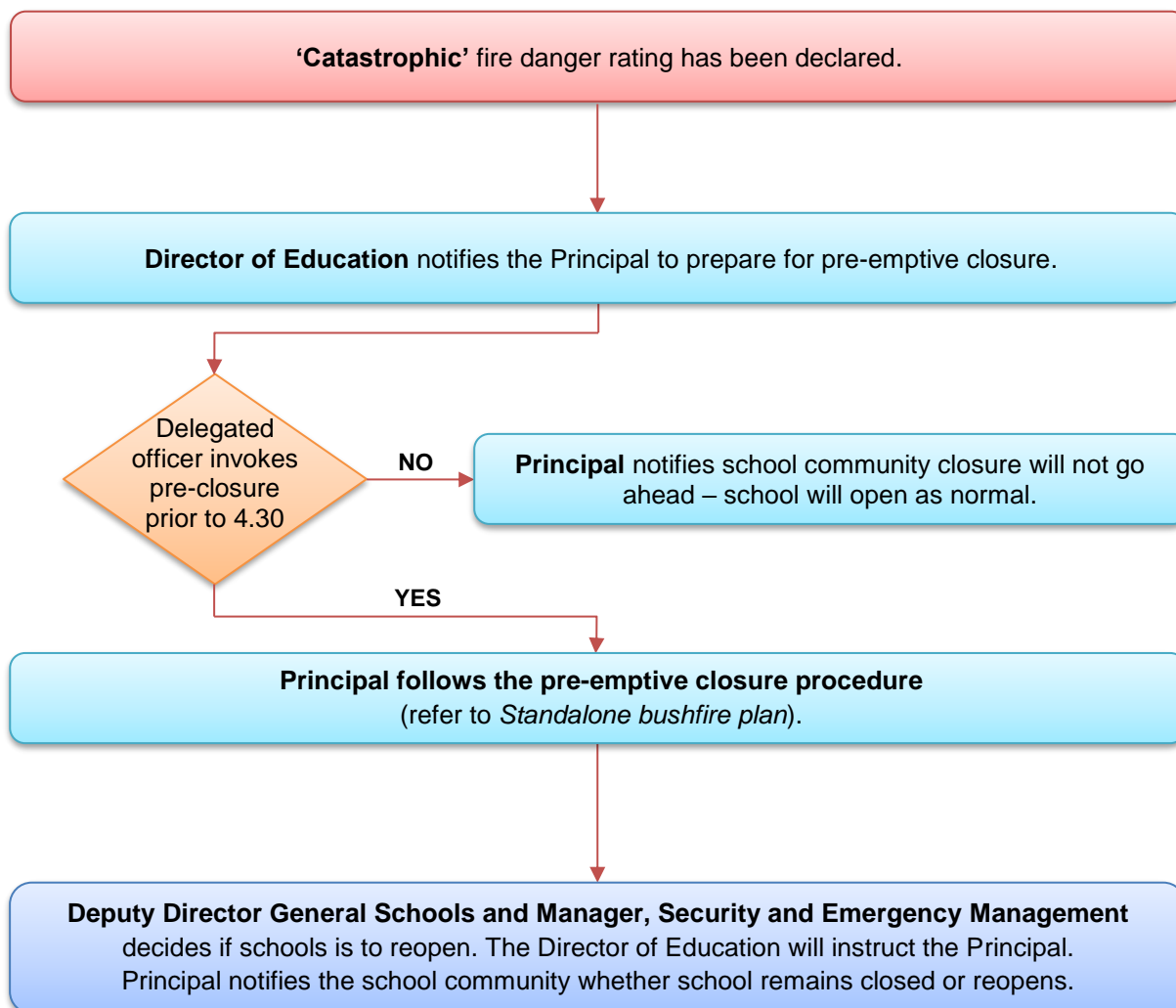
Initiate the below procedure if the following occurs:

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

Follow these procedures for a planned school closure in response to predicted catastrophic fire conditions. Also refer to the Flow chart – Principal's response to catastrophic fire danger rating below.

| Action | Notes (if required) |
|---|---|
| Monitor official bushfire information sources shown in section 2.1. | |
| Activate your incident management team to carry out their responsibilities (refer to section 3). | |
| Confirm:<br>• windows and doors are closed<br>• evaporative air conditioners are turned off<br>• roof vents closed<br>• money is removed from the school premises<br>• expensive items of equipment secured. | |
| Use your emergency response contact list to contact stakeholders (refer to section 2). | |
| If it is safe and there is no active fire in the region, two nominated staff members (usually the Principal and one other staff member) attend school from 8.00am to 9.00am on the day of pre-emptive closure. They:<br>• inform community members of the school closure<br>• secure the facility and activate the electronic security system when leaving (only if it is safe to do so) the site at 9.00am. | |
| Communicate the pre-emptive closure, continued closure or school reopening:<br>• follow the bushfire response telephone tree (refer to communication templates in Appendix C)<br>• place the notice of temporary closure on external school access points and on the school website<br>• use social media channels to keep the school community updated.<br><br>Note: Contact lists for staff and parents must be current. | |

| | |
|---|---|
| Secure school premises and activate security system. Before departing, email AssetPlanningServices.SecurityEM@education.wa.edu.au or call 9264 4632 to confirm:<br>• all security systems armed<br>• site is secure. | |
| Remove the notice of temporary closure from external school access points if pre-emptive closure is reversed. | |

## Flow chart – Principal's response to 'catastrophic' fire danger rating

**'Catastrophic'** fire danger rating has been declared.

↓

**Director of Education** notifies the Principal to prepare for pre-emptive closure.

Delegated officer invokes pre-closure prior to 4.30

**NO** → **Principal** notifies school community closure will not go ahead – school will open as normal.

**YES**

**Principal follows the pre-emptive closure procedure**
(refer to *Standalone bushfire plan*).

↓

**Deputy Director General Schools and Manager, Security and Emergency Management** decides if schools is to reopen. The Director of Education will instruct the Principal. Principal notifies the school community whether school remains closed or reopens.

# Appendix D – After hours or school holiday procedures

You may be instructed to keep your school closed during the school holidays or after hours during a bushfire event.

Initiate the below procedure if the following occurs:

- 'Watch and act' or 'emergency warning' bushfire warning alert on the Emergency WA website or the Department of Fire and Emergency Services Bushfire Warning system is invoked (refer to the bushfire warnings listed in Appendix A); and
- Direction from the Deputy Director General, Schools or the Manager, Security and Emergency Management. The Director of Education will relay the decision to you.

Follow these procedures if a bushfire starts during the school holidays or after hours.

| Action | Notes (if required) |
|---|---|
| Remain in contact with your Director of Education and monitor official bushfire information sources shown in section 2.1. | |
| Use your emergency response contact list to contact stakeholders (refer to section 2). | |
| Follow the bushfire response telephone call tree to communicate with the school community.<br><br>Send parents and staff emergency text message alerts to inform them of the school closure (refer to emergency text message alert templates in Appendix E). | |
| Work with the Director of Education to seek alternative school and transport arrangements (if required). | |
| Department Media Unit uses media outlets to make public announcements of:<br>• the school closure<br>• temporary alternative accommodation. | |
| The Department will consult the incident controller or emergency services and notify you when it is safe for the school to reopen. You will receive advice from the Director of Education or the Manager, Security and Emergency Management. | |
| Send parents and staff emergency text message alerts to inform them when school can reopen (refer to emergency text message alert templates in Appendix C). | |

# Appendix E – Communication templates

## Emergency text message alert templates

You can use these sample text templates update parents, carers and staff about a response to a bushfire. These texts are also located on Ikon – refer to Manage bushfire and emergency incident communications.

### Public schools to close tomorrow due to catastrophic fire danger rating

Edgewater PS / all public schools in region/area will be closed tomorrow [date] due to a catastrophic fire danger rating for the area. See emergency.wa.gov.au/#firedangerratings for more information. There will be no staff on site. Please ensure that you make arrangements for your child.

### Students are safe and still on school site

Students from Edgewater PS are safe and being supervised at school. We will follow the instructions of emergency services and update you if the situation changes. Monitor emergency.wa.gov.au or call your education regional office on 9285 3600 for more information.

### Students have been relocated

Students fromEdgewater PS have been relocated for their safety. Please collect your children from the relocation centre at [exact location]. Follow the instructions of emergency personnel and monitor emergency.wa.gov.au or call your education regional office on 9285 3600 for more information.

### Not safe to pick up children

Students from Edgewater PS are safe and [are still on school site / have been relocated for their safety]. Please wait for further instructions before attempting to collect your child. We are working with emergency services and will advise when it is safe to do so. Monitor emergency.wa.gov.au or call your education regional office on 9285 3600 for more information.

### School to reopen on [day]

Edgewater PS will reopen tomorrow/day [date].

## School newsletter sample text

You can use this sample text below to provide the school community with information about a pre-emptive closure. Place on school letterhead.

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**Pre-emptive (planned) school closure during the bushfire season**

Edgewater PS has been placed on the Department of Education bushfire zone register as it is located in a designated bushfire risk area.

If a 'Catastrophic' fire danger rating has been declared for the Edgewater in City of Joondalup, a school **MAY** be required to invoke a pre-emptive (planned) closure. A 'Catastrophic' fire danger rating poses a significant threat to the school if a fire starts, it is likely to be uncontrollable, unpredictable and fast moving.

Parents will receive a text message to inform them of a possible Pre-emptive closure of the school.

The final decision to pre-emptively close the school will be confirmed with the principal no later than 4.30pm on the day before the pre-emptive closure. If the forecast changes after the 4.30pm deadline, the school remains closed to limit confusion within the school community.
Parents will receive a text message to either confirm or reverse a Pre-emptive closure of the school.

Typically, schools will only be required to close for a day at a time. However, this will depend on changing weather conditions. Parents will receive a text message to advise if the school will reopen the day after the pre-emptive closure, or whether it will remain closed.

Parents are encouraged to monitor official bushfire information sources for current information about fire danger ratings:

1) **Emergency WA website** - https://www.emergency.wa.gov.au/

2) **Department of Fire and Emergency Services**
   Information line – 13 33 37
   Twitter - https://twitter.com/dfes_wa

3) **Local radio**
   o ABC Emergency WA
   o ABC local radio
   o 6PR

Please contact the school on <school phone number> with any concerns relating to Pre-emptive closures during the bushfire season.


Kim Perkins
Principal

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**Sample text for a notice of temporary school closure**

The sample text below can be used in a notice to be placed on:

- the school main notice board at front of the school
- main administration entrance doors
- other entry/exit doors throughout the buildings
- kindergarten and pre-primary, where relevant.

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# BUSHFIRE ALERT

# NOTICE OF TEMPORARY SCHOOL CLOSURE
# Edgewater Primary School

As the result of a 'Catastrophic' fire danger rating, this school is temporarily closed.

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

For more information about the bushfire threat:

- call 13 DFES (13 33 37)
- visit www.dfes.wa.gov.au and Emergency WA
- stay tuned to ABC local radio.

For more information about the school, contact the principal on 6207 3200 or the North Metropolitan regional education office on 9285 3600.

Thank you.


Kim Perkins
Principal