



Department of
Education

Shaping the future

Standalone bushfire plan 2023-2024

Busselton Senior High School

Geographe Education Support Centre



May 2023



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.

As principal, you must complete this template to have a plan in place to respond to a bushfire emergency. This plan is to be read in conjunction with information on Ikon to [prepare for bushfire season at your school](#).

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, as per the [Incident management manual](#).

Complete and lodge your plan online by 31 August.

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1 School details

To complete this plan, on the front cover of the document:

- insert your school name
- add the year for the new bushfire season
- add the date in the footer to show when the plan became active.

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, follow the steps on Ikon to [lodge, update or access your standalone bushfire plan online](#).

School name (include name of co-located school or facilities if applicable)	Busselton Senior High School Geographe Education Support Centre
School address	136-156 Bussell Highway Busselton
Education Region	South West Region
Number of students	639
Number of students requiring extra support if evacuating	21 GESC = 25
Number of staff	102 GESC = 12
Number of school sides bordered by bush	One
Names of major roads bordering school	Bussell Highway Queen Elizabeth Avenue
School's site-specific alert, for example: <ul style="list-style-type: none"> • siren/pause x 3 • continuous handbell • continuous siren or short whistle blasts 	Siren/Pause x 3

Plan prepared by (principal's name)	Jennifer McMahon GESC – Vicki Peters
Date prepared or reviewed	12/02/2024

2 Emergency response contact list

Enter the contact details into the following table:

Organisation	Details	Phone number / website
Local police (for example, name of nearest police station)	Busselton Police Station	000/9754 9555
Local hospital (name of nearest hospital or medical emergency facility)	Busselton Hospital	9753 6000
Department of Fire and Emergency Services regional contact	Rebecca, Kerry-Anne or Lyn	9771 6800 Manjimup.reception@dfes.wa.gov.au
Local fire brigade (for example, name of nearest fire station)	Busselton Fire Station (Volunteer Fire & Rescue Svce)	000/9752 2713
Local bushfire brigade (for example name of nearest station)		
Bus contractors (ready for pre-emptive closure or offsite evacuation)	School Bus Services Trans Busselton South West Coach Lines	9326 2784 9753 7500 9753 7700
Electricity provider - in the case of a power outage (for example, Horizon Power, Western Power)	Western Power	131351
State emergency service (if known)	Busselton SES	9753 7300
Poisons information (where relevant)	WA Poisons Information Centre	131126
Director of Education name	Sue Cuneo	9791 0316

2.1 Important bushfire emergency contact sources

DIAL 000 in an emergency

- **Emergency WA**
 - Website: <https://www.emergency.wa.gov.au/>
- **Department of Fire and Emergency Services**
 - Information line: 13 33 37
 - Website: <https://www.dfes.wa.gov.au/>
 - Facebook: <https://www.facebook.com/dfeswa>
 - Twitter: https://twitter.com/dfes_wa
- **ABC Emergency**
 - Website: <https://www.abc.net.au/emergency>
- **Local radio**
 - ABC local radio: Find your local radio station at <https://www.abc.net.au/local>
 - 6PR: Listen online at <https://www.6pr.com.au/listen-live/> or tune into AM 882 and Digital Radio

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 coordinates 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
- liaising with emergency services, community members, parents and carers.

Consider making cards that outline the duties of the school response team. This can be useful to hand out at the start of the incident.

Position	Staff name	Duties	Mobile number
Principal	Jennifer McMahon	<ul style="list-style-type: none"> • Assess the situation via received information from DFES – On advice - Instruct students/staff to stay in class rooms or move to Safer Building Location • Check for damage, gas leaks, power failure and any other hazard around School/Safer Building Location • Complete final sweep of buildings with MCS • Co-ordinate Zone Wardens to check and complete Zone sheet for area. If not delivered in a reasonable amount of time send a staff member (with Exec agreement) • Monitor situation and ensure that no-one returns to any building unless authorised • Coordinate final clearance with emergency services if required • Wait for advice to determine if staff and students need to be relocated to another site. Either Lou Weston Oval or beach foreshore. • Advise Regional Area Director. • GESC to follow BSHS Bushfire plan but will be managing their students 	0427 475 531
	Vicki Peters GESC		0437 994 645
Senior School Associate Principal	Stephen Palandri	<ul style="list-style-type: none"> • When the Principal has issued the directive to sound siren/pause x 3 if school has power or ring hand bell through the school if without power • If in classroom lockdown –instruct to turn off Evaporative Air-conditioners. Instruct Teachers to re-mark attendance on Compass – Check for missing students • If directed by Principal to move to Safer Building Location – Send Boundary Wardens to assist on the grounds to advise other staff and students to the Safer Building Location. • To supervise distribution of English Class lists to APs and Student Services Coordinators 	0423 096 737
Manager Corporate Services/HR	Coral House	<ul style="list-style-type: none"> • Co-ordinate administration staff • Complete final sweep of buildings with the Principal • Consult with HR and ensure a roll call of Teaching/Relief Teaching/Non-Teaching/Visitors onsite is completed and any discrepancies investigated 	0424 057 313

Student Services/ Attendance Officer	Deanne Teale/ Bianca Brown	<ul style="list-style-type: none"> Collect Student Emergency Care Plans and Student Evacuation lists and take to assembly area If there is time print an up to date report from Compass (student attendance Record) Assist with students in resolution/chill out room When student lists have been returned, check against m attendance and assist in any absentee discrepancies 	
Teachers	All Teachers	<ul style="list-style-type: none"> If advised to stay in classrooms, remark attendance on Compass. Advise Associate Principal of any student absent. Wait for further instructions. If advised - move to safer building location, move directly to location by route on map, once there advise students to report to their Year Group Area and then immediately assist in supervision of students. Lock all classrooms and turn off evaporative Air Conditioners 	
APs/ Student Service Coordinators	Ashley Hetaraka, Ross Ligtermoet/ Madeline Abbott	<ul style="list-style-type: none"> To receive English Class lists from Senior AP and distribute Once students in year groups, direct students into English classes and seek free staff to stand with English teacher class sign Mark Student English class lists, check against morning absentees - Compass on mobile phone or absentee list if printed 	
Accredited first aid officers	Nurse (Accredited first aid officers to assist if needed)	<ul style="list-style-type: none"> Collect first aid kit Escort any sick students to assembly point Report to Assembly Co-ordinator and advise of escorted sick students Set up First Aid station 	
Other (if applicable)	Boundary Wardens	<ul style="list-style-type: none"> Check in with Senior School Associate Principal Locate UHF Radio & keep on person Move to and remain at boundary location to advise visitors & staff until stand-down order is received. 	
	Zone Wardens	<ul style="list-style-type: none"> Listen for notification to move to safer building location - Carry out instructions as laid out on Zone Checklists in your file. Proceed to zone with UHF radio and RED bag. Report to the Principal with Zone checklist (standing at the white flag) 	

Zone Wardens – If you are going to be away, please make another staff member warden

- Carry out instructions as laid out on Zone Checklists in your file/red bag.
- Check all classrooms/area in your Zone, mark a cross once checked/cleared in front of classroom door with chalk.
- Proceed to designated assembly area according to Map with UHF Radio and red bag.
- Report to the Assembly Co-ordinator/Principal with Zone checklist.

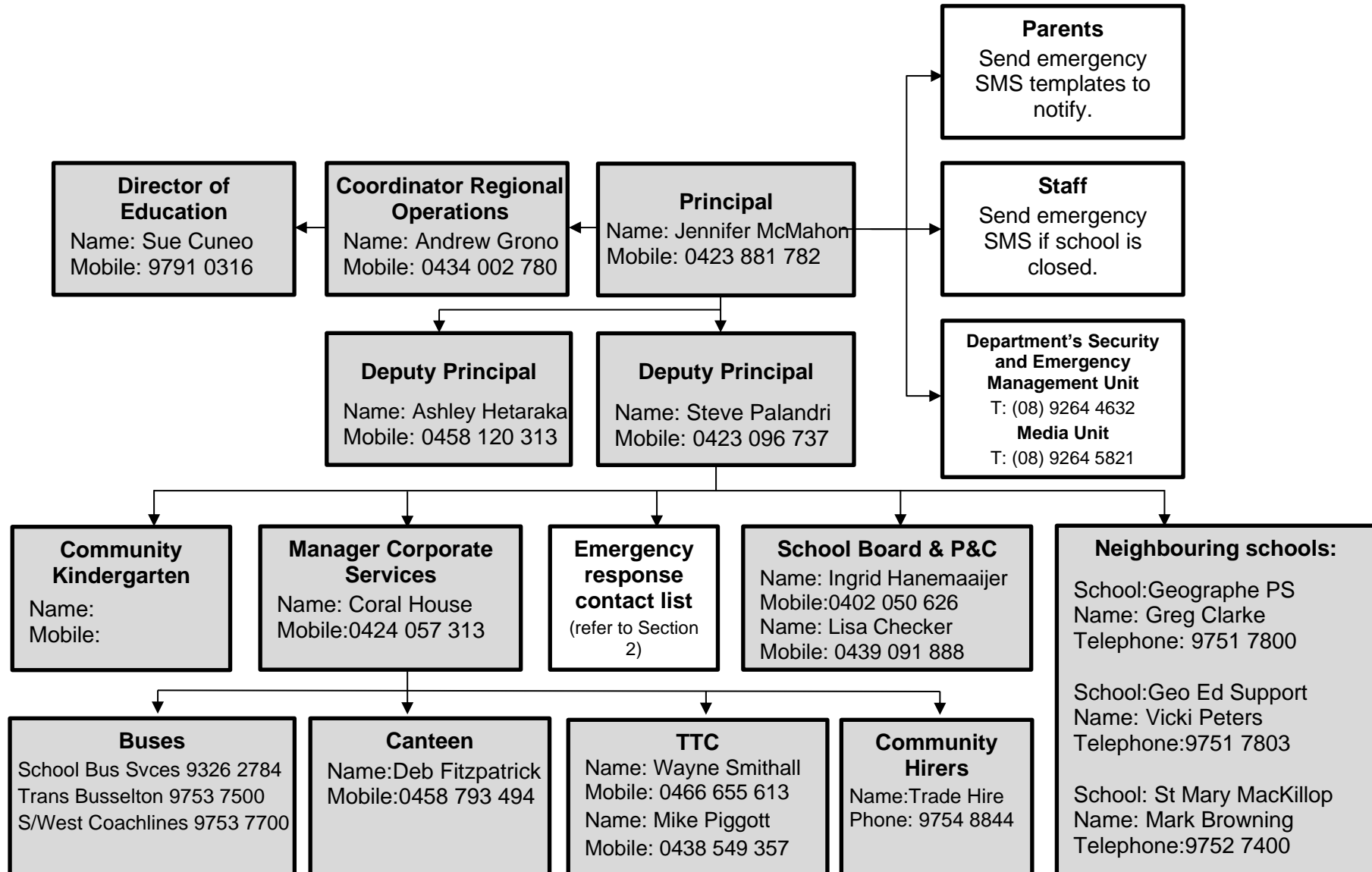
Zone	Area	Zone Warden	Staff Member	Staff Member (2)
Zone 1	Reception / Student Services	Business Manager	C. House	D. Harrison
Zone 2	Humanities , AIEO & Staffroom	HOD Humanities	A. Harris	E. Criddle
Zone 3	Library / English	Library Officer	A. Kononen	R. Cartell
Zone 4	Home Ec. / D&T (Ind WShop & Café)	D & T	G. Thomson	K. Fitzpatrick/ V.Plackett
Zone 5	Maths / Canteen & GESC	HOD Maths	B. Allen	D. Gale
Zone 6	Business & VET	Careers Advisor	Lea-Ellen Goddard	AE Teacher
Zone 7	Science / STARS / Shed	HOD Science	Fiona K-Vaughan	B. Evans
Zone 8	Phys Ed	HOD HPE	M. Gray	K. McKenzie
Zone 9	The Performing Arts	HOD HPE	M. Gray	K. McKenzie
Zone 10	Arts	HOD Arts	C. Snow	C. Griffiths
Zone 11	Trade Training Centre	TIC D&T	W. Smithall	M. Piggott

Boundary Wardens

WARDENS: East – Julie-Anne Clements, West – James Noble/Tobias Falls Backup – Deanne Shade

4 Bushfire response telephone tree

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



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 (section 7 of the school Incident Management Plan).	Admin Building 25/08/2023
First aid kit(s) - include masks in case some students are susceptible to smoke.	Admin Building
Emergency alert system and communication equipment, for example: <ul style="list-style-type: none"> • mobile telephones (charged) • hand-operated fire alarm (portable siren) • megaphone/loud hailer • portable CB radios • spare batteries. 	Personal Mobiles School Bell UHF Radios Torch/Spare batteries Staff hand held UHF Radios Megaphone
Registers for: <ul style="list-style-type: none"> • students • staff • visitors. 	Passtab (ipad) – Front Admin Desk – Visitors and Staff signed out Printed Year Student List – Student Services Staff List
Standalone bushfire plan: <ul style="list-style-type: none"> • hard copy in the evacuation kit • copy saved to an online platform for access offsite. 	Yes Yes – One Drive/Compass

6 Bushfire preparation checklist

<p>Principals must:</p> <ul style="list-style-type: none"> • complete this bushfire preparation checklist annually • inform all staff members of their responsibilities. <p>You can provide details of your preparation activities in the comments.</p>		
Management activities	☑ or N/A	Comments
The annual review of the Standalone bushfire plan has been completed before the start of bushfire season.	✓	25/08/2023
<p>Consulted and received advice in preparing your Standalone bushfire plan from any of the following(as relevant):</p> <ul style="list-style-type: none"> • local Emergency Services • Department of Fire and Emergency Services • Department of Biodiversity, Conservation and Attractions – Parks and Wildlife Service • local volunteer fire brigade • WA Police Force • local emergency management committee (LEMC) or local government representative • community emergency services manager, if there is one for the area. 		[complete section 9]
<p>Staff have been made aware of the Standalone bushfire plan through:</p> <ul style="list-style-type: none"> • staff meetings • staff bushfire induction session that includes: <ul style="list-style-type: none"> – an overview of the Standalone bushfire plan – how to turn off evaporative air conditioner units, the location of switches – how to close roof vents – the types of bushfire warnings issued by the Department of Fire and Emergency Services and the Emergency Alert telephone warning system – to direct bushfire media enquiries to the Department’s media unit (08) 9264 5821. 	✓	<p><i>Through Heads of Learning Areas</i></p> <p>Email teachers – 12/03/2024</p>
<p>Students and parents or carers have been made aware of the Standalone bushfire plan through:</p> <ul style="list-style-type: none"> • key bushfire safety messages incorporated into the curriculum • newsletters • school information booklet (include actions and procedures) • school website. 	<p>✓</p> <p>✓</p> <p>✓</p>	<p>[state where bushfire safety messages appear in the curriculum]</p> <p>PBS Lesson</p> <p>REAL Issue End of Term 1 – Week 9</p> <p>Busselton SHS Website</p>

<p>Principals must:</p> <ul style="list-style-type: none"> complete this bushfire preparation checklist annually inform all staff members of their responsibilities. <p>You can provide details of your preparation activities in the comments.</p>		
Management activities	☑ or N/A	Comments
<p>Communication plans are in place:</p> <ul style="list-style-type: none"> Emergency response contact list completed (section 2). Bushfire response telephone tree completed (section 4). communication templates for sample emergency text message, newsletter content and school notice text are complete (refer to Appendix D). <p>Contact lists for staff and parents must be current.</p>		12/03/2024
<p>Emergency equipment available and checked (section 5):</p> <ul style="list-style-type: none"> evacuation kit checked at least once per term emergency warning or alert system works emergency communications equipment available first aid kit(s) available registers for students, staff and visitors readily accessible for roll call. 		12/03/2024
<p>Practise drills moving to your onsite 'safer building location(s)':</p> <ul style="list-style-type: none"> before the start of the bushfire season at least once per term during the bushfire season. <p>You must do at least 2 drills per year.</p>		<p>Bushfire Drills –</p> <p>Term 1 – TBC</p> <p>Term 4 – TBC</p>
<p>The asset protection zone, which is a minimum distance of 20 metres surrounding the main school buildings, is checked and is:</p> <ul style="list-style-type: none"> clear of all rubbish, long dry grass, bark, flammable and combustible materials, including leaf litter and unused piles of mulch maintained routinely throughout the year. <p>For information on the asset protection zone, refer to Prepare for bushfire season at your school on Ikon.</p>	<p>✓</p> <p>✓</p>	Gardener

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 that may expose people to heat or other conditions.

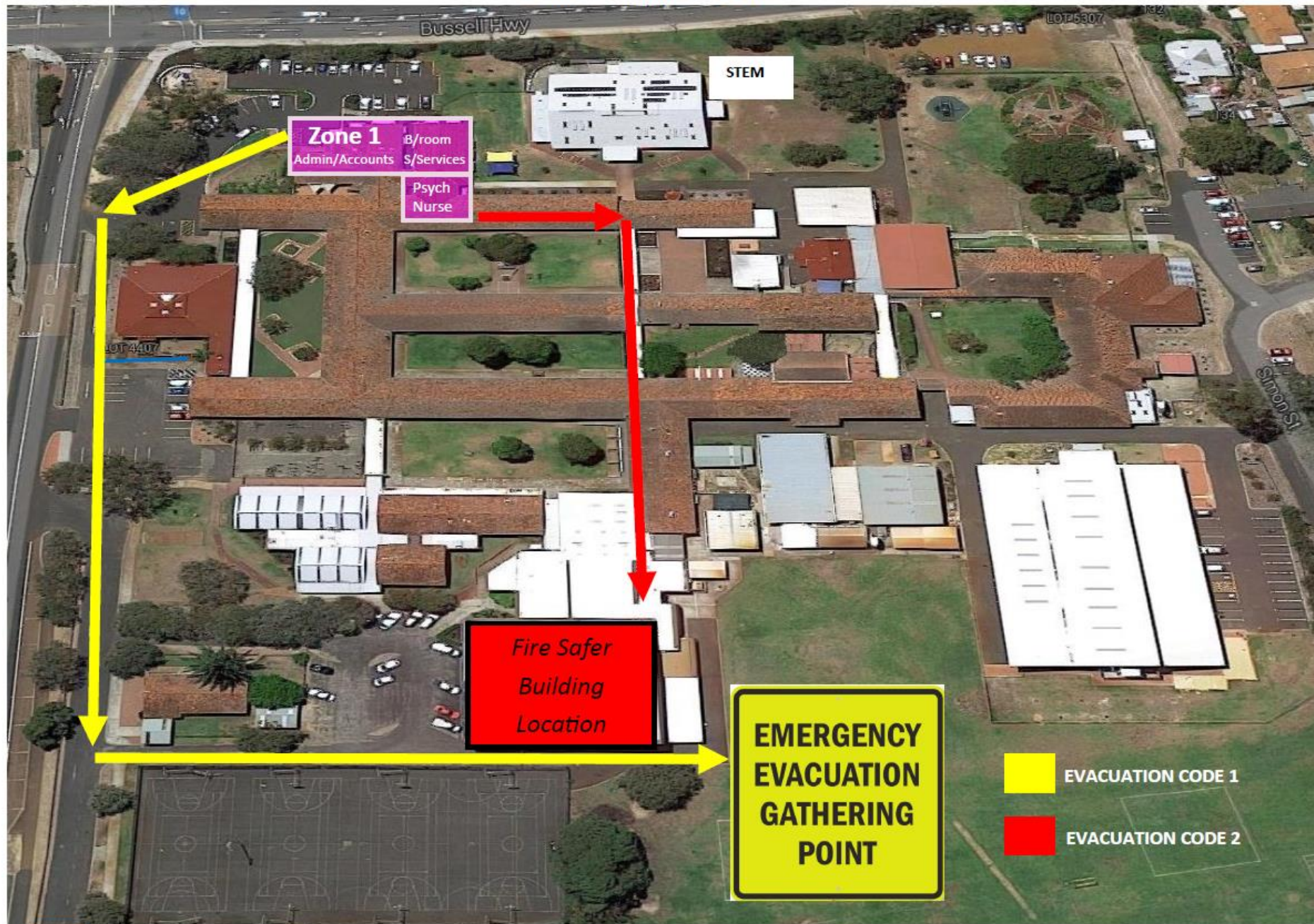
Insert your school map and make sure it is marked with:

- the onsite 'safer building locations(s)'. Include the name of the building, such as 'library'
- routes to access the location
- fire hydrants
- electrical switchboards
- phones and communication board
- first aid kits
- evacuation kits
- any other relevant details.

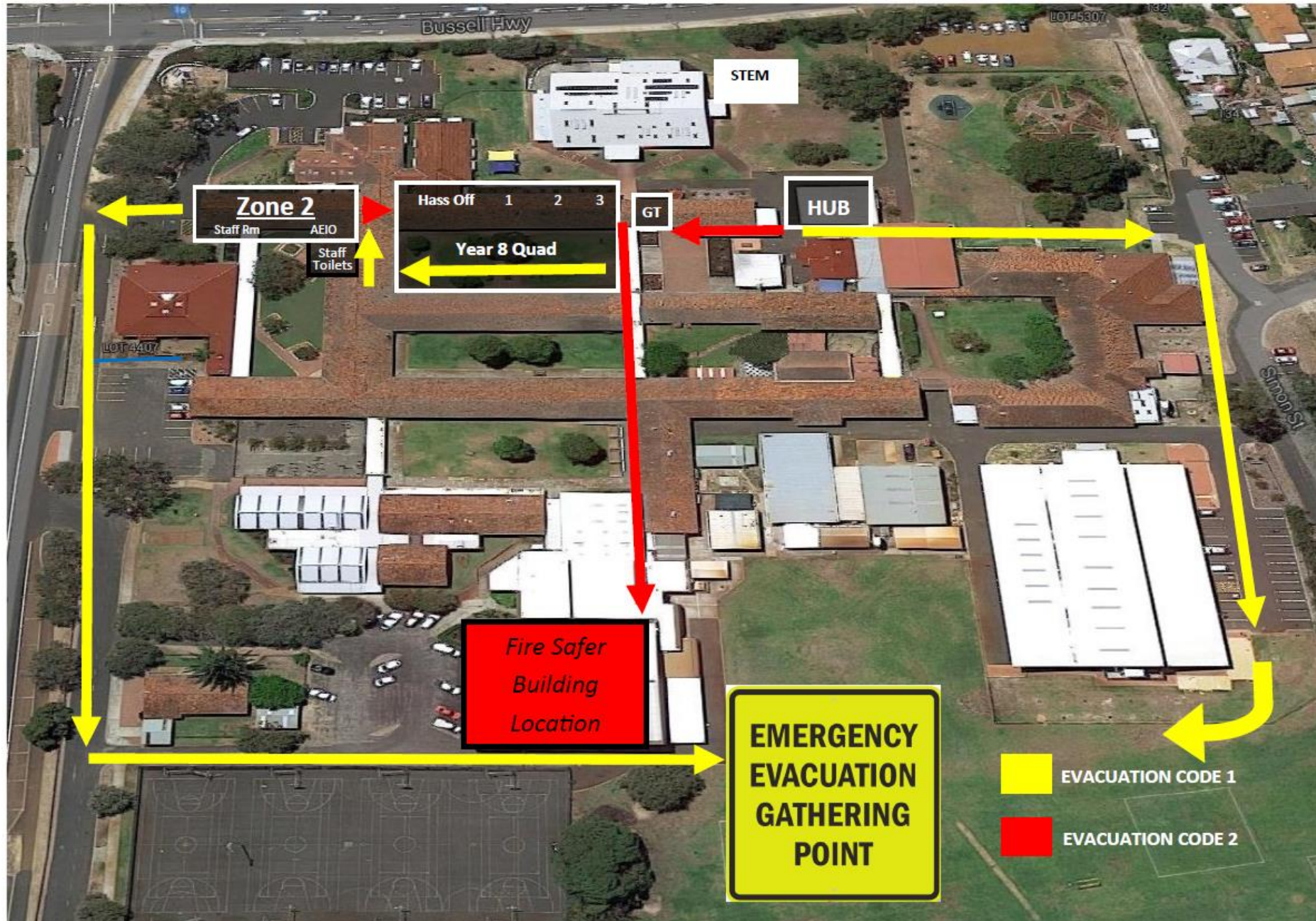
Information to help select your offsite evacuation location and a sample map is available on Ikon in [Prepare for bushfire season at your school](#).

<p style="text-align: center;">[insert school map]</p> <p>Please see attached Zone Maps</p>	<p>Emergency, dial 000</p> <p>Primary action: Determine if the bushfire is a threat to the school. Monitor official sources listed in section 2.</p> <p>Secondary action: Refer to Appendix B for the procedures to relocate to onsite 'safer building location(s)'. [list onsite 'safer building location(s)']</p>
    	<p>Map last updated: 25/08/2023</p>

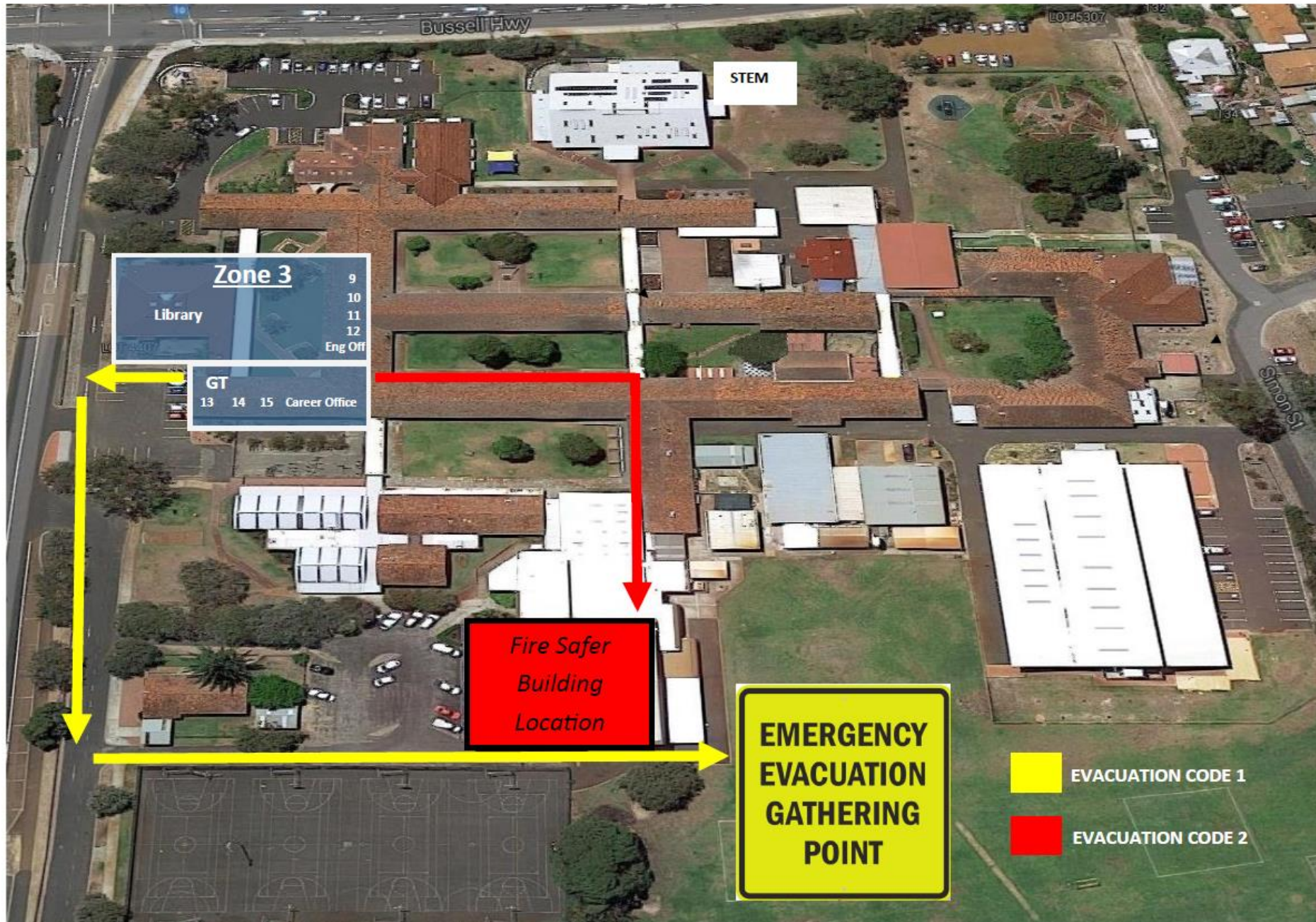
Zone 1—Admin—Oct 2023



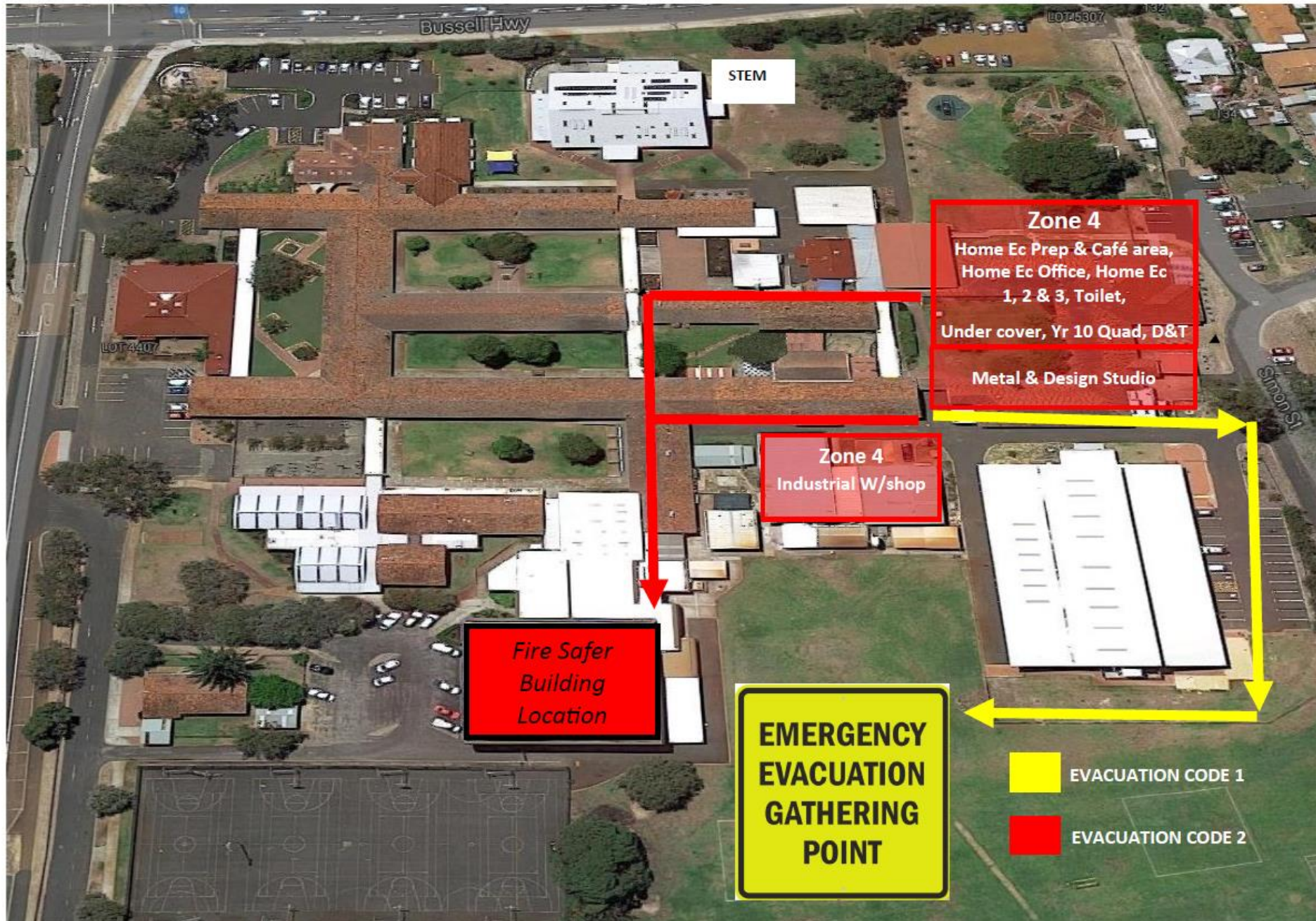
Zone 2—HASS—Oct 2023



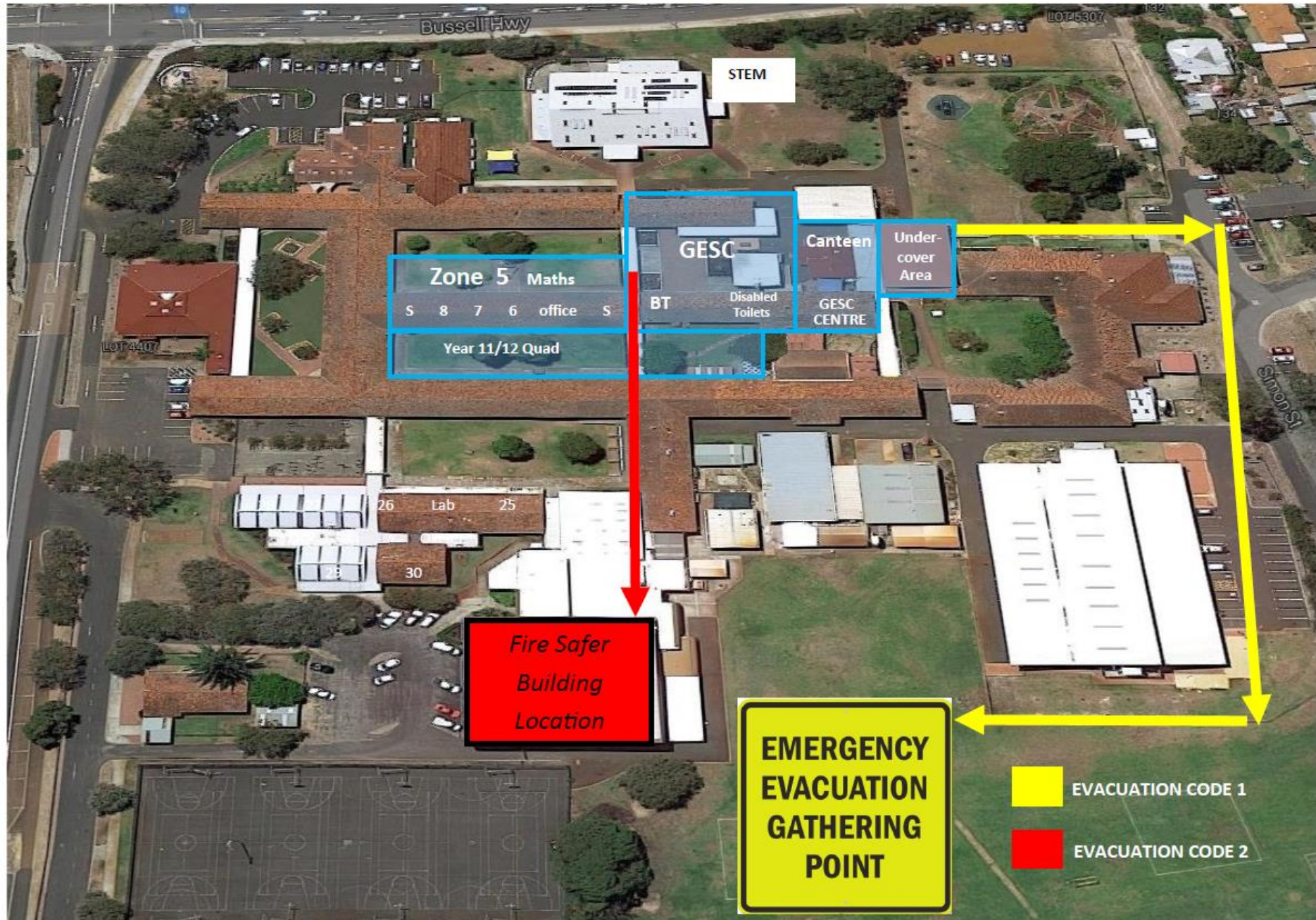
Zone 3—Library—Oct 2023



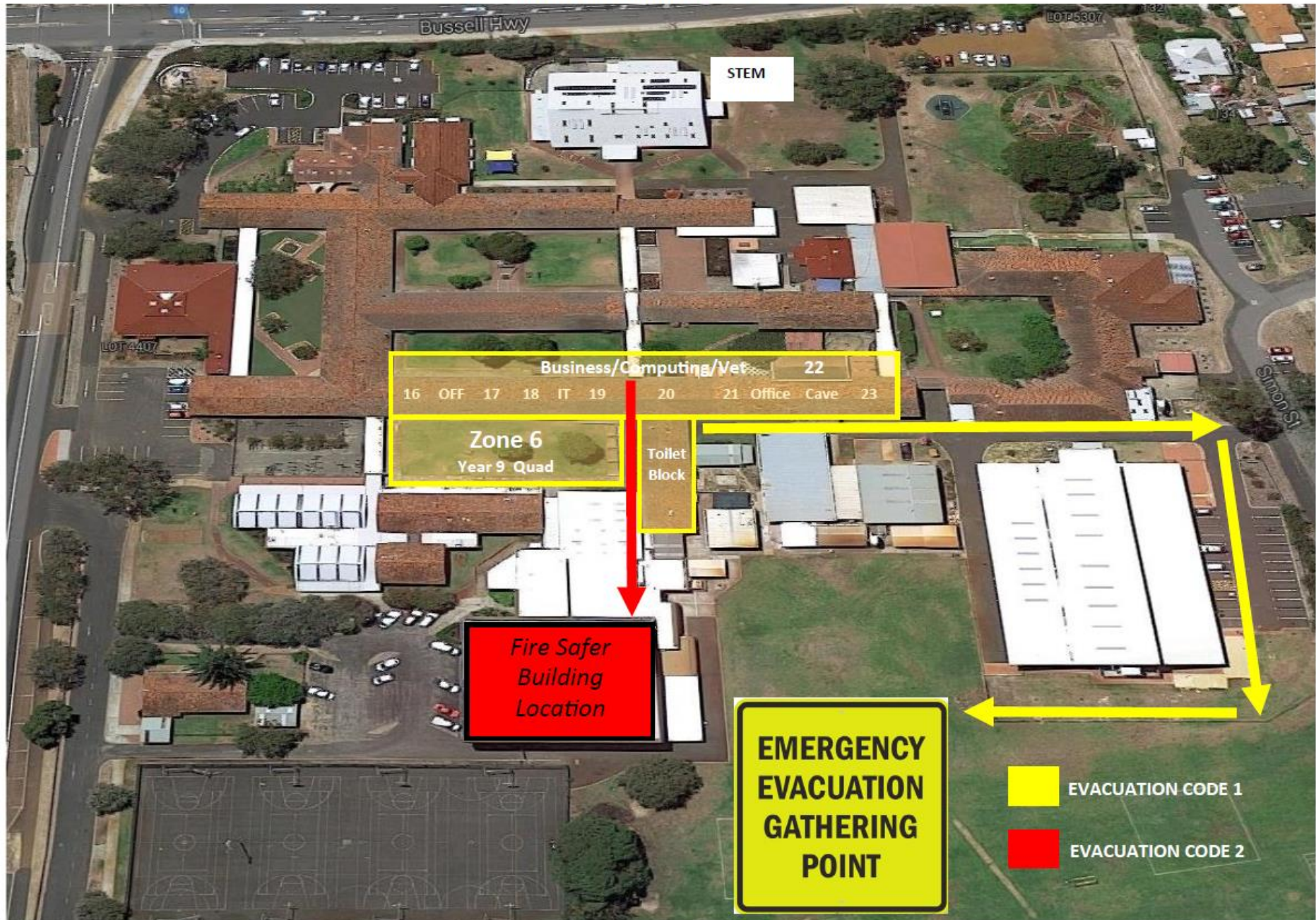
Zone 4—Home Ec/D&T —Oct 2023



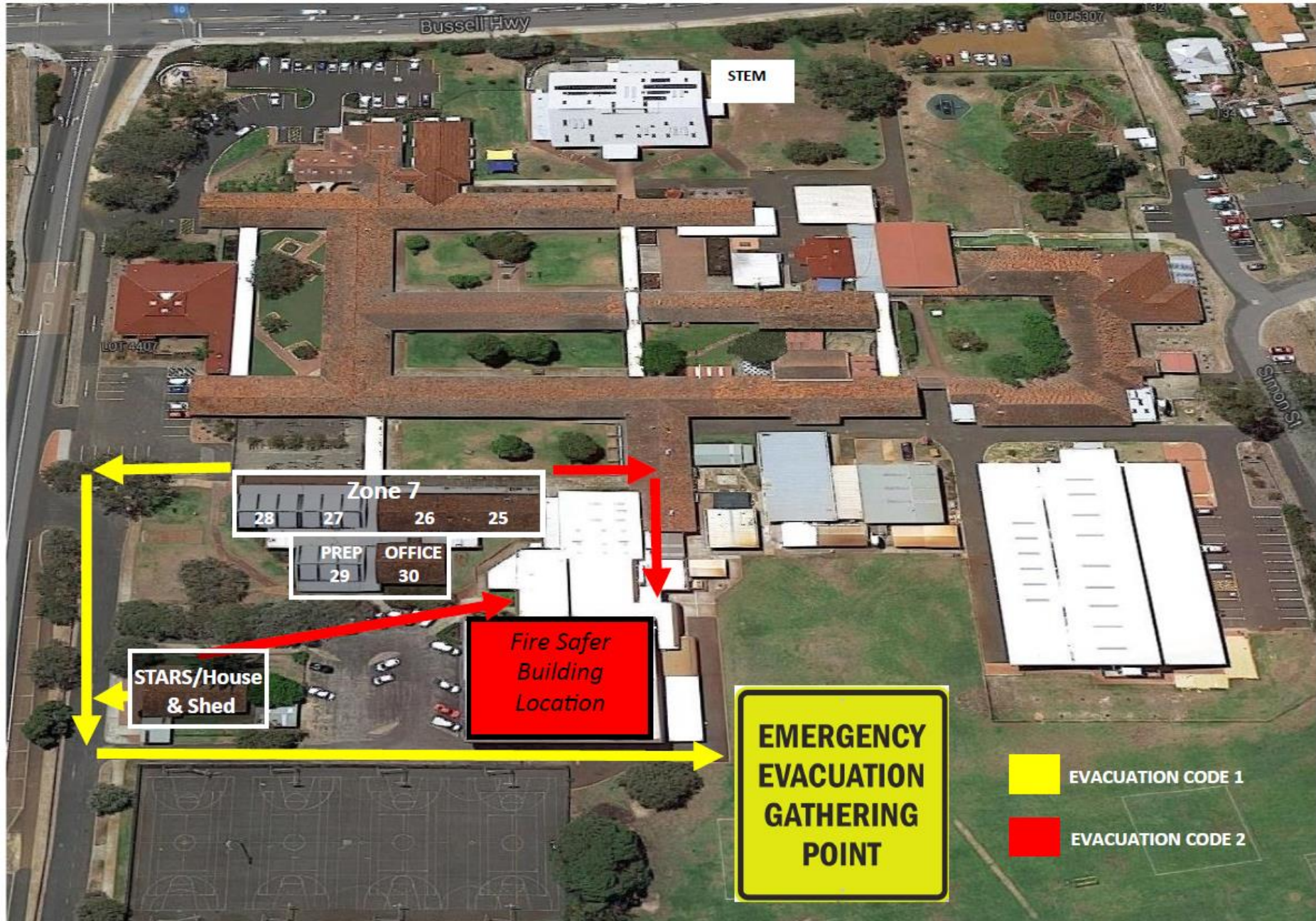
Zone 5—Maths GESC—Oct 2023



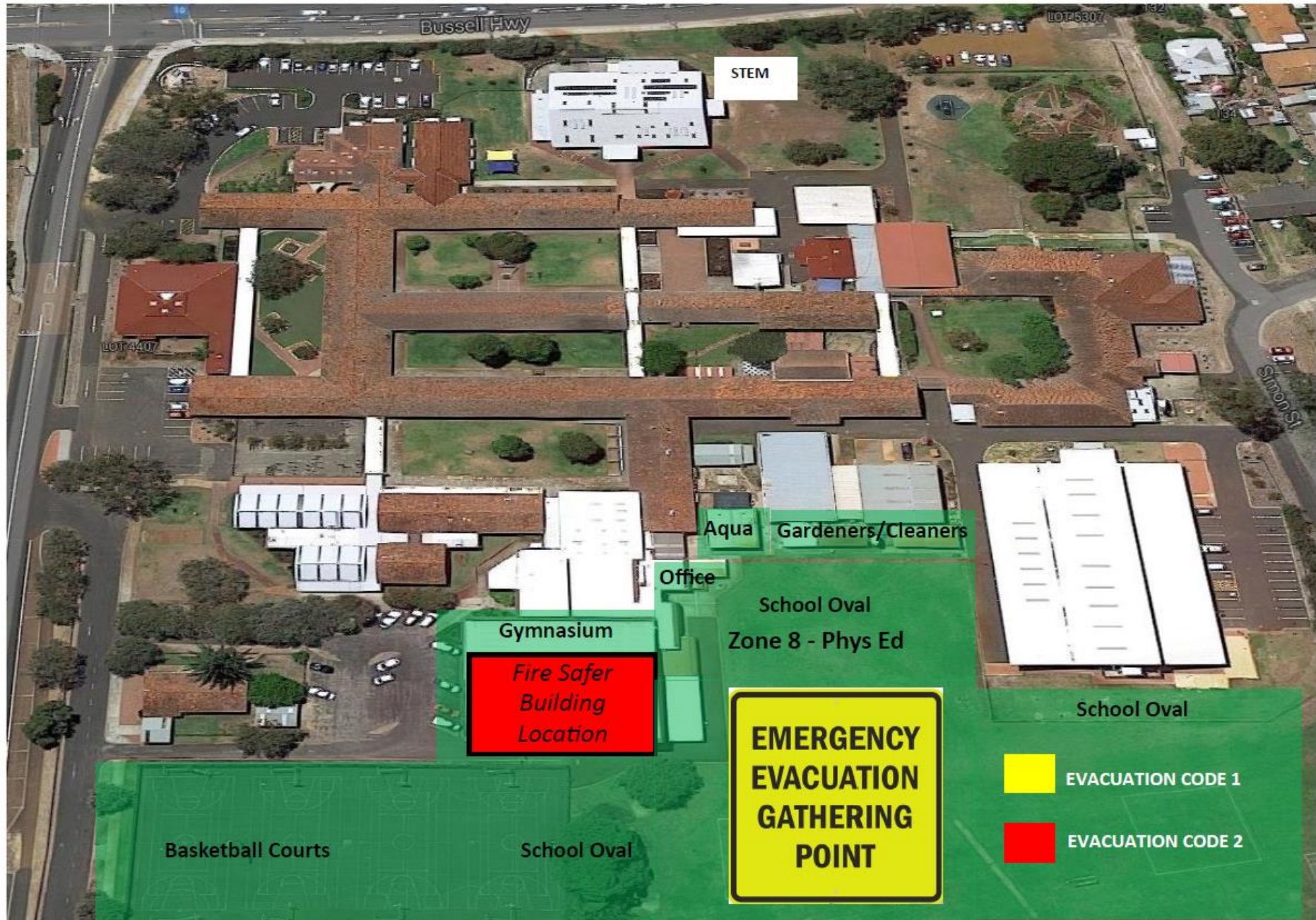
Zone 6—Business, Computing & VET —Oct 2023



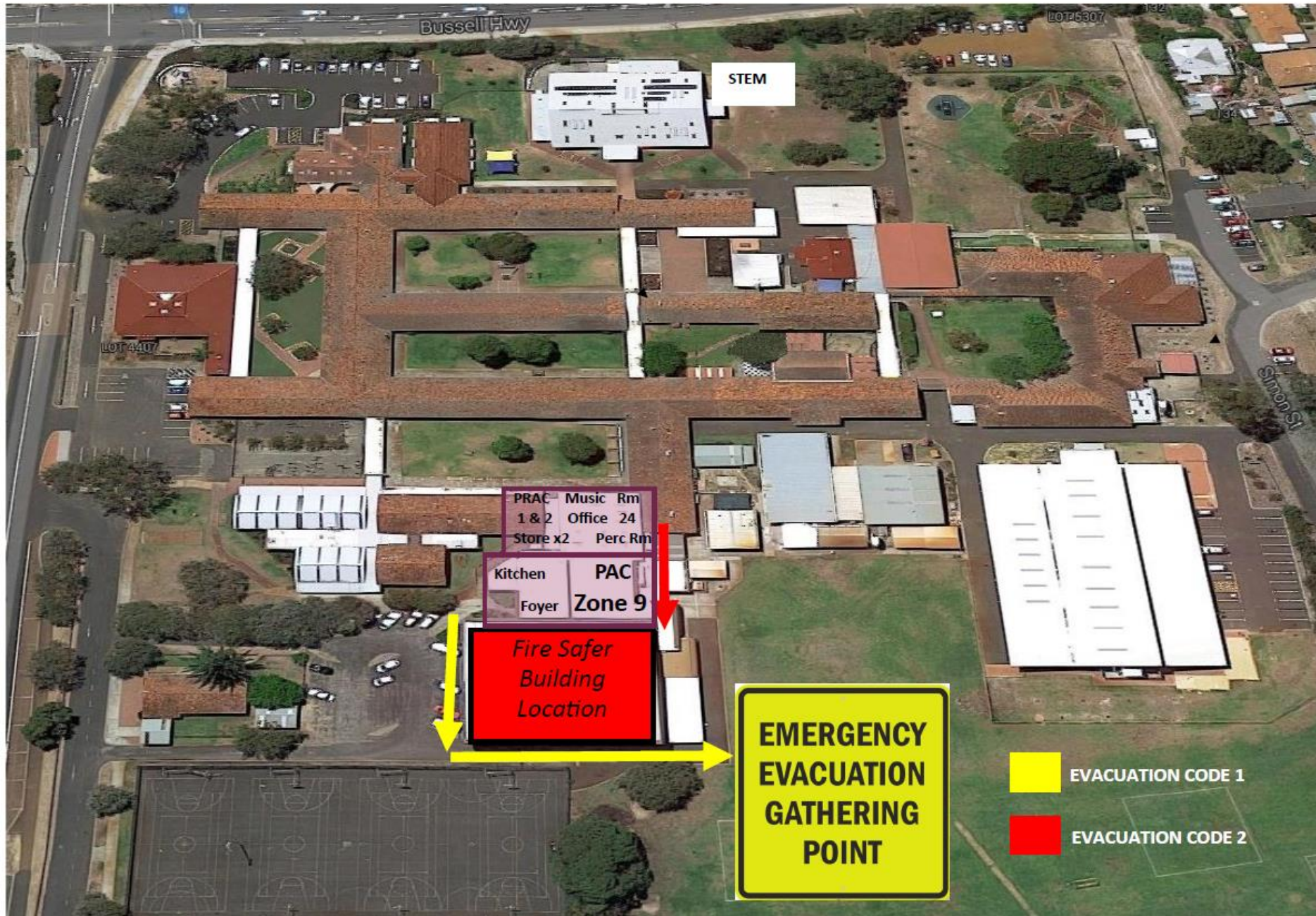
Zone 7—Science/STARS – Oct 2023



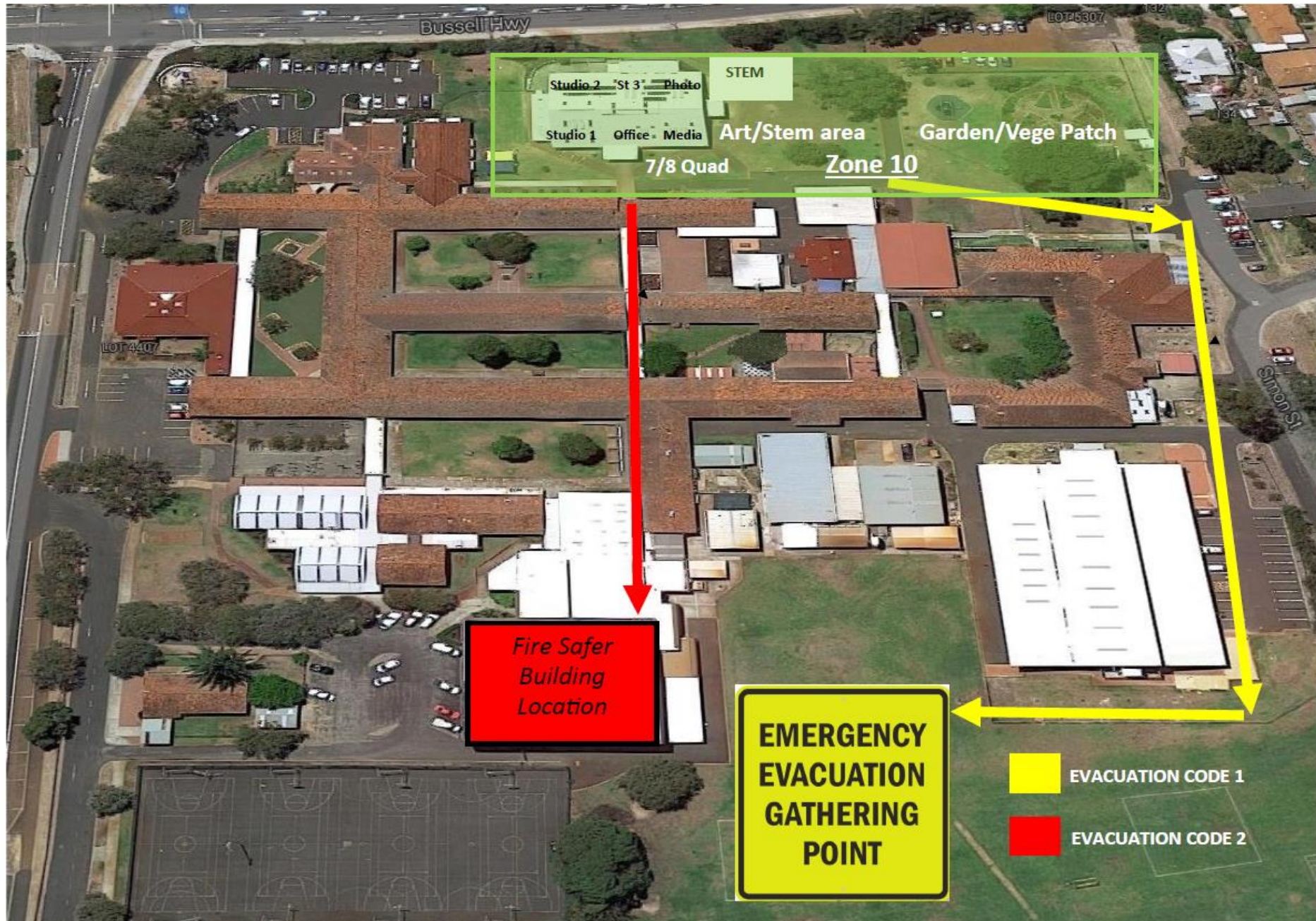
Zone 8—Physical Education—Oct 2023



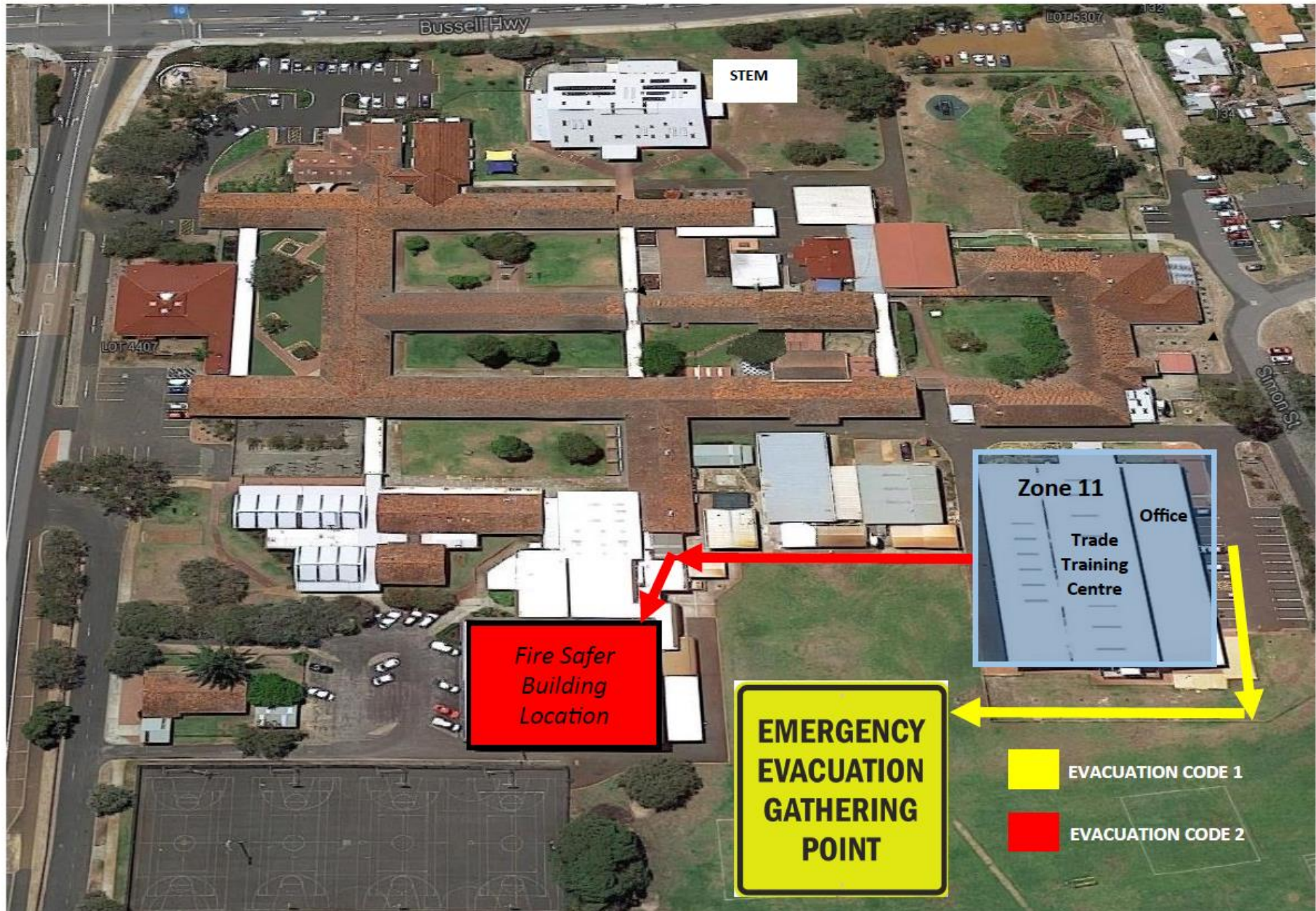
Zone 9—Performing Arts—Oct 2023



Zone 10—Art—Oct 2023



Zone 11—Trade Training Centre—Oct 2023

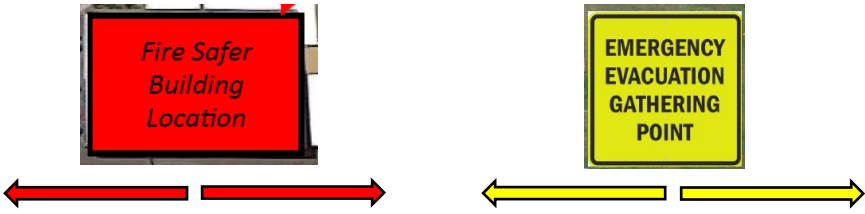


7.2 Offsite evacuation locations

Insert the school site map and make sure it is marked with:




- an assembly area
- 2 offsite evacuation locations. These locations cannot be a park, reserve, oval or other open space that may expose people to heat or other conditions.
- suitable routes to access the 2 locations.

Information to help select your offsite evacuation location and a sample map is available on Ikon in [Prepare for bushfire season at your school.](#)

<p>No Enclosed Building in close proximity. Await instructions from Emergency Services.</p>	<p>Emergency, dial 000</p> <p>Primary action: Determine if the bushfire is a threat to the school. Monitor official sources listed in section 2.</p> <p>Secondary action: Refer to Appendix B for the procedures to Relocate to an offsite evacuation location</p>
	<p>[List all offsite evacuation locations, including addresses]</p> <p>Map last updated: 20/11/2023</p>

Appendix A - Bushfire warning stages

Emergency services communicate information in a number of 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	
<p>ADVICE</p> 	<p>A fire has started, be aware and keep up to date.</p> <p>This is general information to keep principals informed and up to date with developments.</p> <p>Principals must:</p> <ul style="list-style-type: none"> • turn off evaporative air conditioners and ensure roof vents are closed. • check and patrol the school regularly for bushfire activity, paying particular attention to the evaporative air conditioners.
<p>WATCH AND ACT</p> 	<p>There is a possible threat to lives and property. Conditions are changing.</p> <p>Principals must prepare to:</p> <ul style="list-style-type: none"> • evacuate; or • move students, staff and visitors to their pre-determined onsite 'safer building location'. They must not be moved to an open area. <p>Evacuation orders are:</p> <ul style="list-style-type: none"> • issued by the Incident Controller or Emergency Services if required. • relayed via official sources such as Emergency WA. <p>It is vital that the principal:</p> <ul style="list-style-type: none"> • accesses bushfire information from official sources • makes an informed decision to stay onsite or evacuate offsite based on advice from the Incident Controller or Emergency Services.
<p>EMERGENCY</p> 	<p>A school is in danger as its area will be impacted by fire. Take immediate action to survive.</p> <p>The 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.</p> <p>A siren, called the State Emergency Warning Signal (SEWS), may accompany an emergency warning.</p> <p>Evacuation orders are:</p> <ul style="list-style-type: none"> • directed by the Incident Controller or Emergency Services. • relayed via official sources, such as Emergency WA.

	<p>It is vital that the principal:</p> <ul style="list-style-type: none">• accesses bushfire information from official sources• makes an informed decision to stay onsite or evacuate offsite based on the advice.
<p>AII CLEAR</p>	<p>The danger has passed, and the fire is under control, but stay alert in case the situation changes.</p> <p>It may not be safe to return to school yet.</p>

Appendix B - Procedures in the event of a sudden bushfire

Relocate to onsite ‘safer building location’

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 this procedure if either of the following occurs:

- a ‘Watch and Act’ or ‘Emergency Warning’ alert is issued on the [Emergency WA](#) website (refer to Appendix A for details about the alerts)
- 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)
<p>Dial 000 for emergency services and request fire brigade.</p> <p>When connected to Department of Fire and Emergency Services, advise:</p> <ul style="list-style-type: none"> • your school name and address • the fire situation • how many students and staff are being impacted • if moving to a ‘safer building location’ and where it is located • if anyone requires medical attention • CB radio channel, if being used. <p>Remain in contact with the Department of Fire and Emergency Services.</p> <p>Monitor official bushfire emergency information contact sources in section 2.1.</p>	
<p>Activate your school response team to carry out their responsibilities (section 3).</p>	
<p>Use your emergency response contact list to contact stakeholders (section 2).</p>	
<p>Follow your bushfire response telephone call tree (section 4) to communicate with the school community.</p> <p>Ensure parents receive emergency text message alerts to:</p> <ul style="list-style-type: none"> • inform them of relocation • keep them updated (use the emergency text message alert templates, refer to Manage bushfire incident communications on Ikon). <p>Parents must not collect students until instructed.</p>	

<p>Confirm:</p> <ul style="list-style-type: none"> • evaporative air conditioners are turned off • all building roof vents, windows and doors are closed before anyone enters the onsite safer building location(s). • where possible and safe to do so, relocate vehicles or other combustible items (school bags, rubbish bins etc) at least 20 metres from safer building locations. • monitor embers for possible ignition. 	
<p>Take emergency equipment (section 5):</p> <ul style="list-style-type: none"> • registers for students, staff and visitors • evacuation kit • water • mobile phones (charged) • student medication 	
<p>Sound the school emergency warning or alert system.</p>	
<p>Follow advice from the incident controller, emergency services, the Manager Security and Emergency Management or the director of education to move to the onsite safer building location(s) (section 7.1)</p> <p>Students and staff must remain in classrooms unless they are directed to move to an onsite safer building location.</p>	
<p>Check student, staff and visitor registers after moving to an onsite safer building location (roll call). Advise the police if anyone is missing.</p> <p>You must give special consideration to students with known respiratory conditions.</p>	
<p>Wait for emergency services to arrive or the incident controller to provide you with information.</p> <p>Ongoing advice will also be provided by the Manager, Security and Emergency Management or the director of education.</p> <p>Continue to monitor official bushfire information sources listed in section 2.1.</p>	
<p>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.</p>	

Offsite evacuation procedures

You may be instructed to relocate to your offsite evacuation location.

Initiate your offsite evacuation procedure if a ‘watch and act’ or ‘emergency warning’ bushfire warning alert on the [Emergency WA](#) website is invoked (refer to the bushfire warnings listed in Appendix A) and you receive direction from either:

- Department of Fire and Emergency Services, incident controller or emergency services or
- the director of education.

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

Action	Notes (if required)
<p>Dial 000 for emergency services and request fire brigade.</p> <p>When connected to Department of Fire and Emergency Services, advise:</p> <ul style="list-style-type: none"> • your school name and address • the fire situation • how many students and staff are being impacted • if moving to a ‘safer building location’ and where it is located • if anyone requires medical attention • CB radio channel, if being used. <p>Remain in contact with Department of Fire and Emergency Services and your director of education.</p> <p>Monitor official bushfire emergency information contact sources listed in section 2.1.</p>	
<p>Activate your School response team to carry out their responsibilities (section 3).</p>	
<p>Refer to the Emergency response contact list to contact stakeholders (section 2).</p>	
<p>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 (section 7.2).</p>	
<p>If safe to do so, muster at the identified assembly area where staff, students and visitors can gather to prepare for offsite evacuation.</p> <p>Use an alternative assembly area if your first identified assembly area is unsafe.</p> <p>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.</p>	

<p>Follow the Bushfire response telephone call tree to communicate with the school community (section 4).</p> <p>Ensure parents and carers receive emergency SMS alerts to:</p> <ul style="list-style-type: none"> • inform them of relocation • keep them updated (use the emergency text message alert templates, refer to Manage bushfire incident communications on Ikon). <p>Note: Parents must not collect students until instructed.</p>	
<p>Confirm:</p> <ul style="list-style-type: none"> • evaporative air conditioners are turned off • building roof vents and doors are closed. 	
<p>Take emergency equipment (section 5):</p> <ul style="list-style-type: none"> • registers for students, staff and visitors • evacuation kit • mobile phones (charged). • student medication. <p>Sound the school emergency warning or alert system.</p>	
<ul style="list-style-type: none"> • Notify bus operators • Notify other contractors scheduled to visit the site • Move all students, staff and visitors from the assembly area to the offsite evacuation location. 	
<p>Check registers after evacuating staff, students and visitors (roll call). Advise the police if anyone is missing.</p>	
<p>The Manager, Security and Emergency Management or the director of education will provide ongoing advice. Continue to monitor official bushfire information sources listed in section 2.1.</p>	
<p>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.</p>	

Appendix C - Pre-emptive (planned) closure procedures

You may be instructed to pre-emptively close your school due to a fire behaviour index of 75 (extreme fire danger) or greater being forecast.

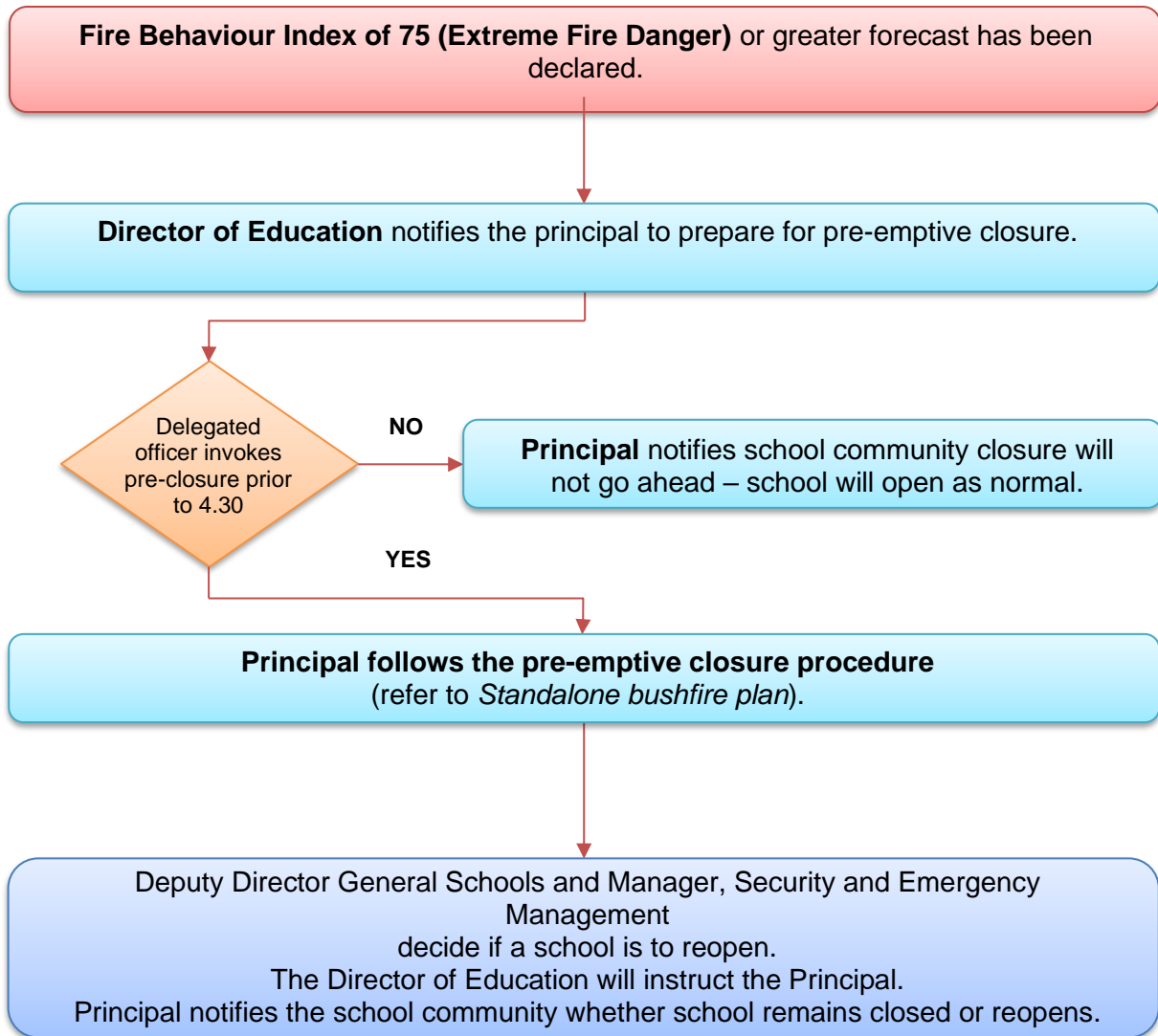
Initiate the closure procedure if you receive advice from the director of education or the Security and Emergency Management unit.

Follow these procedures for a planned school closure.

Action	Notes (if required)
Monitor official bushfire emergency information contact sources listed in section 2.1.	
Activate your School response team to carry out their responsibilities (section 3).	
<p>Communicate the pre-emptive closure, continued closure or school reopening:</p> <ul style="list-style-type: none"> • use your Emergency response contact list to contact stakeholders (section 2) • use your Bushfire response telephone tree (section 4) • use communication templates in Manage bushfire incident communications for SMS, social media posts and Connect notices to keep the school community informed • place the notice of temporary closure on external school access points and on the school website. <p>Note: Contact lists for staff, parents and carers must be current.</p>	
<p>Confirm:</p> <ul style="list-style-type: none"> • windows and doors are closed • evaporative air conditioners are turned off • roof vents closed • money is removed from the school premises • expensive items of equipment secured. 	
<p>Secure school premises and activate security system.</p> <p>Before departing, email AssetPlanningServices.SecurityEM@education.wa.edu.au or call 9264 4632 to confirm:</p> <ul style="list-style-type: none"> • all security systems armed • site is secure. 	
When the pre-emptive closure is cancelled, remove the notice of temporary closure from external school access points.	

Refer to the following Flow chart – Principal's response to fire behaviour index of 75 (extreme fire danger) or greater forecast.

Flow chart – Principal’s response to Fire Behaviour Index of 75 (Extreme Fire Danger Rating) or greater



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 both of the following occur:

- A 'Watch and act' or 'Emergency warning' bushfire warning alert on the [Emergency WA](#) website is invoked (refer to the bushfire warnings listed in Appendix A)
AND
- Direction received 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 emergency information contact sources listed 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. Send parents and carers and staff emergency text message alerts to inform them of the school closure. To access sample SMS text, refer to Manage bushfire incident communications .	
Work with the director of education to seek alternative school and transport arrangements (if required).	
The Department's Media Unit and Incident Support Unit uses media outlets and Emergency WA to make public announcements of: <ul style="list-style-type: none"> • the school closure • 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, carers and staff emergency text message alerts to inform them when school can reopen.	