



Department of  
Education

**Shaping the future**

# Standalone bushfire plan 2026

## Secret Harbour 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.

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)	Secret Harbour PS
School address	178 Maratea Parade Secret Harbour 6173
Education Region	South-metro
Number of students	619
Number of students requiring extra support if evacuating	44
Number of staff	77
Number of school sides bordered by bush	0
Names of major roads bordering school	Warnbro Sound Avenue
School's site-specific alert, for example: <ul style="list-style-type: none"> <li>• siren/pause x 3</li> <li>• continuous handbell</li> <li>• continuous siren or short whistle blasts</li> </ul>	<p><b>Siren pause x3 and PA message</b></p> <p><b>Phone Jill VK (phys ed) – 0451 308 472</b></p>

Plan prepared by (principal's name)	Bruce Blay
Date prepared or reviewed	02.12.2025

## 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)	Mandurah	9581 0222
	Main	131 444
Local hospital (name of nearest hospital or medical emergency facility)	Rockingham Hospital	9599 4000
	Peel Health Campus	9531 8000
Department of Fire and Emergency Services regional contact	Community Emergency Services Manager	9527 6177
Local fire brigade (for example, name of nearest fire station)	Golden Bay	9524 8217 0417 953 052
Local bushfire brigade (for example name of nearest station)	Secret Harbour	9524 8217 0417 953 052
Bus contractors (ready for pre-emptive closure or offsite evacuation)	Mandurah Bus Charters	9581 6555
Electricity provider - in the case of a power outage (for example, Horizon Power, Western Power)	Synergy	131354
State emergency service (if known)		132 500
Poisons information (where relevant)		131 126
Director of Education name	Sue Cuneo	0422 122 809

## 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](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:

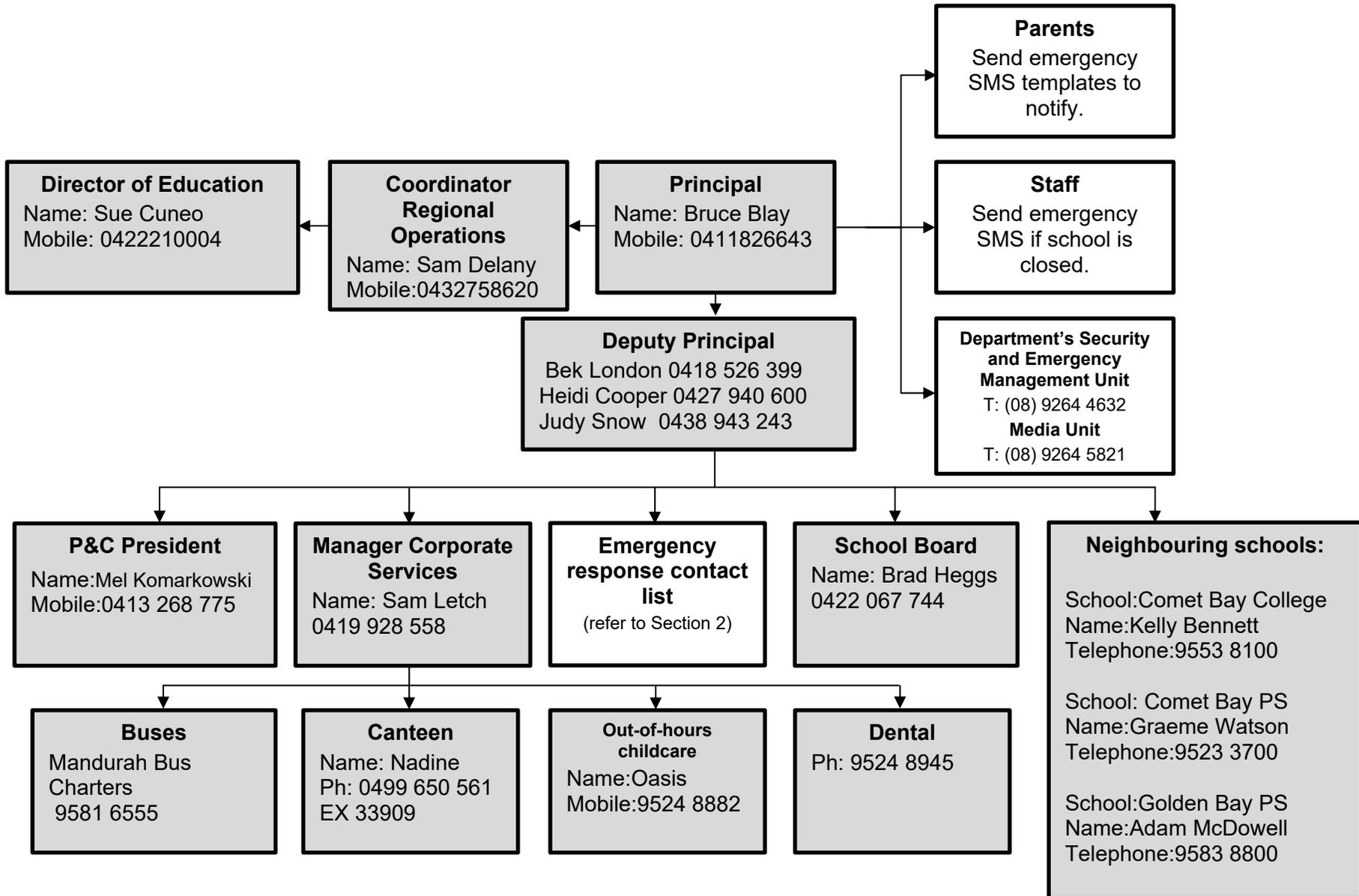
- fire warden duties
- checking all rooms
- keeping a copy of school registers for roll call
- monitoring the bushfires warnings stages (as per Appendix A)
- send out text alerts to parents
- liaising with emergency services, community members, parents and carers.

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	Bruce Blay	Sound alarm Muster at evacuation area Account for all staff and students	0411 826 643
Deputy Principal	Heidi Cooper Judy Snow Rebekah London	Sound alarm Check rooms and areas Assist classes evacuating	0427 940 600 0438 943 243 0418 526 399
Manager Corporate Services	Sam Letch	Communication	0419 928 558
Teachers	Cindy Godwin Jason Back Lauren Richardson Zoe Grimshaw  Wendy Gardiner	Block wardens – check toilets and peripheral areas Check transportable classrooms	0408 450 446 0409 685 478 0419 652 186 0418 929 984  0409 292 394
Accredited first aid officers	Tracey Cassels Joanna Ireland  Corrina Alteri	1 <sup>st</sup> Aid kits Evacuation kit	0407 138 033 0404 047 987  0433 431 577
Other (if applicable)	Pre service teachers and EAs	Provide assistance to teachers and assist vulnerable children.	

## 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.

<b>Equipment</b>	<b>Details</b> (include location/s, date checked and any other comments)
Evacuation kit (section 7 of the school <a href="#">Incident Management Plan</a> ).	Evacuation trolley, admin store room
First aid kit(s) - include masks in case some students are susceptible to smoke.	Medical room
Emergency alert system and communication equipment, for example: <ul style="list-style-type: none"> <li>• mobile telephones (charged)</li> <li>• hand-operated fire alarm (portable siren)</li> <li>• megaphone/loud hailer</li> <li>• portable CB radios</li> <li>• spare batteries.</li> </ul>	School mobile phone  Portable loud speaker with spare batteries
Registers for: <ul style="list-style-type: none"> <li>• students</li> <li>• staff</li> <li>• visitors.</li> </ul>	Front office
Standalone bushfire plan: <ul style="list-style-type: none"> <li>• hard copy in the evacuation kit</li> <li>• copy saved to an online platform for access offsite.</li> </ul>	Compass rolls  School links

## 6 Bushfire preparation checklist

Principals must:

- complete this bushfire preparation checklist annually
- inform all staff members of their responsibilities.

You can provide details of your preparation activities in the comments.

Management activities	☑ or N/A	Comments
The annual review of the Standalone bushfire plan has been completed before the start of bushfire season.	√	02/12/2025 27/05/25 1/3/24 11/8/23 15/08/22
<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"> <li>• local Emergency Services</li> <li>• Department of Fire and Emergency Services</li> <li>• Department of Biodiversity, Conservation and Attractions – Parks and Wildlife Service</li> <li>• local volunteer fire brigade</li> <li>• WA Police Force</li> <li>• local emergency management committee (LEMC) or local government representative</li> <li>• community emergency services manager, if there is one for the area.</li> </ul>	√	DFES risk assessment 1/3/24 Lewis van Bommell
<p>Staff have been made aware of the Standalone bushfire plan through:</p> <ul style="list-style-type: none"> <li>• staff meetings</li> <li>• staff bushfire induction session that includes: <ul style="list-style-type: none"> <li>– an overview of the Standalone bushfire plan</li> <li>– how to turn off evaporative air conditioner units, the location of switches</li> <li>– how to close roof vents</li> <li>– the types of <a href="#">bushfire warnings</a> issued by the Department of Fire and Emergency Services and the <a href="#">Emergency Alert</a> telephone warning system</li> <li>– to direct bushfire media enquiries to the Department’s media unit (08) 9264 5821.</li> </ul> </li> </ul>	√	Reviewed Plan distributed 02.02.2026 Made available on Connect School Space (Library) and emailed to staff Feb 2026

Principals must:

- complete this bushfire preparation checklist annually
- inform all staff members of their responsibilities.

You can provide details of your preparation activities in the comments.

Management activities	☑ or N/A	Comments
<p>Students and parents or carers have been made aware of the Standalone bushfire plan through:</p> <ul style="list-style-type: none"> <li>• key bushfire safety messages incorporated into the curriculum</li> <li>• newsletters</li> <li>• school information booklet (include actions and procedures)</li> <li>• school website.</li> </ul>	√	<p>Bushfire safety messages appear in the curriculum - Health</p> <p>Newsletter – community informed that plan has been updated (not published)</p> <p>Bushfire Plan on website 02.12.2025</p> <p>Plan stored on S Drive with link from School Links. Available from Connect May 2025</p> <p>DFES new resources and story book shared with K-2 teachers</p>
<p>Communication plans are in place:</p> <ul style="list-style-type: none"> <li>• Emergency response contact list completed (section 2).</li> <li>• Bushfire response telephone tree completed (section 4).</li> <li>• communication templates for sample emergency text message, newsletter content and school notice text are complete (refer to Appendix D).</li> </ul> <p>Contact lists for staff and parents must be current.</p>	<p>√</p> <p>√</p> <p>√</p>	<p>02.12.2025</p> <p>02.12.2025</p> <p>Continuous updating via compass/connect</p>
<p>Emergency equipment available and checked (section 5):</p> <ul style="list-style-type: none"> <li>• evacuation kit checked at least once per term</li> <li>• emergency warning or alert system works</li> <li>• emergency communications equipment available</li> <li>• first aid kit(s) available</li> <li>• registers for students, staff and visitors readily accessible for roll call.</li> </ul>	√	
<p>Practise drills moving to your onsite 'safer building location(s)':</p> <ul style="list-style-type: none"> <li>• before the start of the bushfire season</li> <li>• at least once per term during the bushfire season.</li> </ul> <p>You must do at least 2 drills per year.</p>	√	<p>Term 1 2025</p> <p>Term 3 2025</p>

Principals must:

- complete this bushfire preparation checklist annually
- inform all staff members of their responsibilities.

You can provide details of your preparation activities in the comments.

Management activities	☑ or N/A	Comments
<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"> <li>• clear of all rubbish, long dry grass, bark, flammable and combustible materials, including leaf litter and unused piles of mulch</li> <li>• maintained routinely throughout the year.</li> </ul> <p>For information on the asset protection zone, refer to <a href="#">Prepare for bushfire season at your school</a> on Ikon.</p>	√	September 2025

## 7 Bushfire action plan maps

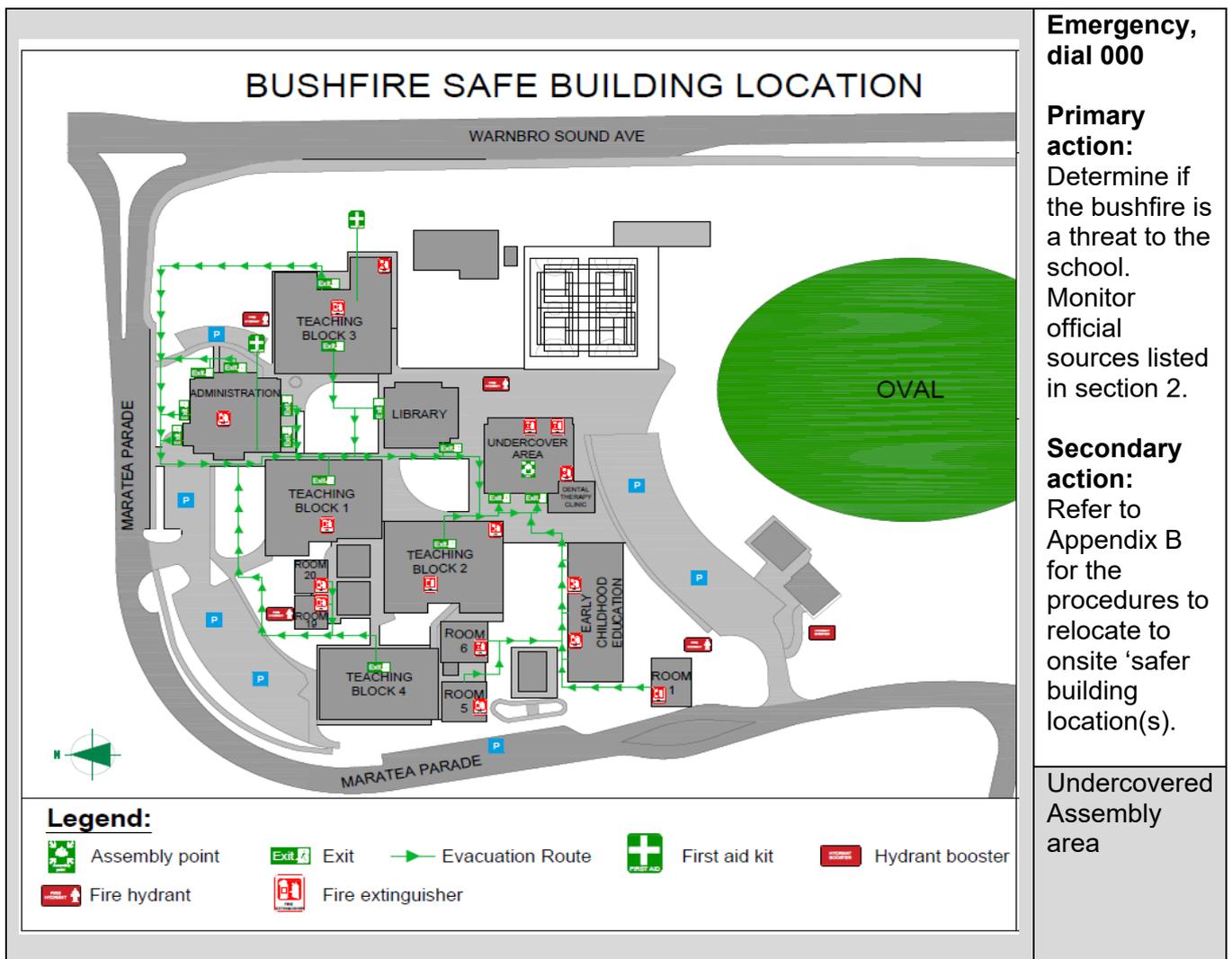
### 7.1 Onsite 'safer building location(s)'

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 location(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.](#)



### 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.](#)

<b>Emergency, dial 000</b>	
<p style="text-align: center;"><b>OFFSITE EVACUATION LOCATIONS</b></p> <p style="text-align: center;">Below is the location of the offsite evacuation areas if required</p> <p style="text-align: center;"><b>MAP INSTRUCTIONS</b></p> <ul style="list-style-type: none"> <li>• Secret Harbour Primary School</li> <li>• Offsite A Annex (Comet Bay PS Kindy) located on Surf Drive.</li> <li>• Offsite B area (Comet Bay College) located on Allatoona Drive.</li> <li>• Yellow line indicates safe way to get to offsite evacuation points if required.</li> </ul>	<p><b>Primary action:</b> Determine if the bushfire is a threat to the school. Monitor official sources listed in section 2.</p> <p><b>Secondary action:</b> Refer to Appendix B for the procedures to Relocate to an offsite evacuation location</p>
<p>Assembly point</p>	<p>Offsite A annex Surf Drive</p> <p>Offsite B Comet Bay College located on Allatoona Drive</p>
<p>Map last updated: 9/8/23</p>	

# Evacuation Staff List 2025

## Non Teaching Secret Harbour Primary School Staff 2026

Position	SURNAME	FIRST NAME	Room	TEL	
Cleaner in Charge	<b>Altieri</b>	<b>Corinna</b>	Cleaner		
SNEA	<b>Beales</b>	<b>Pamela</b>	Blk 1 21	33911	
School Officer	<b>Boreham</b>	<b>Toni</b>	Office	33900	
SNEA	<b>Bulloch</b>	<b>Tina</b>	Blk 2 Rm 7	33912	
Cleaner	<b>Brayne</b>	<b>Ines</b>	Cleaner		
SNEA	<b>Cassels</b>	<b>Tracey</b>	Rm 10 Blk 2	33912	
SNEA	<b>Crafter</b>	<b>Renea</b>	K Rm 6	33921	
Cleaner	<b>Deimel</b>	<b>Diah</b>	Cleaner		
Defence Mentor	<b>Ellis</b>	<b>Carmel</b>	Library	33910	
EA	<b>Frazer</b>	<b>Amy</b>	PP Rm 2	33918	
Gardiner	<b>Fridey</b>	<b>David</b>	Gardener		
EA	<b>Gilchrist</b>	<b>Tanya</b>	PP Rm 3	33919	
EA	<b>Gilmore</b>	<b>Helen</b>	Blk 2	33912	
SNEA	<b>Huriwai</b>	<b>Tanya</b>	Blk 4 Rm 15 M-Th	33914	
SNEA	<b>Huxham</b>	<b>Corrina</b>	Blk 4 Rm 16	33914	
School Officer	<b>Ireland</b>	<b>Jo</b>	Office		
SNEA	<b>Jonker</b>	<b>Mylie</b>	Rm 23 Bk 1	33911	
Chaplain	<b>Laas</b>	<b>Christell</b>	Streams Rm	33923	
Manager CS	<b>Letch</b>	<b>Sam</b>	Admin	33902	
EA	<b>Lilley</b>	<b>Laura</b>	PP Rm 4	33919	
Librarian	<b>Maclean</b>	<b>Jo</b>	Library	33916	
SNEA	<b>Morrison</b>	<b>Ruth</b>	Blk 4 Rm 13 & 14	33914	
School Officer	<b>Moseley</b>	<b>Dani</b>	Office	33900	
Cleaner	<b>Mundy</b>	<b>Budriyah</b>	Cleaner		
SNEA	<b>Newbury</b>	<b>Jade</b>	PP Rm 2 and 3	33918	
SNEA	<b>Owen</b>	<b>Mikayla</b>	Blk 2	33912	
SNEA	<b>Robertson</b>	<b>Kelly</b>	Blk 2	33912	
EA	<b>Saunders</b>	<b>Vikkie</b>	Rm 6 K	33920	
EA	<b>Thomas</b>	<b>Sonia</b>	Rm 5 K	33921	
SNEA	<b>Towell</b>	<b>Karen</b>	Rm 22 Blk 1	33911	
SNEA	<b>Tutaki</b>	<b>Chelsea</b>	Rm 5 K	33921	
SNEA	<b>Van Schelven</b>	<b>Moeroa</b>	Blk 3	33913	
EA	<b>Whelen</b>	<b>Deborah</b>	K Rm 1	33917	
SNEA	<b>Wyatt</b>	<b>Ellie</b>	Blk 4 Rm 13 M-W	33914	
Nurse	<b>McWhea</b>	<b>Leah</b>	Office		
Canteen staff	<b>33909</b>	<b>Nadine and Marnie</b>			

## Teaching Secret Harbour Primary School Staff 2026

Position	SURNAME	FIRST NAME	Room	TEL	
Principal	<b>Blay</b>	<b>Bruce</b>	Admin	33903	
Associate Principal	<b>Cooper</b>	<b>Heidi</b>	Admin	33904	
Associate Principal	<b>Snow</b>	<b>Judy</b>	Admin	33906	
Associate Principal	<b>London</b>	<b>Bek</b>	Admin	33905	
Teacher	<b>Anson</b>	<b>Katherine</b>	Blk 3	33913	
Teacher	<b>Back</b>	<b>Jason</b>	Blk 4	33914	
Teacher	<b>Bastos</b>	<b>Nathalia</b>	Rm 1	33917	
Teacher	<b>Bolderson</b>	<b>Jessie</b>	Rm 24	33911	
Teacher	<b>Bransby</b>	<b>Deb</b>	Rm 29(Wed)	33913	
Teacher	<b>Carson-Holmes</b>	<b>Mary</b>	Rm 2	33918	
Teacher	<b>Chatfield</b>	<b>Christy</b>	Blk 3	33913	
Teacher (Chall)	<b>Couzens</b>	<b>Sarah</b>	Blk 2	33912	
Teacher	<b>Collard</b>	<b>Trish</b>	Blk 4	33914	
Teacher DOTT	<b>Dawson</b>	<b>Renee</b>	DOTT PP	33919	
Teacher	<b>De Bruin</b>	<b>Renee</b>	Rm 4	33919	
Teacher Science	<b>Digiuseppe</b>	<b>Kate</b>	Science	33913	
Teacher	<b>Edlington</b>	<b>Casey</b>	Rm 5 K	33920	
Teacher DOTT	<b>Evans</b>	<b>Jordan</b>	DOTT PP	33919	
Teacher	<b>Gardiner</b>	<b>Wendy</b>	Rm 15	33914	
Teacher	<b>Godwin</b>	<b>Cindy</b>	Rm 12	33912	
Teacher	<b>Gourdis</b>	<b>Beau</b>	Rm 27	33913	
Teacher	<b>Grimshaw</b>	<b>Zoe</b>	Rm 26	33913	
LOTE Teacher	<b>Hevron</b>	<b>Novita</b>	Rm 19	33924	
Teacher	<b>Hunter</b>	<b>Maddy</b>	Rm 9	33912	
Teacher	<b>Jones</b>	<b>Neil</b>	Rm 16	33914	
Teacher (Chall)	<b>Jones</b>	<b>Nassain</b>	Rm 23	33911	
Teacher	<b>Lewis</b>	<b>Patricia</b>	Rm 10	33912	
Teacher	<b>Mackay</b>	<b>Emily</b>	Rm 13	33914	
Teacher	<b>Massie</b>	<b>Grayson</b>	Rm 8	33912	
Teacher	<b>McLernon</b>	<b>Helen</b>	Rm 22	33911	
Teacher	<b>Nutz</b>	<b>Fiona</b>	Rm 21	33911	
Teacher	<b>Otto</b>	<b>Zerina</b>	Rm 5 K	33921	
Teacher (Chall)	<b>Padfield</b>	<b>Joe</b>	Rm 30	33913	
Teacher (Digi)	<b>Raath</b>	<b>Stacey</b>	Rm 20	33925	
Teacher	<b>Richardson</b>	<b>Lauren</b>	Rm 25	33911	
Teacher	<b>Robinson</b>	<b>Emma</b>	Rm 4	33919	

Teacher (Digi)	<b>Sparke</b>	<b>Donna</b>	Lib	33916	
Teacher	<b>Talbot</b>	<b>Jo-Anne</b>	Rm 7	33912	
Teacher	<b>Van Koolbergen</b>	<b>Jill</b>	Phys ed	33915	
Teacher	<b>Watt</b>	<b>Toni</b>	Rm 22	33911	

Reminder:

- *Persons marked with asterisks \*\*\* on list are BLOCK WARDENS and need to check the toilets and any peripheral areas to ensure they are clear. (Block 2 x 2) AND to lock wet area doors if there is a lock down.*
- Kindy and PP teachers to check own classroom toilets (and lock own doors in case of lockdown.)
- *Persons in bold print to collect first aid bag from first aid room.*
- Person marked with hash ### to check area around transportable classrooms
- Person marked with %%% is designated to block phone and is to answer (essential only) calls during a lock down.

### 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><b>ADVICE</b></p> 	<p><b>A fire has started, be aware and keep up to date.</b></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"> <li>• turn off evaporative air conditioners and ensure roof vents are closed.</li> <li>• check and patrol the school regularly for bushfire activity, paying particular attention to the evaporative air conditioners.</li> </ul>

<p style="text-align: center;"><b>WATCH AND ACT</b></p> 	<p><b>There is a possible threat to lives and property. Conditions are changing.</b></p> <p>Principals must prepare to:</p> <ul style="list-style-type: none"> <li>• evacuate; or</li> <li>• move students, staff and visitors to their pre-determined onsite 'safer building location'. They must not be moved to an open area.</li> </ul> <p>Evacuation orders are:</p> <ul style="list-style-type: none"> <li>• issued by the Incident Controller or Emergency Services if required.</li> <li>• relayed via official sources such as <a href="#">Emergency WA</a>.</li> </ul> <p>It is vital that the principal:</p> <ul style="list-style-type: none"> <li>• accesses bushfire information from official sources</li> <li>• makes an informed decision to stay onsite or evacuate offsite based on advice from the Incident Controller or Emergency Services.</li> </ul>
<p style="text-align: center;"><b>EMERGENCY</b></p> 	<p><b>A school is in danger as its area will be impacted by fire. Take immediate action to survive.</b></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 (<a href="#">SEWS</a>), may accompany an emergency warning.</p> <p>Evacuation orders are:</p> <ul style="list-style-type: none"> <li>• directed by the Incident Controller or Emergency Services.</li> <li>• relayed via official sources, such as <a href="#">Emergency WA</a>.</li> </ul> <p>It is vital that the principal:</p> <ul style="list-style-type: none"> <li>• accesses bushfire information from official sources</li> <li>• makes an informed decision to stay onsite or evacuate offsite based on the advice.</li> </ul>
<p style="text-align: center;"><b>All CLEAR</b></p>	<p><b>The danger has passed, and the fire is under control, but stay alert in case the situation changes.</b></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"> <li>• your school name and address</li> <li>• the fire situation</li> <li>• how many students and staff are being impacted</li> <li>• if moving to a 'safer building location' and where it is located</li> <li>• if anyone requires medical attention</li> <li>• CB radio channel, if being used.</li> </ul> <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"> <li>• inform them of relocation</li> <li>• keep them updated (use the emergency text message alert templates, refer to <a href="#">Manage bushfire incident communications</a> on Ikon).</li> </ul> <p>Parents must not collect students until instructed.</p>	

<p>Confirm:</p> <ul style="list-style-type: none"> <li>• evaporative air conditioners are turned off</li> <li>• all building roof vents, windows and doors are closed before anyone enters the onsite safer building location(s).</li> <li>• 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.</li> <li>• monitor embers for possible ignition.</li> </ul>	
<p>Take emergency equipment (section 5):</p> <ul style="list-style-type: none"> <li>• registers for students, staff and visitors</li> <li>• evacuation kit</li> <li>• water</li> <li>• mobile phones (charged)</li> <li>• student medication</li> </ul>	
<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"> <li>• your school name and address</li> <li>• the fire situation</li> <li>• how many students and staff are being impacted</li> <li>• if moving to a 'safer building location' and where it is located</li> <li>• if anyone requires medical attention</li> <li>• CB radio channel, if being used.</li> </ul> <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"> <li>• inform them of relocation</li> <li>• keep them updated (use the emergency text message alert templates, refer to <a href="#">Manage bushfire incident communications</a> on Ikon).</li> </ul> <p>Note: Parents must not collect students until instructed.</p>	
<p>Confirm:</p> <ul style="list-style-type: none"> <li>• evaporative air conditioners are turned off</li> <li>• building roof vents and doors are closed.</li> </ul>	
<p>Take emergency equipment (section 5):</p> <ul style="list-style-type: none"> <li>• registers for students, staff and visitors</li> <li>• evacuation kit</li> <li>• mobile phones (charged).</li> <li>• student medication.</li> </ul> <p>Sound the school emergency warning or alert system.</p>	
<ul style="list-style-type: none"> <li>• Notify bus operators</li> <li>• Notify other contractors scheduled to visit the site</li> <li>• Move all students, staff and visitors from the assembly area to the offsite evacuation location.</li> </ul>	
<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.

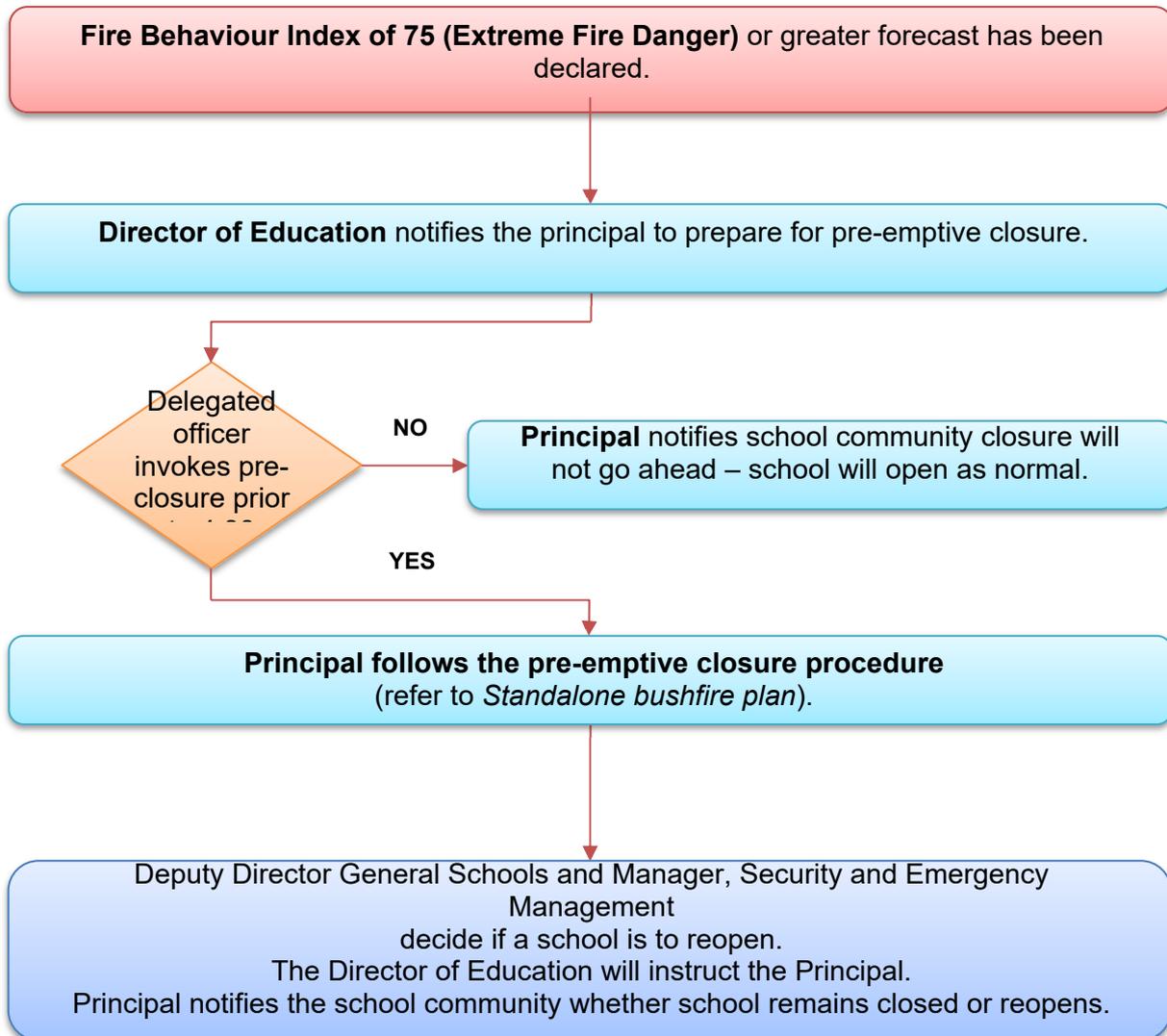
Initiate the closure procedure if you receive advice from the director of education or the Security and Emergency Management unit.

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"> <li>• use your Emergency response contact list to contact stakeholders (section 2)</li> <li>• use your Bushfire response telephone tree (section 4)</li> <li>• use communication templates in <a href="#">Manage bushfire incident communications</a> for SMS, social media posts and Connect notices to keep the school community informed</li> <li>• place the notice of temporary closure on external school access points and on the school website.</li> </ul> <p>Note: Contact lists for staff, parents and carers must be current.</p>	
<p>Confirm:</p> <ul style="list-style-type: none"> <li>• windows and doors are closed</li> <li>• evaporative air conditioners are turned off</li> <li>• roof vents closed</li> <li>• money is removed from the school premises</li> <li>• expensive items of equipment secured.</li> </ul>	
<p>Secure school premises and activate security system.</p> <p>Before departing, email <a href="mailto:AssetPlanningServices.SecurityEM@education.wa.edu.au">AssetPlanningServices.SecurityEM@education.wa.edu.au</a> or call 9264 4632 to confirm:</p> <ul style="list-style-type: none"> <li>• all security systems armed</li> <li>• site is secure.</li> </ul>	
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 <a href="#">Manage bushfire incident communications</a> .	
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 <a href="#">Emergency WA</a> to make public announcements of: <ul style="list-style-type: none"> <li>• the school closure</li> <li>• temporary alternative accommodation.</li> </ul>	
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.	