



Padbury Catholic Primary School Bushfire Plan

2-4 O'Leary Road, Padbury

City of Joondalup

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<p>Limitation of Liability: The measures contained in this Bushfire Management Plan, are considered to be minimum requirements and they do not guarantee that a building will not be damaged in a bushfire, persons injured, or fatalities occur either on the subject site or off the site while evacuating. This is substantially due to the unpredictable nature and behaviour of fire and fire weather conditions. Additionally, the correct implementation of the required bushfire protection measures will depend upon, among other things, the ongoing actions of the landowners and/or operators over which Bushfire Prone Planning has no control.</p> <p>All surveys, forecasts, projections and recommendations made in this report associated with the proposed development are made in good faith based on information available to Bushfire Prone Planning at the time. All maps included herein are indicative in nature and are not to be used for accurate calculations.</p> <p>Notwithstanding anything contained therein, Bushfire Prone Planning will not, except as the law may require, be liable for any loss or other consequences whether or not due to the negligence of their consultants, their servants or agents, arising out of the services provided by their consultants.</p> <p>Copyright ©2022 BPP Group Pty Ltd: All intellectual property rights, including copyright, in format and proprietary content contained in documents created by Bushfire Prone Planning, remain the property of BPP Group Pty Ltd. Any use made of such format or content without the prior written approval of Bushfire Prone Planning, will constitute an infringement on the rights of the Company which reserves all legal rights and remedies in respect of any such infringement.</p>				

Purpose

This Bushfire Plan (BP) has been prepared in consultation with Padbury Catholic Primary School and is developed to assist staff to prepare for total fire-ban days, severe to catastrophic fire danger ratings, or bushfire events in proximity to the school site. Catholic Education WA, in concurrence with the Department of Education, and the Department of Fire and Emergency Services (DFES) may decide, where appropriate warning is given, to close Schools deemed to be at high risk in areas for which a Catastrophic Fire Danger Rating (FDR) has been forecast (Catastrophic Event/Weather Warning). The intent of a planned closure is to ensure maximum safety and minimum risk for students and staff. The preparation of this Plan has been developed in accordance with the CEWA *Crisis Management Planning in Catholic Schools* and the *Principal's Guide to Bushfire* with input from the CEWA. The Department of Education *Standalone Bushfire Plan 2021-2022* has been utilised in the formation of this plan. Bushfire Prone Planning acknowledges the contribution of the Department of Education and the 'Departments' *The Principal's Guide To Bushfire* document, in the preparation of the Bushfire Plan for Catholic Education Western Australia Schools.

Distribution, Updates & Advice from DFES and other Agencies

The Principal will ensure the Bushfire Plan is updated annually in readiness for the bushfire season and forward a copy of the site Bushfire Plan to CEWA, to be held in the regional office.

The Principal or delegated officer will forward a copy of the site Bushfire Plan to the relevant local emergency service/s, by 31 August prior to the bushfire season (Southern WA - October to April) each year in the region.

The Principal or delegated officer will publish a copy of the School's bushfire plan on the School's website at the beginning of Term 1 each year.

- Details of the website to be provided to families of new students by the Principal or delegated officer during the enrolment process; and
- The Principal will ensure that all new staff members, relieving staff and visitors are briefed about the requirements of the Bushfire Plan during the site induction process.

The Principal will also include bushfire season reminders and information in site newsletters at least three times each term when applicable. The School's Information Booklet is to include information about actions and procedures included in the Bushfire Plan.

All staff members are to receive pre-fire season updates during Term 3, prior to the bushfire season (Southern WA - October to April) and ongoing information to any changes to process or instruction about the contents and requirements of the Bushfire Plan pre-bushfire season at scheduled staff meetings.

Bushfire advice received by the School from the Department of Fire and Emergency Services (DFES), the Local Emergency Management Committee (LEMC), Community Emergency Services Manager (CESM) or external bushfire experts, shall be documented, identifying the date, source of the advice and action taken by the school.



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IMPORTANT

The Bushfire Plan should be viewed as a living document. Prior to the start of each bushfire season for the Region it should be reviewed, revised where necessary and the required responses practiced.

The revisions should reflect changes in technology, personnel, and procedures.

Within the nominated Safer Building Location (and the Administration building):

1. The latest version of the Plan must be available; and
2. The Site Response Map and the Evacuation Route Map to be clearly displayed.

DATE OF REVIEW	MODIFICATION REQUESTED	RESPONSE PROCEDURES PRACTICED	DATE SUBMITTED	REVIEWING OFFICER	NEXT SCHEDULED REVIEW
	YES / NO	YES / NO		NAME	DATE



1 School Details

School name (include name of co-located school or facilities if applicable)	Padbury Catholic Primary School
School address	2-4 O'Leary Road, Padbury 6025
Education Region	North Metropolitan
DFES Region	Metro North Coastal
Local Fire station	Duncraig Career Fire and Rescue Service
Local Bush Fire Brigade	Wanneroo Bush Fire Brigade
Number of students	509
Number of students requiring extra support if evacuating	0
Number of staff	40
Number of school boundaries bordered by bushfire prone vegetation	1 – Eastern boundary Hepburn Heights Bushland
Names of major roads bordering school	Hepburn Avenue
School's site-specific alert (example: siren, pause/x 3 continuous handbell/continuous siren/short whistle blasts)	PA System

2 Emergency response contact list

Emergency contact details are subject to change annually, including but not limited to; contact person and telephone number. Emergency contacts shall be checked and updated as part of the annual review process.

- Seek permission to use private phone numbers; and
- Check contact person and contact numbers regularly.

NAME OF ORGANISATION	SERVICE	PHONE NUMBER WEB SITE
STATE CONTACTS		
Life-Threatening Emergencies	Fire / Ambulance / Police	000
Catholic Education of WA (CEWA)	Head Office (Leederville)	(08) 6380 5200
Department of Fire & Emergency Services (DFES)	Emergency Information	13 33 37 www.dfes.wa.gov.au
	Recorded Information Line	1300 657 209
	Head Office (Emergency Services Complex)	+61 8 9395 9300
Poisons Information line	Advice on suspected poisonings 24hrs	13 11 26
Bureau of Meteorology (BOM)	Full State Service	1900 955 366
WA Police	Police matters (Non-emergency)	131 444
State Emergency Service (SES)	Various Emergency Services	13 25 00
Red Cross	Emergency Humanitarian Assistance	1800 733 276
Salvation Army	State Office	(08) 9260 9500
Joondalup Heath Campus	Medical services	(08) 9400 9400
Sir Charles Gairdner Hospital	Medical services	(08) 6457 3333
Perth Children's Hospital	Medical services	(08) 6456 2222



Western Power	Power outages, lines down	13 23 51
Horizon Power	Power outages	(08) 9166 4700
Department of Transport and Main Roads	Road Conditions	13 81 38
Department of Child Protection and Family Support	Crisis Care	(08) 9222 2555 A/H - (08) 9223 1111

NAME OF ORGANISATION	SERVICE	PHONE NUMBER
LOCAL CONTACTS		
City of Joondalup	After Hours	1300 655 860
	Customer Care	(08) 9400 4000
	Ranger Services	(08) 9400 4000

NAME OF ORGANISATION	CONTACT PERSON/SERVICE	PHONE NUMBER
CEWA & DEPARTMENT OF EDUCATION		
Executive Director (CEWA)	Wayne Bull	
Catholic Education of WA (CEWA)	Dan Wood	
Catholic Education of WA (CEWA)	Shaun Mayne	
Catholic Education of WA (CEWA)	Marketing & Communication Team	
Department of Education	Central Services	

NAME OF ORGANISATION	CONTACT PERSON/SERVICE	PHONE NUMBER
PADBURY CATHOLIC PRIMARY SCHOOL		
Principal	Margaret Williamson	
Assistant Principals	Peter O'Mara	



Assistant Principal	Mac Callisto	
Finance Officer	Prelean Bismark	
Administration	Amanda Ellen	
Parish Priest	Fr Cyprian Shikokoti	
School Advisory Council	Gianni Da Rui	
P & F Executive President	Cathy Farrell	
Grounds Keeper	Christophe Regnard	

Information Sources to Monitor

1. ABC Local Radio

- monitor regularly for local bushfire information (weather trends, warnings, locations).

2. BoM Website

- monitor regularly for fire danger ratings and weather conditions and trends.

3. DFES/Emergency WA Website

- monitor regularly for fire danger ratings, warnings bushfire locations / movement, and instructions. Source information and prepare requirements for sheltering from a bushfire within a building.

4. Mobile Phones

- monitor for emergency text (SMS) messages.

3 School incident response team

The principal is responsible for coordinating the incident response to onsite or offsite locations (refer to section 5 - Bushfire Action Procedures procedures).

(Examples include; fire wardens, checking rooms, school registers, monitoring bushfire warnings and text alerts to parents).

POSITION	STAFF NAME	DUTIES/RESPONSIBILITIES	MOBILE NUMBER
Principal	Marg Williamson	Incident controller; Responsible for managing all aspects of the emergency, delegation of duties.	
Assistant Principal	Peter O'Mara	Communication Coordinator /alternative for Incident controller; Responsible for coordinating and managing outgoing communications, drafting holding statements, management of media and all non-emergency stakeholder communications. <ul style="list-style-type: none"> • All messaging to be approved by the IC. • Act as the 2IC to the IC. 	
Assistant Principal	Mac Callisto	Parent Liaison /alternative for Communication Coordinator; Responsible for all parent related tasks: communicating to parents; coordinating P&F; managing parents on site; and developing the parent reunification plan.	
Admin Officer	Amanda Ellen	Log Keeper, Fire Warden Admin /alternative for Parent Liaison; Responsible for the Administration Area and associated areas. Maintain a master log of events.	
Finance Officer	Prelean Bismark	Alternative for Log Keeper, Fire Warden Admin	
Education Assistant	Elsie Soemya	Fire Warden Early Childhood; Responsible for the Early Childhood Block and associated areas.	
Education Assistant	Clare Browne	Alternative for Fire Warden Early Childhood	
Education Assistant	Dianne Holness	Fire Warden Middle; Responsible for the Middle Block and associated areas.	
Teacher	Tonia Poggioli	Alternative for Fire Warden Middle	
Teacher	Lachie Darby	Fire Warden Senior; Responsible for the Senior Block and associated areas.	
Teacher	Alisia Capriotti	Alternative for Fire Warden Senior	
Education Assistant	Nicole Sadowski	Fire Warden Junior Block; Responsible for the Junior Block, Undercover Area and associated areas.	
Education Assistant	Andrea Cruse	Alternative for Fire Warden Junior Block	



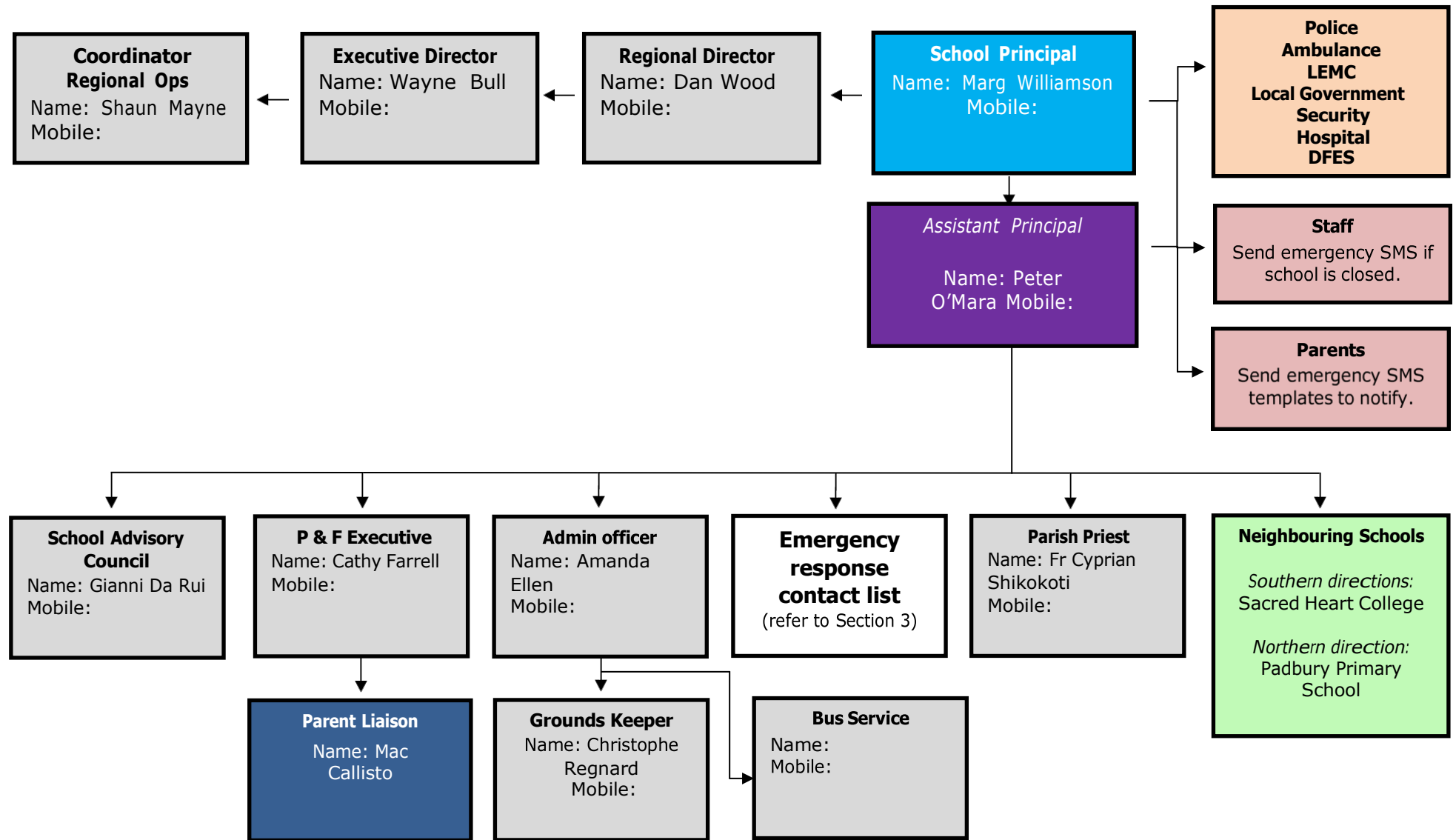
POSITION	STAFF NAME	DUTIES/RESPONSIBILITIES	MOBILE NUMBER
Teacher	Liz Johnston	Fire Warden Learning Hub; Responsible for the Learning Hub, Hall and associated areas.	
Teacher	Kathryn Carter	Alternative for Fire Warden Learning Hub	

4 Emergency equipment checklist


EQUIPMENT	DETAILS (include location/s, date checked and any other comments)
Evacuation kit	Located in the Sick Bay (Front Office) To be collected by the Alternate Fire Warden / Log Keeper - Finance Officer
First aid kit(s)	Without compromising the safety of themselves or others, staff are expected to have their mobile phone with them during an evacuation.
Emergency warning or alert system, eg: mobile telephones (charged) hand-operated fire alarm (portable siren) portable radios spare batteries	Without power, portable megaphones will be used to for communication from the administration building. Megaphones are located in the front office.
Emergency communications equipment	School PA system is the preferred method of communication which is located in the Front Office.
Registers for: Students	
Staff	
Visitors	



4 Bushfire response telephone tree



5 Bushfire action procedure (Bushfire Event)

	<h3>BUSHFIRE ACTION PROCEDURE (BUSHFIRE EVENT)</h3>
<p>The safety and wellbeing of students, staff and visitors is at all times the CEWA's main priority. Staff are not expected to fight bushfires. Principal is to be thoroughly familiar with current Stand-Alone Bushfire Plan & The Principal's Guide to Bushfire - additional 'situation' checklists.</p>	

The Hazard Management Authority may instruct you to remain on-site and monitor the situation or relocate to your onsite 'safer building location'. Open areas such as a school oval or non-enclosed building are not suitable to shelter in during a bushfire event.

Initiate the below bushfire action procedure if the following occurs:

1. 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 1 for details about the alerts); and
2. Instruction from the Department of Fire and Emergency Services, Emergency Services or your Director of CEWA

Follow these procedures:

IF YOU IDENTIFY A BUSHFIRE BEFORE RECEIVING OFFICIAL ADVICE, CALL TRIPLE ZERO (000) TO REPORT THE FIRE.	TICK WHEN TASK COMPLETED
IF THE SCHOOL IS LIKELY TO BE THREATENED BY THE BUSHFIRE, ACTIVATE THE STAND-ALONE BUSHFIRE PLAN IMMEDIATELY.	
Activate the school incident response team. All staff members have been briefed and are ready to activate in accordance with their responsibilities in the plans.	
The Principal or School liaison officer has made contact with the controlling agency (DFES) to seek advice or further information on the schools required response to the bushfire.	
Communication plans (including Communication Tree) are activated for directed evacuation.	
Emergency contact lists for parents, staff, other agencies etc. is prepared and ready to use.	
Emergency communications equipment is ready for use (e.g. mobile telephones, hand-operated fire alarm (portable Siren), portable radios and spare batteries/batteries charged).	
Evacuation kit is ready to use.	
Class rolls checked to confirm absentees and visitor register checked for visitors currently in the school.	
First aid equipment is ready to use and staff members trained in first aid have been activated. Give special consideration to students with known respiratory conditions.	



SCHOOL TO REMAIN ON-SITE ON ADVICE FROM DFES	
<ol style="list-style-type: none"> 1. All classes remain with their teachers and allocated education assistants; 2. All other staff and visitors report to the Administration/Front Office; 3. Teachers account for each child and identify students and support staff with known respiratory conditions; 4. Fire wardens are designated to manage evacuation routes and liaise with staff. 5. Students and staff are to remain in classrooms unless directed otherwise by the fire warden; 6. Doors, roof vents and windows must be closed; 7. The Principal and fire wardens will control this response and must liaise with DFES or emergency services as soon as possible. 8. The Principal and fire wardens will control this response until the arrival of the DFES or emergency services who will then take over; 9. Students and adults with known respiratory conditions will be identified and given special consideration. 10. Parents advised NOT to pick up students and to monitor local media for specific access information. 	
<p>The Safer Building Location (not an outdoor open area) is ready for use.</p> <ol style="list-style-type: none"> 1. If the nominated Safer Building Location is deemed unsafe or to be under direct threat, staff must evaluate the situation and make informed decisions. The choice will be to proceed to an alternative safer building location or an area of minimal fuel vegetation as a last resort and if it is safe to do so; 2. The latter action is not recommended but is an alternative if the current refuge is deemed to be not safe for occupants, no other building is deemed safe to shelter in and vehicle evacuation routes remain unsafe. 	
School buses are on standby or arrangements in place, if off-site evacuation is required.	
THE HAZARD MANAGEMENT AUTHORITY HAS INSTRUCTED YOU TO RELOCATE TO YOUR ONSITE 'SAFER BUILDING LOCATION'.	
School emergency warning or alert system is to be sounded.	
Follow advice from the incident controller or emergency services, the Manager, Security and Emergency Management or the Director of CEWA to move to the onsite safer building location(s) (refer to section 6 for map)	
Shelter in the nominated Emergency Safer Building Location stated below and identified on the Site Response Map (Section 6). Safer Building Location: Learning Hub/Hall	



IMMEDIATELY NOTIFY DFES BY DIALLING 000 AND GIVE THE FOLLOWING DETAILS


1. Nature of the incident and state that people are sheltering in place;
2. Location – **Padbury Catholic Primary School**
3. Nearest cross-road – **Gibson Avenue and O’Leary Road;**
4. Where sheltering – **Learning Hub/Hall**
5. Entry point to shelter – **O’leary Road, School Carpark;**
6. Number of people sheltering;
7. Number of special needs persons;
8. Can you see the fire front /estimate distance away; and
9. Can you see spot fires / are spot fires around the shelter?

Close roof/wall vents and doors. Undertake regular patrols/checks of School for bushfire activity, paying special attention to evaporative air conditioners, where applicable. School bags, clothing & other flammable items should be removed from outside of classrooms & Safer Building Location.

Where advised, wait for the emergency services to arrive or the incident controller to provide you with further information. Update the emergency services on the location of students, staff and visitors. Update the emergency services on the location of students, staff and visitors.

Monitor controlling agency website or information line for warnings (if DFES on 13 DFES (13 33 37) or <https://www.dfes.wa.gov.au/site/>) and Emergency WA website: <https://www.emergency.wa.gov.au/> . Assign a member of staff to monitor local radio, TV and websites for bushfire or weather alerts.

CEWA 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 CEWA.

	<h2>BUSHFIRE EVACUATION PROCEDURE (BUSHFIRE EVENT)</h2>
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The safety and wellbeing of students, staff and visitors is at all times the CEWA's main priority. Staff are not expected to fight bushfires. Principal is to be thoroughly familiar with current Stand-Alone Bushfire Plan & The Principal's Guide to Bushfire - additional 'situation' checklists.

The Hazard Management Authority may instruct you to evacuate offsite; or Direction from the Director of CEWA or the Manager, Security and Emergency Management. The Director of CEWA will relay the decision to you to evacuate offsite.

Initiate the below bushfire action procedure if the following occurs:

1. 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 1 for details about the alerts); and
2. Instruction from the Department of Fire and Emergency Services, Emergency Services or your Director of CEWA.

Follow these procedures:

IF YOU IDENTIFY A BUSHFIRE BEFORE RECEIVING OFFICIAL ADVICE, CALL TRIPLE ZERO (000) TO REPORT THE FIRE.	TICK WHEN TASK COMPLETED
IF THE SCHOOL IS LIKELY TO BE THREATENED BY THE BUSHFIRE, ACTIVATE THE STAND-ALONE BUSHFIRE PLAN IMMEDIATELY.	
Activate the school incident response team. All staff members have been briefed and are ready to activate in accordance with their responsibilities in the plans.	
The Principal or School liaison officer has made contact with the controlling agency (DFES) to seek advice or further information on the Schools required response to the bushfire.	
Communication plans (including Communication Tree) are activated for directed evacuation.	
Emergency contact lists for parents, staff, other agencies etc. is prepared and ready to use.	
Emergency communications equipment is ready for use (e.g. mobile telephones, hand-operated fire alarm (portable Siren), portable radios and spare batteries/batteries charged).	
Evacuation kit is ready to use.	
Class rolls checked to confirm absentees and visitor register checked for visitors currently in the School.	
First aid equipment is ready to use and staff members trained in first aid have been activated. Give special consideration to students with known respiratory conditions.	
School buses are on standby or arrangements in place, for off-site evacuation.	

YOU MAY BE INSTRUCTED TO RELOCATE TO YOUR OFFSITE EVACUATION.	
Activate your School Response Team to carry out their responsibilities (refer to section 3).	
Refer to the 'emergency response contact list' to contact stakeholders (refer to section 2).	
The School will contact the Executive Director and the Department's Marketing & Communication Team. Note: The Principal communicates directly with the Marketing & Communication Team including any media communications. Staff should not comment directly to media	
<p>Follow advice from the emergency services or the Manager, Security and Emergency Management or the Director of CEWA to decide which of the school's offsite evacuation location(s) is the safest to use (refer to section 6).</p> <ul style="list-style-type: none"> • Be aware of your ongoing ability to evacuate safely and base the decision to evacuate on this ability or any emergency services directives received; and • If the Evacuation Routes are determined to no longer be safe, then SHELTERING-IN-PLACE will be the required action. 	
<p>Identify an assembly area where staff, students and visitors can gather to prepare for offsite evacuation.</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.</p> <p>Ensure parents receive emergency SMS alerts to:</p> <ul style="list-style-type: none"> • inform them of relocation • keep them updated <p>Note: parents must not collect students until instructed.</p>	
Take emergency equipment (refer to section 4) registers for students, staff and visitors, evacuation kit, mobile phones (charged). Sound school emergency warning or alert system.	
Move all students, staff and visitors from the assembly area to evacuate offsite.	
EVACUATE	
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.	
CEWA 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 CEWA.	



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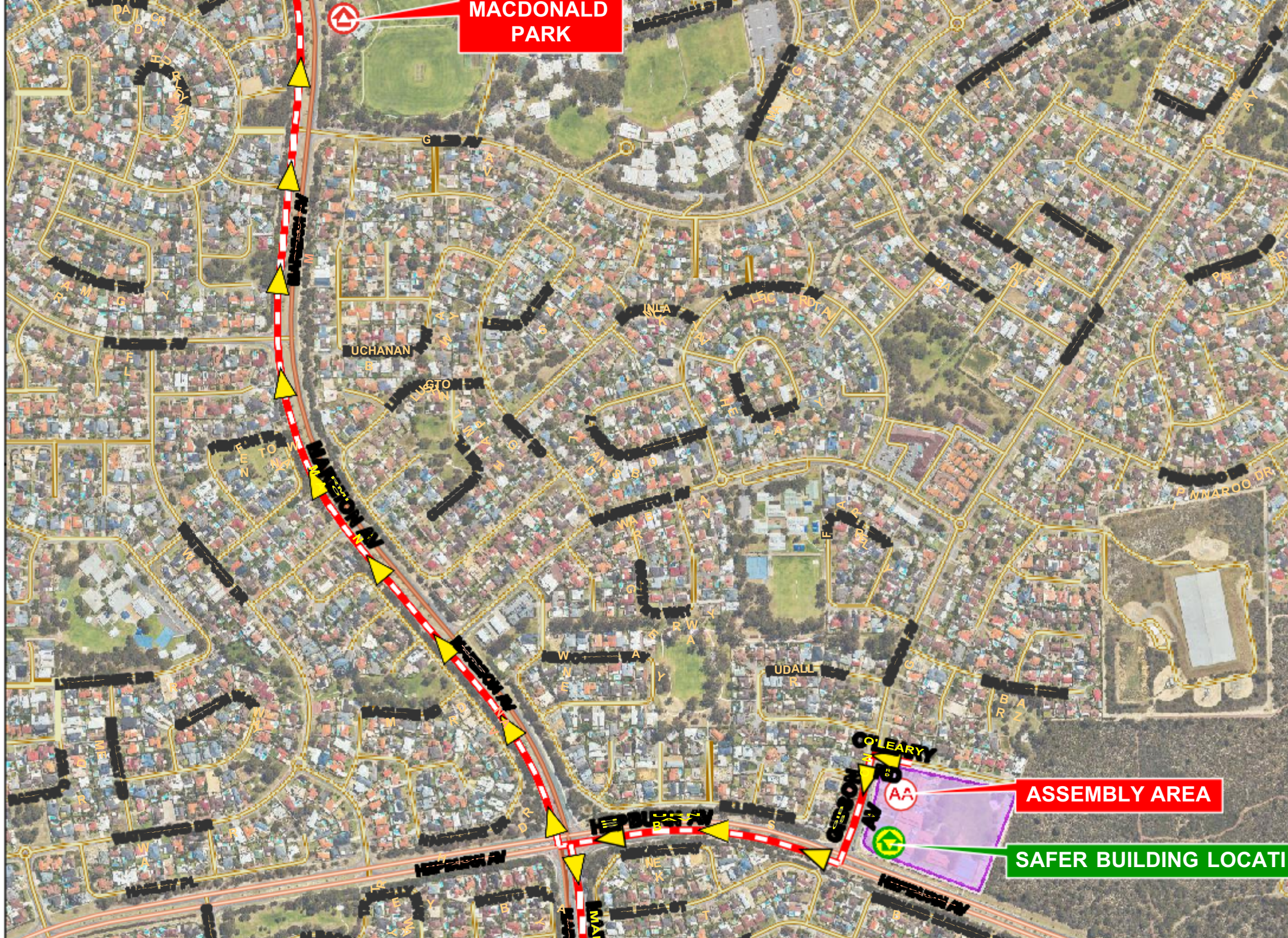
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ASSEMBLY AREA

SAFER BUILDING LOCATION

SAFER BUILDING LOCATION

MACDONALD PARK




ASSEMBLY AREA

SAFER BUILDING LOCATI

CO'LEARY



	<h2 style="margin: 0;">EVACUATION ROUTES</h2>
<p>The safety and wellbeing of students, staff and visitors is at all times the CEWA's main priority. Staff are not expected to fight bushfires. Principal is to be thoroughly familiar with current Stand-Alone Bushfire Plan & The Principal's Guide to Bushfire - additional 'situation' checklists.</p>	

The School Evacuation Routes Map identifies:

- Directions for the safe evacuation route.

The suitability of evacuation routes for schools within communities will vary depending on lead time to facilitate and evacuation, availability of suitable transport and road conditions which might be normal or restricted and blocked. Therefore, it will be important to have information on road conditions where early evacuation is planned.

The evacuation centers for a Local Government municipality are identified in their Local Emergency Management Arrangements. Should early evacuation be instigated by emergency services, the location of the evacuation (welfare) centre to be utilised in relation to incidents or for other welfare and recovery purposes will be determined by the Incident Controller or otherwise advised by the controlling agency/authority. The establishment of a welfare centre in the event of an emergency is a decision made by the Hazard Management Authority (HMA) in consultation with the Local Government. The selection of the location of a welfare centre will be based on a number of factors, including the nature of the emergency, the location of the incident, the numbers expected to access the centre, ingress and egress and the likely duration of the emergency necessitating the welfare centre.

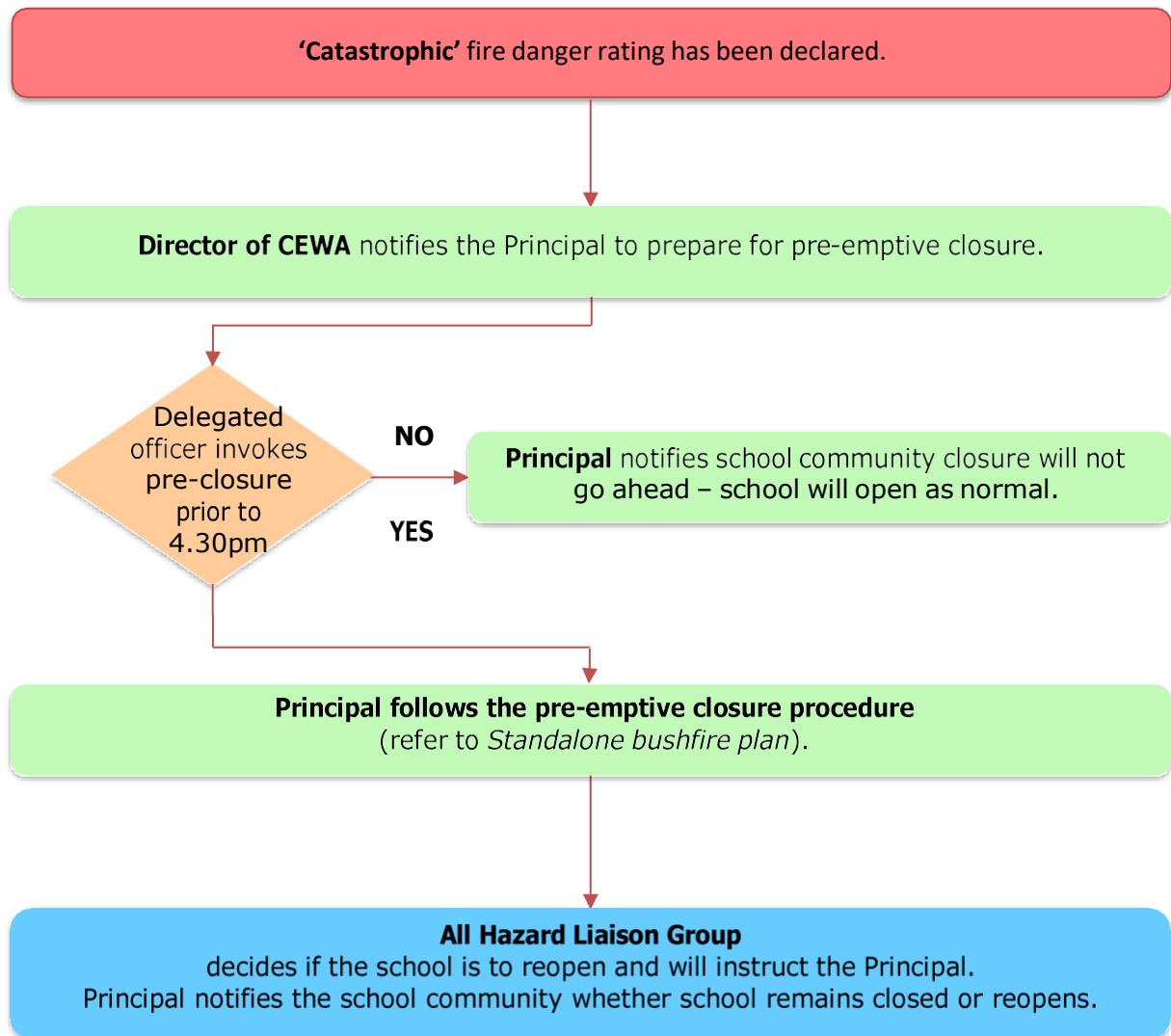
Follow these procedures:

IF YOU IDENTIFY A BUSHFIRE BEFORE RECEIVING OFFICIAL ADVICE, CALL TRIPLE ZERO (000) TO REPORT THE FIRE.	TICK WHEN TASK COMPLETED
IF THE SCHOOL IS LIKELY TO BE THREATENED BY THE BUSHFIRE, ACTIVATE THE STAND-ALONE BUSHFIRE PLAN IMMEDIATELY.	
The location of the Evacuation Centre has been determined and evacuation route identified	
Driver's/Operators of school buses/transport are briefed on evacuation routes and Evacuation Centre location, for off-site evacuation.	


*FACILITY	ADDRESS	TIME/DISTANCE	DIRECTION
Fleur Freame Pavilion (McDonald Park)	Forrest Road and Marmion Avenue, Padbury	4min (2.3km)	North
Duncraig Recreation Centre	Warwick Road and Marmion Avenue, Duncraig	8min (3.2km)	South

** Details of evacuation centres sourced from the City of Joondalup via emergency management plan.*

Flow chart – Principal’s response to ‘catastrophic’ fire danger rating



7 Pre-emptive (planned) closure procedures

	<h3>PRE-EMPTIVE (PLANNED) CLOSURE PROCEDURES</h3>
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The safety and wellbeing of students, staff and visitors is at all times the CEWA's main priority. Staff are not expected to fight bushfires. Principal is to be thoroughly familiar with current Stand-Alone Bushfire Plan & The Principal's Guide to Bushfire - additional 'situation' checklists.

Pre-emptive Closure may be required where an incident or bushfire may directly or indirectly impact the School, although not imminent, and a precautionary approach taken to ensure the safety of Students, Staff and visitors to the School. You may be instructed to pre-emptively close your school due to a predicted catastrophic fire danger rating.

The lead time for a planned closure varies depending on weather patterns, but every attempt is made to give principals as much notice as possible to prepare written documentation for parents. The School should have a 'Bushfire Response Telephone Tree' in place to provide this information at short notice or after hours.


The Department of Fire and Emergency Services is the final authority on advice about which Schools are in danger and the level of risk at the time. The Executive Director makes the final decision as to whether or not a planned closure of Schools is to proceed, based on DFES's advice and this will be relayed to the Principal via the Executive Director. If the Executive Director/Marketing & Communication Team makes a decision on School closure based upon advice from Emergency Services, the Executive Director will inform the Principal of closure.

The Executive Director/Marketing & Communication Team will identify alternative accommodation of students and staff if required. The Marketing & Communication Team will utilise media outlets to make public announcements of School closures, temporary alternative accommodation and contact number(s) for further information.

Follow these procedures:

IF YOU IDENTIFY A BUSHFIRE BEFORE RECEIVING OFFICIAL ADVICE, CALL TRIPLE ZERO (000) TO REPORT THE FIRE.	TICK WHEN TASK COMPLETED
IF THE SCHOOL IS LIKELY TO BE THREATENED BY THE BUSHFIRE, ACTIVATE THE STAND-ALONE BUSHFIRE PLAN IMMEDIATELY.	TICK WHEN TASK COMPLETED
<p>The Executive Director will contact the principal directly when a planned (pre-emptive) closure is to be invoked in a particular part of the State. The Executive Director confirms with the Principal the final decision to close the School no later than 4.30 pm the day before the planned closure. If weather conditions become less severe after 4:30 pm, the closure goes ahead regardless, in order to provide a level of certainty to parents.</p>	
<p>Activate the school incident response team. All staff members have been briefed and are ready to activate in accordance with their responsibilities in the plans.</p>	
<p>Close roof/wall vents and doors/windows. Undertake checks of School grounds and buildings, paying special attention to evaporative air conditioners, where applicable. School bags, clothing & other flammable items should be removed from outside of classrooms & Safer Building Location.</p> <p>Consider also:</p> <ul style="list-style-type: none"> • money is removed from the school premises • expensive items of equipment secured. 	

Communication plans (including Communication Tree) are activated for school closure use.	
Emergency contact lists for parents, staff, other agencies etc. is used to notify of school closure.	
Class rolls checked to confirm absentees and visitor register checked for visitors to be notified of school closure.	
Place the notice of temporary closure on external school access points and on the school website and use social media channels to keep the school community updated.	
The Principal is to notify staff and parents of the closure using the emergency contact list.	
The Principal to manage appropriate interim staffing of School to ensure any students that have not been informed of the Temporary School Closure, can be re-located to an off-site safer building location and parents/guardians notified. (Provision for an endorsed method of student transport required and appropriate authorised supervision of students)	
CEWA 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 CEWA.	
Remove the notice of temporary closure from external school access points and website if pre-emptive closure is reversed.	
All parties that were advised of closure (e.g. bus contractors, out of hours users, P&F) should be advised of re-opening.	
Parents are to be informed as to when the School is to be re-opened.	
AFTER HOURS OR SCHOOL HOLIDAY PROCEDURES	
The Executive Director will contact the principal directly when a planned (pre-emptive) closure is to be invoked in a particular part of the State. The Executive Director confirms with the Principal the final decision to close the School.	
The Marketing & Communication Team will utilise media outlets to make public announcements of School closures and contact number(s) for further information.	
Communication plans (including Communication Tree) are activated for school closure use.	
Emergency contact lists for parents, staff, other agencies etc. is used to notify of school closure.	
CEWA 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 CEWA.	
Remove the notice of temporary closure from external school access points and website if pre-emptive closure is reversed.	
All parties that were advised of closure (e.g. bus contractors, out of hours users, P&F) should be advised of re-opening.	
Parents are to be informed as to when the School is to be re-opened.	

	<h2 style="margin: 0;">RECOVERY PROCEDURES</h2>
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The safety and wellbeing of students, staff and visitors is at all times the CEWA's main priority. Staff are not expected to fight bushfires. Principal is to be thoroughly familiar with current Stand-Alone Bushfire Plan & The Principal's Guide to Bushfire - additional 'situation' checklists.

<p>The priorities for the School during recovery are Health and Safety of individuals, Social Recovery and Physical (Structural) Recovery.</p> <p>Follow these procedures:</p>	
<p>IF YOU IDENTIFY A BUSHFIRE BEFORE RECEIVING OFFICIAL ADVICE, CALL TRIPLE ZERO (000) TO REPORT THE FIRE.</p>	<p>TICK WHEN TASK COMPLETED</p>
<p>IF THE SCHOOL IS LIKELY TO BE THREATENED BY THE BUSHFIRE, ACTIVATE THE STAND-ALONE BUSHFIRE PLAN IMMEDIATELY.</p>	
<p>1. General</p> <ul style="list-style-type: none"> • When possible, return to normal routine as soon as possible; • Attend to staff and student welfare, considering counselling support; • Provide information for families and the community of any impact (including if there is none) on the School and School routine following the bushfire; • Undertake a check of any equipment or stock used and arrange for replacement/replenishment; • Address any physical damage to the School, isolating areas if required and if necessary relocate to alternative accommodation; • Attend to security if necessary; and • Manage Administrative details including insurance. 	
<p>2. Debrief</p> <ul style="list-style-type: none"> • What worked, what didn't? • Was anything overlooked? • What could you and your staff do better next time? • Should roles change? • If changes are made, incorporate them into the formal plan and advise the appropriate parties including staff and other authorities; • Share the knowledge with other Schools; and • Test the revised bushfire plan and procedures. 	



11 Appendices

Appendix 1 – Bushfire Warnings

Appendix 2 – Fire Danger Ratings

Appendix 3 – Bushfire Preparedness

Appendix 4 – Advice from DFES and other agencies

Appendix 5 – Bushfire mitigation and management register

Note: Refer to 'The Principal's Guide to Bushfire' for information on additional checklist packages, letters, newsletter and School closure notice templates. Where templates are modified by the School for use locally, these should form an addendum to this stand-alone bushfire plan and reviewed/updated annually to suit local requirements.

Appendix 1 Bushfire Warnings

A1.1 Bushfire – Warnings

During a bushfire, emergency services provide as much information as possible through a number of different channels. These change to reflect the increasing risk to life and the decreasing amount of time you have until the fire arrives. There are three levels of warning:

- **ADVICE;**
- **WATCH AND ACT;** and
- **EMERGENCY WARNING.**



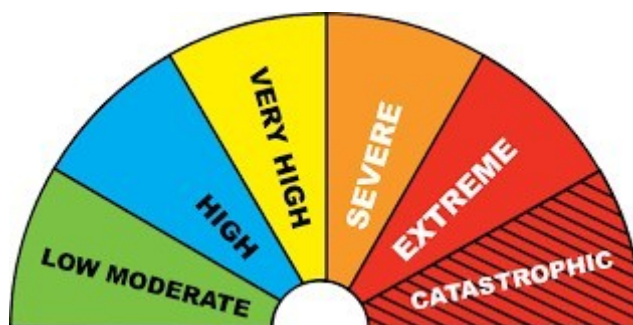
Appendix 2 Fire Danger Ratings

A2.1 Daily actions during the bushfire risk season

Issued by the Bureau of Meteorology.

Emergency services communicate information in a number of ways to inform the community of pending weather conditions conducive to bushfire. Use these warnings to understand when you need to activate your bushfire procedures.

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



CATEGORY	FIRE DANGER INDEX (FDI)	ACTION
CATASTROPHIC	100+	School closed on directive by the relevant authority, through Executive Director. (CEWA or DFES) School to invoke communication plan.
EXTREME	75 - 99	Monitor EmergencyWA website, know the triggers/be ready to act.
SEVERE	50 - 74	Monitor EmergencyWA website, know the triggers/be ready to act.
VERY HIGH	32 - 49	Normal School operations, know the triggers/be ready to act.
HIGH	12 - 31	Normal School operations
LOW TO MODERATE	0 - 11	Normal School operations

In the event of a catastrophic weather warning the Bushfire Plan will be invoked as per the flow chart (page 18), following the instruction of the Executive Director.



A2.2 DFES Total Fire Ban

In the event of a Total Fire Ban the Bushfire Plan will be invoked:

This means:

- No fires must be lit or used in the open air;
- All open fires for the purpose of cooking or camping are not allowed; and
- 'Hot works' such as metal work, grinding, welding, soldering, gas cutting or similar is not allowed unless there is an exemption.

The Department of Fire and Emergency Services advice is that chainsaws, plant or grass trimmers or lawn mowers can be used during a total fire ban in suburban or built up areas which are cleared of flammable material, but not in bushland or other areas where their use is likely to cause fire.

It is also necessary to ensure:

- The equipment or machinery is mechanically sound; and
- All reasonable precautions are taken to prevent a bushfire starting.

It is recommended postponing the activity altogether to minimise the risk of fire.

For information on activities that can or cannot be carried out during a Total Fire Ban visit:

[https://www.emergency.wa.gov.au/#totalfirebans.](https://www.emergency.wa.gov.au/#totalfirebans)

https://www.dfes.wa.gov.au/safetyinformation/fire/bushfire/BushfireFactsheets/DFES_Bushfire_Factsheet-Total_Fire_Bans.pdf

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


This information is also available by visiting:

www.dfes.wa.gov.au and [Emergency WA website: www.emergency.wa.gov.au.](http://www.emergency.wa.gov.au)

Appendix 3 Bushfire Season Preparedness

A3.1 Preparing for Bushfire Season (overview)

- The Principal must ensure all students and staff are aware of the School's Bushfire Plan. It is also necessary to ensure that relief staff and parents have been made aware of the School's Bushfire Plan. A copy of the School's Bushfire Plan should be published on the School's website.
- The Principal should establish contact with the relevant local emergency services, including DFES, the local volunteer fire brigade, WA Police, the Local Emergency Management Committee (LEMC) and the Community Emergency Services Manager (CESM) or Chief Bushfire Control Officer (CBFCO);
- Schools located in bushfire prone areas need to incorporate key bushfire messages in their curriculum. Research shows that if students develop and undertake drills as part of the emergency planning the message is more meaningful and transfers to the home environment. Additional benefits can be realised by taking activities home that need to be completed and returned. This can serve to increase families' level of awareness and preparedness in regard to bushfire survival plans or household preparedness assessments;
- Communication plans (including emergency contacts and a Communications Tree) need to be in place for sheltering in place, evacuation or planned closure;
- The School has an effectively working emergency warning or alert system and emergency communication equipment is available and working;
- The School has in place systems to account for students, staff and visitors in an emergency, such as class rolls (or equivalent) and visitor registers. Consideration should be in place for situations such as a loss of power affecting the ability to print from electronic sources (such as pre-prepared hard copies);
- Identify more than one suitable off-site location, in case one is in the area of the bushfire;
- Arrangements are in place in relation to student transport, if appropriate (notification of contractors where available), if pre-emptive closure is invoked, the availability of suitable transport if off-site evacuation is required; and
- A bushfire can be a traumatic event that may include loud sirens, fire alarms, intense heat and reduced visibility in the form of smoke. Where possible, staff should prepare students both physically and mentally for such an event focusing on the conditions they may be exposed to should a bushfire impact the School, through practice drills and information sessions.

	<h2 style="margin: 0;">BUSHFIRE PREPARATION CHECKLIST (ANNUALLY)</h2>
<p>Principals should be thoroughly familiar with their current plan for responding to bushfires. All staff members should be aware of their responsibilities in accordance with the plan.</p>	

MANAGEMENT ACTIVITIES		
TICK WHEN TASK HAS BEEN COMPLETED, OR WRITE N/A IF NOT APPLICABLE		EVIDENCE/YES
The School <i>Emergency Management Plan</i> provides a plan for dealing with bushfires.		
Principal is thoroughly familiar with the Schools current <i>Emergency Management Plan</i> and the Stand-alone Bushfire Plan.		
Students, staff, relief staff and parents/carers have been made aware of the School bushfire plan.		
The bushfire plan has been reviewed prior to the bushfire season (Term 3 each year) and a copy forwarded to the CEWA head office and the document uploaded to the schools website.		
Schools on the Bushfire Zone Register have appointed a School Emergency Liaison Officer. The appointed liaison officer may be required to relocate during an emergency, to the Incident Control Point to provide an information conduit between the School and the controlling agency.		
The principal and liaison officer have established contact with local emergency services including DFES, the Department of Parks and Wildlife (if relevant), the local volunteer fire brigade, WA Police, Local Emergency Management Committee (LEMC), local government representative or Community Emergency Services Manager (CESM) (if there is one for the area) and incorporated their feedback into the plans (as required).		
Emergency Services, outlined above, are informed of your nominated pre-determined Safer Building Location as part of your Emergency Critical Incident Management Plan procedures.		

Schools on the Bushfire Zone Register understand the bushfire warning system (refer Appendix 1) and the Emergency WA Website & the National Emergency Alert telephone warning system www.emergencyalert.gov.au		
Schools on the Bushfire Zone Register need to incorporate key bushfire messages in the curriculum.		
School staff know how to turn off evaporative air conditioner units, including awareness of the location of the switches, and how to close roof vents (if applicable).		
Communication plans (including Communications Tree – refer Section 4) are in place for directed evacuation or planned closure.		
Evacuation drills practised prior to the start of the bushfire season and at least once per term during the bushfire season. The bushfire season typically runs from October to late March in and around the Perth metropolitan area. Note this is a minimum of three drills per year.		
School has a correctly functioning emergency warning or alert system.		
Evacuation Kit has been checked at least twice per term.		
Emergency communications equipment is available e.g. mobile telephones, hand-operated fire alarm (portable siren), portable radios and spare batteries (check throughout the season).		
Class rolls and visitor register (or equivalent) are readily accessible in an emergency to account for students, staff and visitors.		
First aid equipment is available and staff members trained in first aid have been identified.		
Arrangements are in place in relation to School buses or other approved student transport method (notification of contractors if pre-emptive closure is invoked; availability of buses if off-site evacuation is required).		
Procedures are in place to restrict use of machinery (e.g. angle grinders, mowers, and machinery with internal combustion engines) in close proximity to bushfire fuels where they may start a fire on severe fire danger days.		
A Safer Building Location within the School buildings should be identified and prepared in the event that an off-site evacuation is not possible. (Section 5)		
More than one suitable off-site location needs to be identified, in case one of the sites is under threat from the bushfire.		
Asset Protection Zones (APZ) minimum 20 metre radius around all buildings, cleared of all rubbish, long dry grass, bark, dead fallen branches and flammable materials. An APZ of 80m radius (or to the School boundary as indicated) around Safer Building Location.		
Mitigation works as detailed within the Schools Bushfire Risk Treatment Plan or bushfire consultant recommendations, have been implemented.		
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.		



Appendix 4 Advice from DFES and other agencies

DATE OF ADVICE	AGENCY NAME	ADVICE RECEIVED	NAME OF OFFICER (WHO PROVIDED ADVICE)	CONTACT NUMBER OR EMAIL ADDRESS



Appendix 5 Bushfire mitigation management register

Attach your bushfire mitigation register for any treatment works or actions undertaken to reduce risk.

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.