Department of Education

GOVERNMENT OF WESTERN AUSTRALIA

Shaping the future

Standalone bushfire plan 2022-2023

East Manjimup Primary School

CC BY

Department of Education
GOVERNMENT OF WESTERN AUSTRALIA

Shaping the future

Purpose

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

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

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

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

CC BY

Contents

1 School details **4**

2 Emergency response contact list **5**

2.1 Important bushfire emergency information contacts sources 6

3 Incident management team **7**

4 Bushfire response telephone tree **8**

5 Emergency equipment **9**

6 Bushfire preparation checklist **10**

7 Bushfire action plan maps **13**

7.1 Onsite ‘safer building location(s)’ 13

7.2 Offsite evacuation locations 13

8 Bushfire mitigation management register **15**

9 Advice from Department of Fire and Emergency Services and other agencies **16**

Appendix A – Bushfire warnings stages **18**

Appendix B – Procedures in event of a sudden bushfire **20**

Relocate to onsite ‘safer building location(s)’ 20

Offsite evacuation procedures 22

Appendix C - Pre-emptive (planned) closure procedures **24**

Flow chart – Principal’s response to ‘catastrophic’ fire danger rating 25

Appendix D – After hours or school holiday procedures **26**

Appendix E – Communication templates **27**

Emergency text message alert templates 27

School newsletter sample text 28

Sample text for a notice of temporary school closure 29

1 School details

To complete this plan:

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

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

School name (include name of co-located school or facilities if applicable)	East Manjimup Primary School
School address	O'Connor St, Manjimup 6258
Education Region	South West
DFES Region Local Fire station Local Bush Fire Brigade	Lower South West Manjimup
Number of students	245
Number of students requiring extra support if evacuating	2
Number of staff	43
Number of school sides bordered by bush	1
Names of major roads bordering school	O'Connor St
School's site-specific alert, for example: • siren/pause x 3 • continuous handbell • continuous siren or short whistle blasts	**PA announcement** **Siren x3, pause, Siren x3, …**

Plan prepared by (principal's name)	Michael Smith
Date prepared	29 August 2022

2 Emergency response contact list

Enter the contact details into the table below.

Organisation	Details	Phone number / Website
Local police (eg name of nearest police station)	Manjimup Police	9771 1000
Local hospital (eg name of nearest hospital or medical emergency facility)	Manjimup Hospital	9772 5100
DFES regional contact	Lower South West Regional Office	1800 512 111 9771 6800
Local fire brigade (eg name of nearest fire station)	Manjimup Fire Station	000 9771 2365
Local bushfire brigade (eg name of nearest station)	Manjimup Volunteer Fire and Rescue	9771 2365
Bus contractors (ready for pre-emptive closure or offsite evacuation)	Warren Bus Service (Nat Muir)	9771 1014 0418 956 300
Electricity provider - in the case of a power outage (eg Horizon Power or Western Power)	Western Power	131 351
State emergency service (if known)	Leon Gardener	1800 199 084 0408 412 608 132 500
Poisons information (where relevant)		
Director of Education – contact name	Sue Cuneo Dainon Couzic	0422 122 809 0466 573 908

Dial 000 in an EMERGENCY

2.1 Other important emergency sources

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

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

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

3 School Response Team

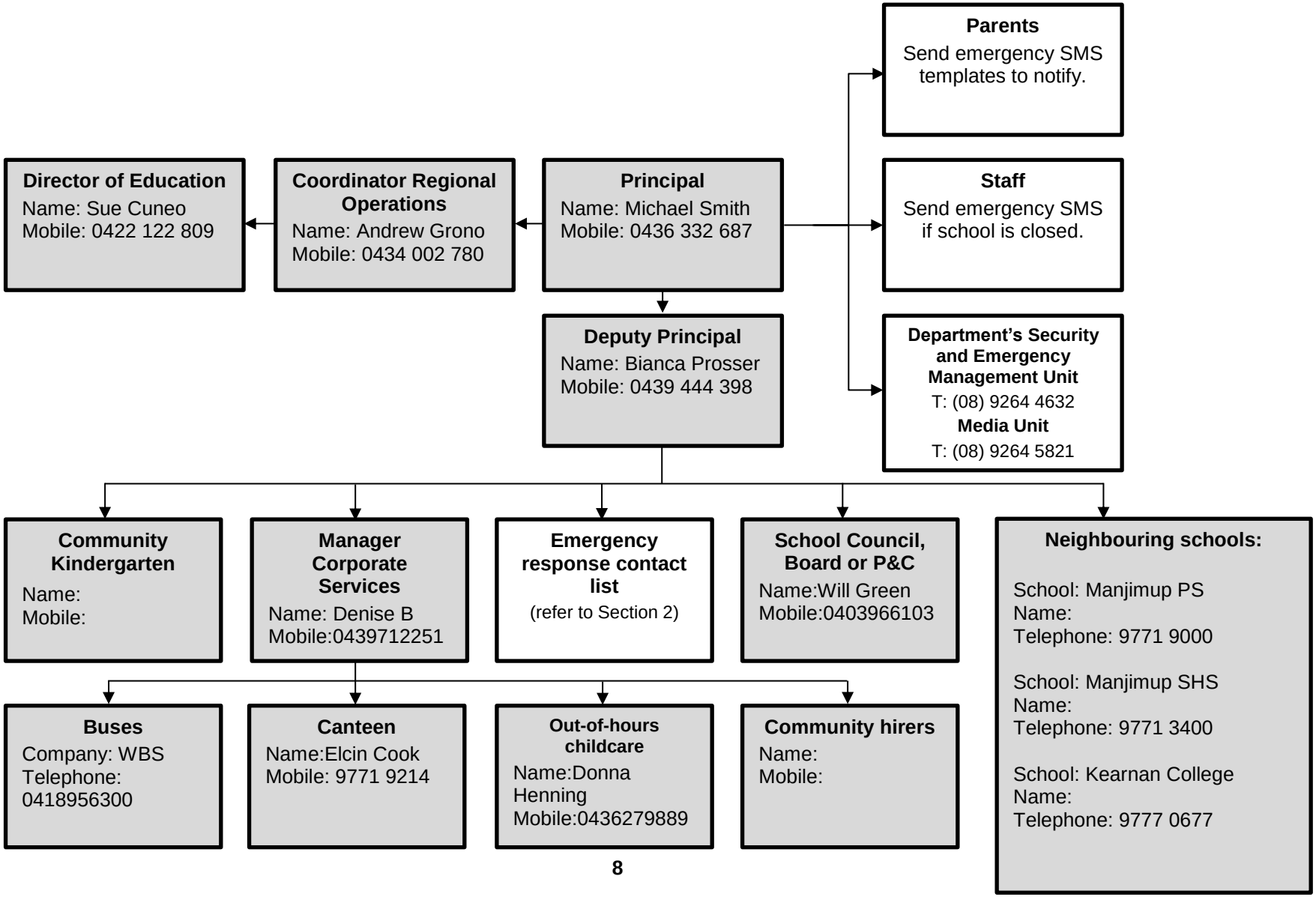
Enter the names and mobile numbers of the staff responsible for carrying out emergency procedures during a bushfire event. The principal is responsible for coordinating the incident response to onsite or offsite locations (refer to Appendix B & C procedures).

Examples of suggested duties include:
- fire warden duties
- checking all rooms
- keeping a copy of school registers for roll call
- monitoring the bushfires warnings stages (as per Appendix A)
- send out text alerts to parents (refer Appendix E)

Position	Staff Name	Duties	Mobile number
Principal	Michael Smith	• Emergency signal – siren/PA • Communication – Director of Education, MSHS, Shire, Warren Bus Service, DFES • Check – Library, Clusters 2 and 3, Admin blocks, and Gardener	0436 332 687
Deputy Principal	Bianca Prosser	Check – Cluster 1, Kindy, Undercover Area, Canteen Communicate with classroom teachers at evac area Text alert/s to parents	0439 444 398
Manager Corporate Services	Denise Blakers (Barbara Hargrave)	• Evacuation kit, First Aid kit, Keys	0439 712 251
Teachers	Classroom teachers who have classes at time of signal	• Bring classroom white file (includes roll) • Lead students to evac area • Behaviour management	
Accredited first aid officers	Anne Clifford (after SDD 10 Oct 2022 there will be many trained on staff)	Applying first aid if necessary	
Other (if applicable)			

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	Front office (medical room)– is checked after every evac prac
First aid kit(s)	Front office (medical room)
Emergency warning or alert system, eg: • mobile telephones (charged) • hand-operated fire alarm (portable siren) • portable radios • spare batteries.	PA system – Principal's office Siren – front office Air horn – Principal's office Mobile phones – personal only
Emergency communications equipment	
Registers for: • students • staff • visitors.	Students – in each classroom (white files) Staff – linked to classes; admin Visitors – Front Office (MCS)
Standalone Bushfire Plan: • hard copy in the evacuation kit. • copy saved to an online platform for access offsite.	Yes

6 Bushfire preparation checklist

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

Management activities	☑ or NA	Evidence
The annual review of the *Standalone bushfire plan* has been completed before the start of bushfire season.	✓	This bushfire plan – 29 August 2022
Consulted and received advice in preparing your *Standalone bushfire plan* from any of the below (as relevant): • 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.	✓	DFES – Cecil Wells: March 2018 – confirmation of Safer Building: Cluster 3 Steven Ward: October 2019 - various
Staff have been made aware of the *Standalone bushfire plan* through: • staff meetings • staff bushfire induction session that includes: ○ 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.	✓	Staff Weekly Comms – Term 3 2022 Staff Meeting Oct 2022 School Development Day Term 4 2022 Will do so again SDD January 2023
Students and parents or carers have been made aware of the *Standalone bushfire plan* through: • key bushfire safety messages incorporated into the curriculum • newsletters • school information booklet (include actions and procedures) • school website	✓	Website – will upload Sept/Oct 2022 Newsletter/Seesaw – Sept/Oct 2022 Will do so again Term 1 2023 Curriculum – Bushfire Education is mandated in our whole school Health sequence (Term 1 and 4 each year)
Communication plans are in place: • 'emergency response contact list' completed (refer to section 2)	✓	Comms templates – Sept/Oct 2022

• 'bushfire response telephone tree' completed (refer to section 4) • communication templates for sample emergency text message, newsletter content and school notice text are complete (refer to Appendix D) Note: Contact lists for staff and parents must be current.		
Emergency equipment available and checked (as listed in section 5): • 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	✓	
Evacuation drills practised to your onsite 'safer building location(s)': • before the start of the bushfire season • at least once per term during the bushfire season. Note: You must do at least three drills per year.	✓	Oct/Nov 2022 February 2023 March 2023
Onsite 'safer building location(s) are identified. Do not use an open area such as a school oval or non-enclosed building. • shown in your school site plan in *section 7.1* • listed in the *Incident Management Plan* • regularly checked for readiness • local emergency services are informed of location(s) Note: For further information, refer to section 4.2 in *Principal's guide.*	✓	Safer Building – Cluster 3 Building
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. Local government authority has provided written or email approval on the use of these offsite locations. Note: For further information, refer section 4.3 in the *Principal's guide.*	✓	Manjimup SHS Kearnan College (or as identified by Incident Cont.)
The asset protection zone, which is a minimum distance of 20 metres surrounding the school is checked and:	✓	On-going: gardener

• 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 Note: For further information, refer to section 4.3 in the *Principal's guide*.		
Check the fuel load management (the clearing of dry grass, leaves, twigs, dead vegetation and dead bark) within the hazard separation zone (extending 80 metres from the outer edge of the asset protection zone) has reduced and: • the likelihood of crown fires developing close to buildings • spot fire ignition potential within the zone	✓	On-going: gardener
The use of machinery (such as angle grinders, mowers or machines with internal combustion engines) is restricted on severe fire danger days. The use of any machinery or power tools that can generate sparks on *total fire ban* days is not permitted. Note: • Any 'hot works' including welding and grinding or the operation of plant, equipment or machinery in bushland areas, can potentially ignite vegetation and cause bushfires. • Refer to the *Principal's guide to bushfire* – 'Terminology' (section 13 of the guide)	✓	Principal – Gardener; visiting tradesworkers

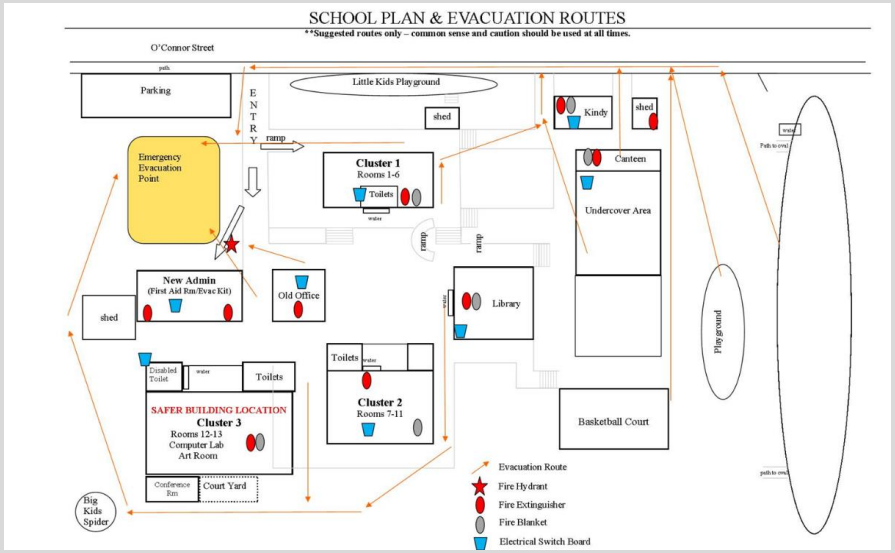
7 Bushfire action plan maps

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

Insert your school map and include:

- The onsite safer building location(s) and routes to access this building
- location of fire hydrants (insert ‘hydrant’ icon on map)
- electrical switchboards (insert text boxes containing ‘switchboard’ on map)
- phones and communication board (insert icon and text box on map)
- first aid kits (insert ‘first aid’ icon on map)
- evacuation kits (insert text box onto map to show ‘evacuation kit’ location).

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

<table>
<tr>
<td rowspan="2"> 
</td>
<td>Emergency Dial 000
Primary action:
Determine if the bushfire is a threat to the school. Monitor official sources listed in section 2.

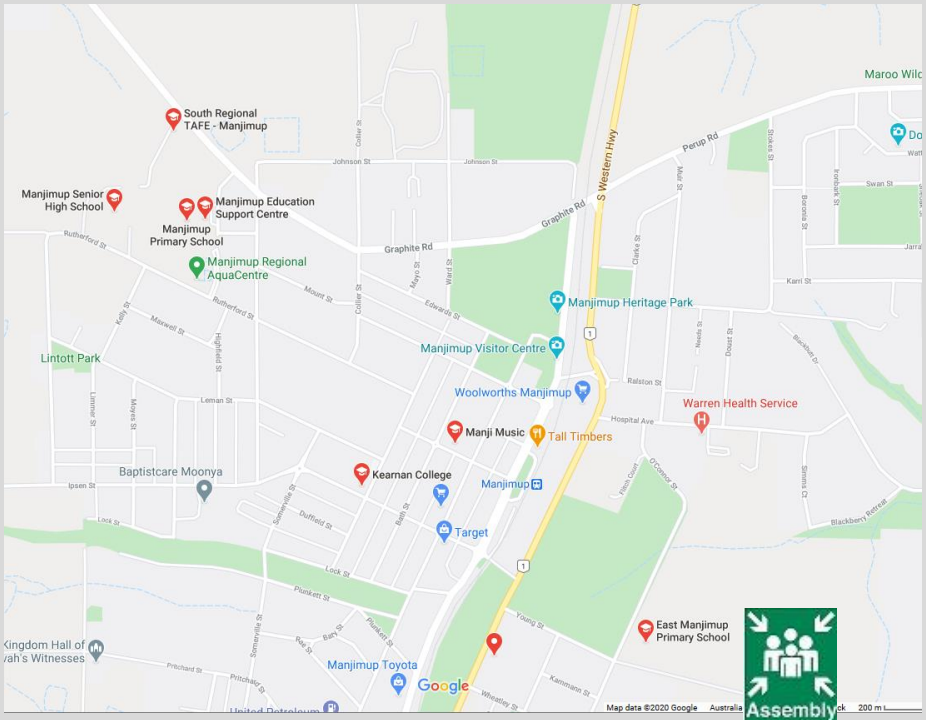
Secondary action:
Refer to Appendix B for the procedures to Relocate to onsite ‘safer building location(s).</td>
</tr>
<tr>
<td>Safer Nuilding location – Cluster 3</td>
</tr>
<tr>
<td>
</td>
<td>Map last updated:
29 August 2022</td>
</tr>
</table>

7.2 Offsite evacuation locations

Insert the school site map and include:

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

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



Emergency Dial 000

Primary action:
Determine if the bushfire is a threat to the school. Monitor official sources listed in section 2.

Secondary action:
Refer to Appendix B for the procedures to Relocate to offsite evacuation location

1. Manjimup Senior High School – Rutherford St, Manjimup

2. Kearnan College – Moore St, Manjimup

Assembly point

Map last updated:
29 August 2022

8 Bushfire mitigation management register

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

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

Reference number	Bushfire mitigation actions	Target date for completion	Responsible	Source of funds	Notes	Completion date
DFES map item reference	**Treatment strategy / works required**	**Date (dd/mm/yyyy)**	**The staff member name who will sign off the action as complete**	**eg school or central funding**	**Progress or issues associated with the work (including date of progress or issues)**	**Date (dd/mm/yyyy)**
1 SBL	Cluster 3 building – External vents allowing embers to enter the Safer Building Location are to be protected	Sept/Oct 2021	Principal	Central		10/11/21
2 SBL	Replace plastic roof sheeting on the SBL with sheeting in accord and compliant with section 5.6.3 of AS3959:2018	Sept/Oct 2021	Principal	Central		Week 2 Term 1 2022
1	Hazard Separation Zone – remove dead vegetation	Sept/Oct 2022	Principal	EMPS	Gardener to burn off each yar	

9 Advice from Department of Fire and Emergency Services and other agencies

Record in the table below any bushfire advice received by the school from:

- Department of Fire and Emergency Services, including the local DFES regional office
- local fire brigades and community emergency services manager
- local government
- local government local emergency management committee
- external experts.

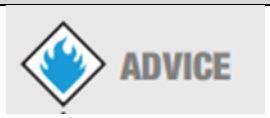
Identify the date and source of the advice.

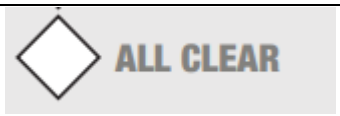
Date of advice	**Agency name**	**Advice received**	**Name of officer** (who provided advice)	**Contact number or email address**
3/18	DFES	Cluster 3 building most suitable onsite 'Safer Building' (Site Visit March 2018)	Cecil Wells	0437122844
10/19	DFES	Feedback re 2019/20 Bushfire Plan (email – 31/10/19)	Steven Ward	0429379632
26/8/20	DFES	Feedback on local contacts, Fire agency control and coordination arrangements, bushfire drill support	Donna Virgo	0428401033

Appendix A – Bushfire warnings stages

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

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

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

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

Appendix B – Procedures in event of a sudden bushfire

Relocate to onsite 'safer building location(s)'

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

Initiate the below procedure if the following occurs:

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

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

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

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

Offsite evacuation procedures

You may be instructed to relocate to your offsite evacuation.

Initiate the below procedure if the following occurs:

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

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

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

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

Appendix C - Pre-emptive (planned) closure procedures

You **MAY** be instructed to pre-emptively close your school due to a predicted catastrophic fire danger rating.

Initiate the below procedure if the following occurs:

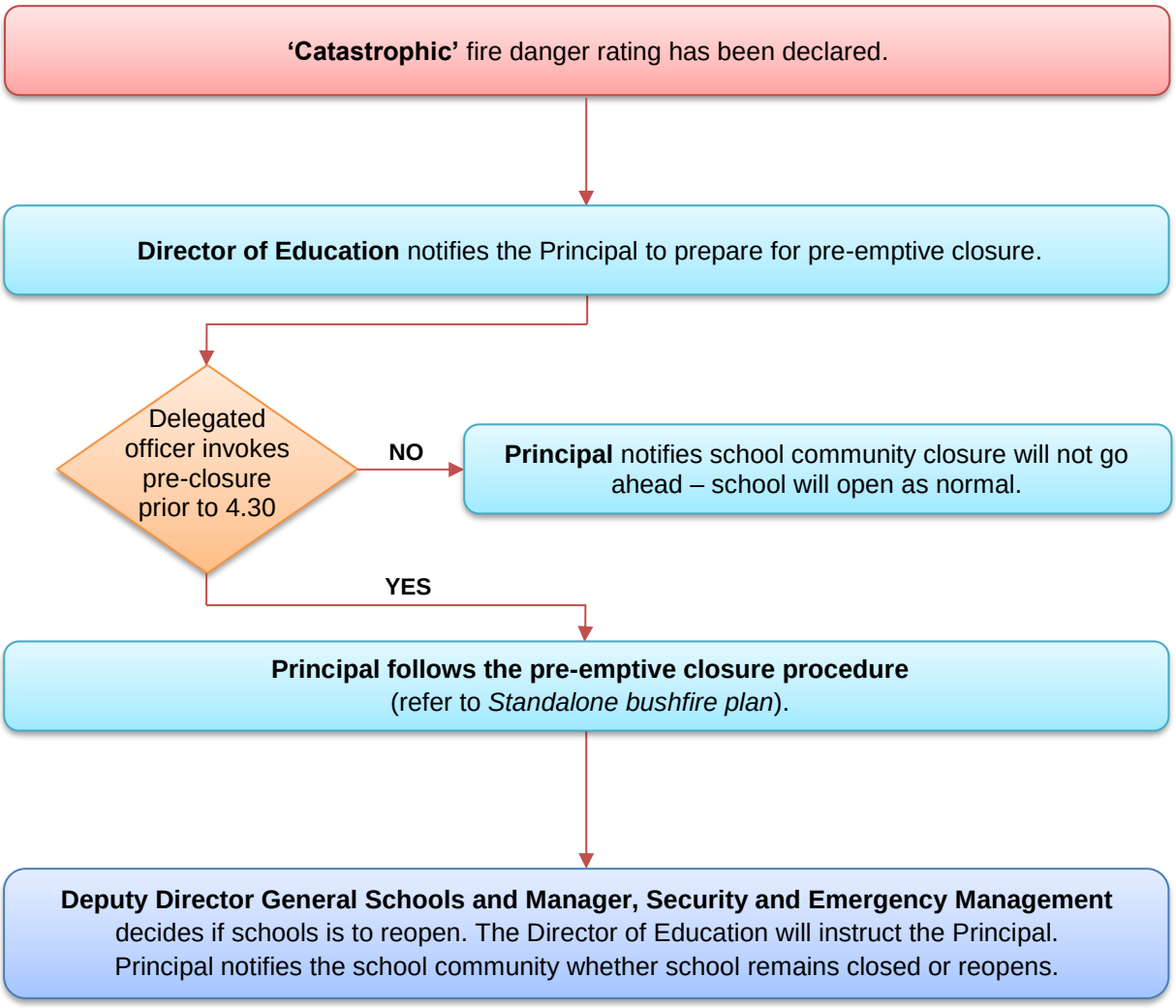
- Alert received from the Department of Fire and Emergency Services; or
- Direction from the Deputy Director General, Schools or the Manager, Security and Emergency Management. The Director of Education will relay the decision to you.

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

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

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

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



Appendix D – After hours or school holiday procedures

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

Initiate the below procedure if the following occurs:

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

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

Action	Notes (if required)
Remain in contact with your Director of Education and monitor official bushfire information sources shown in section 2.1.	
Use your emergency response contact list to contact stakeholders (refer to section 2).	
Follow the bushfire response telephone call tree to communicate with the school community. Send parents and staff emergency text message alerts to inform them of the school closure (refer to emergency text message alert templates in Appendix E).	
Work with the Director of Education to seek alternative school and transport arrangements (if required).	
Department Media Unit uses media outlets to make public announcements of: • 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 and staff emergency text message alerts to inform them when school can reopen (refer to emergency text message alert templates in Appendix C).	

Appendix E – Communication templates

Emergency text message alert templates

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

Public schools to close tomorrow due to catastrophic fire danger rating

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

Students are safe and still on school site

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

Students have been relocated

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

Not safe to pick up children

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

School to reopen on [day]

[School name] will reopen tomorrow/day [date].

School newsletter sample text

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

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

[School name] has been place on the Department of Education bushfire zone register as it is located in a designated bushfire risk area.

If a 'Catastrophic' fire danger rating has been declared for the [City/Town/Shire] of [name of your school's local government area], a school **MAY** be required to invoke a pre-emptive (planned) closure. A 'Catastrophic' fire danger rating poses a significant threat to the school if a fire starts, it is likely to be uncontrollable, unpredictable and fast moving.

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

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

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

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

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

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

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

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

[Name]
Principal

Sample text for a notice of temporary school closure

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

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

BUSHFIRE ALERT

NOTICE OF TEMPORARY SCHOOL CLOSURE

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

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

For more information about the bushfire threat:

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

For more information about the school, contact the principal on [insert contact details] or the [insert region] regional education office on [insert contact number].

Thank you.

[Name]
Principal