



Department of
Education

Shaping the future



NORTHAM
SENIOR HIGH SCHOOL
A COMMUNITY UNITED

Standalone bushfire plan 2025-2026

Northam Senior High School

Purpose

The *Standalone bushfire plan* document is a detailed plan of how your school or site is to prepare and respond to the bushfire high-threat period or in the event of a bushfire.

As principal or site manager, 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 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 or site'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 or site details

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

- insert your school or site 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 or site details	
School or site name (include name of co-located school or facilities if applicable)	NORTHAM SENIOR HIGH SCHOOL (NSHS) And AVONVALE EDUCATION SUPPORT CENTRE (AESC)
School or site address	KENNEDY STREET – NORTHAM WA 6401
Education Region	WHEATBELT
Number of students	NSHS 742 AESC 15
Number of students requiring extra support if evacuating	AESC 1 insulin dependant
Number of staff	NSHS 96 AESC up to 6 staff
Estimated number of animals on site, if applicable	Nil
Estimated number of animals on site that would require evacuation, if applicable	Nil
Number of school or site sides bordered by bush	The school is not bordered by bush directly
Names of major roads bordering school or site	Kennedy Street / Inkpen Street / Moseley Avenue / Clarke Street
School or site's site-specific alert, for example: <ul style="list-style-type: none"> • siren/pause x 3 • continuous handbell • continuous siren or short whistle blasts 	Siren / pause x 3 – over the PA system
Plan prepared by (name)	Jodee Vause
Date prepared or reviewed	11/08/2025

2. Emergency response contact list

Dial 000 in an Emergency

Enter the contact details into the following table:

Organisation	Details	Phone number / website
Local police (for example, name of nearest police station)	Northam Police Station	9622 4260 000 131 444
Local hospital (name of nearest hospital or medical emergency facility)	Northam Regional Hospital York Hospital SJA	9690 1366 9641 0200 9621 1613
Department of Fire and Emergency Services regional contact	DFES	13 3337
Local fire brigade (always use 000 during an emergency)	Northam Fire and Rescue Community Emergency Services Manager Northam	9622 1071 000 0458 080 818
Bus contractors (ready for pre-emptive closure or offsite evacuation)	See attached list	
Electricity provider - in the case of a power outage (for example, Horizon Power, Western Power)	Western Power	131 351
State emergency service	Northam SES	0407 112 436 132 500
Poisons information (where relevant)	Poison Line	131 126
Director of Education name	Sally Panizza	9622 0200

2.1 Important bushfire emergency contact sources

DIAL 000 in an emergency

Emergency WA

Website: <https://www.emergency.wa.gov.au/>

Department of Fire and Emergency Services

Information line: 13 33 37

Website: <https://www.dfes.wa.gov.au/>

Facebook: <https://www.facebook.com/dfeswa>

Twitter: https://twitter.com/dfes_wa

ABC Emergency

Website: <https://www.abc.net.au/emergency>

Local radio

ABC local radio: Find your local radio station at <https://www.abc.net.au/local>

6PR: Listen online at <https://www.6pr.com.au/listen-live/> or tune into AM 882 and Digital Radio

3. School or site Response Team

Enter the names and mobile numbers of the staff responsible for carrying out emergency procedures during a bushfire event. The principal or site manager 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 or site 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
- enacting plan for animal welfare in an emergency if applicable.

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

Position	Staff name	Duties	Phone number/extension
Principal / Site Manager	Jodee Vause	Chief Warden	0474 775 206
Deputy Principal / Senior Supervisor	Richard Kardol	Communication Officer (Acting Chief Warden)	0417 003 888
	Vanessa Fallows	Communication Officer	0429 106 467
Manager Corporate Services	Suealla Hammer	Communication Officer	0429 168 878
Teachers / Staff	Peter Allen	OSH Rep	9621 6300
	Sally Bekkers	OSH Rep	
	All staff not in the duty of teaching	Wardens	
Accredited first aid officers	See attached list		
Other (if applicable)	Paula Pisani (Receptionist)	Evacuation Kit / Roll / visitors book	9621 6300
	Michelle Cordes	School Nurse	Ext 16320

SCHOOL BUS CONTRACTORS AND DRIVERS

School Bus	Contractor	Address/Company	Contact	Driver	Mobile	Bus Mobile/Email
Beverley	Natalie Cheesman	Pinnacle	6270 6000	Mark	0427 091 216	natalie.cheesman@pinnaclecoachlines.com.au operations@pinnaclecoachlines.com.au
Cunderdin	Shane Darmody	Cunderdin Shuttle		Shane	0409 550 733	Darmo19@hotmail.com
Goomalling	Natalie Cheesman	Pinnacle	6270 6000	Eddie	0427 538 495	natalie.cheesman@pinnaclecoachlines.com.au
Grass Valley	Sian Smith	21 Bird Street York	0408 912 133	Mark	0417 988 761	Sian_22@hotmail.com
Inkpen Estate	Rachel Hart	School Bus Logistics	9938 2720	Matty Bignell	0407 873 700	admin@schoolbuslogistics.com.au
Aide Rachel McCloy						
Irishtown Wongamine	Barry Leslie Johanne Leslie	PO Box 378 Vic Park	0428 771 162 0429 988 601 Jo	Barry Kendle W Th F am Mel Porter M T Lance Tucker W Th F pm	0428 771 162 0430 797 246 0419 904 706 0412 247 877	rklesieco@gmail.com 0427 371 162 on bus (text)
Jennapullin -Mark 0427 091 216 Supervisor Northam	Natalie Cheesman	Pinnacle	6270 6000	John Rodieger	0419 381 249	natalie.cheesman@pinnaclecoachlines.com.au
Jiladine	Ron Wilson	Aus Transit Group Pty Ltd	9250 6067	Maralyn V	0439 981 916	midland@buswest.com.au
Meckering	Natalie Cheesman	Pinnacle	6270 6000	Ray	0419 484 440	natalie.cheesman@pinnaclecoachlines.com.au
Mokine	Richard Nuich	PO Box 350 Northam	0427 221 015	Richard	0427 221 015	rnulich@westnet.com.au
Southern Brook	Natalie Cheesman	Pinnacle	6270 6000	Sandy M	0438 196 210	natalie.cheesman@pinnaclecoachlines.com.au
Toodyay (Big Toodyay)	John Lucas	PO Box 254 Toodyay	0408 742 402	John Duckworth Allan Newton Ellen Roche	0408 092 604 0429 954 271 0474 307 496	jlu36160@bigpond.net.au
Aide Melinda 0481 139 894 Aide Cass 0400 514 981						
Toodyay (Little Toodyay) <i>(is actually the larger of the two buses)</i>	John Lucas	PO Box 254 Toodyay	0408 742 402	John Lucas Joe Steve	0408 742 402 0452 435 499 0417 923 509	jlu36160@bigpond.net.au
Toodyay Central	John Lucas	PO Box 254 Toodyay	0408 742 402	As Above	3 drivers vary	jlu36160@bigpond.net.au
Wundowie	Rachel Hart	School Bus Logistics	9938 2720	Susan Prinsloo	0448 784 158	admin@schoolbuslogistics.com.au
York #1	Natalie Cheesman	Pinnacle	6270 6000	Rick	0419 967 866	natalie.cheesman@pinnaclecoachlines.com.au
York #2	Ron Wilson	Aus Transit Group	9250 6067	Steven B	0407 192 219	midlandadmin@buswest.com.au
York Central #3	Ron Wilson	Aus Transit Group	9250 6067	Stephen V	0459 899 382	midland@buswest.com.au

ALL APPLICATIONS FOR SCHOOL BUS SERVICES ARE TO BE MADE ONLINE AT
WWW.SCHOOLBUSES.WA.GOV.AU CLICK ON PARENTS THEN ONLINE FORMS AND MAKE
YOUR SELECTION FROM THERE

SCHOOL BUS SERVICES – DAN FINN 9326 2463 EASTERNWHEATBELT@PTA.WA.GOV.AU
9326 2493 RENEE (PERTH OFFICE) TERM 3 2025

Current as at 8/08/2025



<i>Staff Member</i>	<i>Contact</i>	<i>Current Until</i>
Thomas Nickels	16327	
Luan Cryne	16323	
Melanie West	16328 / 0419 043 351 Thursday/Friday every week & Wed every second week	12/04/2025
Sally Bekkers	16348	11/05/2026
Helen Hayward	16349	2025
Mark Aldworth	16310	
Lisa Oakley	16349	
Zoe Blurton	16327	
Trevor Screaigh	16348	5/4/2026
PE Dept	16337	Not always manned
Michelle Cordes	16320 (2 days – not set)	Always

PLEASE NOTE THE FOLLOWING:

Please triage students before seeking first aid:

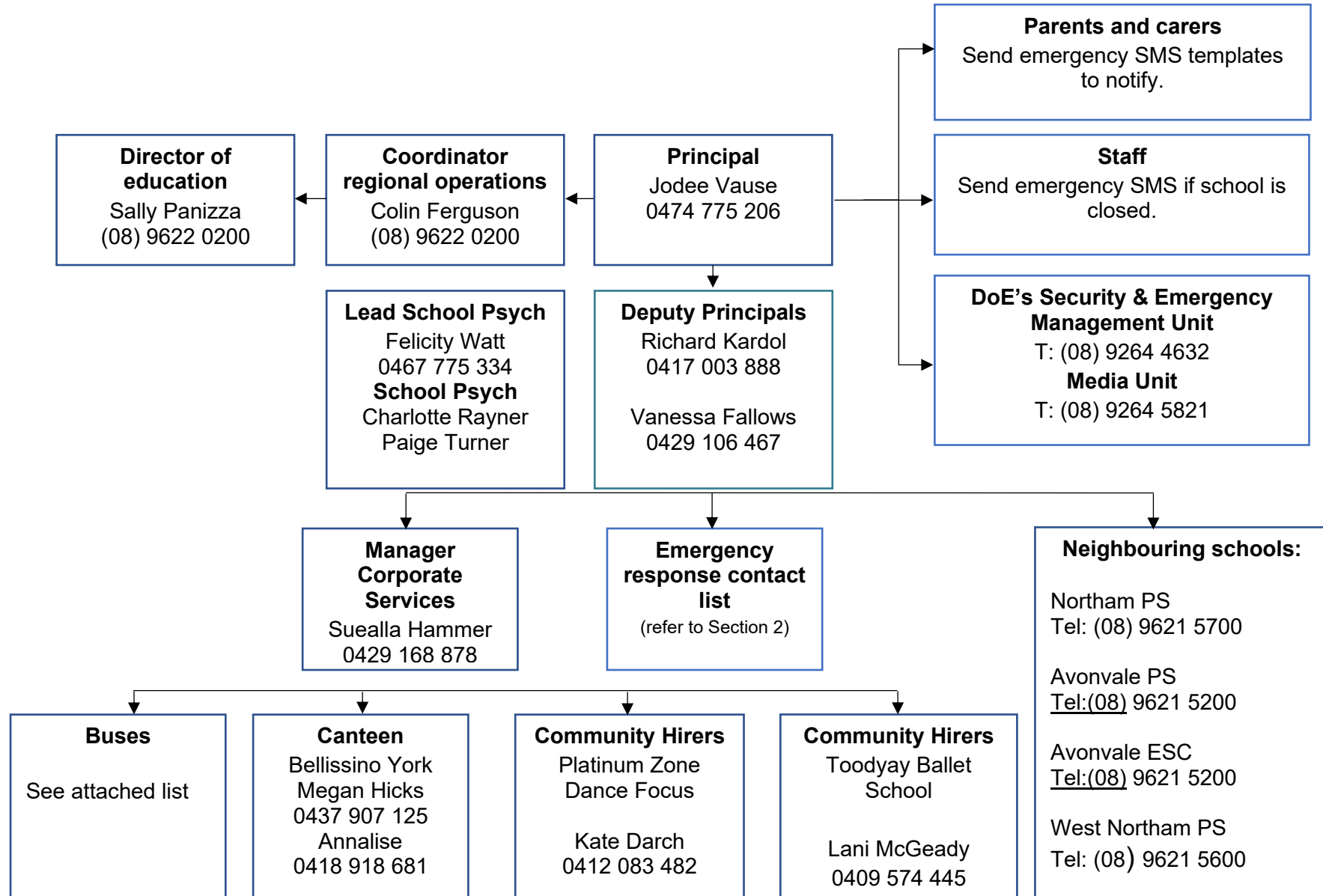
- ❖ What have you done?
- ❖ When did this happen?
- ❖ What can we do for you?

Please do not send students to seek first aid for pre-existing injuries or illnesses. Our first-aiders are not doctors, these cases must be dealt with at home by parents & medical professionals.

The school cannot supply Panadol to students, this must be supplied from home.

4. School or site response telephone tree

Complete the information boxes with contact details for relevant stakeholders.



5. Emergency equipment

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






Equipment	Details (include location/s, date checked and any other comments)
Evacuation kit (section 7 of the school or site Incident Management Plan).	Administration – backroom by photocopier – checked each term School Officer – enrolments is in charge of it.
First aid kit(s) - include masks in case some students are susceptible to smoke.	Administration Office / Gym / Student Services / checked every year and replenished as we go.
Emergency alert system and communication equipment, for example: <ul style="list-style-type: none"> • mobile telephones (charged) • hand-operated fire alarm (portable siren) • megaphone/loud hailer • portable CB radios • spare batteries. 	<ul style="list-style-type: none"> • Mobile phones – always on hand and charged • PA system with built-in siren / Emergency tones • Portable megaphones x 4 with siren and microphone <p>Each Chief Warden / Communication Officers has a portable megaphone with siren and microphone – new 2020.</p>
Registers for: <ul style="list-style-type: none"> • students • staff • visitors. 	<p>NSHS - Staff and student lists - in the Evacuation Kit. School Officer – Enrolments is in charge of this.</p> <p>Visitor list – Receptionist is in charge of this.</p> <p>NSHS - Staff, student and visitor information is available on Compass.</p> <p>AESC – Staff front reception desk and Student via Compass device.</p>
Standalone bushfire plan: <ul style="list-style-type: none"> • hard copy in the evacuation kit • copy saved to an online platform for access offsite. 	<p>Copy in Chief Warden, Assembly Officer and Control Officers binder.</p> <p>Copy saved on Shared drive: S:\AdminShared\E4041S01-Northam SHS\Administration Staff\100 Administration\109 Policy\Policies\Emergency Management\2025 </p>

6. Bushfire preparation checklist

Principals or site managers 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	<input checked="" type="checkbox"/> or N/A	Comments
The annual review of the Standalone bushfire plan has been completed before the start of bushfire season.		11/08/2025
<p>Consulted and received advice in preparing your Standalone bushfire plan from any of the following(as relevant):</p> <ul style="list-style-type: none"> • local Emergency Services • Department of Fire and Emergency Services • Department of Biodiversity, Conservation and Attractions – Parks and Wildlife Service • local volunteer fire brigade • WA Police Force • Local Emergency Management Committee (LEMC) • Local Government • Local Community Emergency Services Manager 		<p>12/08/2025</p> <p>Bushfire Mitigation Branch – Department of Education MOU Team E:schools.bushfire@dfes.wa.gov.au W: www.dfes.wa.gov.au</p> <p>Amy Riebe - Bushfire Risk Management Liaison Officer M: 0456 826 714 PH: 9478 8270 E: amy.riebe@dfes.wa.gov.au</p>
<p>Staff have been made aware of the Standalone bushfire plan through:</p> <ul style="list-style-type: none"> • staff meetings • staff bushfire induction session that includes: • an overview of the Standalone bushfire plan • how to turn off evaporative air conditioner units, the location of switches • how to close roof vents • the types of bushfire warnings issued by the Department of Fire and Emergency Services and the Emergency Alert telephone warning system • to direct bushfire media enquiries to the Department’s media unit (08) 9264 5821. 	 	<p>Included in new staff induction package.</p> <p>Term 3 Week 6 Staff Meeting 28 August 2025</p> <p>Term 3 Week 8 Executive Update August 2025 – Bushfire Induction</p>
<p>Students and parents or carers have been made aware of the Standalone bushfire plan through:</p> <ul style="list-style-type: none"> • key bushfire safety messages incorporated into the curriculum • newsletters • school or site information booklet (include actions and procedures) • school or site website. 		<p>Information to parents in next newsletter, distributed in Week 8 – by 9 September 2025</p> <p>Bushfire plan posted on our website under the Information Tab.</p>

Principals or site managers 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>Communication plans are in place:</p> <ul style="list-style-type: none"> • Emergency response contact list completed (section 2). • Bushfire response telephone tree completed (section 4). • communication templates for sample emergency text message, newsletter content and school or site notice text are complete (refer to Appendix D). <p>Contact lists for staff and parents must be current.</p>		<p>11/08/2025</p>
<p>Emergency equipment available and checked (section 5):</p> <ul style="list-style-type: none"> • evacuation kit checked at least once per term • emergency warning or alert system works • emergency communications equipment available • first aid kit(s) available • animal emergency kit • registers for students, staff and visitors readily accessible for roll call. 		<p>11/08/2025</p>
<p>Practise drills moving to your onsite 'safer building location(s)':</p> <ul style="list-style-type: none"> • before the start of the bushfire season • at least once per term during the bushfire season. <p>You must do at least 2 drills per year.</p>		<p>Term 2 Week 7 2025 Term 4 Week 7 2025 Term 1 Week 4 2026</p>
<p>The asset protection zone, which is a minimum distance of 20 metres surrounding the main school or site buildings, is checked and is:</p> <ul style="list-style-type: none"> • clear of all rubbish, long dry grass, bark, flammable and combustible materials, including leaf litter and unused piles of mulch • maintained routinely throughout the year. <p>For information on the asset protection zone, refer to Prepare for bushfire season at your school on Ikon.</p>		<p>22/08/2025</p>

7. Bushfire action plan maps

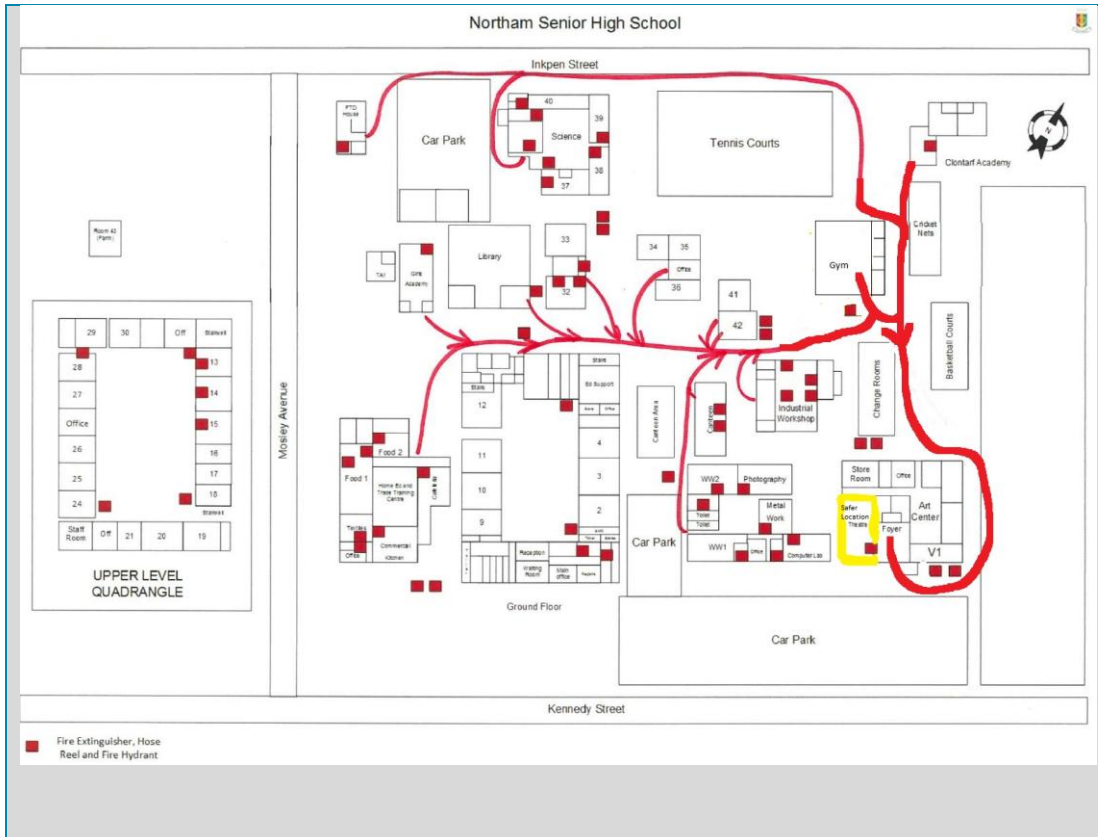
7.1 Onsite 'safer building location(s)'

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 or site 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 'safer building location(s)'
- fire hydrants
- electrical switchboards
- phones and communication board
- first aid kits
- evacuation kits
- main access gates to site
- 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](#).

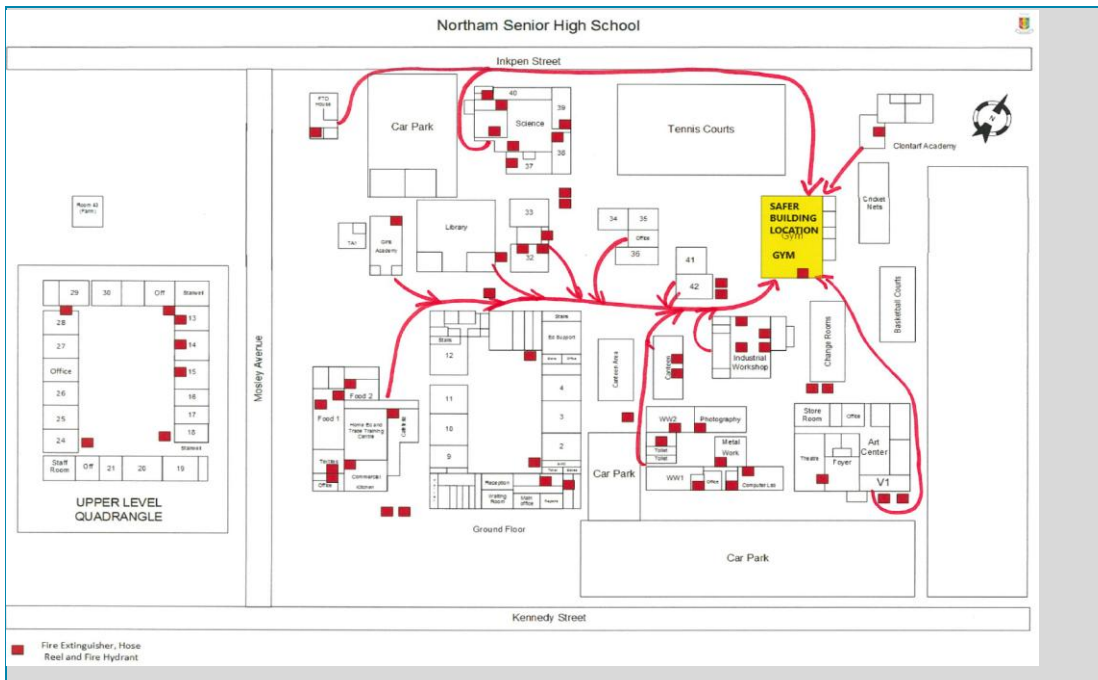


Emergency, dial 000

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

Secondary action:
Refer to Appendix B for the procedures to relocate to onsite 'safer building location(s)'.
1st - PAC
2nd - Gym

Map last updated: 11/08/2025

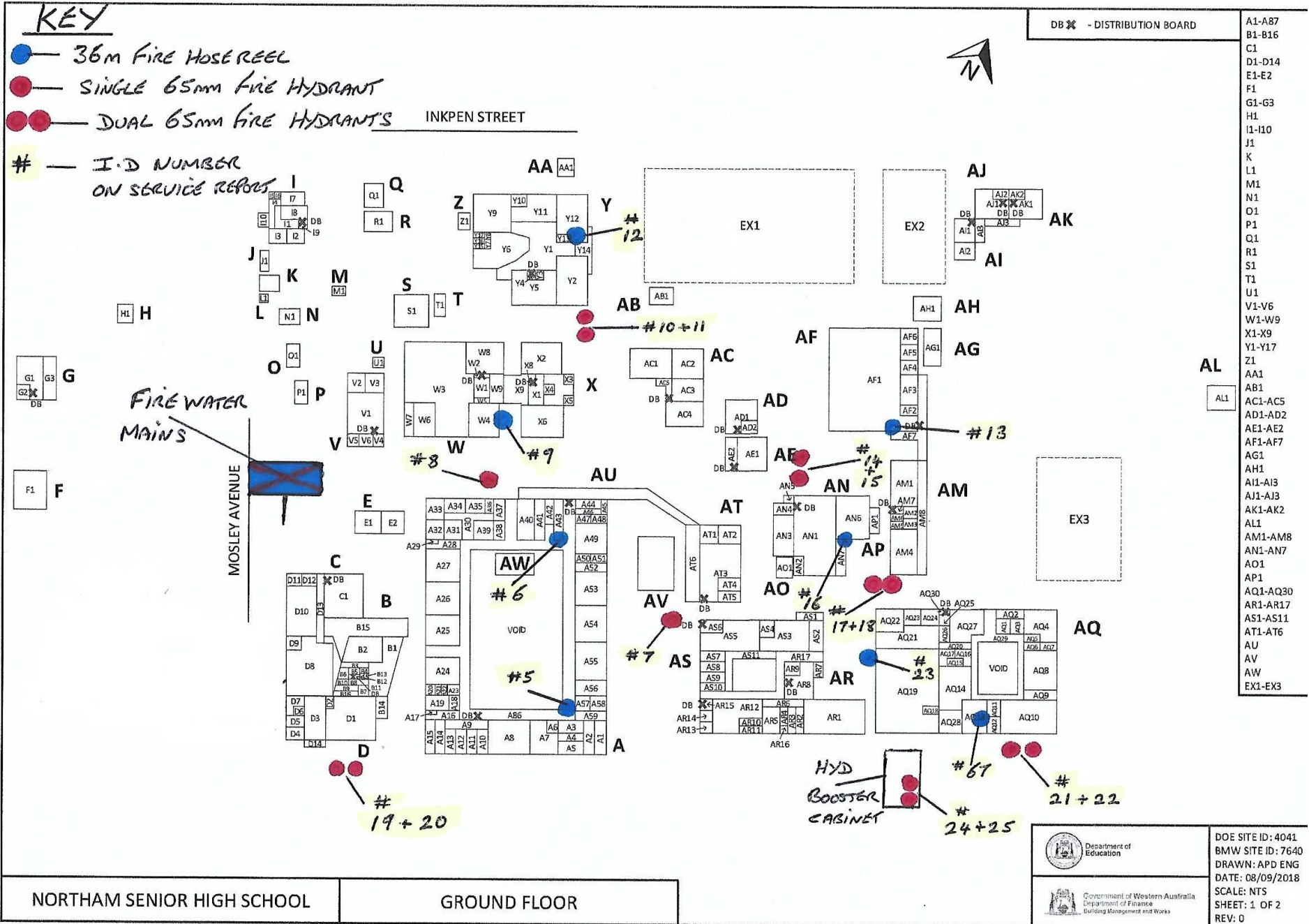


Emergency, dial 000

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

Secondary action:
Refer to Appendix B for the procedures to relocate to onsite 'safer building location(s)'.
1st - PAC
2nd - Gym

Map last updated: 11/08/2023



NORTHAM SENIOR HIGH SCHOOL

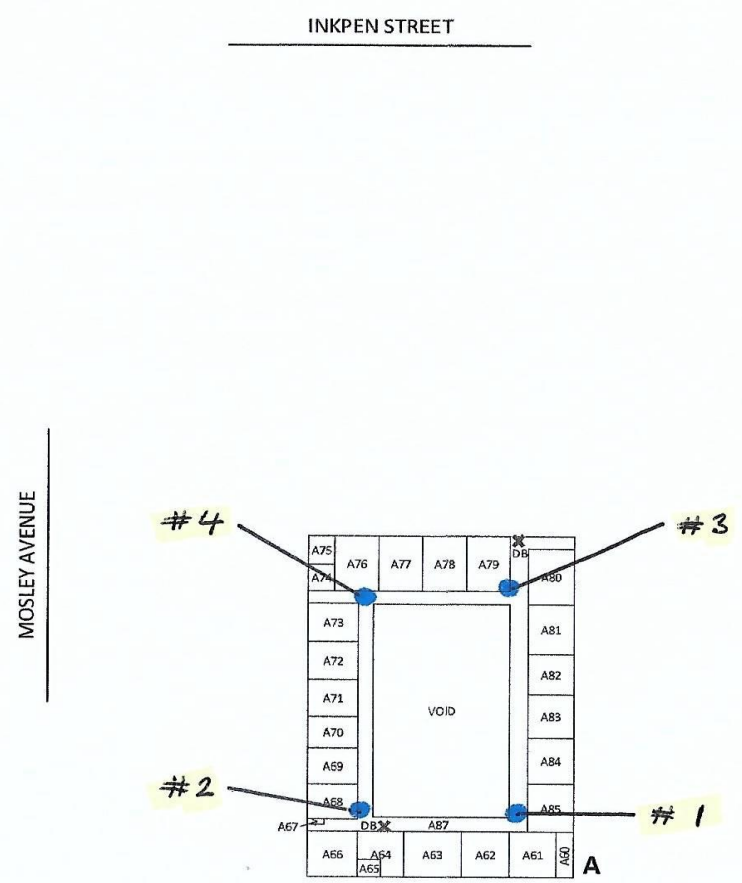
GROUND FLOOR

<p>Department of Education</p>	<p>DOE SITE ID: 4041 BMW SITE ID: 7640 DRAWN: APD ENG DATE: 08/09/2018</p>
	<p> Government of Western Australia Department of Finance Building Management and Works </p>

SCALE: NTS
SHEET: 1 OF 2
REV: 0





DB ✕ - DISTRIBUTION BOARD	A1-A87 B1-B16 C1 D1-D14 E1-E2 F1 G1-G3 H1 I1-I10 J1 K L1 M1 N1 O1 P1 Q1 R1 S1 T1 U1 V1-V6 W1-W9 X1-X9 Y1-Y17 Z1 AA1 AB1 AC1-AC5 AD1-AD2 AE1-AE2 AF1-AF7 AG1 AH1 AI1-AI3 AJ1-AJ3 AK1-AK2 AL1 AM1-AM8 AN1-AN7 AO1 AP1 AQ1-AQ30 AR1-AR17 AS1-AS11 AT1-AT6 AU AV AW EX1-EX3
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NORTHAM SENIOR HIGH SCHOOL

FIRST FLOOR

 Department of Education	DOE SITE ID: 4093 BMW SITE ID: 7653 DRAWN: APD ENG DATE: 08/09/2018
 Government of Western Australia Department of Finance Building Management and Works	SCALE: NTS SHEET: 2 OF 2 REV: 0

7.2 Offsite evacuation locations

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




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

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

	<p>Emergency, dial 000</p> <p>Primary action: Determine if the bushfire is a threat to the school or site. Monitor official sources listed in section 2.</p> <p>Secondary action: Refer to Appendix B for the procedures to Relocate to an offsite evacuation location</p>
	<p>1: Bilya Koort Boodja Cultural Centre – 2 Grey Street – Northam WA 6401 9622 2170</p> <p>2: Northam Recreation Centre Peel Terrace – Northam WA 6401 9622 5153</p> <p>Approval from Shire of Northam as of: 29/08/2025</p> <p>Map last updated: 11/08/2023</p>

Appendix A - Bushfire warning stages

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

Bushfire warning stages	
<p>ADVICE</p> 	<p>A fire is active but there is no immediate threat to lives or homes. Be aware and keep up to date.</p> <p>This is general information to keep principals or site managers informed and up to date with developments.</p> <p>Principals or site managers must:</p> <ul style="list-style-type: none"> • turn off evaporative air conditioners and ensure roof vents are closed. • check and patrol the school or site regularly for bushfire activity, paying particular attention to the evaporative air conditioners.
<p>WATCH AND ACT</p> 	<p>There is a possible threat to lives or homes. Take action now to protect yourself and others.</p> <p>Principals or site managers must prepare to:</p> <ul style="list-style-type: none"> • evacuate; or • move students, staff and visitors to their pre-determined onsite 'safer building location'. They must not be moved to an open area. <p>Evacuation orders are:</p> <ul style="list-style-type: none"> • issued by the Incident Controller or Emergency Services if required. • relayed via official sources such as Emergency WA. <p>It is vital that the principal or site manager:</p> <ul style="list-style-type: none"> • accesses bushfire information from official sources • makes an informed decision to stay onsite or evacuate offsite based on advice from the Incident Controller or Emergency Services.
<p>EMERGENCY</p> 	<p>There is a threat to lives and homes. You may be in danger and need to take immediate action.</p> <p>The principal or site manager will be advised whether staff, students and visitors can leave the area or if they must shelter where they are as the fire burns through the area.</p> <p>A siren, called the State Emergency Warning Signal (SEWS), may accompany an emergency warning.</p> <p>Evacuation orders are:</p> <ul style="list-style-type: none"> • directed by the Incident Controller or Emergency Services. • relayed via official sources, such as Emergency WA. <p>It is vital that the principal:</p> <ul style="list-style-type: none"> • accesses bushfire information from official sources • makes an informed decision to stay onsite or evacuate offsite based on the advice.

Appendix B - Procedures in the event of a sudden bushfire

Relocate to onsite 'safer building location'

The principal or site manager may enact this standalone bushfire plan including relocating to the onsite safer building location as deemed necessary, or upon the advice of the Incident Controller, emergency services, Director of Education, Security and Emergency Management or Incident Support Unit.

When sheltering in place do not use an open area such as a school oval or non-enclosed building.

Initiate this procedure if any of the following occurs:

- a 'Watch and Act' or 'Emergency Warning' alert is issued for an area including the school site on the [Emergency WA](#) website (refer to Appendix A for details about the alerts).
- instruction is received from the Incident Controller, emergency services, Director of Education, Security and Emergency Management or Incident Support Unit..
- any other conditions (eg. smoke or ember attack) where the principal or site manager deem it necessary to initiate this procedure.

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

Action	Notes (if required)
<p>Dial 000 for emergency services and request fire brigade.</p> <p>When connected to Department of Fire and Emergency Services, advise:</p> <ul style="list-style-type: none"> • your school or site name and address • the fire situation • how many students and staff are being impacted • if moving to a 'safer building location' and where it is located • if anyone requires medical attention • CB radio channel, if being used. • Remain in contact with the Department of Fire and Emergency Services. <p>Monitor official bushfire emergency information contact sources in section 2.1.</p>	
<p>Activate your school or site 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 community.</p> <p>Ensure parents receive emergency text message alerts to:</p> <ul style="list-style-type: none"> • inform them of relocation • keep them updated (use the emergency text message alert templates, refer to Manage bushfire incident communications on Ikon). <p>Parents must not collect students until instructed.</p>	
<p>Confirm:</p>	

<ul style="list-style-type: none"> • evaporative air conditioners are turned off • all building roof vents, windows and doors are closed before anyone enters the onsite safer building location(s). • where possible and safe to do so, relocate vehicles or other combustible items (school bags, rubbish bins etc) at least 20 metres from safer building locations. • monitor embers for possible ignition. 	
<p>Take emergency equipment (section 5):</p> <ul style="list-style-type: none"> • registers for students, staff and visitors • evacuation kit • water • mobile phones (charged) • student medication 	
<p>Sound the school or site emergency warning or alert system.</p>	
<p>The principal/site manager to liaise directly with emergency services to assess risk levels and confirm a safe alternative location for shelter or evacuation.</p> <p>If emergency services cannot be, for example no phone or internet services, then relocate students to the best solid structure – look for a solid brick or stone building with multiple entry and exits, minimal ember entry points and as much clearance from vegetation as possible.</p> <p>Students and staff must remain in classrooms or rooms 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.

The principal or site manager must act on the official advice received from the Incident Controller, emergency services, director of education, Security and Emergency Management or Incident Support Unit, which includes remaining on site and preparing for possible evacuation.

Offsite evacuation procedures should be initiated under direction from either:

- the Incident Controller
- OR
- the director of education

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

Action	Notes (if required)
<p>Dial 000 for emergency services and request fire brigade.</p> <p>When connected to Department of Fire and Emergency Services, advise:</p> <ul style="list-style-type: none"> • your school or site name and address • the fire situation • how many students and staff are being impacted • if moving to a 'safer building location' and where it is located • if anyone requires medical attention • CB radio channel, if being used. <p>Remain in contact with Department of Fire and Emergency Services and your director of education.</p> <p>Monitor official bushfire emergency information contact sources listed in section 2.1.</p>	
<p>Activate your School or site 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 incident controller, emergency services or the Manager, Security and Emergency Management, director of education or Incident Support Unit to decide which of the school or site'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 or rooms 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 community (section 4).</p> <p>Ensure parents and carers receive emergency SMS alerts to:</p> <ul style="list-style-type: none"> • inform them of relocation • keep them updated (use the emergency text message alert templates, refer to Manage bushfire incident communications on Ikon). <p>Note: Parents must not collect students until instructed.</p>	
<p>Confirm:</p> <ul style="list-style-type: none"> • evaporative air conditioners are turned off • building roof vents and doors are closed. 	
<p>Take emergency equipment (section 5):</p> <ul style="list-style-type: none"> • registers for students, staff and visitors • evacuation kit • mobile phones (charged). • student medication. <p>Sound the school or site emergency warning or alert system.</p>	
<ul style="list-style-type: none"> • Notify bus operators • Notify other contractors scheduled to visit the site • Move all students, staff and visitors from the assembly area to the offsite evacuation location. 	
<p>Check registers after evacuating staff, students and visitors (roll call). Advise the police if anyone is missing.</p>	
<p>The Manager, Security and Emergency Management or the director of education will provide ongoing advice. Continue to monitor official bushfire information sources listed in section 2.1.</p>	
<p>The Incident Controller, emergency services or the Manager, Security and Emergency Management or Incident Support Unit will notify the director of education 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) school 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.

Note: Residential and agricultural colleges remain open when a forecast of a fire behaviour index of 75 (extreme fire danger rating) or greater is issued. These sites must have procedures in place to:

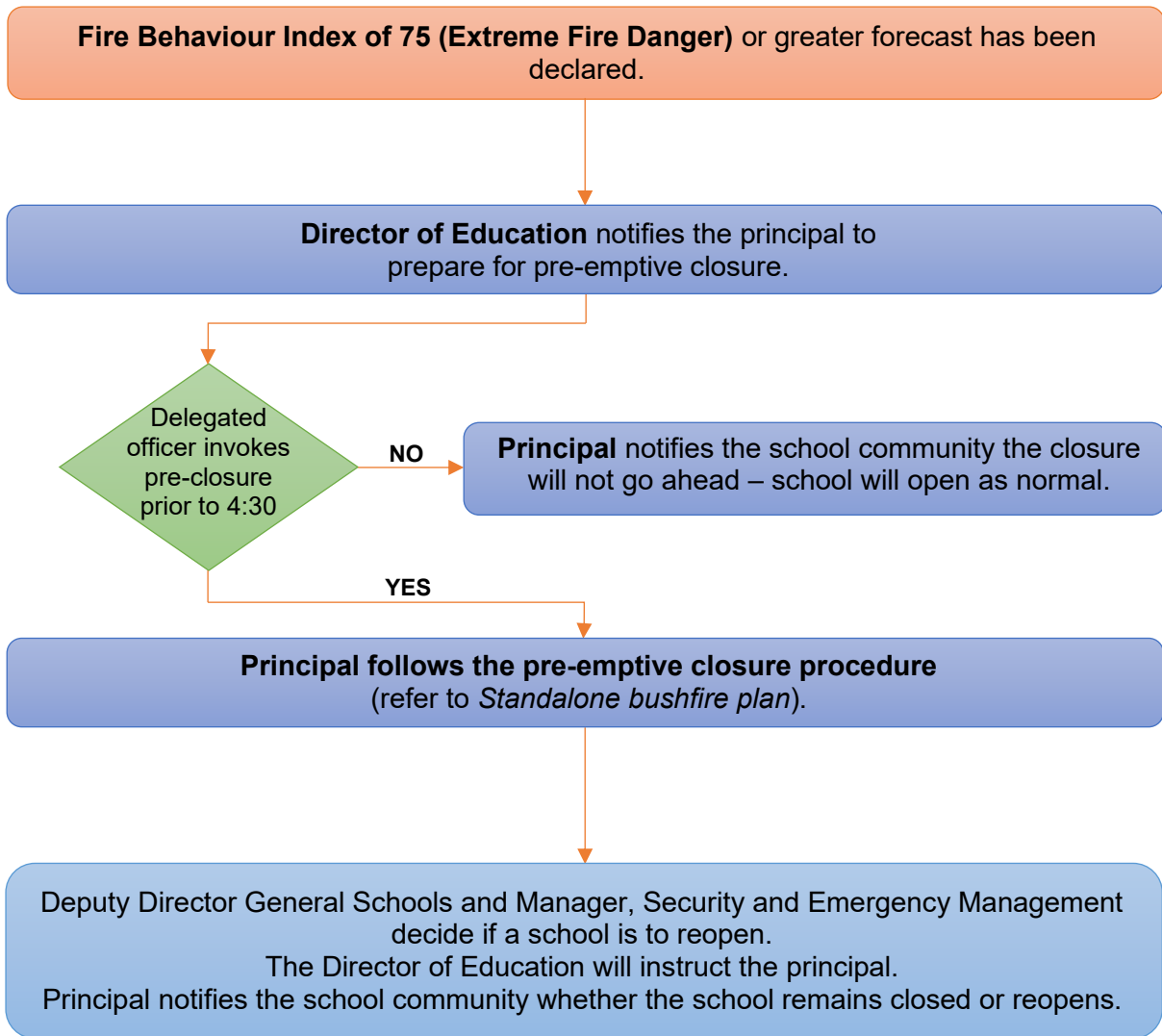
- monitor conditions
- move to the onsite safer building location, if there is any sign of a bushfire
- action an offsite evacuation, on advice from the emergency services.

Schools must initiate the closure procedures below if they receive advice from the director of education or the Security and Emergency Management unit.

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

Refer to the following Flow chart – Principal's pre-emptive school closure response.

Flow chart – Principal’s pre-emptive school closure response



Appendix D – After-hours or school holiday procedures

You may be instructed to keep your school or site 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 your community. Send parents and carers and staff emergency text message alerts to inform them of the school or site closure. To access sample SMS text, refer to Manage bushfire incident communications .	
Work with the director of education to seek alternative school or site and transport arrangements (if required).	
The Department's Media Unit and Incident Support Unit uses media outlets and Emergency WA to make public announcements of: <ul style="list-style-type: none"> • the school or site closure • temporary alternative accommodation. 	
The Department will consult the incident controller or emergency services and notify you when it is safe for the school or site 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 or site can reopen.	