



ST BERNARD'S KOJONUP BUSHFIRE PLAN (2016 - 2017)

Index

Introduction	2
Overview.....	2
Bushfire Preparation checklist (need to refer to Appendix 1).....	2
Communication	3
Preparing for Bushfire Season	3
Pre-emptive Closure	3
During Evacuation	3
Reopening the School.....	4
TYPES OF FIRE EVENT.....	5
1. Total Fire Ban	5
2. Catastrophic Fire Danger	6
2.1 Planned Pre-emptive Closure.....	6
2.2 During a Planned Closure	6
2.3 Re-opening School.....	6
3. Bushfire	7
3.1. <i>Bushfire- Watch community</i>	7
3.1.1 Advice.....	7
3.1.2 Watch and Act	7
3.1.3 Emergency Warning	7
3.2. Bushfire- Act.....	7
3.2.1 Response when a bushfire starts and the school is open.....	7
3.2.1.1 Evacuation Procedure.....	7
3.2.1.2 Safer Location Procedure – if evacuation is not possible	8
3.2.2 Response when a bushfire starts and the school is closed	8
3.2.3 Recovery	8
Debrief	9
APPENDICIES.....	10
1. COMPLIANCE: Bushfire Preparation Checklist.....	10
2. Catastrophic Event Flow Chart.....	12
3. Sample School Site Plan and Evacuation Routes	13
4. Communication Plan.....	15
5. Sample Emergency Response Contact List	Error! Bookmark not defined.
6. Sample Communication Tree.....	Error! Bookmark not defined.



Introduction

This plan is for St Bernard's Kojonup and has been designed to assist staff in the event of a total fire ban, catastrophic fire danger rating, or a bushfire. Letters to staff and parents are included in the appendix as well as notices regarding the plans of closures of the school.

The preparation of this plan has been developed in accordance with the *Emergency and Critical Incident Management Policy* and the *Principal's Guide to Bushfire* with input from local emergency management agencies.

Overview

GENERAL INFORMATION This Bushfire Plan (BP) has been developed during Term One after consultation with:

- Board members
- members of the emergency services (e.g. DFES, Local Emergency Management Committee and/or Community Emergency Services Manager)

The BP is to be reviewed annually during Term Three each year to reflect any changes that may have taken place in:

- Department of Education or government policy
- site facilities
- Personnel normally on site.

The BP outlines required actions to prepare the school before the bushfire season as per the *Principal's Guide To Bushfire*. (refer Appendix 1)

The BP also outlines activities to be undertaken by staff and students at the different levels of a bushfire emergency:

- on days of Total Fire Ban
- Catastrophic fire danger rating;
- when there is a fire in the local district
- when a bushfire is threatening or impacting on the site
- during the period immediately after a bushfire has impacted on the site (known as the 'Recovery Phase').

Where applicable, a building is nominated as the **Safer Location** building for this school.

- It has been prepared for a bushfire emergency and will safely accommodate all persons normally at the school.

The Principal will include bushfire season reminders and information in site newsletters when applicable. The School's Staff Handbook, updated in Term One each year, includes evacuation information.

All staff members receive pre fire season updates during Term Three and ongoing information and instruction about the contents and requirements of the BP during Term Four and Term One staff meetings.

Bushfire Preparation checklist (to Appendix 1)

The safety and wellbeing of students, staff and visitors to St Bernard's Catholic Primary is at all times the main priority. Staff are not expected to fight bushfires.

The school will review (and update where appropriate) the plan on an annual basis.

Any 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 experts is documented identifying the date and source of the advice.

Date of Review	Reviewing Officer	Date Submitted	Next scheduled Review
12/2/2014	Ms Annette Quirk		Aug 2014
11/11/2015	Mrs Siobhan Galos		2016
8/11/2016	Mrs Siobhan Galos		2017

Communication

There are several levels of communication employed at school level before, during and after bushfire events.

Preparing for Bushfire Season

- All students and staff are aware of the School's bushfire response 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 schools website. Draft test for the school newsletter is available in the *Principal's Guide to Bushfire (Appendix A6)*
- The Principal will establish contact with emergency services, including DFES, the local volunteer fire brigade, WA Police, the LEMC and CESM.
- Our school is located in a bushfire prone area and we ensure we incorporate key bushfire messages in our curriculum.
- Communication plans (including emergency contacts and a telephone tree) are in place for evacuation or planned closure. See *Appendix 4 for a Communication Plan, Appendix 5 for Emergency Contacts and Appendix 6 for a telephone tree*
- Our school has an effectively working emergency warning system and emergency communication equipment is available and working.
- Our school has in place systems to account for students, staff and visitors in an emergency, these include class rolls (or equivalent) and visitor registers. Hard copies of all documentation are kept on file on the advent that a loss of power affected the ability to print from electronic sources.
- Arrangements are in place in relation to school buses to be contacted.

Pre-emptive Closure

- The office of Catholic Education W.A. will make the decision to close a school based upon advice from Emergency Services and this will be relayed to the Principal.
- The Principal is to notify staff and parents using emergency contacts and the telephone tree of closure. See also the letter to parents in the *Principal's Guide to Bushfires advising of pre-emptive Closure (Appendix A7)*, consideration is given to parent's level of literacy and understanding of English.
- All other necessary parties are advised including (but not limited to) other schools that may have siblings at your school, community users of the school facilities (including before and after school care, community kindergartens or holiday programs), on site contractors and Parents and Friends Association (P & F).
- Bus contractors will be contacted to arrange for the evacuation of students to a designated area.
- Notice of Planned Temporary School Closure should be posted as per the *Principal's Guide to Bushfire*, both physically at the school and electronically on the website.

During Evacuation

- The school will contact their School Improvement Advisor.
- The school will contact parents via phone or email (It would be preferable that parents restrict calling the school at this time to emergency calls only).
- The school will notify bus contractors and out of school programs.
- The school has landlines (08 9831 3500). It would be preferable that parents restrict calling the school at this time to emergency calls only.
- The official broadcaster of Emergency Events is ABC radio. Our local station is ABC local radio. They will provide up to date information during a bushfire event in our area.
- The DFES website provides up to date information on fire events. Refer to <http://www.dfes.wa.gov.au/> .

NOTE: DFES are introducing the national Emergency Alert system to send community warning messages via mobile telephones in affected areas. (Information can be obtained from <http://www.dfes.wa.gov.au/pages/default.aspx>).

The Principal communicates directly with the CEWA personnel including any media communications. Staff should not comment directly to media.

Reopening the School

- The school Improvement Officer is to advise the Principal when the school can re-open.
- Parents need to know when the school is reopened. In the event of a pre-emptive closure details are contained in the template letter (*Principal's Guide to Bushfires advising of pre-emptive Closure- Appendix A7*).
- The Notice of Planned Temporary School Closure should be physically removed from the school premises and website.
- All parties that were advised of closure (e.g. Bus Contractors, P&F) will be advised of reopening.

TYPES OF FIRE EVENT

In the event of a Total Fire Ban, catastrophic weather warning, or bushfire, the **Bushfire Plan** will be activated.

1. Total Fire Ban

In the event of a Total Fire Ban the **Bushfire Plan** will be invoked: (refer to *Principal's Guide to Bushfire* for all procedures).

This means:

- you must not light or use any fires in the open air;
- all open fires for the purpose of cooking or camping are not allowed;
- 'hot work' such as metal work, grinding, welding, soldering, gas cutting or similar is not allowed unless you have an exemption; and
- You must not undertake any other activities that may start a fire.

The DFES 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 there use is likely to cause fire.

It is also necessary to ensure:

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

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

If a Harvest and Vehicle Movement Ban has not been implemented by your Local Government Authority you are able to harvest or move vehicles across paddocks for agricultural purposes.

Individuals could be fined up to \$25,000 or jailed for 12 months or both if the Total Fire Ban is ignored.

For information on activities that can or cannot be carried out during a Total Fire Ban visit www.dfes.wa.gov.au/totalfirebans/Pages/TotalFireBanWhatCantIDo.aspx.

If the information you want 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

2. Catastrophic Fire Danger

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 (FDR)	Action
Catastrophic	100+	Schools on Bushfire Zone Register closed on instruction from Deputy Director General Schools, through Regional Executive Director. School to invoke communication plan and cancel bus services.
Extreme	75-99	Monitor DFES website
Severe	50-74	Monitor DFES website
Very High	32-49	Normal school operations
High	12-31	Normal school operations
Low-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 at Appendix 2 (refer to *Principal's Guide to Bushfire* for all procedures and sample letters).

2.1 Planned Pre-emptive Closure

The office of CEWA will contact Principals of affected schools directly when a planned (pre-emptive) closure is to be invoked in a particular part of the State. 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. Schools should have telephone trees in place to provide this information at short notice or after hours.

Once advised that your school is to undertake pre-emptive closure, you need to notify your school community that a closure is imminent. The Principal needs to send letters to parents and provide each staff member with a memo that clearly states when the closure is planned to occur and that the school is on standby. It may be that between declaration of the closure and the day of closure, weather conditions improve sufficiently to remove the need to close and the school can therefore stand down its pre-emptive closure plans. 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.

The DEFS 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 public schools is to proceed, based on DFES's advice.

2.2 During a Planned Closure

The Principal must stay informed of current fire danger rating and any fire activity by monitoring local media (local radio, especially the ABC, and television) and by regularly checking for updates with DFES.

2.3 Re-opening School

Parents need to know when the Catastrophic FDR has been downgraded and that it is therefore safe for their children to return to school after a planned closure. The letter to parents contains advice on how parents can monitor the situation. The school will need to put communication plans in place, such as placing a notice on the school website and providing a number for parents to call for information about the reopening of the school. Consideration needs to be given to how parents who do not have internet access or who have diverse needs (e.g. multicultural, special needs) will be provided with information.

3. Bushfire

In the event of a bushfire threatening the school, the school will notify DFES and the **Bushfire Plan** will be invoked by way of the school siren (or hand held bell).

3.1. Bushfire- Watch community

During a bushfire, Emergency Services provide as much information as possible through a number of different channels. There are three levels of warning, **ADVICE**, **WATCH AND ACT** and **EMERGENCY WARNING**. These change to reflect the increasing risk to life and the decreasing amount of time you have until the fire arrives.

3.1.1 Advice

If the school is likely to be threatened by the fire, activate the Emergency Management Plan immediately. Notify DFES Communication Centre of your decision and relocation point.

An ADVICE provides you with information on a bushfire that is not threatening lives or property but may be causing smoke near the school. Turn off evaporative air conditioners. Regular checks of the school are to be undertaken paying special attention to the evaporative air conditioners.

3.1.2 Watch and Act

A WATCH AND ACT message tells you the fire conditions are changing and there is a possible threat to lives and the school. The Principal's decision to leave or relocate students, staff and visitors off site should be based upon assessment of known information and current circumstances, including advice from emergency services or observations at the time of the event.

3.1.3 Emergency Warning

An EMERGENCY WARNING is the highest level of warning and tells you of immediate danger. In some circumstances it may start with a siren sound called the Standard Emergency Warning Signal (SEWS) to get your attention as the fire is about to arrive. SEWS is a distinctive sound that is broadcast immediately prior to major emergency announcements on radio, television and other communication systems. SEWS tells people 'you need to listen- there is an emergency in your area and you need to take action now'. It is used like a siren and is strictly controlled for use by an authorised hazard management agency only.

The School should activate their Bushfire Plan in regards to evacuation. Consideration will include; location of fire and ability to travel safely to the selected relocation point, notify DFES Communication Centre of your decision and relocation point. The Principal is to liaise with the Regional Executive Director. **If it is not safe to evacuate, direct all students, staff and visitors to the school's Safer Location.**

3.2. Bushfire- Act

3.2.1 Response when a bushfire starts and the school is open

3.2.1.1 Evacuation Procedure

School to evacuate off-site on advice from DFES

The school has identified an off site safer location which has been approved – the town oval. It will take approximately 14 minutes to move to this location.

- All classes remain with their teachers and allocated education assistants.
- All other staff and visitors report to the Front Office.
- Teachers account for each child and identify students and support staff with known respiratory conditions.

- Doors and windows must be closed and **evaporative air coolers turned off**. Students and staff are to remain in classrooms unless directed otherwise by their fire warden.
- Fire wardens are designated to manage evacuation routes, liaise with staff.
- The Principal and fire wardens, will control this response until the arrival of DFES or emergency services who will then take over.
- Students and adults with known respiratory conditions will be identified and given special consideration.

Parent Access

Parents will be informed when and where to pick up students upon advice from the school or through DFES or Incident Controller.

3.2.1.2 Safer Location Procedure – if evacuation is not possible

School to remain on site on advice from DFES.

- All classes remain with their teachers and allocated education assistants.
- All classes in transportable buildings to be relocated to the school library. See Appendix 3 for a sample safer location evacuation plan.
- All other staff and visitors report to the Front Office.
- Teachers account for each child and identify students and support staff with known respiratory conditions.
- Doors, roof vents and windows must be closed and **evaporative air coolers turned off**. Students and staff are to remain in classrooms unless directed otherwise by their fire warden.
- Fire wardens are designated to manage evacuation routes and liaise with staff.
- The Principal and fire wardens, will control this response until the arrival of the DFES or emergency services who will then take over.
- Students and adults with known respiratory conditions will be identified and given special consideration.

Parent Access

Parents advised **NOT** to pick up students and to monitor local media for specific access information.

3.2.2 Response when a bushfire starts and the school is closed

If CEWA makes a decision on school closure based upon advice the Principal will be informed of closure.

The Principal is to notify staff and parents using the emergency contact list (see Appendix 4 for a Sample Communication Plan) of Closure.

The CEWA Incident Controller will, in consultation with the Executive Director, identify alternative accommodation of students and staff if required. The Department's Media Unit will utilise media outlets to make public announcements of school closures, temporary alternative accommodation and contact number(s) for further information.

CEWA will inform the Principal when the school can reopen.

3.2.3 Recovery

The priorities for the school during recovery are

1. Health and Safety of individuals;
2. Social Recovery;
3. Physical (Structural) Recovery.

General

- When possible, return to normal routine.
- 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 replacement/replenishment.
- Address any physical damage to the school, isolating areas if required and if necessary relocate to alternative accommodation. Contact the Resources Team at CEWA to commence repairs. CEWA should be advised of any damage caused by the bushfire.
- Attend to security if necessary
- Manage Administrative details including insurance.

Debrief

- What worked, what didn't?
- Was anything overlooked?
- What could you 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.
- Test the revised bushfire management plan and procedures.

For further details and contacts refer to the Recovery Section of the *Emergency and Critical Incident Management Plan* and *The Principal's Guide to Bushfire*

APPENDICIES

1. COMPLIANCE: Bushfire Preparation Checklist

	Department of Education	Bushfire Preparation Check List for the Summer Months
---	--------------------------------	---

Principals should be thoroughly familiar with their current plans for dealing with bushfires.

All staff members should be aware of their responsibilities in accordance with the plans.

MANAGEMENT ACTIVITIES

Tick when task has been completed, or write NA if not applicable

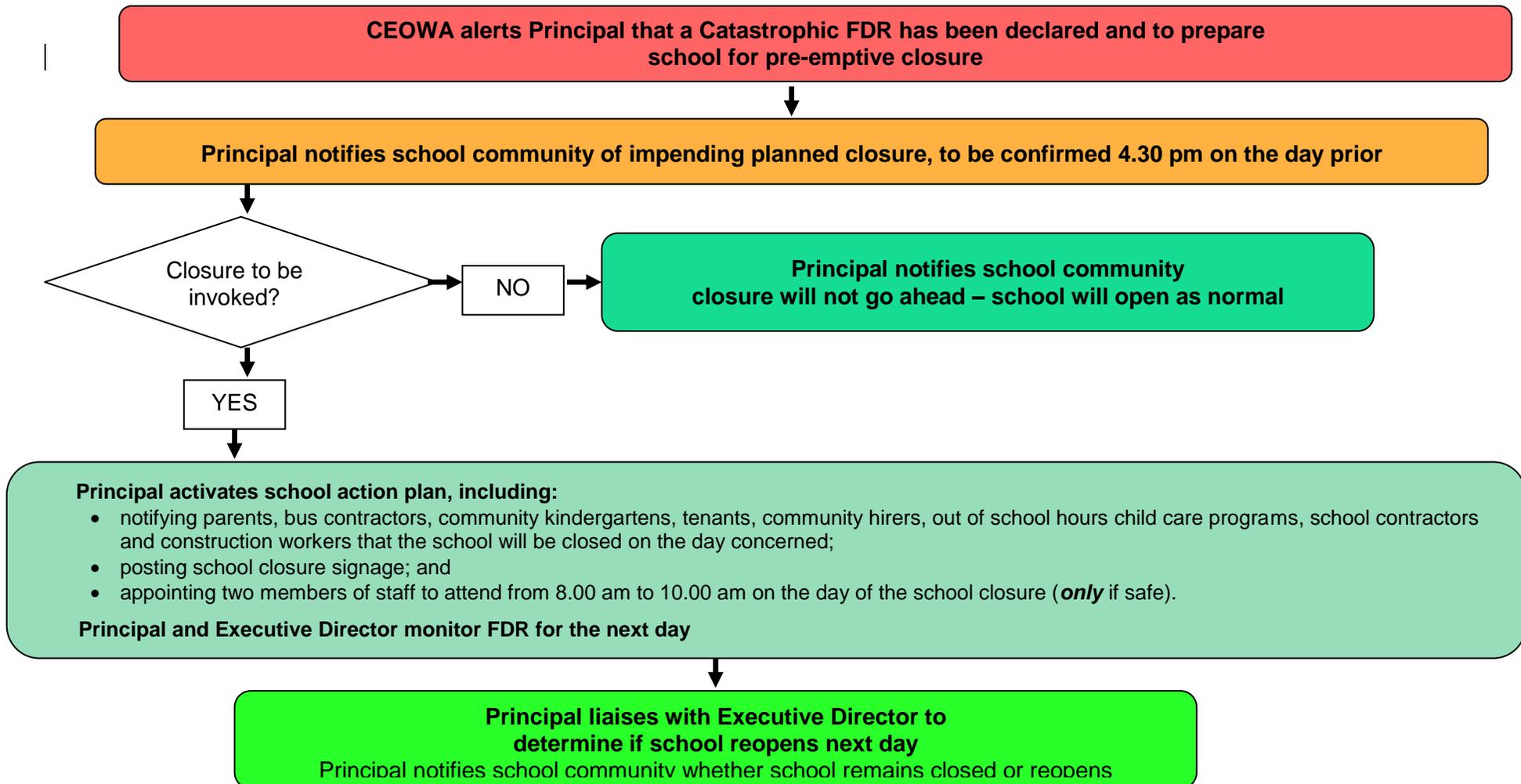
The School <i>Emergency and Critical Incident Management Plan</i> includes a plan for dealing with bushfires. Schools on the Bushfire Zone Register must also have a separate stand-alone bushfire plan.	
<ul style="list-style-type: none"> • Students, staff, relief staff and parents/carers have been made aware of the school bushfire plan. • The bushfire plan must be reviewed prior to each bushfire season (Term 3) and a copy forwarded to your education regional office. 	
If school is on the Bushfire Zone Register, the principal (or a nominated staff member) has established contact with emergency services, including DFES, the local volunteer fire brigade, WA Police, your Local Emergency Management Committee (LEMC) or Community Emergency Services Manager (CESM) and incorporated their feedback into the plans (as required) .	
<ul style="list-style-type: none"> • Refer to Emergency Alert warning system (www.emergencyalert.gov.au/) Emergency Services must be informed of your nominated Safer Location as part of your <i>Emergency Critical Incident Management Plan procedures</i>. 	
Schools on the Bushfire Zone Register need to incorporate key bushfire messages in their curriculum.	
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.	Margie Davies
Evaporative air conditioners – awareness of location of the switches and how to switch off the units.	
Communication plans (include telephone tree – see Appendix D1) are in place for evacuation or planned closure.	
Practice evacuation drills prior to October and at least once per term during the bushfire season, October to March. Note this is a minimum three drills per year.	
School has a correctly functioning emergency warning or alert system.	
Emergency communications equipment is available e.g. mobile telephones, hand-operated fire alarm (portable siren), portable radios and spare batteries.	
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.	
Evacuation kit should be checked at least once per term.	
Arrangements are in place in relation to school buses (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 Location within the school building should be identified and prepared in the event that an off-site evacuation is not possible (Refer page 4).	
BPZ (20 metre radius), cleared of all rubbish, long dry grass, bark and flammable materials.	

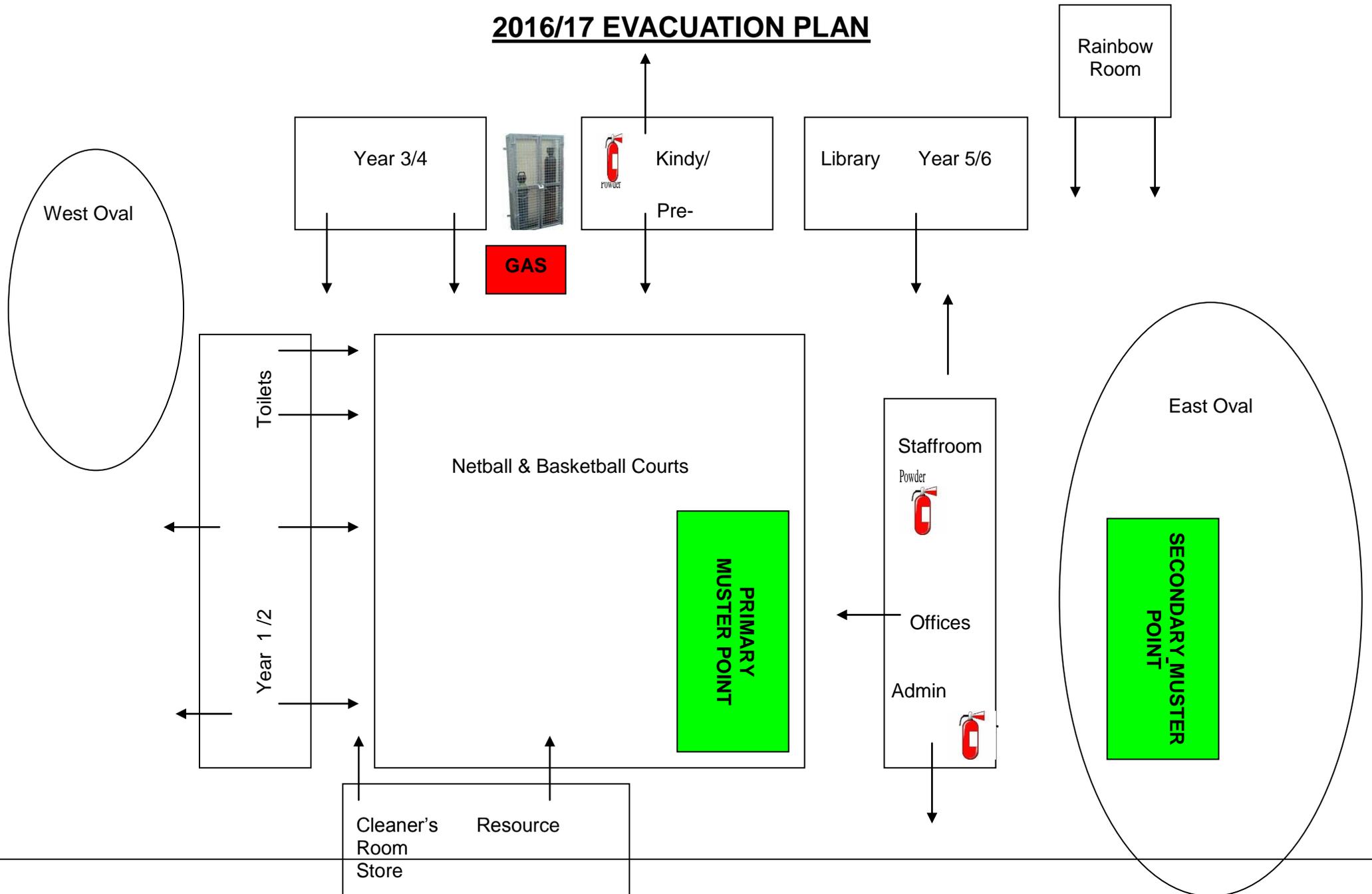
2. Catastrophic Event Flow Chart

In the event of a catastrophic weather warning the **Bushfire Plan** will be invoked as per the following flow chart: (refer to *Principal's Guide to Bushfire* for all procedures and sample letters)

PRINCIPAL'S RESPONSE TO Catastrophic Fire Danger Rating



3. School Site Plan and Evacuation Routes



4. Communication Plan

