Bushfire Plan
for
Boddington District High School

Prepared November, 2016

Effective From: November 2016
Review: Term 3 2017
Copy Sent to Regional Executive Director: 7 November 2016
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Introduction

This plan is for Boddington District High School and has been designed to assist staff to prepare for 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 was 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 2015 after consultation with:

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

The BP outlines required actions to prepare the school before the bushfire season as per the Principal’s Guide to Bushfire (refer Appendix A).

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

- 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; and
- during the period immediately after a bushfire has impacted on the site (known as the ‘Recovery Phase’).

Distribution

The Principal will forward a copy of the site BP to the Regional Executive Director to be held in the regional office.

The Principal or delegated officer will forward a copy of the site BP to the emergency services by Week 2 of Term 3 each year in the region.

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

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

The Principal will also include bushfire season reminders and information in site newsletters at least three times each term when applicable. The School’s Information Booklet, updated in Term 1 each year, includes detailed information about actions and procedures included in the BP.

All staff members are to receive pre fire season updates during Term 3 and ongoing information and instruction about the contents and requirements of the BP during Term 4 and Term 1 staff meetings.
The safety and wellbeing of students, staff and visitors is at all times the Department’s 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 needs to be documented identifying the date and source of the advice.

<table>
<thead>
<tr>
<th>Date of Review</th>
<th>Reviewing Officer</th>
<th>Date Submitted</th>
<th>Next scheduled Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov 1, 2016</td>
<td>Paul Mitcham</td>
<td>Nov 7 2016</td>
<td>Term 3 2017</td>
</tr>
</tbody>
</table>
Communication
There are several levels of communication requirements at school level before, during and after bushfire events.

Preparing for Bushfire Season

- The Principal must ensure all students and staff are aware of the school’s bushfire plan. It is also necessary to ensure that relief staff and parents have been made aware of the school’s bushfire plan. A copy of the school’s bushfire plan should be published on the schools website. Suggested draft text for the school newsletter is available in Appendix A6 of the Principal’s Guide to Bushfire.
- The Principal should establish contact with emergency services, including DFES, the local volunteer fire brigade, WA Police, the LEMC and CESM.
- Schools located in bushfire prone areas need to incorporate key bushfire messages in their curriculum. (Research shows that if students develop and undertake drills as part of the emergency planning the message is more meaningful and transfers to the home environment. Additional benefits can be realised by taking activities home that need to be completed and returned. This can serve to increase families’ level of awareness and preparedness in regards to bushfire survival plans or household preparedness assessments.)
- Communication plans (including emergency contacts and a telephone tree) need to be in place for evacuation or planned closure. See Appendix D for a Communication Plan, Appendix E for sample emergency contacts and Appendix F for a sample telephone tree.
- The school has an effectively working emergency warning or alert system and emergency communication equipment is available and working.
- Schools have in place systems to account for students, staff and visitors in an emergency, such as class rolls (or equivalent) and visitor registers. Consideration should be in place for situations such as a loss of power affecting the ability to print from electronic sources.
- Arrangements are in place in relation to school buses if appropriate (notification of contractors if pre-emptive closure is invoked; the availability of buses if off-site evacuation is required).
Types of Fire Event
In the event of a Total Fire Ban, catastrophic weather warning, or bushfire, the BP will be activated.

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

This means:
- no fires must be lit or used in the open air;
- all open fires for the purpose of cooking or camping are not allowed; and
- 'hot work' such as metal work, grinding, welding, soldering, gas cutting or similar is not allowed unless there is an exemption.

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

It is also necessary to ensure:
- The equipment or machinery is mechanically sound.
- All reasonable precautions are taken to prevent a bushfire starting.

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

3.2. Bushfire – Act

3.2.1 Response when a bushfire starts and the school is open.
There is a hazard separation zone of greater than 100m around the school. Classrooms have been identified as the safest location for students in the event of a bushfire.

3.2.1.1 Evacuation Procedure
If the school is advised to evacuate off-site by the incident controller. 
**Buses will be sourced to evacuate to a Welfare Centre by the safest route as advised by the Incident Controller, in Pinjarra, Narrogin or Armadale.**
Early Childhood students would be evacuated first by local contractors, estimated within the hour. Remaining students would be evacuated by contractors from surrounding towns, estimated 2 hours to evacuate students.
- 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, 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 (Deputy Principals) 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 the Incident Controller.

3.2.1.2 Safer Location Procedure – if evacuation is not possible
Students to remain on site on advice from DFES.
- 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, 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 the Department of Education Incident Controller makes a decision on school closure based upon advice from Emergency Services the Regional Executive Director will inform the Principal of closure.

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

The Department of Education Incident Controller will, in consultation with the Regional 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.

The Department’s Incident Controller in consultation with DFES will inform the Regional Executive Director when the school can reopen, who will inform the Principal accordingly.

3.2.3 Recovery
The priorities for the school during recovery are
- Health and Safety of individuals;
- Social Recovery; and
- Physical (Structural) Recovery.

General
- When possible, return to normal routine as soon as possible.
- Attend to staff and student welfare, considering counselling support.
- Provide information for families and the community of any impact (including if there is none) on the school and school routine following the bushfire.
- Undertake a check of any equipment or stock used and arrange for replacement/replenishment.
- Address any physical damage to the school, isolating areas if required and if necessary relocate to alternative accommodation. Contact Building Management and Works to commence repairs. The Department should be advised of any damage caused by the bushfire.
- Attend to security if necessary (Contact Head of Security at Central Office on 9264 4825).
- Manage Administrative details including insurance.

Debrief
- What worked, what didn’t?
- Was anything overlooked?
- What could you and your staff do better next time?
- Should roles change?
- If changes are made, incorporate them into the formal plan and advise the appropriate parties including staff and other authorities.
- Share the knowledge with other schools.
- 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.
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**

<table>
<thead>
<tr>
<th>Task</th>
<th>Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>The School <em>Emergency and Critical Incident Management Plan</em> provides a plan for dealing with bushfires. <strong>Schools on the Bushfire Zone Register must also have a separate stand-alone bushfire plan.</strong></td>
<td>April 2016</td>
</tr>
<tr>
<td>Principal is thoroughly familiar with the schools current <em>Emergency and Critical Incident Management Plan</em> and where applicable the stand-alone bushfire plan.</td>
<td>4/4/16</td>
</tr>
<tr>
<td>Students, staff, relief staff and parents/carers have been made aware of the school bushfire plan.</td>
<td>TBA</td>
</tr>
<tr>
<td>The bushfire plan has been reviewed prior to the bushfire season (Term 4, 2016) and a copy forwarded to the local education regional office.</td>
<td>7/11/16</td>
</tr>
<tr>
<td>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.</td>
<td>7/11/16</td>
</tr>
<tr>
<td>The principal and liaison officer have established contact with local emergency services including DFES, the Department of Parks and Wildlife (if relevant), the local volunteer fire brigade, WA Police, Local Emergency Management Committee (LEMC), local government representative or Community Emergency Services Manager (CESM) (if there is one for the area), and incorporated their feedback into the plans (as required).</td>
<td>2015</td>
</tr>
<tr>
<td>Emergency Services, outlined above, are informed of your nominated pre-determined Safer Location as part of your Emergency Critical Incident Management Plan procedures.</td>
<td>Stay in place and protect</td>
</tr>
<tr>
<td>Schools on the Bushfire Zone Register understand the bushfire warning system (refer DFES website page 8) and the Emergency Alert telephone warning system (<a href="http://www.emergencyalert.gov.au">www.emergencyalert.gov.au</a>).</td>
<td>7/11/16</td>
</tr>
<tr>
<td>Schools on the Bushfire Zone Register need to incorporate key bushfire messages in the curriculum.</td>
<td>TBA</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Schools know how to turn off evaporative air conditioner units, including awareness of the location of the switches, and how to close roof vents.</td>
<td>✓</td>
</tr>
<tr>
<td>Communication plans (include telephone tree – see Appendix D1) are in place for directed evacuation or planned closure</td>
<td>✓</td>
</tr>
<tr>
<td>Evacuation drills practised prior to the start of the bushfire season and at least once per term during the bushfire season. The bushfire season typically runs from late October to April in southern WA and June to late October in northern WA. Note this is a minimum of three drills per year.</td>
<td>N/A</td>
</tr>
<tr>
<td>School has a correctly functioning emergency warning or alert system.</td>
<td>✓</td>
</tr>
<tr>
<td>Emergency communications equipment is available e.g. mobile telephones.</td>
<td>✓</td>
</tr>
<tr>
<td>Class rolls and visitor register (or equivalent) are readily accessible in an emergency to account for students, staff and visitors.</td>
<td>✓</td>
</tr>
<tr>
<td>First aid equipment is available and staff members trained in first aid have been identified.</td>
<td>✓</td>
</tr>
<tr>
<td>Evacuation kit should be checked at least once per term.</td>
<td>✓</td>
</tr>
<tr>
<td>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)</td>
<td>✓</td>
</tr>
<tr>
<td>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.</td>
<td>✓</td>
</tr>
<tr>
<td><strong>A Safer Location</strong> within the school building should be identified and prepared in the event that an off-site evacuation is not possible (Refer page 4 of the Guide).</td>
<td>✓</td>
</tr>
<tr>
<td>Asset Protection Zone (APZ) (20 metre radius), cleared of all rubbish, long dry grass, bark and flammable materials.</td>
<td>TBA</td>
</tr>
</tbody>
</table>
Appendix B: 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)
Front drive through for bus pick up for evacuation of students by bus
Appendix D: Communication Plan

**Principal's Response to Bushfire when School Open**

- School notices fire and calls triple zero (000)
- School notified of fire. Dedicated phone number (to be kept free) provided to Incident Controller
- Controlling agency notifies school of fire

**Bushfire Warning**

- WATCH & ACT or Emergency Warning
- Evacuate or Stay
  - Follow direction of Emergency Services Incident Controller
- Evacuate off Site to Evacuation Location
  - Monitor controlling agency website and information line ABC

**Initial Message**

- School under threat of bushfire
  - Emergency Services advice to school to evacuate to designated position (Note controlling agency will identify location)
  - Please pick up students from (location description)
  - Please monitor local media for specific access information

**Interim Message**

- School remains under threat of bushfire
  - Emergency Services advice to school was to evacuate
  - Schools remains closed
  - Please monitor local media for specific access information

**Close Out**

- Threat has passed
  - Emergency Services advise students to return to school on (date)
  - Please monitor local media for specific access information

**Follow direction of Emergency Services Incident Controller**

- Closure to be invoked
- Yes (there is a threat)
- No threat

**ADVICE**

- Evacuate or Stay

**Follow Emergency Management procedures**

- School closure to be invoked
- Notify RED and Department of Education Media Unit
- Implement Communication Plan to Parents
- Notify Bus Contractors out of school progs

**Follow Emergency Management procedures**

- Move to Safer Location
- Notify RED and Department of Education Media Unit
- Implement Communication Plan to Parents
- Notify Bus Contractors out of school progs etc.
## Appendix E: Emergency Response Contact List

<table>
<thead>
<tr>
<th>EMERGENCY CONTACT &amp; PHONE NUMBERS</th>
<th>ROLES AND RESPONSIBILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police Local: 98838002</td>
<td></td>
</tr>
<tr>
<td>Ambulance / Hospital Local Ambulance: 98834444 000</td>
<td></td>
</tr>
<tr>
<td>Fire W: 000</td>
<td>Invacuation: Principal Checking Rooms PA announcement Deputy Principals</td>
</tr>
<tr>
<td>Bus Contractors Name: Lisa Carrots Name: Yvonne Liddell 0428838054 0419857167</td>
<td></td>
</tr>
<tr>
<td>Power Outage (Horizon Power or Western Power) 131351</td>
<td>Accredited FIRST AID Officers Mark Donald</td>
</tr>
<tr>
<td>State Emergency Service 1300 1300 39</td>
<td>Communication Principal</td>
</tr>
<tr>
<td>Poisons Information 131 126</td>
<td>Next of Kin Notification Principal (Police if death)</td>
</tr>
<tr>
<td>REGIONAL DIRECTOR Name Alison Ramm mobile: 0438924649</td>
<td>Reporting and Review Principal</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PRINCIPAL</th>
<th>98838106 mobile: 0418777267</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager Corporate Services</td>
<td>98838106 mobile: 0427838009</td>
</tr>
</tbody>
</table>

In the case of an EMERGENCY Call 000