



Department of
Education

Standalone bushfire plan 2020–2021 Spencer Park Primary School

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 *Emergency and critical incident management plan*.

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

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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) | Spencer Park Primary School Spencer Park Education Support Coolangarras – Aboriginal Kindergarten |
| School address | 26 Hardie Road ALBANY |
| Number of students | 280 |
| Number of staff | 50 |
| Number of students requiring extra support if evacuating | Nil |
| Number of school sides bordered by bush | 1 |
| Names of major roads bordering school | Hardie Road, Reidy Drive |
| School'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 3 short blasts or if without power 3 short blasts from whistle or Continuous handbell |

| | |
|--|---------------|
| Plan prepared by (principal's name) | Jeremy Hadlow |
| Date prepared | 29/07/2020 |

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) | Albany Police Station | Local: 9892 9300 |
| Local hospital (eg name of nearest hospital or medical emergency facility) | Albany Hospital Local Ambulance | Local: 9892 2222 9841 4212 |
| Local fire brigade (eg name of nearest fire station) | Albany Fire Station | 9841 2122 |
| Bus contractors (ready for pre-emptive closure or offsite evacuation) | TransAlbany Loves – Ken Southern Bus Charters - Deb | 9842 2888 98411211 68344011 |
| Electricity provider - in the case of a power outage (eg Horizon Power or Western Power) | | 132351 |
| State emergency service (if known) | | 132500 |
| Poisons information (where relevant) | | 131126 |
| Regional Executive Director – contact name | Neil Milligan Alison Ramm | Ph 9791 0316 Mobile: 0428 913 870 0438 924 649 |

Dial 000 in an EMERGENCY

2.1 Other important emergency sources

- 1) [Emergency WA website](https://www.emergency.wa.gov.au/) - <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 Incident management 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).

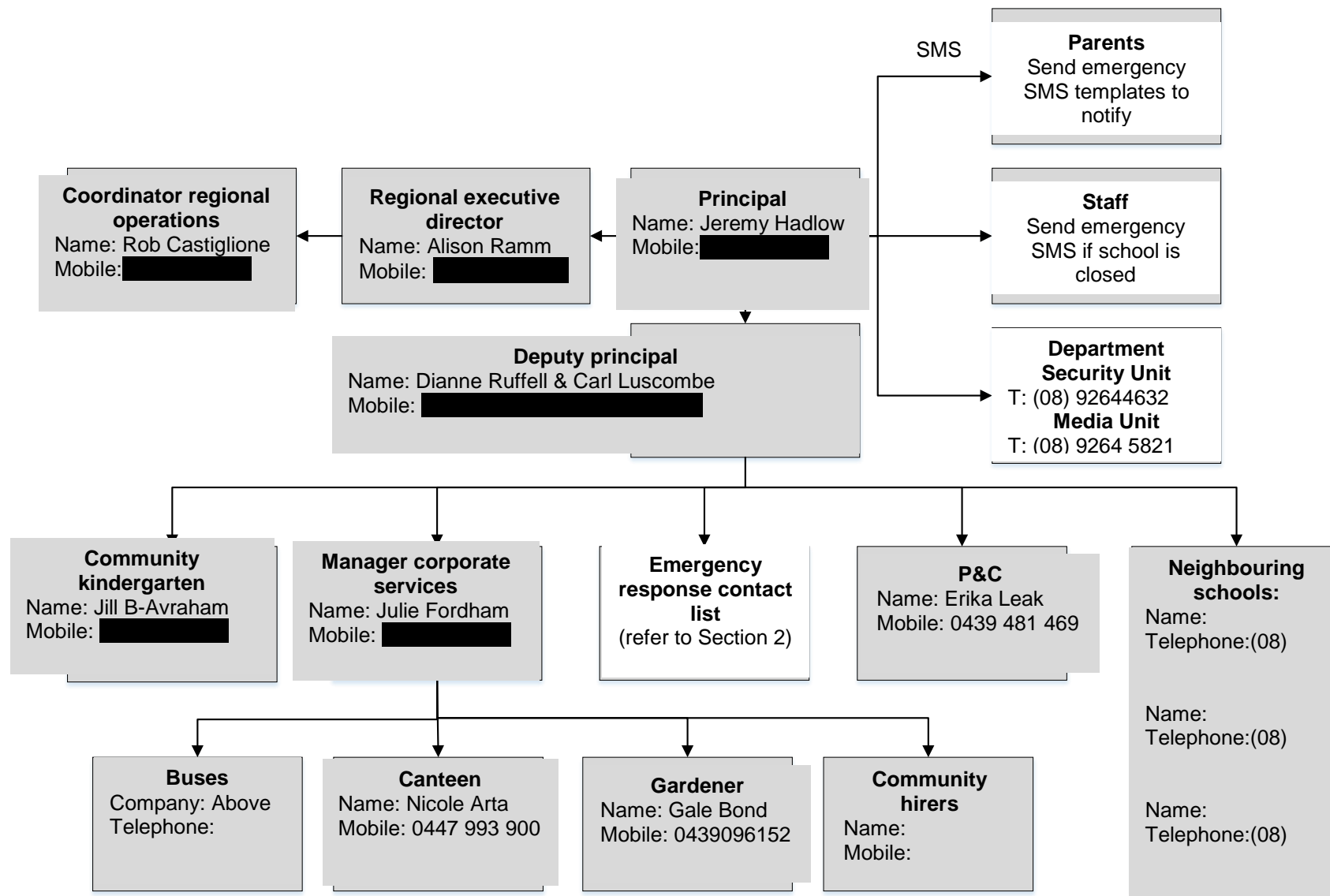
Examples of suggested duties include:

- 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 | Jeremy Hadlow Rebecca Wheatley (SPESC) | <ul style="list-style-type: none"> • fire warden duties • checking all rooms • monitoring the bushfires warnings stages | 6821 3000 mobile: 0458 574 793 6821 3050 Mobile 0417 179 955 |
| Deputy principal | Dianne Ruffell Carl Luscombe | <ul style="list-style-type: none"> • fire warden duties • checking all rooms | 0437 419 973 0409 111 819 |
| Manager corporate services | Julie Fordham | <ul style="list-style-type: none"> • keeping a copy of school registers for roll call • send out text alerts to parents | 0427 711 658 |
| Teachers | Various | <ul style="list-style-type: none"> • marshalling of students | |
| Accredited first aid officers | Samantha Savage Anne Green Celina Sims Angie Caramia Ellen Clements | Applying 1 st aid if required | |
| 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 – office staff to obtain |
| First aid kit(s) | Front office – office staff to obtain |
| Emergency warning or alert system, eg: <ul style="list-style-type: none"> mobile telephones (charged) hand-operated fire alarm (portable siren) portable radios spare batteries | Outside staffroom – main siren Megaphone – principal office |
| Emergency communications equipment | Front office - office staff to obtain |
| Registers for: <ul style="list-style-type: none"> students staff visitors | Front office – office staff to obtain |

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 | <input checked="" type="checkbox"/> or NA | Evidence |
|---|---|---|
| The annual review of the <i>Standalone bushfire plan</i> has been completed before the start of bushfire season. | | 29/07/2020 |
| <p>Consulted and received advice in preparing your <i>Standalone bushfire plan</i> from any of the below (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 government local emergency management committee or local government representative • community emergency services manager if there is one for the area. | | See below |
| <p>Staff have been made aware of the <i>Standalone bushfire plan</i> through:</p> <ul style="list-style-type: none"> • staff meetings • staff bushfire induction session that includes: <ul style="list-style-type: none"> ○ an overview of the <i>Standalone bushfire plan</i> ○ 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. | | Future date: School Development Day - 12 Oct 2020 |
| <p>Students and parents or carers have been made aware of the <i>Standalone bushfire plan</i> through:</p> <ul style="list-style-type: none"> • key bushfire safety messages incorporated into the curriculum • newsletters | | Throughout term 4 2020 Term 4 2020 newsletters |

| | | |
|---|--|--|
| <ul style="list-style-type: none"> • school information booklet (include actions and procedures) • school website | | https://spencerparkps.wa.edu.au/ |
| <p>Communication plans are in place:</p> <ul style="list-style-type: none"> • 'emergency response contact list' completed (refer to section 2) • '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) <p>Note: Contact lists for staff and parents must be current.</p> | | Staff & parent contact list updated as required and within Emergency Communication kit. |
| <p>Emergency equipment available and checked (as listed in 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 • registers for students, staff and visitors readily accessible for roll call | | Undertaken each year and information updated as required. |
| <p>Evacuation drills practised 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>Note: You must do at least three drills per year.</p> | | Term 4 2020 Term 1 2021 Term 2 2021 |
| <p>Identified your onsite 'safer building location(s)' and:</p> <ul style="list-style-type: none"> • shown in your school site plan in <i>section 7.1</i> • regularly checked for readiness • informed local emergency services of location(s) • listed in the <i>Emergency and critical incident management plan</i> <p>Note: For further information, refer to section 4.2 in <i>Principal's guide</i>.</p> | | Music Room & Wet Area |
| <p>Two or more suitable offsite evacuation locations have been identified in case one of the offsite locations is under threat from the bushfire.</p> <p>Local government authority has provided written or email approval on the use of these offsite locations.</p> | | Centennial Stadium ALAC Brendan Gordon – City of Albany <i>Phone call: 29/07/2020</i> |

| | | |
|--|--|--|
| <p>Note: For further information, refer section 4.3 in the <i>Principal's guide</i>.</p> | | <p><i>APPENDIX F</i></p> |
| <p>Checked the asset protection zone, which is a minimum distance of 20 meters surrounding the school 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>Note: For further information, refer to section 4.3 in the <i>Principal's guide</i>.</p> | | <p>Regular maintenance by school gardener throughout the year.</p> |
| <p>Checked the fuel load management (the clearing of dry grass, leaves, twigs, dead vegetation and dead bark) within the hazard separation zone (extending 80 meters from the outer edge of the asset protection zone) has reduced:</p> <ul style="list-style-type: none"> • the likelihood of crown fires developing close to buildings • spot fire ignition potential within the zone | | <p>Regular maintenance by school gardener throughout the year.</p> |
| <p>Made sure that the use of machinery (such as angle grinders, mowers or machines with internal combustion engines) are restricted on severe fire danger days.</p> <p>Make sure that the use of any machinery or power tools that can generate sparks on <i>total fire ban</i> days are not permitted.</p> <p>Note:</p> <ul style="list-style-type: none"> • 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 <i>Principal's guide to bushfire – 'Terminology'</i> (section 13 of the guide) | | <p>Reminder to staff (gardener & cleaner) at the commencement of summer to not use machinery or power tools that may start a fire.</p> |

7 Bushfire action plan maps

7.1 Onsite 'safer building location(s)'

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*.

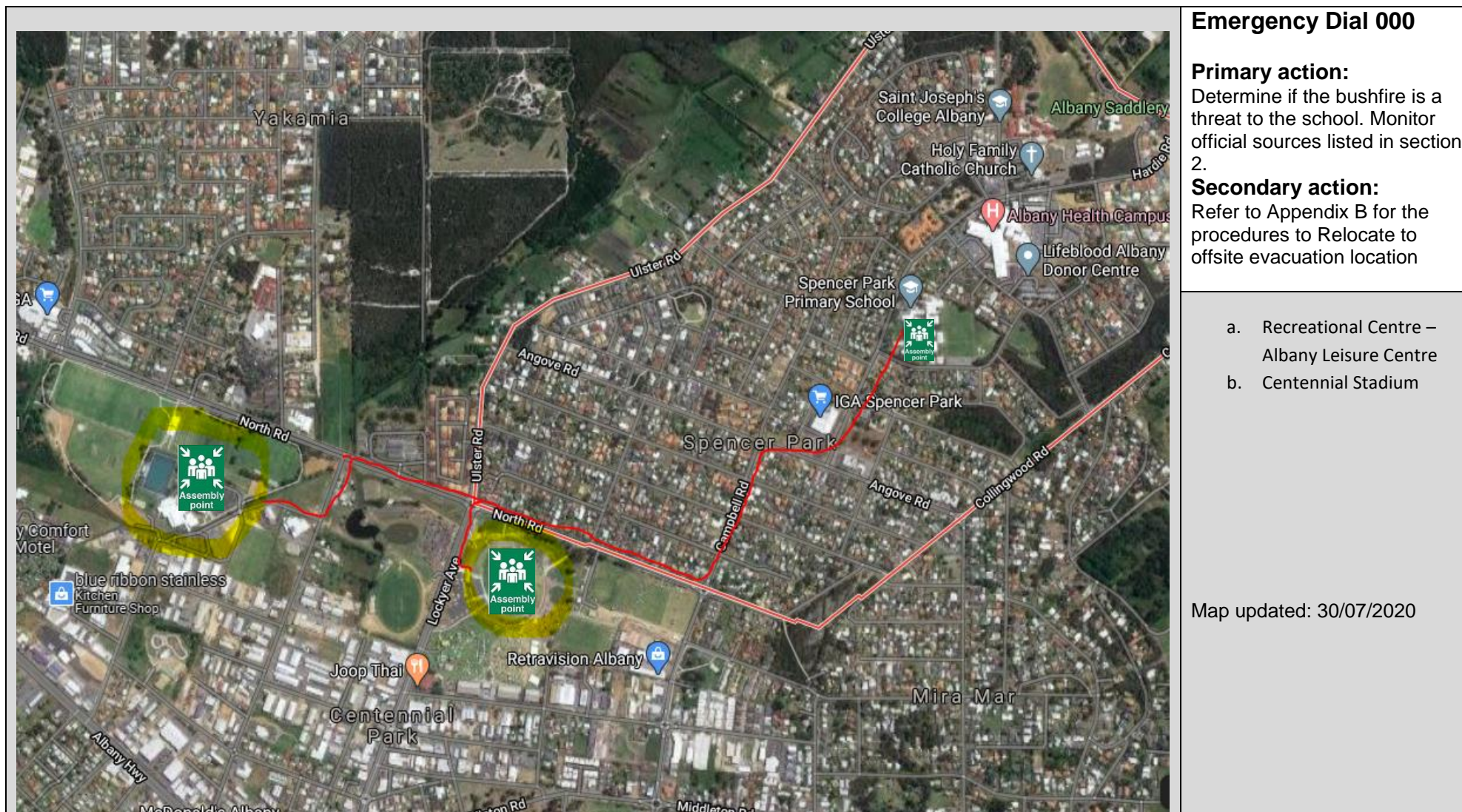
| | |
|--|---|
| | <p>Emergency Dial 000</p> <p>Primary action: Determine if the bushfire is a threat to the school. Monitor official sources listed in section 2.</p> <p>Secondary action: Refer to Appendix B for the procedures to Relocate to onsite 'safer building location(s)'. </p> |
|--|---|

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*.



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) |
| | DFES | July 2018 | J.Hadlow | School & BMW | Continued issues with trees and leaf litter | 22/11/2018 |
| | | | | | | |
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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 |
|----------------|-------------|---|---------------------------------------|--|
| July 2018 | DEFS | Bushfire Risk Assessment and Treatment Plan | Leith Gibbs | E: leith.gibbs@dfes.wa.gov.au W: www.dfes.wa.gov.au |
| | | | | |
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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 |  ADVICE | <p>A fire has started but there is no known danger.</p> <p>This is general information to keep principals informed and up to date with developments.</p> <p>Principals must:</p> <ul style="list-style-type: none"> • 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 |  WATCH AND ACT | <p>There is a possible threat to lives and property. Conditions are changing.</p> <p>Principals 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 emergency services if required. • relayed via a variety of official sources such as the DFES website and Emergency WA website. <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 on-site or evacuate offsite based on advice from emergency services. |
| 3 |  EMERGENCY WARNING | <p>A school is in danger as its area will be impacted by fire. Take immediate action to survive.</p> <p>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.</p> <p>An emergency warning may be accompanied by a siren sound called the Standard Emergency Warning Signal (SEWS).</p> <p>Evacuation orders are:</p> <ul style="list-style-type: none"> • directed by the emergency services |

| | | |
|---|---|--|
| | | <ul style="list-style-type: none"> relayed via a variety of official sources, such as the Bushfire warning system, DFES website and Emergency WA website. <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 . |
| 4 |  | <p>The danger has passed and the fire is under control, but stay alert in case the situation changes.</p> <p>It may not be safe to return to school yet.</p> |

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)'.

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 Regional Executive Director.

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: <ul style="list-style-type: none"> • inform them of relocation • keep them updated (use the emergency text message alert templates). Note: Parents must not collect students until instructed. | |
| Confirm: <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). | |
| Take emergency equipment (refer to section 5): <ul style="list-style-type: none"> • registers for students, staff and visitors • evacuation kit • mobile phones (charged). Sound school emergency warning or alert system. | |
| Follow advice from the emergency services, the Manager, Security and Emergency Management or the Regional Executive | |

| | |
|--|--|
| <p>Director to move to the onsite safer building location(s) (refer to section 7.1 for map)</p> <p>Note: Students and staff must remain in classrooms 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>Note: You must give special consideration to students with known respiratory conditions.</p> | |
| <p>Update the emergency services on the location of students, staff and visitors.</p> | |
| <p>Wait for the emergency services to arrive or provide you with further information.</p> <p>Ongoing advice will also be provided by the Manager, Security and Emergency Management or the Regional Executive Director.</p> <p>Continue to monitor official bushfire information sources shown in section 2.1.</p> | |
| <p>The Department will consult the 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 Regional Executive Director.</p> | |

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 or Emergency services to evacuate offsite; or
- Direction from the Deputy Director General Schools or the Manager, Security and Emergency Management. The Regional Executive Director 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 Regional Executive Director. 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 Regional Executive Director 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • evaporative air conditioners are turned off | |

| | |
|---|--|
| <ul style="list-style-type: none"> building roof vents and doors are closed. | |
| <p>Take emergency equipment (refer to section 5):</p> <ul style="list-style-type: none"> registers for students, staff and visitors evacuation kit mobile phones (charged). <p>Sound school emergency warning or alert system.</p> | |
| <p>Move all students, staff and visitors from the assembly area to evacuate offsite.</p> | |
| <p>Check registers after evacuating staff, students and visitors (roll call). Advise the police if anyone is missing.</p> | |
| <p>Update the emergency services incident controller on location of students, staff and visitors.</p> | |
| <p>Wait for emergency services to arrive or provide further information. The Manager, Security and Emergency Management or the Regional Executive Director will provide ongoing advice. Continue to monitor official bushfire information sources shown in section 2.1.</p> | |
| <p>The Department will consult the 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 Regional Executive Director.</p> | |

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:

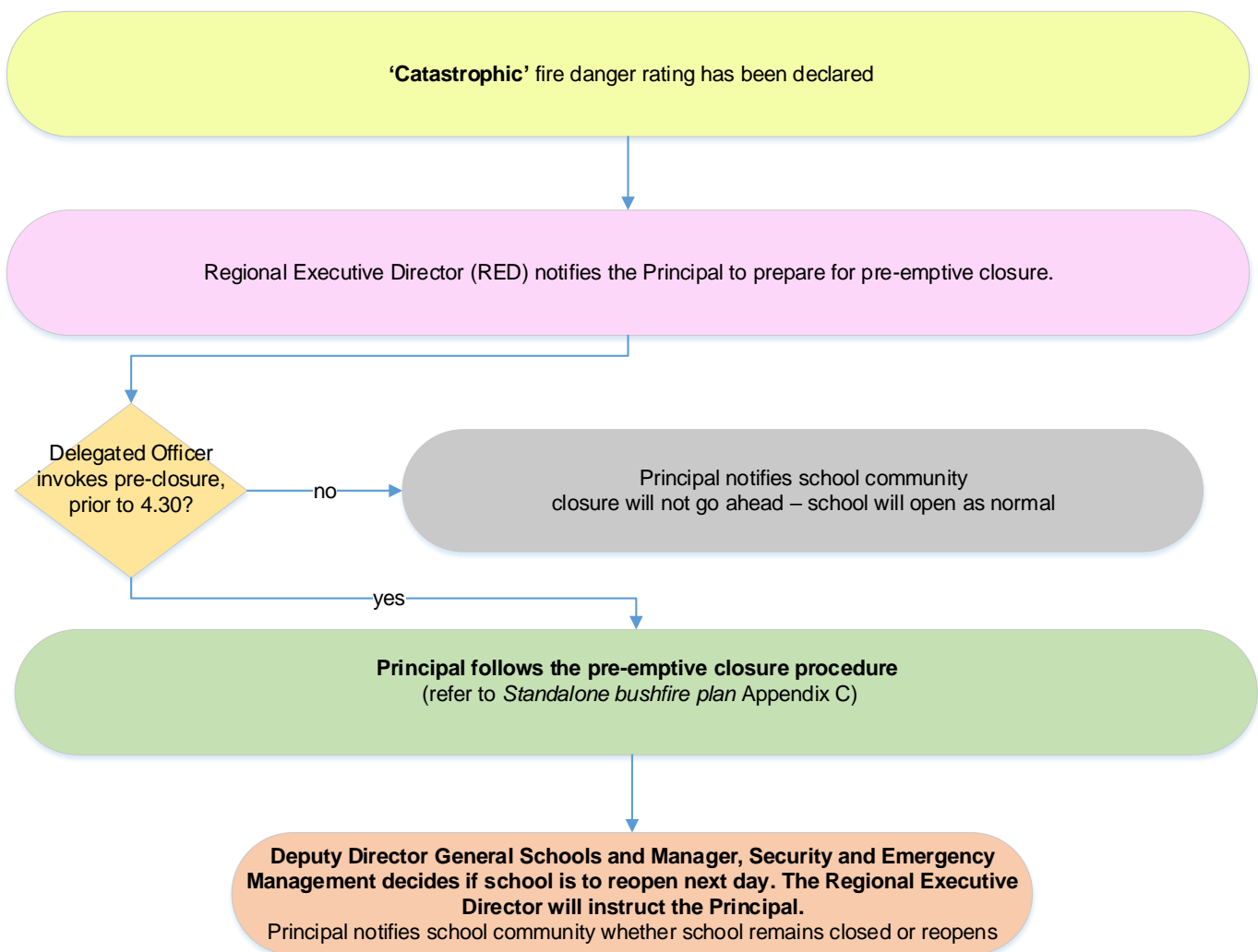
- Alert received from the Department of Fire and Emergency Services; or
- Direction from the Deputy Director General, Schools or the Manager, Security and Emergency Management. The Regional Executive Director will relay the decision to you.

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). | |
| 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 10.00am on the day of pre-emptive closure. They: <ul style="list-style-type: none"> • 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 10.00am. | |
| Communicate the pre-emptive closure, continued closure or school reopening: <ul style="list-style-type: none"> • 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. <p>Note: Contact lists for staff and parents must be current.</p> | |
| 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"> o all security systems armed o 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 Regional Executive Director 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 Regional Executive Director 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 Regional Executive Director to seek alternative school and transport arrangements (if required). | |
| Department Media Unit uses media outlets to make public announcements of: <ul style="list-style-type: none"> • the school closure • temporary alternative accommodation. | |
| The Department will consult the Emergency Services and notify you when it is safe for the school to reopen. You will receive advice from the Regional Executive Director 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], the school may be required to invoke a pre-emptive (planned) closure. A 'Catastrophic' fire danger rating poses a significant threat to the school as 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/) - <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

APPENDIX F

City of Albany approval to use Off-Site evacuation locations:

- a. Recreational Centre – Albany Leisure Centre
- b. Centennial Stadium

Hi Jeremy,

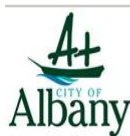
The centennial park precinct including the stadium area and ALAC are good locations for the school to evacuate in case of a fire that may impact the school. All of this precinct is not in a bushfire prone area so would be satisfactory for evacuation.

ALAC has been identified as the evacuation centre for the City of Albany.

If you need any further advice, please feel free to get in touch.

Regards

Brendan



Brendan Gordon / Community Emergency Services Manager

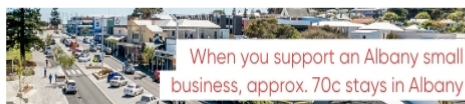
@ brendan.gordon@albany.wa.gov.au

☎ (08) 6820 3924

🌐 www.albany.wa.gov.au

📮 PO BOX 484, Albany, WA, 6331

📍 39 Mercer Road, Walmsley



Please consider the environment before printing this email.

From: HADLOW Jeremy [Spencer Park Primary School] [<mailto:Jeremy.Hadlow@education.wa.edu.au>]

Sent: Wednesday, 29 July 2020 2:32 PM

To: Brendan Gordon <brendan.gordon@albany.wa.gov.au>

Subject: Evacuation sites for SPPS

Hi Brendan,

As discussed the school would like to include Centennial Stadium and ALAC as two off-site locations for the school to evacuate to, in the event of a major fire incident at SPPS.

Regards

 **Jeremy Hadlow**

APPENDIX G

TELEPHONE TREE – July 2020

School Mobile No. 0404 555 555

Each person is to contact the next person on the list. If that person doesn't answer, skip and go to the next person.

INITIAL INFORMATION TO GO TO THE PRINCIPALS

| | | |
|---|---|---|
| SPENCER PARK PRIMARY SCHOOL Jeremy Hadlow 0404 555 555 Principal | | |
| ↓ | ↓ | ↓ |
| Carl Luscombe 9855 5555 Deputy Principal 0404 555 555 | Dianne Ruffell 0404 555 555 Deputy Principal | Julie Fordham 9855 5555 Manager Corporate 0404 555 555 |
| ↓ | ↓ | ↓ |
| Robyn Clements 9855 5555 0404 555 555 | Jill Ben Avraham 0404 555 555 | Angie Caramia 0404 555 555 |
| Raigan Reading 0404 555 555 | Cobie Fletcher 9855 5555 0404 555 555 | Shirley Cameron 0404 555 555 |
| Lucy Dowsett 0404 555 555 | Cassandra Cheetham 0404 555 555 | Jennifer Hunt 0404 555 555 |
| Jenny Kightly 9855 5555 0404 555 5554 | Shannon Elphick 0404 555 555 | Ellen Clements 0404 555 555 |
| Sarah Murray 0404 555 555 | Cate Moreton 0404 555 555 | Anne Christides-Green 0404 555 555 |
| Mechelle Harvey-Gimm 0404 555 555 | Dee Franey 0404 555 555 | Meredith Ditchburn 0404 555 555 |
| Diane Stevens 0404 555 555 | Rebecca Collins 0404 555 555 | Maree Swainston 0404 555 555 |
| Jo Whittingstall 0404 555 555 | Sam Savage 0404 555 555 | Lana Moss 0404 555 555 |
| Naomi Swann 0404 555 555 | Liz Edwards 0404 555 555 | Donna Hambley 9855 5555 0404 555 555 |
| Gerry Macaulay 9855 5555 0404 555 555 | Aleesha Narkle 0404 555 555 | Sue Jones 0404 555 555 |
| Deb Edwards 0404 555 555 | Mary McLeod 0404 555 555 | Keithlea MacKenzie 0404 555 555 |
| Claudia Lemann 0404 555 555 | Maree Dawes 9855 5555 0429 421 189 | Celina Sims 0404 555 555 |
| Zoe McColl 0404 555 555 | Jenny Allen 0404 555 555 | Linda Taylor 0404 555 555 |
| Cassandra Harris-Moroney 0404 555 555 | ↓ Other Psychs | |
| Carl Luscombe 9855 5555 Deputy Principal 0404 555 555 | Dianne Ruffell 0404 555 555 Deputy Principal | Julie Fordham 9855 5555 Manager Corporate 0404 555 555 |
| ↓ | ↓ | ↓ |
| Cleaning Staff | AIEOs | Other Staff |
| Kerry Gadowski 9855 5555 (w) 9855 5555 0404 555 555 | Sherrona Clifton 0404 555 555 | Gale Bond (Gardener) 0404 555 555 |
| Paul Nie 0404 555 555 | Sue-Ellen Miniter 0404 555 555 | Nicole Arta (Canteen) 0404 555 555 |
| Marlene Hills 0404 555 555 | Jonno Woods 0404 555 555 | |
| Debra Godden 0404 555 555 | | |
| Sriwai Sakkarat 0404 555 555 | Dianne Ruffell 0404 555 555 Deputy Principal | |
| | ↓ | |
| | Dental Staff | |
| | Susanne Chalmers 0404 555 555 | |
| | Jaqui Toovey 0404 555 555 | |
| | Kayleen Morton 0404 555 555 | |

ESC Staff →

TELEPHONE TREE – July 2020

Each person is to contact the next person on the list. If that person doesn't answer, skip and go to the next person.

INITIAL INFORMATION TO GO TO THE PRINCIPALS

SPENCER PARK EDUCATION SUPPORT CENTRE
 Bec Wheatley 9842 1010
 Principal 0404 555 555 (School Mobile)



Bec Wheatley will contact first contact in each list



| | |
|-----------------------|--------------|
| Elise Parker | 0404 555 555 |
| Shelley Redmond | 0404 555 555 |
| Melissa Garcia Wright | 0404 555 555 |
| Kristen Ellery | 0404 555 555 |
| Ros Fleay | 0404 555 555 |
| Mitch Williams | 0404 555 555 |
| Angie Young | 0404 555 555 |
| Melissa Pears | 0404 555 555 |
| Kristen McGregor | 0404 555 555 |
| | |
| | |
| | |

| | |
|-----------------|--------------|
| Sharon Hall | 0404 555 555 |
| Kylie Severin | 0404 555 555 |
| Janelle Spinks | 0404 555 555 |
| Kristy Luscombe | 0404 555 555 |
| Leonie Wills | 0404 555 555 |
| Leanne Powell | 0404 555 555 |
| Jo Kellet | 0404 555 555 |
| | |
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| | |
|-----------------|--------------|
| Tracey Sambell | 0404 555 555 |
| Rachel Weston | 0404 555 555 |
| Wilma Tognetti | 0404 555 555 |
| Lesley Payne | 0404 555 555 |
| Janine Williams | 0404 555 555 |
| | |
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| | |

Please Note:

1. The aim of this process is to ensure each staff member receives information about an urgent situation at the earliest opportunity before they return to school. It also ensures that key people are not tied up contacting people when their time should be spent planning an appropriate response.
2. Staff should be familiar with who it is they have to contact in this situation. It is the responsibility of each individual to ensure the message continues along the line. It is recommended that contact should be made directly with the person next in line, rather than a message being left.
3. In the event a person cannot be contacted – contact the next person in line then return to making contact with the previous name.
4. The coordinator is responsible for contacting all relevant outside agencies.

This telephone tree to be updated as needed, with regular reminders and mock runs to be held throughout the year:

Last updated: 27-Nov-20