



Inclusivene  
SS  
Forgiveness  
Service  
Attentivene  
SS  
Courage  
Loyalty  
Personal  
Best

# St Luke's Catholic Primary School



## Bush Fire Management Plan 2017 - 2018

## ST LUKE'S CATHOLIC PRIMARY SCHOOL

### BUSHFIRE PLAN (2017-2018)

#### Index

<b>Introduction</b> .....	<b>3</b>
Overview .....	3
Bushfire Preparation checklist (refer to Appendix A) .....	4
<b>Communication</b> .....	<b>5</b>
Preparing for Bushfire Season .....	5
Pre-emptive Closure .....	5
During Evacuation .....	5
Reopening the School .....	6
<b>Types of Fire Event</b> .....	<b>7</b>
1. Total Fire Ban .....	7
2. Catastrophic Fire Danger .....	8
2.1 Planned Pre-emptive Closure .....	8
2.2 During a Planned Closure .....	8
2.3 Re-opening School .....	8
3. Bushfire .....	9
3.1. Bushfire – Watch community .....	9
3.1.1 Advice .....	9
3.1.2 Watch and Act .....	9
3.1.3 Emergency Warning .....	9
3.1.4 All Clear .....	9
3.2. Bushfire – Act .....	10
3.2.1 Response when a bushfire starts and the school is open .....	10
3.2.1.1 Evacuation Procedure .....	10
3.2.1.2 Safer Location Procedure – if evacuation is not possible .....	10
3.2.2 Response when a bushfire starts and the school is closed .....	10
3.2.3 Recovery .....	11
<b>APPENDICIES</b> .....	<b>12</b>
Appendix A: COMPLIANCE: Bushfire Preparation Checklist .....	12
Appendix B: Catastrophic Event Flow Chart .....	14
Appendix C: Sample School Site Plan and Evacuation Routes .....	15
Appendix D: Communication Plan .....	16
Appendix E: Sample Emergency Response Contact List .....	17
Appendix F: Sample Communication Tree .....	<b>Error! Bookmark not defined.</b>

## Introduction

This plan is for *St Luke's Catholic Primary 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 should be 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.

*This sample plan is designed as a guide only with a view to achieving consistency across the Department of Education (the Department). It may not be suitable for all schools due to their unique situation, such as size, location and design.*

## Overview

### General Information

This Bushfire Plan (BP) has been developed during Term 3 of each year after consultation with:

- families of students attending the School;
- 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').

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

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

## 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.



## 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).

### Pre-emptive Closure

- The *Executive Director of Catholic Education* or delegated officer will make the decision to close a school based upon advice from Emergency Services and this will be relayed to the Principal via the *Executive Director of Catholic Education or delegated officer*.
- The Principal is to notify staff and parents of closure using emergency contacts and the telephone tree. See also the draft letter to parents in *Appendix A7* of the *Principal's Guide to Bushfire* advising of pre-emptive closure, being mindful of parents' 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).
- If appropriate, 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 Officer.
- The school will contact parents via text message, ensuring they have a mobile phone contact number for the school.
- The school will notify bus contractors and out of school programs.
- The school has a main landline and a mobile:
  - 08 9309 2949
  - 0407 851 531 (Principal – Andrew Kelly)

- The official broadcaster of Emergency Events is ABC radio. Your local station will be ABC local radio. They will provide up to date information during a bushfire event in your area.
- The DFES website provides up to date information on fire events. Refer to <http://www.dfes.wa.gov.au/> .

NOTE: DFES uses 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 CEWA personnel including any media communications. Staff should not comment directly to media.

### **Reopening the School**

- The Regional Executive Director 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, out of hours users, P&F) should be advised of reopening.

## 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.

If a Harvest and Vehicle Movement Ban has not been implemented by your Local Government Authority the school/college is 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](http://www.dfes.wa.gov.au/totalfirebans/Pages/TotalFireBanWhatCantIDo.aspx).

If the information required 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](http://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 **BP** 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

Regional executive directors 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 Regional 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 DFES is the final authority on advice about which schools are in danger and the level of risk at the time. The Deputy Director General Schools 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 template 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 phone 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 **BP** will be invoked by way of the school evacuation siren.

#### 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. Download a copy of DFES bushfire warning table from:

[http://www.dfes.wa.gov.au/safetyinformation/fire/bushfire/BushfireChecklists/DFES\\_Bushfire-Warning\\_Levels.pdf](http://www.dfes.wa.gov.au/safetyinformation/fire/bushfire/BushfireChecklists/DFES_Bushfire-Warning_Levels.pdf)

If the school is likely to be threatened by the fire, activate the *Emergency and Critical Incident Management Plan* immediately.

##### 3.1.1 Advice

An **ADVICE** provides you with information on a bushfire that is not threatening lives or property, but may be causing smoke near schools.

The actions required are to, turn off evaporative air conditioners, undertake regular checks, patrol of the school for bushfire activity and pay 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 schools.

The principal or delegate should contact the controlling agency to seek instruction as to whether to move students, staff and visitors to their pre-determined Safer Location on the site or evacuate.

The direction to evacuate by the Emergency Services Incident Controller will consider the location of the bushfire, the ability to travel safely to the selected evacuation point and the safest route to get there. In some circumstances, it may not be safe to evacuate.

##### 3.1.3 Emergency Warning

An **EMERGENCY WARNING** is the highest level of warning and indicates **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 Principal or delegate should contact the controlling agency to seek instruction as to whether to move students, staff and visitors to their pre-determined Safer Location on the site or evacuate.

The direction to evacuate by the Emergency Services Incident Controller will consider the location of the bushfire, the ability to travel safely to the selected evacuation point and the safest route to get there. In some circumstances it may not be safe to evacuate.

##### 3.1.4 All Clear

An **ALL CLEAR** is issued when the threat has passed and the fire is under control. Fire-fighters will still be working to put out the last remnants of the fire and making the area safe, so it is important to remain vigilant in case the situation changes. It may still not be safe to leave

to school to return home. Emergency services will advise when school students and/or staff can be released to go home.

## 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

**Has the evacuation to the off-site safer location been approved and how long will it take to get there?**

- 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 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

School to remain on site on advice from DFES.

- All classes remain with their teachers and allocated education assistants.
- **All classes to be relocated to Basketball Court on Parkside Ramble.**
- 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 4 for a Sample Communication Plan).*

The CEWA 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 CEWA 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*.

## APPENDICES

## Appendix A: COMPLIANCE: Bushfire Preparation Checklist

	<b>Department of Education</b>	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(☐)

### Evidence

The School <i>Emergency and Critical Incident Management Plan</i> provides a plan for dealing with bushfires. <b>Schools on the Bushfire Zone Register must also have a separate stand-alone bushfire plan.</b>	Tick	
Principal is thoroughly familiar with the schools current <i>Emergency and Critical Incident Management Plan</i> and where applicable the stand-alone bushfire plan.	✓	<i>Emergency and Critical Incident Management Plan Reviewed 2017</i>
Students, staff, relief staff and parents/carers have been made aware of the school bushfire plan.	✓	<i>Staff meeting 17/10/2017 and newsletter sent to parents/carers with bushfire information 25/10/2017</i>
The bushfire plan has been reviewed prior to the bushfire season (Term 3 each year) and a copy forwarded to the local education regional office.	✓	Email sent 30/10/2017 <a href="mailto:shaun.payne@cewa.edu.au">shaun.payne@cewa.edu.au</a>
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.	✓	Ray Plant – OHS Officer
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> ).	✓	
Schools on the Bushfire Zone Register need to incorporate key bushfire messages in the curriculum.	✓	
Schools know how to turn off evaporative air conditioner units, including awareness of the location of the switches, and how to close roof vents.	N/A	
Communication plans (include telephone tree – see Appendix D1) are in place for directed evacuation or planned closure	✓	See appendix D.
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	✓	Recorded notes on file from evacuation procedure

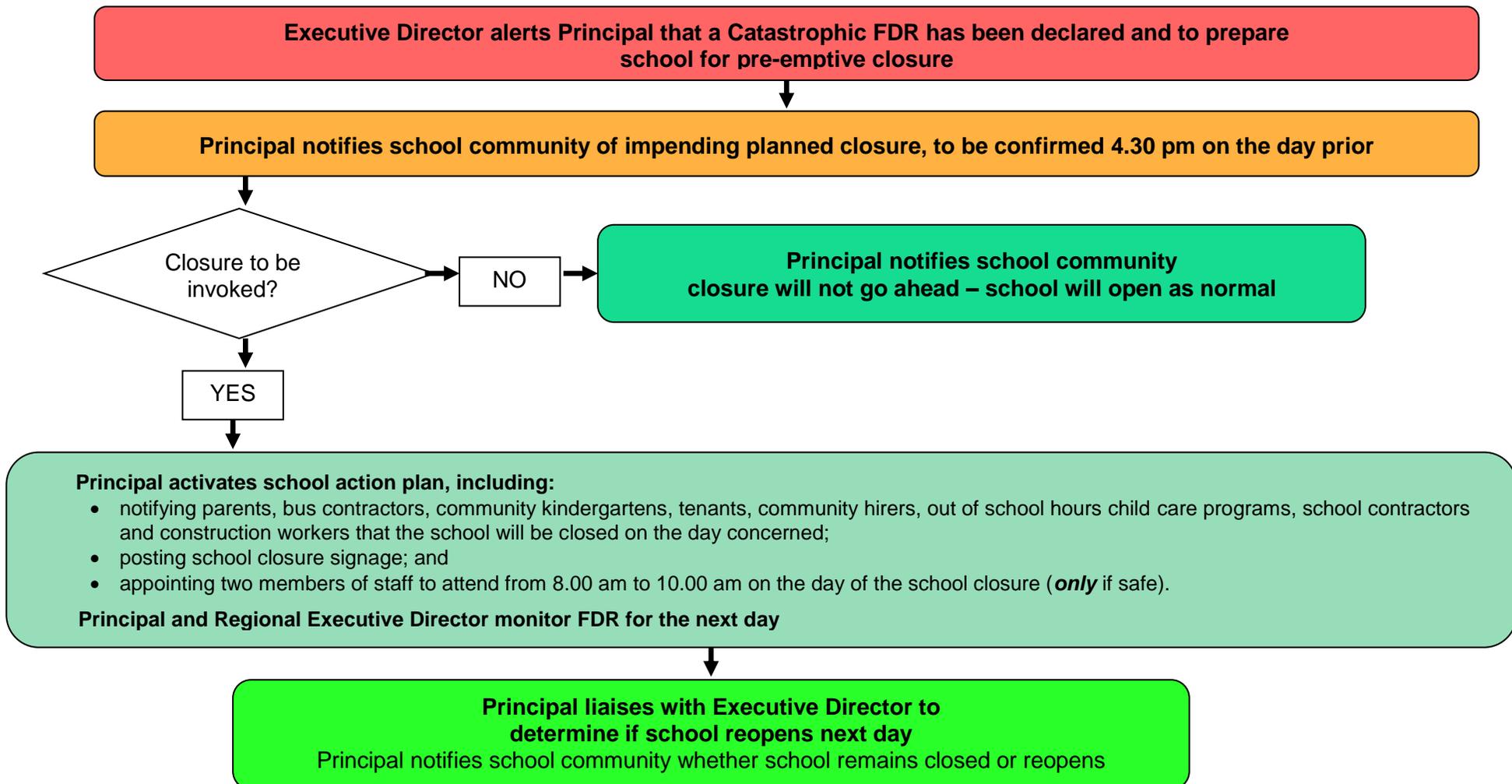
to April in southern WA and June to late October in northern WA. Note this is a minimum of three drills per year.		
School has a correctly functioning emergency warning or alert system.	√	Tested as part of Maintenance Register
Emergency communications equipment is available e.g. mobile telephones, hand-operated 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.	√	See Evacuation Plan
First aid equipment is available and staff members trained in first aid have been identified.	√	Refresher Senior First Aid course booked 13/12
Evacuation kit should be checked at least once per term.	√	OHS Officer
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 <b>Safer Location</b> 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).	√	
Asset Protection Zone (APZ) (20 metre radius), cleared of all rubbish, long dry grass, bark and flammable materials.	N/A	

---

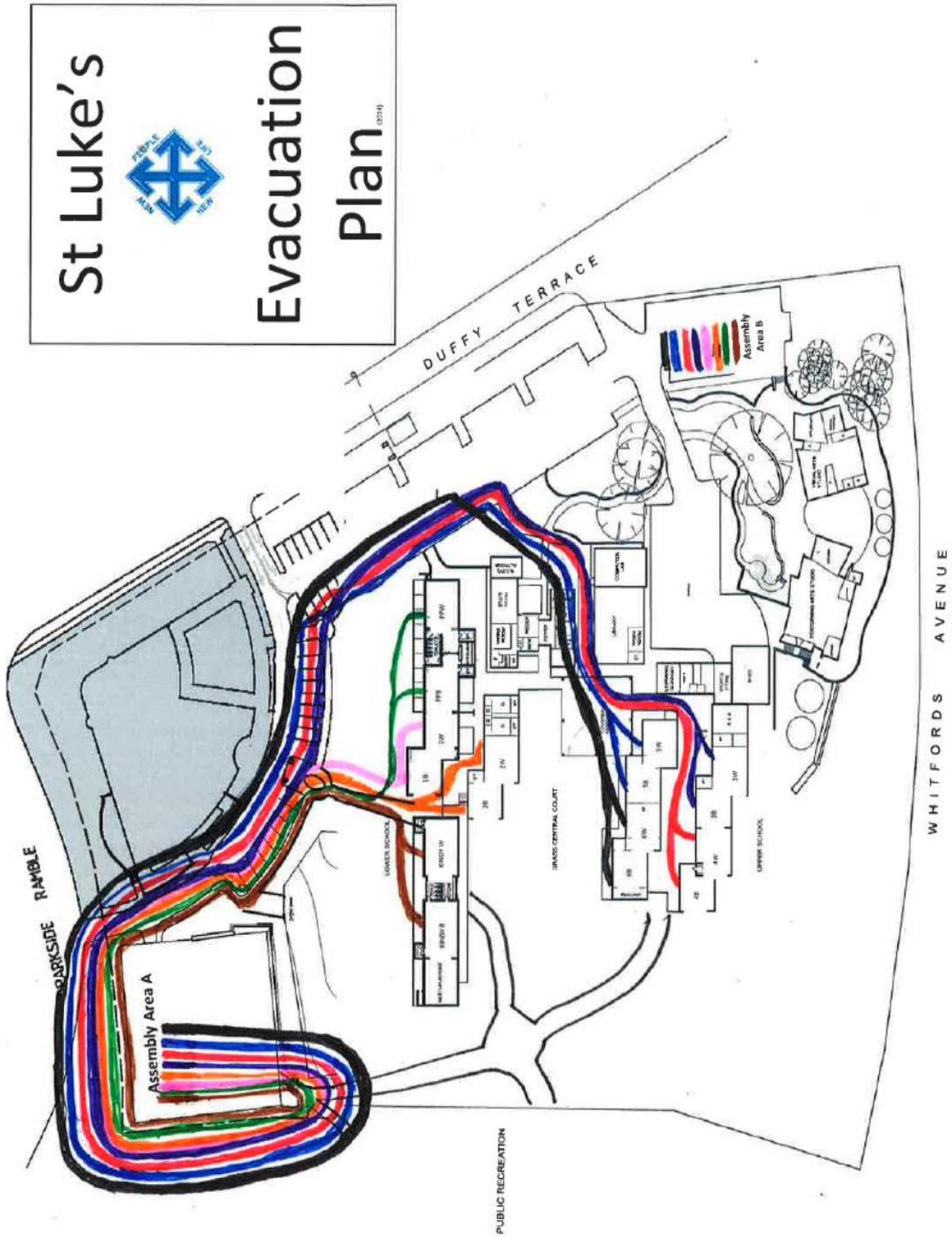
## Appendix B: Catastrophic Event Flow Chart

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)

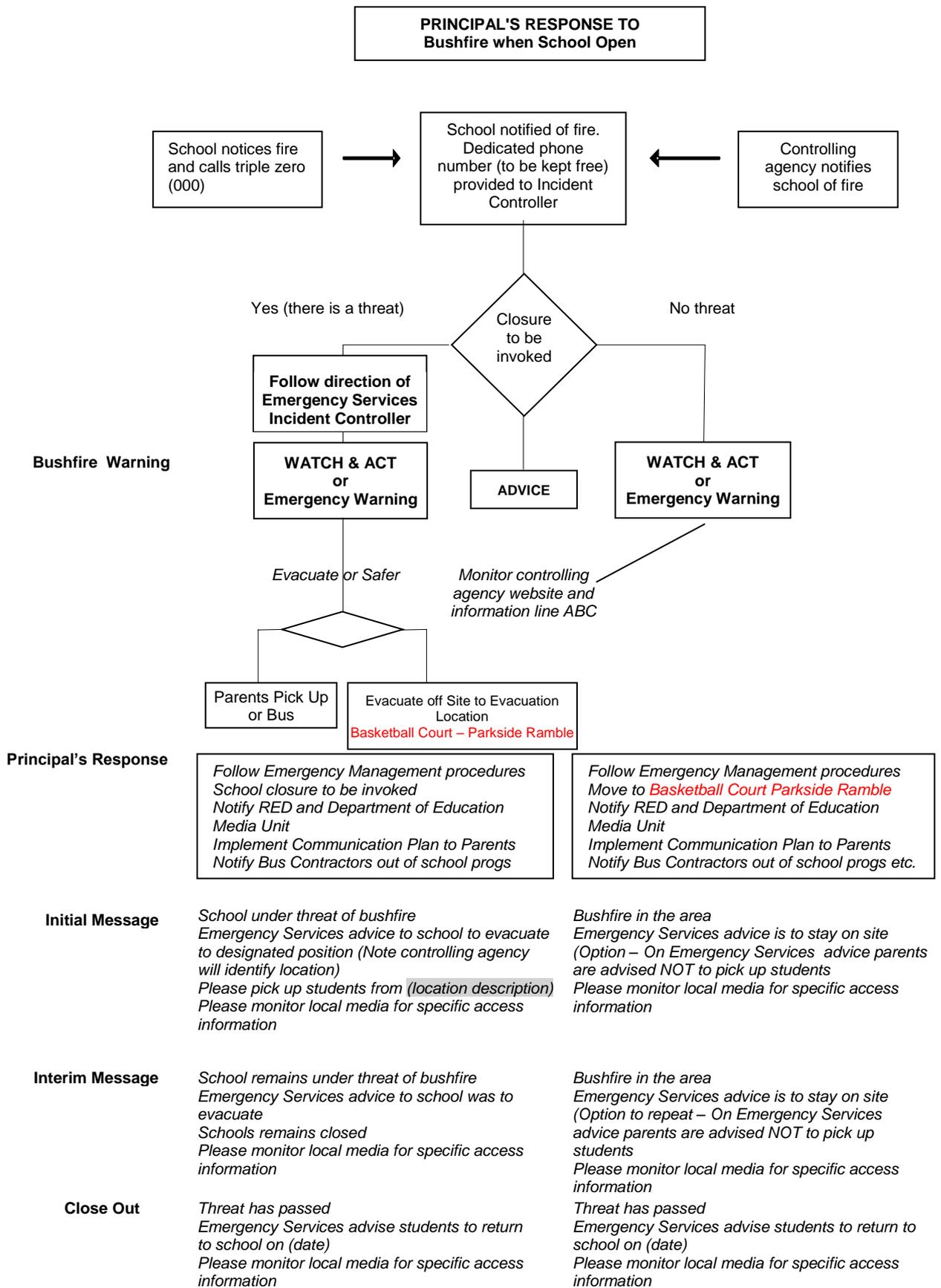
# PRINCIPAL'S RESPONSE TO Catastrophic Fire Danger Rating



Appendix C: S St Luke's Site Plan and Evacuation Routes



Appendix D: Communication Plan



## Appendix E: St Luke's Emergency Response Contact List

 Assess  
  Evacuate  
  Inform  
  Organise  
  Undertake

EMERGENCY CONTACT & PHONE NUMBERS		ROLES AND RESPONSIBILITIES	
Police	Joondalup: 9400 0888 Warwick: 9246 8351 If no answer: 9222 1111	Evacuation: Principal Invacuation: Principal	Siren/Pause x 3 or Continuous handbell Continuous siren or short whistle blasts
Ambulance / Hospital	Emergency: 000	Checking Rooms	Registrar /Principal
Local Ambulance	Joondalup: 9405 2211 Princess Margaret: 9340 8222		
DFES Communications Centre Wangara Fire Station	9395 9209 9409 8633	Marshalling Evacuation: oval Evacuation: classrooms	Teachers Teachers
Bus Contractors - WESTWIDE	9206 3500		
Power Outage (Synergy)	131351	Accredited FIRST AID Officers	ALL STAFF
State Emergency Service	132 500	Communication	Principal /Registrar
Poisons Information	131 126	Next of Kin Notification	Principal (Police if death)
EXECUTIVE DIRECTOR Name: Debra Sayce		Reporting and Review	Principal
PRINCIPAL	Mr Andrew Kelly		
FRONT OFFICE	Mrs Leone Simmonds Mrs Lechelle Menchetti		

**In the case of an EMERGENCY**  
**Call**  
**000**