



# Standalone bushfire plan 2025-2026

## Kalbarri District High School

## Purpose

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

As principal or site manager, you must complete this template to have a plan in place to respond to a bushfire emergency. This plan is to be read in conjunction with information on Ikon to [prepare for bushfire season at your school](#).

All staff, students, contractors and visitors on the school or site are to follow this completed plan in the event of a bushfire emergency. All other emergencies are to be managed in accordance with the school or site's incident management plan, as per the [Incident management manual](#).

Complete and lodge your plan online by 31 August.

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## 1. School or site details

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

- insert your school or site name
- add the year for the new bushfire season
- add the date in the footer to show when the plan became active.

Enter information into the **grey** sections of this document, following the prompts in the square brackets where featured. You can add extra rows to tables where necessary.

When your plan is complete, follow the steps on Ikon to [lodge, update or access your standalone bushfire plan online](#).

School or site details	
School or site name (include name of co-located school or facilities if applicable)	Kalbarri District High School
School or site address	Hackney Street, Kalbarri WA 6536
Education Region	Midwest
Number of students	207
Number of students requiring extra support if evacuating	10
Number of staff	45
Estimated number of animals on site, if applicable	0
Estimated number of animals on site that would require evacuation, if applicable	0
Number of school or site sides bordered by bush	1
Names of major roads bordering school or site	Hackney Street, Ruston Street, Magee Crescent
School or site's site-specific alert, for example: <ul style="list-style-type: none"> <li>• siren/pause x 3</li> <li>• continuous handbell</li> <li>• continuous siren or short whistle blasts</li> </ul>	Continuous siren or whistle blasts
Plan prepared by (name)	Stuart Teasdale
Date prepared or reviewed	1/08/2025

## 2. Emergency response contact list

### Dial 000 in an Emergency

Enter the contact details into the following table:

Organisation	Details	Phone number / website
Local police (for example, name of nearest police station)	Kalbarri Police Station Officer In-Charge – Darren Connor	9936 3000 or 000
Local hospital (name of nearest hospital or medical emergency facility)	Kalbarri Health Centre	9937 0123 or 000
Department of Fire and Emergency Services regional contact	Kalbarri Volunteer Fire and Rescue Service Captains: Travis Glass	9937 1140 or 000 0427693864
Local fire brigade ( always use 000 during an emergency)	Kalbarri Volunteer Fire and Rescue Service Captains: Travis Glass & Russell Asplund	9937 1140 or 000 0427 693864 (Travis) 0427 199 518 (Russ)
Bus contractors (ready for pre-emptive closure or offsite evacuation)	N/A	
Electricity provider - in the case of a power outage (for example, Horizon Power, Western Power)	Synergy	13 13 15
State emergency service	SES	13 25 00
Poisons information (where relevant)	Poison Information Hotline	13 12 26
Director of Education name	Lisa Criddle	9956 1600

### For agricultural colleges and farm schools only:

Contact person or organisation	Details	Phone number / website
Animal technicians		
Local veterinarian or 24 hour emergency clinic		
Person competent in humane euthanasia of livestock		

## 2.1 Important bushfire emergency contact sources

### DIAL 000 in an emergency

#### Emergency WA

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

#### Department of Fire and Emergency Services

Information line: 13 33 37

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

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

Twitter: [https://twitter.com/dfes\\_wa](https://twitter.com/dfes_wa)

#### ABC Emergency

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

#### Local radio

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

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

### 3. School or site Response Team

Enter the names and mobile numbers of the staff responsible for carrying out emergency procedures during a bushfire event. The principal or site manager coordinates the incident response to onsite or offsite locations (refer to Appendix B & C procedures).

Examples of suggested duties include:

- fire warden duties
- checking all rooms
- keeping a copy of school or site registers for roll call
- monitoring the bushfires warnings stages (as per Appendix A)
- send out text alerts to parents
- liaising with emergency services, community members, parents and carers
- enacting plan for animal welfare in an emergency if applicable.

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

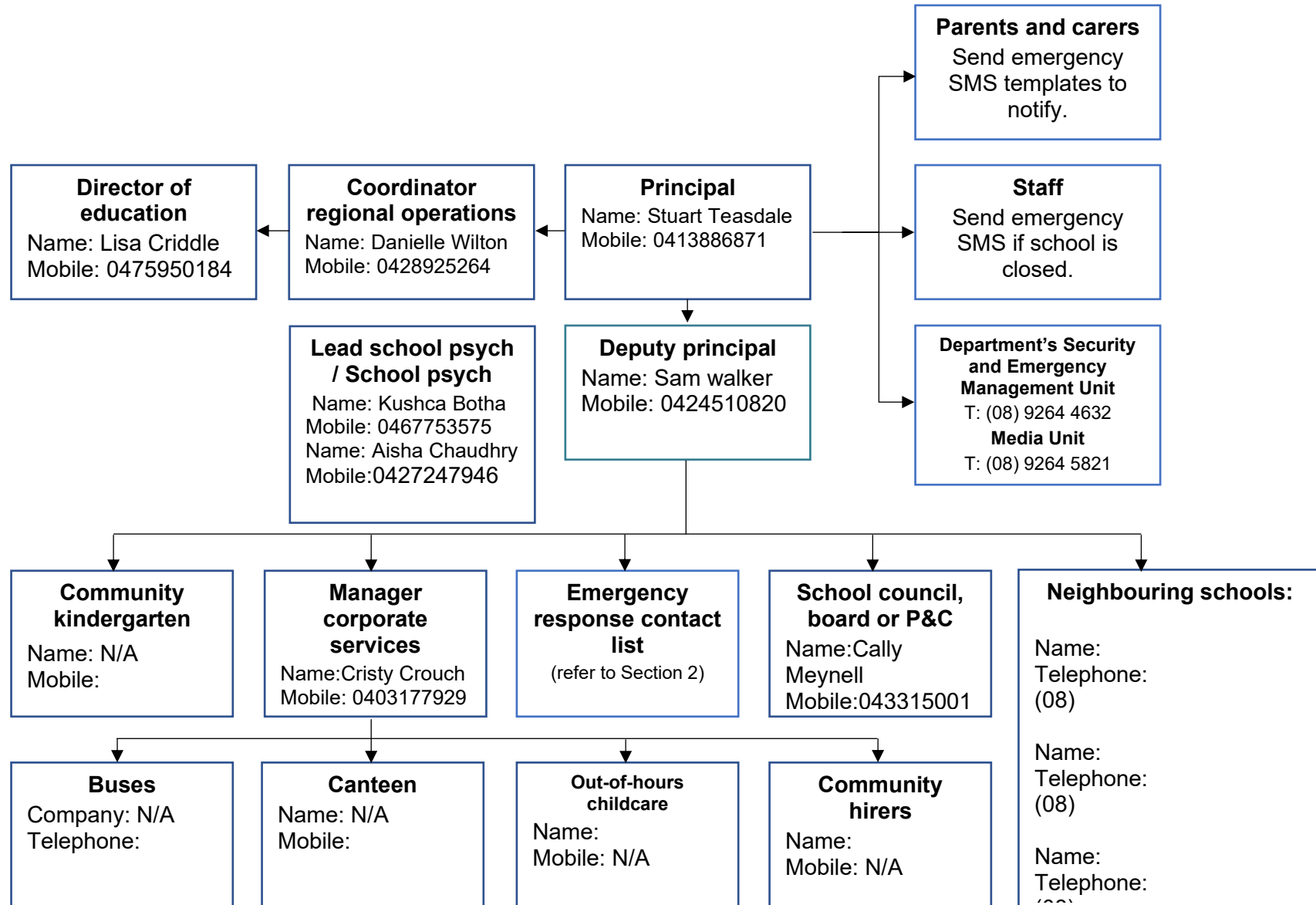
Position	Staff name	Duties	Mobile number
Principal / Site Manager	Stuart Teasdale	Chief Marshall – contact relevant emergency service/s, collate all attendance information from deputies, contact groups off-site to warn not to return to school. Supervise muster and contact Midwest ERO. Give class lists to teachers. Log into Passtab (visitor management system) to check all visitors are accounted for.	0413886871
Deputy Principal / Senior Supervisor	Tyler Caddy (primary) Sam Walker (secondary)	Primary – take mobile phone. Check junior primary buildings and toilet blocks, demountable toilet block (adjacent to Yr 5/6 class), Literacy Store Room, Exam Room (demountable) and Library. Collate primary attendance information and hand to Principal. Check off Primary Staff List at muster point.  Secondary – take mobile phone. Check all secondary teaching areas, toilets and nature play area. Cross check emergency switches are shut off in Science, D & T and Home Ec. Collate secondary attendance information and hand to Principal. Check off Secondary Staff List at muster point.	0433777817 0424510820
Manager Corporate Services	Cristy Crouch	Check Administration block, take first aid kit, epi pens and diabetic kit, school phone book and backup USB. Print evacuation lists, take evacuation box/folder. Hand evacuation lists to Principal.	0403177929

OFFICIAL

Teachers / Staff	All Staff	Take students via the fastest, safest route to muster point. Check students off class lists.	
Accredited first aid officers			
Animal technicians (agricultural colleges)			
Other (if applicable)	<p>School Officers: Helen O'Connor &amp; Abbey Owen McNiel</p> <p>Specialist Teachers: Sam Walker, Conrad Browne, David Quimby</p> <p>Canteen Manager: Sarah Baker</p>	<p>School Officers: check Kindy and PP buildings and toilets, staff room, Yr 3 – 6 classrooms, adjoining toilet blocks and staff office.</p> <p>If in specialist classroom during evacuation, press emergency cut-off buttons for gas and power as you leave the room. This will be cross checked by secondary deputy.</p> <p>Turn off ovens, gas etc in canteen. Check Undercover Area and move to Muster Point.</p>	<p>0448 371 424 (Helen)</p> <p>0438 529 511</p>

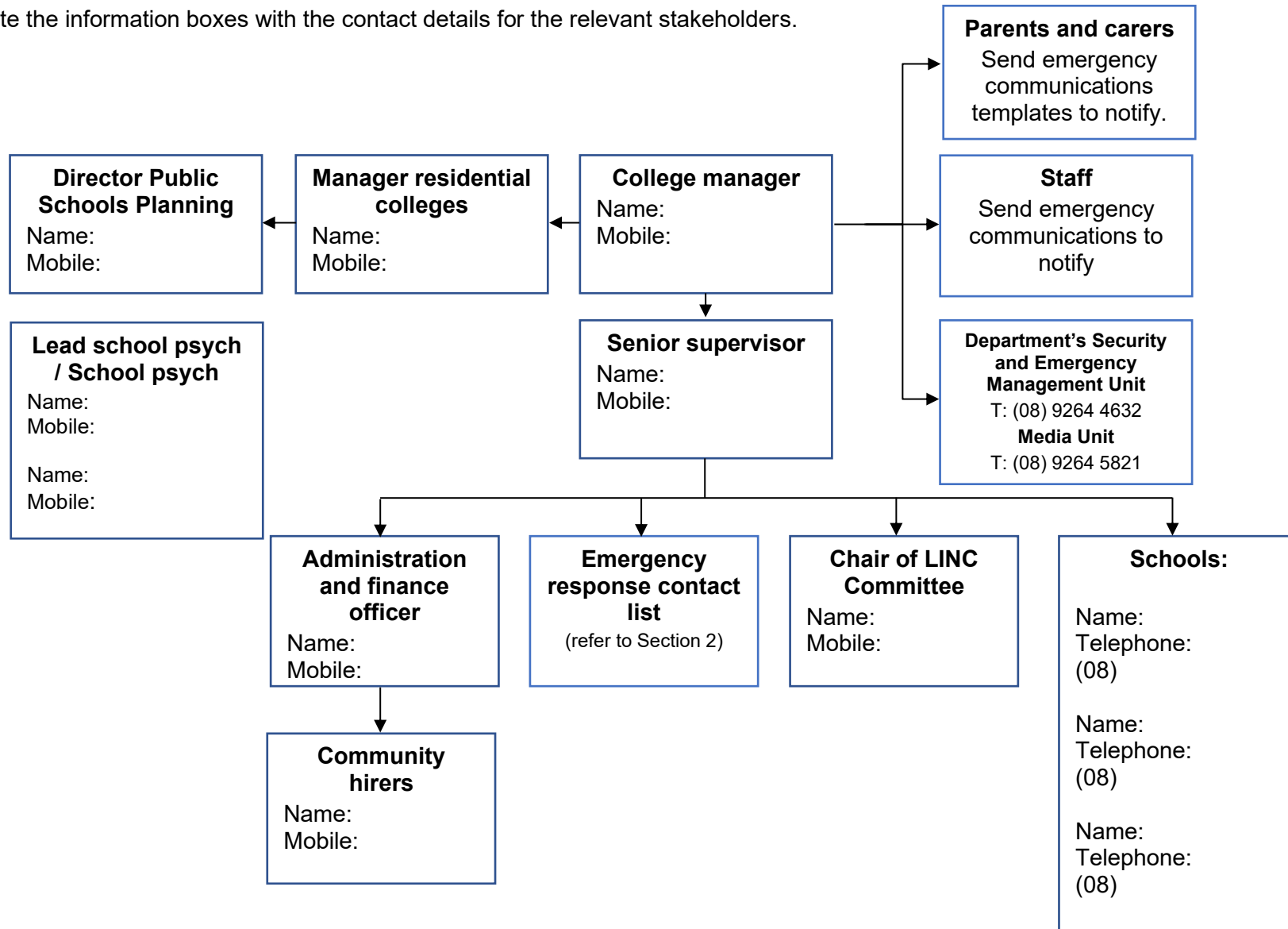
#### 4. School or site response telephone tree

Complete the information boxes with contact details for relevant stakeholders.



### 4.1 Residential college 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 (section 7 of the school or site <a href="#">Incident Management Plan</a> ).	Located in Front Office, last checked 1/08/25.
First aid kit(s) - include masks in case some students are susceptible to smoke.	1 x located Front Office, 1 x located Staff Office, 1 x located on School Bus. Last checked 1/08/2025.
Animal emergency kit (refer to <a href="#">Department of Primary Industries and Regional Development</a> )	
Emergency alert system and communication equipment, for example: <ul style="list-style-type: none"> <li>• mobile telephones (charged)</li> <li>• hand-operated fire alarm (portable siren)</li> <li>• megaphone/loud hailer</li> <li>• portable CB radios</li> <li>• spare batteries.</li> </ul>	School mobile phone, fully charged, located in Principal's office.  Spare batteries, megaphone with siren, and walkie talkies located in the Evacuation Kit, last checked 1/08/2025.  Mega phone, mobile phone and walkie talkies located in Evacuation Kit.
Registers for: <ul style="list-style-type: none"> <li>• students</li> <li>• staff</li> <li>• visitors.</li> </ul>	Passtab (online visitor management system) is used to track visitor, staff and student sign in and outs. This can be viewed on an app which all admin members have access to.  Class lists are printed fortnightly and the file is updated in the Evacuation Kit.
Standalone bushfire plan: <ul style="list-style-type: none"> <li>• hard copy in the evacuation kit</li> <li>• copy saved to an online platform for access offsite.</li> </ul>	Yes

## 6. Bushfire preparation checklist

Principals or site managers must:

- complete this bushfire preparation checklist annually
- inform all staff members of their responsibilities.

You can provide details of your preparation activities in the comments.

Management activities	☑ or N/A	Comments
The annual review of the Standalone bushfire plan has been completed before the start of bushfire season.	√	1/08/2025
<p>Consulted and received advice in preparing your Standalone bushfire plan from any of the following(as relevant):</p> <ul style="list-style-type: none"> <li>• local Emergency Services</li> <li>• Department of Fire and Emergency Services</li> <li>• Department of Biodiversity, Conservation and Attractions – Parks and Wildlife Service</li> <li>• local volunteer fire brigade</li> <li>• WA Police Force</li> <li>• Local Emergency Management Committee (LEMC)</li> <li>• Local Government</li> <li>• Local Community Emergency Services Manager,</li> </ul>	√	[complete section 9]
<p>Staff have been made aware of the Standalone bushfire plan through:</p> <ul style="list-style-type: none"> <li>• staff meetings</li> <li>• staff bushfire induction session that includes:</li> <li>• an overview of the Standalone bushfire plan</li> <li>• how to turn off evaporative air conditioner units, the location of switches</li> <li>• how to close roof vents</li> <li>• the types of <a href="#">bushfire warnings</a> issued by the Department of Fire and Emergency Services and the <a href="#">Emergency Alert</a> telephone warning system</li> <li>• to direct bushfire media enquiries to the Department’s media unit (08) 9264 5821.</li> </ul>	√	<p>All staff provided a copy of plan.</p> <p>Term 3 staff meeting used to go through plan.</p> <p>Evacuation drill held in Week 5, Term 3.</p>
<p>Students and parents or carers have been made aware of the Standalone bushfire plan through:</p> <ul style="list-style-type: none"> <li>• key bushfire safety messages incorporated into the curriculum</li> <li>• newsletters</li> <li>• school or site information booklet (include actions and procedures)</li> <li>• school or site website.</li> </ul>	√	Bushfire plan placed on school website. Parents and carers provided the link to the plan via Term 3, Week 8 Newsletter.

Principals or site managers must:

- complete this bushfire preparation checklist annually
- inform all staff members of their responsibilities.

You can provide details of your preparation activities in the comments.

Management activities	☑ or N/A	Comments
<p>Communication plans are in place:</p> <ul style="list-style-type: none"> <li>• Emergency response contact list completed (section 2).</li> <li>• Bushfire response telephone tree completed (section 4).</li> <li>• communication templates for sample emergency text message, newsletter content and school or site notice text are complete (refer to Appendix D).</li> </ul> <p>Contact lists for staff and parents must be current.</p>	√	All staff informed
<p>Emergency equipment available and checked (section 5):</p> <ul style="list-style-type: none"> <li>• evacuation kit checked at least once per term</li> <li>• emergency warning or alert system works</li> <li>• emergency communications equipment available</li> <li>• first aid kit(s) available</li> <li>• animal emergency kit</li> <li>• registers for students, staff and visitors readily accessible for roll call.</li> </ul>	√	All equipment checked by Principal 1 August 2025.
<p>Practise drills moving to your onsite 'safer building location(s)':</p> <ul style="list-style-type: none"> <li>• before the start of the bushfire season</li> <li>• at least once per term during the bushfire season.</li> </ul> <p>You must do at least 2 drills per year.</p>	√	Planned for Week 5, Term 3 2025
<p>The asset protection zone, which is a minimum distance of 20 metres surrounding the main school or site buildings, is checked and is:</p> <ul style="list-style-type: none"> <li>• clear of all rubbish, long dry grass, bark, flammable and combustible materials, including leaf litter and unused piles of mulch</li> <li>• maintained routinely throughout the year.</li> </ul> <p>For information on the asset protection zone, refer to <a href="#">Prepare for bushfire season at your school</a> on Ikon.</p>	√	<p>Gardener on-site daily maintains and monitors.</p> <p>External agency employed each August to slash bushland areas surrounding school.</p>

## 7. Bushfire action plan maps

### 7.1 Onsite 'safer building location(s)'

Do not use an open area such as a school oval or non-enclosed building that may expose people to heat or other conditions.

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

- the onsite 'safer building location(s)'. Include the name of the building, such as 'library'
- routes to access the 'safer building location(s)'
- fire hydrants
- electrical switchboards
- phones and communication board
- first aid kits
- evacuation kits
- main access gates to site
- any other relevant details.

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

	<p><b>Emergency, dial 000</b></p> <p><b>Primary action:</b> Determine if the bushfire is a threat to the school or site. Monitor official sources listed in section 2.</p> <p><b>Secondary action:</b> Refer to Appendix B for the procedures to relocate to onsite 'safer building location(s)'.</p>
	<p>Secondary Zone</p>
	<p>Map last updated: 1/08/2025</p>

## 7.2 Offsite evacuation locations

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




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

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

	<p><b>Emergency, dial 000</b></p> <p><b>Primary action:</b> Determine if the bushfire is a threat to the school or site. Monitor official sources listed in section 2.</p> <p><b>Secondary action:</b> Refer to Appendix B for the procedures to Relocate to an offsite evacuation location</p>
	<p>Sport and Rec Hall</p>
	<p>Map last updated: 1/08/2025</p>

## Appendix A - Bushfire warning stages

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

<b>Bushfire warning stages</b>	
<p style="text-align: center; font-weight: bold; font-size: 1.2em;">ADVICE</p> 	<p><b>A fire is active but there is no immediate threat to lives or homes. Be aware and keep up to date.</b></p> <p>This is general information to keep principals or site managers informed and up to date with developments.</p> <p>Principals or site managers must:</p> <ul style="list-style-type: none"> <li>• turn off evaporative air conditioners and ensure roof vents are closed.</li> <li>• check and patrol the school or site regularly for bushfire activity, paying particular attention to the evaporative air conditioners.</li> </ul>
<p style="text-align: center; font-weight: bold; font-size: 1.2em;">WATCH AND ACT</p> 	<p><b>There is a possible threat to lives or homes. Take action now to protect yourself and others.</b></p> <p>Principals or site managers must prepare to:</p> <ul style="list-style-type: none"> <li>• evacuate; or</li> <li>• move students, staff and visitors to their pre-determined onsite 'safer building location'. They must not be moved to an open area.</li> </ul> <p>Evacuation orders are:</p> <ul style="list-style-type: none"> <li>• issued by the Incident Controller or Emergency Services if required.</li> <li>• relayed via official sources such as Emergency WA.</li> </ul> <p>It is vital that the principal or site manager:</p> <ul style="list-style-type: none"> <li>• accesses bushfire information from official sources</li> <li>• makes an informed decision to stay onsite or evacuate offsite based on advice from the Incident Controller or Emergency Services.</li> </ul>
<p style="text-align: center; font-weight: bold; font-size: 1.2em;">EMERGENCY</p> 	<p><b>There is a threat to lives and homes. You may be in danger and need to take immediate action.</b></p> <p>The principal or site manager will be advised whether staff, students and visitors can leave the area or if they must shelter where they are as the fire burns through the area.</p> <p>A siren, called the State Emergency Warning Signal (<a href="#">SEWS</a>), may accompany an emergency warning.</p> <p>Evacuation orders are:</p> <ul style="list-style-type: none"> <li>• directed by the Incident Controller or Emergency Services.</li> <li>• relayed via official sources, such as Emergency WA.</li> </ul> <p>It is vital that the principal:</p> <ul style="list-style-type: none"> <li>• accesses bushfire information from official sources</li> <li>• makes an informed decision to stay onsite or evacuate offsite based on the advice.</li> </ul>

## Appendix B - Procedures in the event of a sudden bushfire

### Relocate to onsite 'safer building location'

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

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

Initiate this procedure if any of the following occurs:

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

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

Action	Notes (if required)
<p>Dial 000 for emergency services and request fire brigade.</p> <p>When connected to Department of Fire and Emergency Services, advise:</p> <ul style="list-style-type: none"> <li>• your school or site name and address</li> <li>• the fire situation</li> <li>• how many students and staff are being impacted</li> <li>• if moving to a 'safer building location' and where it is located</li> <li>• if anyone requires medical attention</li> <li>• CB radio channel, if being used.</li> <li>• Remain in contact with the Department of Fire and Emergency Services.</li> </ul> <p>Monitor official bushfire emergency information contact sources in section 2.1.</p>	
<p>Activate your school or site response team to carry out their responsibilities (section 3).</p>	
<p>Use your emergency response contact list to contact stakeholders (section 2).</p>	
<p>Follow your bushfire response telephone call tree (section 4) to communicate with the community.</p> <p>Ensure parents receive emergency text message alerts to:</p> <ul style="list-style-type: none"> <li>• inform them of relocation</li> <li>• keep them updated (use the emergency text message alert templates, refer to <a href="#">Manage bushfire incident communications</a> on Ikon).</li> </ul> <p>Parents must not collect students until instructed.</p>	

<p>Confirm:</p> <ul style="list-style-type: none"> <li>• evaporative air conditioners are turned off</li> <li>• all building roof vents, windows and doors are closed before anyone enters the onsite safer building location(s).</li> <li>• where possible and safe to do so, relocate vehicles or other combustible items (school bags, rubbish bins etc) at least 20 metres from safer building locations.</li> <li>• monitor embers for possible ignition.</li> </ul>	
<p>Take emergency equipment (section 5):</p> <ul style="list-style-type: none"> <li>• registers for students, staff and visitors</li> <li>• evacuation kit</li> <li>• water</li> <li>• mobile phones (charged)</li> <li>• student medication</li> </ul>	
<p>Sound the school or site emergency warning or alert system.</p>	
<p>The principal/site manager to liaise directly with emergency services to assess risk levels and confirm a safe alternative location for shelter or evacuation.</p> <p>If emergency services cannot be, for example no phone or internet services, then relocate students to the best solid structure – look for a solid brick or stone building with multiple entry and exits, minimal ember entry points and as much clearance from vegetation as possible.</p> <p>Students and staff must remain in classrooms or rooms unless they are directed to move to an onsite safer building location.</p>	
<p>Check student, staff and visitor registers after moving to an onsite safer building location (roll call). Advise the police if anyone is missing.</p> <p>You must give special consideration to students with known respiratory conditions.</p>	
<p>Wait for emergency services to arrive or the incident controller to provide you with information.</p> <p>Ongoing advice will also be provided by the Manager, Security and Emergency Management or the director of education.</p> <p>Continue to monitor official bushfire information sources listed in section 2.1.</p>	
<p>The Department will consult the incident controller or emergency services and notify you when it is safe to return to classrooms or for students to be collected by parents. You will receive advice from the director of education.</p>	

## Offsite evacuation procedures

You may be instructed to relocate to your offsite evacuation location.

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

Offsite evacuation procedures should be initiated under direction from either:

- the Incident Controller
- OR
- the director of education

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

Action	Notes (if required)
<p>Dial 000 for emergency services and request fire brigade.</p> <p>When connected to Department of Fire and Emergency Services, advise:</p> <ul style="list-style-type: none"> <li>• your school or site name and address</li> <li>• the fire situation</li> <li>• how many students and staff are being impacted</li> <li>• if moving to a 'safer building location' and where it is located</li> <li>• if anyone requires medical attention</li> <li>• CB radio channel, if being used.</li> </ul> <p>Remain in contact with Department of Fire and Emergency Services and your director of education.</p> <p>Monitor official bushfire emergency information contact sources listed in section 2.1.</p>	
<p>Activate your School or site response team to carry out their responsibilities (section 3).</p>	
<p>Refer to the Emergency response contact list to contact stakeholders (section 2).</p>	
<p>Follow advice from the incident controller, emergency services or the Manager, Security and Emergency Management, director of education or Incident Support Unit to decide which of the school or site's offsite evacuation location(s) is the safest to use (section 7.2).</p>	
<p>If safe to do so, muster at the identified assembly area where staff, students and visitors can gather to prepare for offsite evacuation.</p> <p>Use an alternative assembly area if your first identified assembly area is unsafe.</p>	

<p>Note: Students and staff must remain in classrooms or rooms unless they are directed to move to an onsite safer building location and/or onsite assembly area.</p>	
<p>Follow the Bushfire response telephone call tree to communicate with the community (section 4).</p> <p>Ensure parents and carers receive emergency SMS alerts to:</p> <ul style="list-style-type: none"> <li>• inform them of relocation</li> <li>• keep them updated (use the emergency text message alert templates, refer to <a href="#">Manage bushfire incident communications</a> on Ikon).</li> </ul> <p>Note: Parents must not collect students until instructed.</p>	
<p>Confirm:</p> <ul style="list-style-type: none"> <li>• evaporative air conditioners are turned off</li> <li>• building roof vents and doors are closed.</li> </ul>	
<p>Take emergency equipment (section 5):</p> <ul style="list-style-type: none"> <li>• registers for students, staff and visitors</li> <li>• evacuation kit</li> <li>• mobile phones (charged).</li> <li>• student medication.</li> </ul> <p>Sound the school or site emergency warning or alert system.</p>	
<ul style="list-style-type: none"> <li>• Notify bus operators</li> <li>• Notify other contractors scheduled to visit the site</li> <li>• Move all students, staff and visitors from the assembly area to the offsite evacuation location.</li> </ul>	
<p>Check registers after evacuating staff, students and visitors (roll call). Advise the police if anyone is missing.</p>	
<p>The Manager, Security and Emergency Management or the director of education will provide ongoing advice. Continue to monitor official bushfire information sources listed in section 2.1.</p>	
<p>The Incident Controller, emergency services or the Manager, Security and Emergency Management or Incident Support Unit will notify the director of education when it is safe to return to classrooms or for students to be collected by parents. You will receive advice from the director of education.</p>	

## Appendix C - Pre-emptive (planned) school closure procedures

You may be instructed to pre-emptively close your school due to a fire behaviour index of 75 (extreme fire danger) or greater being forecast.

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

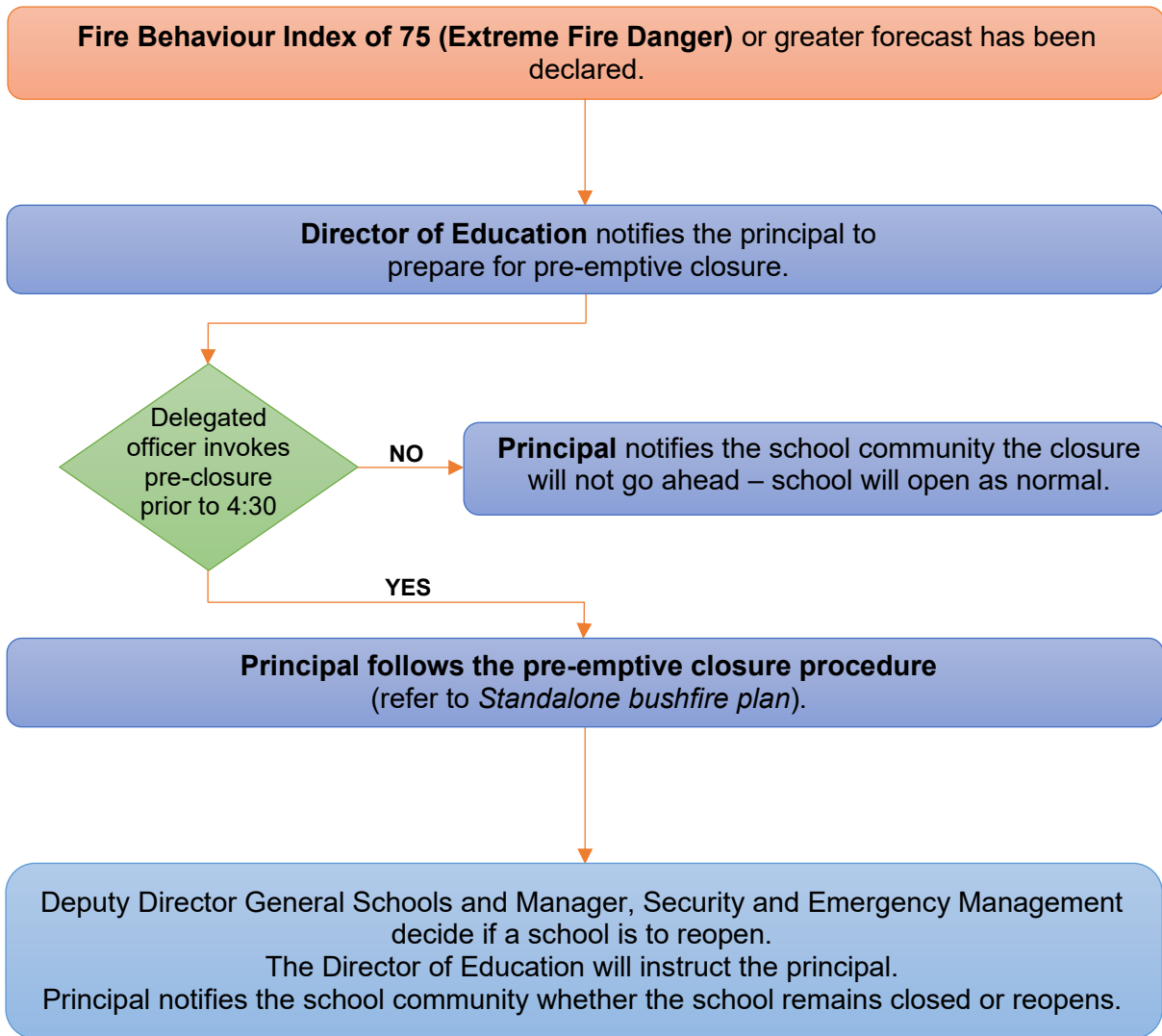
- monitor conditions
- move to the onsite safer building location, if there is any sign of a bushfire
- action an offsite evacuation, on advice from the emergency services.

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

Action	Notes (if required)
Monitor official bushfire emergency information contact sources listed in section 2.1.	
Activate your School response team to carry out their responsibilities (section 3).	
<p>Communicate the pre-emptive closure, continued closure or school or site reopening:</p> <ul style="list-style-type: none"> <li>• use your Emergency response contact list to contact stakeholders (section 2)</li> <li>• use your Bushfire response telephone tree (section 4)</li> <li>• use communication templates in <a href="#">Manage bushfire incident communications</a> for SMS, social media posts and Connect notices to keep your community informed</li> <li>• place the notice of temporary closure on external school or site access points and on the school website.</li> </ul> <p>Note: Contact lists for staff, parents and carers must be current.</p>	
<p>Confirm:</p> <ul style="list-style-type: none"> <li>• windows and doors are closed</li> <li>• evaporative air conditioners are turned off</li> <li>• roof vents closed</li> <li>• money is removed from the school premises</li> <li>• expensive items of equipment secured.</li> </ul>	
<p>Secure school premises and activate security system.</p> <p>Before departing, email <a href="mailto:AssetPlanningServices.SecurityEM@education.wa.edu.au">AssetPlanningServices.SecurityEM@education.wa.edu.au</a> or call 9264 4632 to confirm:</p> <ul style="list-style-type: none"> <li>• all security systems armed</li> <li>• site is secure.</li> </ul>	
When the pre-emptive closure is cancelled, remove the notice of temporary closure from external school access points.	

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

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



## Appendix D – After-hours or school holiday procedures

You may be instructed to keep your school or site closed during the school holidays or after hours during a bushfire event.

Initiate the below procedure if both of the following occur:

- A 'Watch and act' or 'Emergency warning' bushfire warning alert on the [Emergency WA](#) website is invoked (refer to the bushfire warnings listed in Appendix A)  
AND
- Direction received from the Deputy Director General, Schools or the Manager, Security and Emergency Management. The director of education will relay the decision to you.

Follow these procedures if a bushfire starts during the school holidays or after hours.

Action	Notes (if required)
Remain in contact with your director of education and monitor official bushfire emergency information contact sources listed in section 2.1.	
Use your emergency response contact list to contact stakeholders (refer to section 2).	
Follow the bushfire response telephone call tree to communicate with your community.  Send parents and carers and staff emergency text message alerts to inform them of the school or site closure. To access sample SMS text, refer to <a href="#">Manage bushfire incident communications</a> .	
Work with the director of education to seek alternative school or site and transport arrangements (if required).	
The Department's Media Unit and Incident Support Unit uses media outlets and <a href="#">Emergency WA</a> to make public announcements of: <ul style="list-style-type: none"> <li>• the school or site closure</li> <li>• temporary alternative accommodation.</li> </ul>	
The Department will consult the incident controller or emergency services and notify you when it is safe for the school or site to reopen.  You will receive advice from the director of education or the Manager, Security and Emergency Management.	
Send parents, carers and staff emergency text message alerts to inform them when school or site can reopen.	