

**Edmund Rice College**  
Stronger Together

# **Edmund Rice College Bushfire Plan 2022 - 2023**

## Purpose

The *Edmund Rice College Bushfire Plan* document is a detailed plan of the College's preparation and response to a catastrophic fire danger rating alert or to a bushfire event.

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 [incident management plan](#).

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## 1 School details

School name	Edmund Rice College
School address	3398 Bindoon Dewars Pool Road Bindoon WA 6502
DFES Region Local Fire station Local Bush Fire Brigade	Metro Northeast Bindoon Bindoon Bushfire brigade
Number of students	136
Number of students requiring extra support if evacuating	Nil
Number of staff	56
Number of school sides bordered by bush	Totally surrounded
Names of major roads bordering school	Great Northern Highway Bindoon Dewars Pool Road
School's site-specific alert	Continuous siren

Plan prepared by	Darryl Welsby
Date prepared	20 November 2022

## 2 Emergency response contact list

Enter the contact details into the table below.

Organisation	Details	Phone number / Website
Local police (e.g., name of nearest police station)	Gingin	9575 5600
Local hospital (e.g., name of nearest hospital or medical emergency facility)	St John of God Midland	9462 4000
CESM/CBFCO	Dave Carroll	0409 529 138
Local fire brigade (e.g., name of nearest fire station)	Fire Emergency Service	000
Local bushfire brigade (e.g., name of nearest station)	Bindoon Bush Fire Brigade	
Bus contractors (ready for pre-emptive closure or offsite evacuation)	Orange Coach Charter:	9574 1540
	Buswest:	0438 351 225 9581 6555
Electricity provider - in the case of a power outage (e.g., Horizon Power or Western Power)	Western Power	131 351
State emergency service (if known)		132 500
Poisons information		131 126
Regional Director EREA	Brian Schumacher	0409 586 144
Shire of Bindoon		9576 4600
Shire CEO	Matthew Gilfellon	0427 576 127

**Dial 000 in an EMERGENCY**

## 2.1 Other important emergency sources

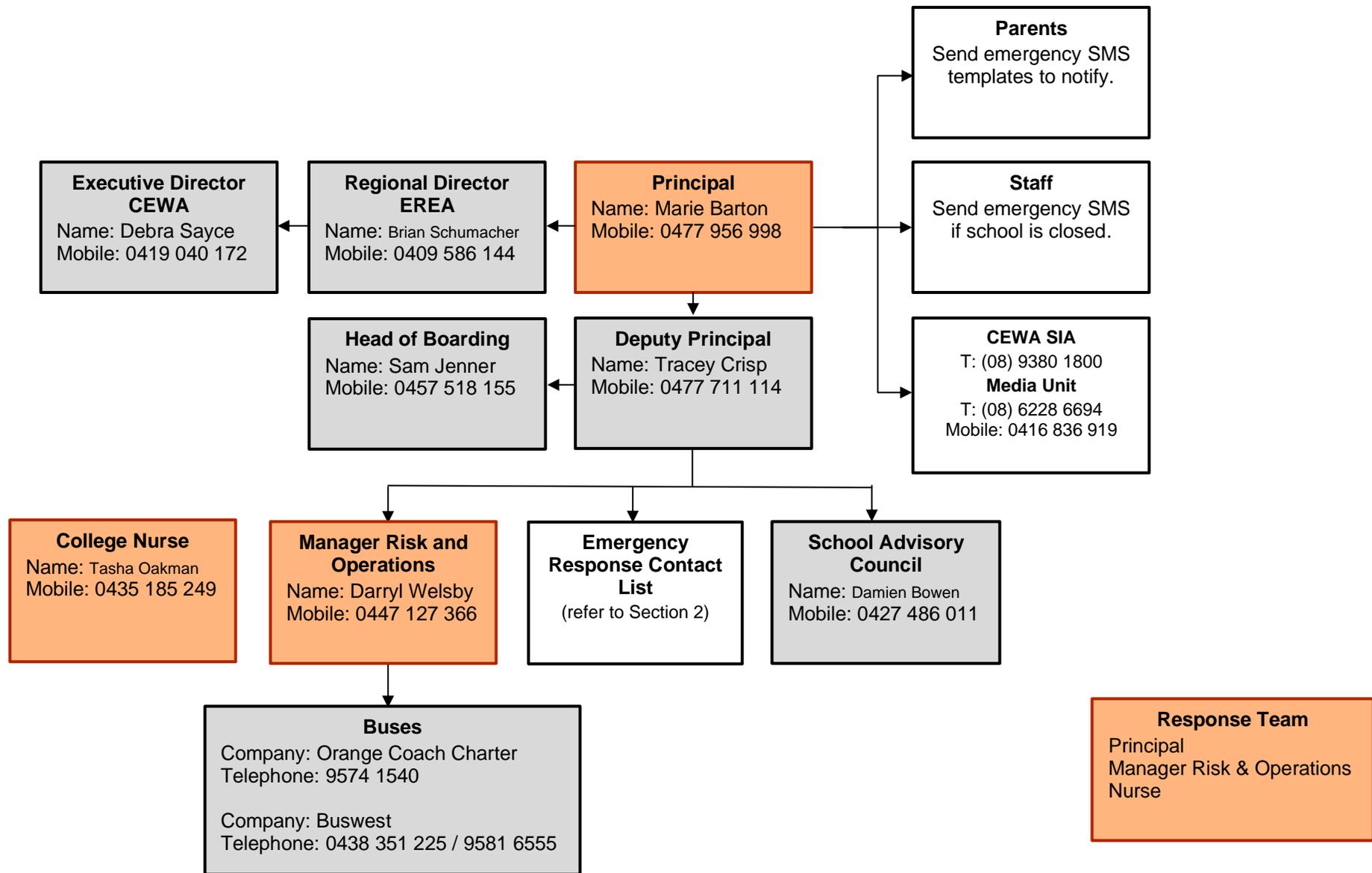
- 1) **Emergency WA website** - <https://www.emergency.wa.gov.au/>
- 2) **Department of Fire and Emergency Services**  
Information line – 13 33 37  
Twitter - [https://twitter.com/dfes\\_wa](https://twitter.com/dfes_wa)
- 3) **Local radio**
  - [ABC Emergency WA](#)
  - ABC local radio
  - 6PR

### 3 School Response Team

Position	Staff Name	Duties	Mobile number
Principal	Marie Barton	<p>Assess situation.</p> <p>Raise alarm throughout school and complete final sweep of buildings.</p> <p>Proceed to designated assembly area.</p> <p>Check for damage, gas leaks, power failure and any other hazard.</p> <p>Monitor situation and ensure that no-one returns to any building unless authorised to do so after consultation with emergency services.</p> <p>Advise Director of Regional Support, PSA.</p>	0477 756 998
Deputy Principal	Tracey Crisp	Checkpoint officer - proceed directly to designated assembly area.	0477 711 114
Manager, Risk and Operations	Darryl Welsby	<p>Complete sweep of administration block, lock administration block, and collect back up data.</p> <p>Assist principal with sweep of school.</p> <p>Call 000, upon instructions from on-site incident controller.</p> <p>Notify administration upon instruction from on-site incident controller.</p> <p>Collect the evacuation kit.</p> <p>Proceed to designated assembly area.</p> <p>Advise checkpoint officer which staff members are absent and their replacement, if applicable, and any visitors on site.</p> <p>Maintain Emergency and Critical Incident Diary (see Appendix).</p> <p>Sound <b>standdown</b> signal when instructed.</p>	0447 127 366
Teachers Residential carers		<p>Collect class/house list then escort students, volunteers, and any other persons in their charge to the designated assembly area.</p> <p>Check class/house list.</p> <p>Send runner to checkpoint officer and volunteers to administration officer.</p>	
Accredited first aid officers	All staff have senior first aid		

## 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	Date checked
Evacuation kit	Administration	15 Oct 2022
First aid kit(s)	Nurses' Office Administration	15 Oct 2022
Emergency warning or alert system	College Emergency Warning System	15 Oct 2022
Emergency communications equipment	Mobile phone	15 Oct 2022
Registers for: <ul style="list-style-type: none"> <li>• students</li> <li>• staff</li> <li>• visitors</li> </ul>	Administration: SEQTA Hard copies	15 Oct 2022

## 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	☑ or NA	Evidence
The annual review of the <i>Edmund Rice College Bushfire Plan</i> has been completed before the start of bushfire season.	X	
Consulted and received advice in preparing your <i>Edmund Rice College Bushfire Plan</i> from any of the below (as relevant): <ul style="list-style-type: none"> <li>• Department of Fire and Emergency Services</li> <li>• local emergency management committee (LEMC) or local government representative</li> </ul>	X	Meeting with CFCO Aug 2022
Staff have been made aware of the <i>Edmund Rice College Bushfire Plan</i> through: <ul style="list-style-type: none"> <li>• staff meetings</li> <li>• staff bushfire induction session that includes: <ul style="list-style-type: none"> <li>○ an overview of the <i>Edmund Rice College Bushfire Plan</i></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 Principal</li> </ul> </li> </ul>	X	Promoted on College SharePoint page and raised as staff meeting
Students and parents or carers have been made aware of the <i>Edmund Rice College Bushfire Plan</i> through: <ul style="list-style-type: none"> <li>• key bushfire safety messages incorporated into the curriculum</li> <li>• newsletters</li> <li>• school information booklet (include actions and procedures)</li> <li>• school website</li> </ul>	X	
Communication plans are in place: <ul style="list-style-type: none"> <li>• 'emergency response contact list' completed (refer to section 2)</li> <li>• 'bushfire response telephone tree' completed (refer to section 4)</li> <li>• communication templates for sample emergency text message, newsletter content and school notice text are complete (refer to Appendix D)</li> </ul> <p>Note: Contact lists for staff and parents must be current.</p>	X	
Emergency equipment available and checked (as listed in section 5): <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>• registers for students, staff, and visitors readily accessible for roll call</li> </ul>	X	15 Oct 2022
Evacuation drills practised to your onsite 'safer building location(s)': <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>Note: You must do at least three drills per year</p>	X	15 Oct 2022

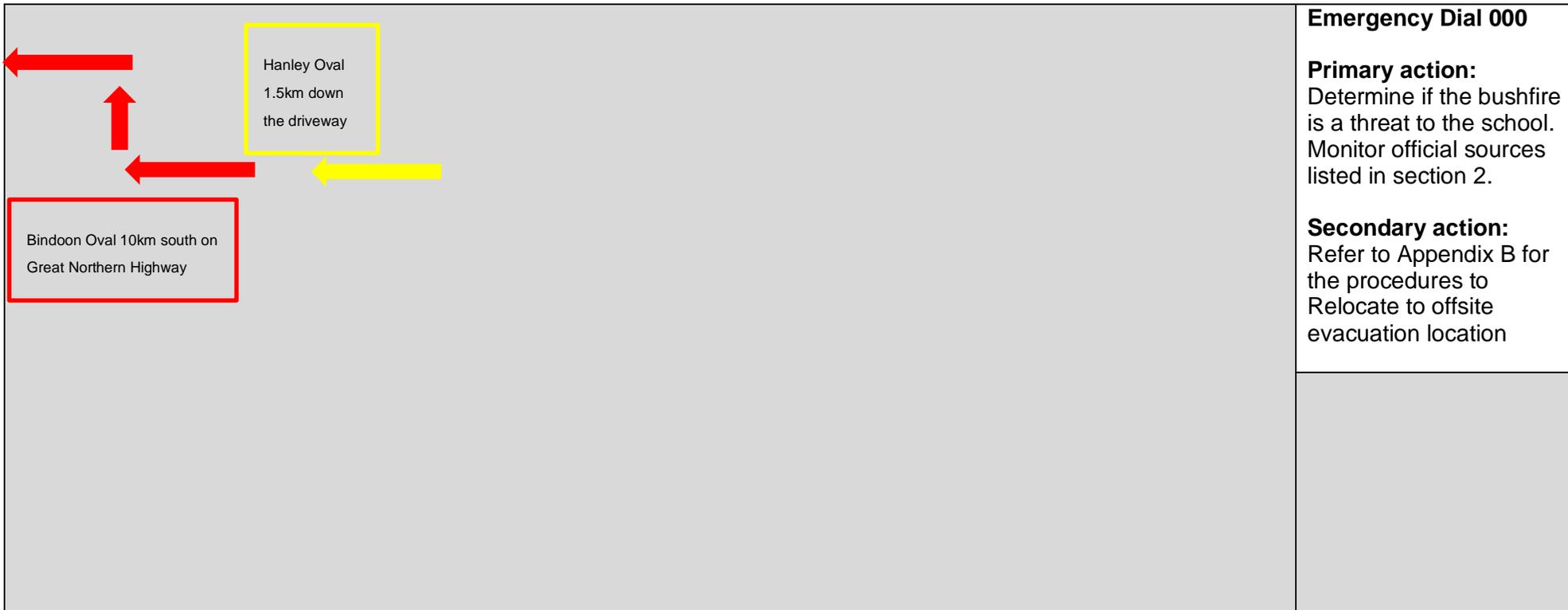
Management activities	☑ or NA	Evidence
<p>Onsite 'safer building location(s) are identified. Do not use an open area such as a school oval or non-enclosed building.</p> <ul style="list-style-type: none"> <li>• shown in your school site plan in <i>section 7.1</i></li> <li>• listed in the <i>Incident Management Plan</i></li> <li>• regularly checked for readiness</li> <li>• local emergency services are informed of location(s)</li> </ul> <p>Note: For further information, refer to section 4.2 in <i>Principal's guide</i>.</p>	X	Hall
<p>Two or more suitable offsite evacuation locations have been identified in case one of the offsite locations is under threat from the bushfire. In most cases the off-site evacuation location will be determined by the incident controller.</p>	X	Hanley Oval Bindoon Oval G/N H'way Bindoon
<p>The asset protection zone, which is a minimum distance of 20 metres surrounding the school is checked and:</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>	X	Ongoing undertaking
<p>Check the fuel load management (the clearing of dry grass, leaves, twigs, dead vegetation, and dead bark) within the hazard separation zone (extending 80 metres from the outer edge of the asset protection zone) has reduced and:</p> <ul style="list-style-type: none"> <li>• the likelihood of crown fires developing close to buildings</li> <li>• spot fire ignition potential within the zone</li> </ul>	X	Ongoing Refer Bush Fire Risk treatment Strategy
<p>The use of machinery (such as angle grinders, mowers or machines with internal combustion engines) is restricted on severe fire danger days.</p>	X	College follows DFES Advice, member on LEMC (Chittering)

## 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.

	<b>Emergency Dial 000</b> <b>Primary action:</b> Determine if the bushfire is a threat to the school. Monitor official sources listed in section 2.  <b>Secondary action:</b> Refer to Appendix B for the procedures to Relocate to onsite 'safer building location(s)'.  <b>Hall – located in Pat Kelly Education Centre</b>

## 7.2 Offsite evacuation locations



## 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*)

Reference number	Bushfire mitigation actions	Target date for completion	Responsible	Source of funds	Notes	Completion date
<b>01/22</b>	Removal of load along driveway	30 Sept 2022	G. Shemeld	School		30 Sept 2022
<b>02/22</b>	100m hazard separation zone to all buildings	30 Sept 2022	P. Yacopetti G. Shemeld	School		30 Sept 2022
<b>03/22</b>	100m hazard reduction zone around housing.	30 Sept 2022	D. Welsby P. Yacopetti G. Shemeld	School		Ongoing
<b>04/22</b>	200m Bushfire fuel reduction	30 Sept 2022	D. Welsby P. Yacopetti G. Shemeld	School		30 Sept 2022

## 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
<b>22 Sept 2022</b>	DFES	100m hazard separation zone, Fuel load reduction - Housing	Dave Carroll	<b>0409 529 138</b>

## 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 several 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>	
<b>1</b>	<div style="display: flex; align-items: center;">  <div style="margin-left: 10px;"> <p><b>A fire has started but there is no known danger.</b></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"> <li>• turn off evaporative air conditioners and ensure roof vents are closed.</li> <li>• check and patrol school regularly for bushfire activity, paying special attention to the evaporative air conditioners.</li> </ul> </div> </div>
<b>2</b>	<div style="display: flex; align-items: center;">  <div style="margin-left: 10px;"> <p><b>There is a possible threat to lives and property. Conditions are changing.</b></p> <p>Principals must prepare to:</p> <ul style="list-style-type: none"> <li>• evacuate</li> <li>• 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 a variety of official sources such as the <a href="#">DFES website</a> and <a href="#">Emergency WA</a> website.</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 on-site or evacuate offsite based on advice from the incident controller or emergency services.</li> </ul> </div> </div>
<b>3</b>	<div style="display: flex; align-items: center;">  <div style="margin-left: 10px;"> <p><b>A school is in danger as its area will be impacted by fire. Take immediate action to survive.</b></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 <a href="#">Standard Emergency Warning Signal (SEWS)</a>.</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 a variety of official sources, such as the <a href="#">Bushfire warning system</a>, <a href="#">DFES website</a> and <a href="#">Emergency WA website</a>.</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> </div> </div>
<b>4</b>	<p><b>The danger has passed, and the fire is under control, but stay alert in case the situation changes.</b></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)'. Do not use an open area such as a school oval or non-enclosed building. 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 Director of Education.

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

Action
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"> <li>• inform them of relocation</li> <li>• keep them updated (use the emergency text message alert templates).</li> </ul> Note: Parents must not collect students until instructed.
Confirm: <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> </ul>
Take emergency equipment (refer to section 5): <ul style="list-style-type: none"> <li>• registers for students, staff, and visitors</li> <li>• evacuation kit</li> <li>• mobile phones (charged).</li> </ul> Sound school emergency warning or alert system.
Follow advice from the incident controller or emergency services, the Manager, Security and Emergency Management to move to the onsite safer building location(s) (refer to section 7.1 for map) Note: Students and staff must remain in classrooms unless they are directed to move to an onsite safer building location.
Check student, staff, and visitor registers after moving to an onsite safer building location (roll call). Advise the police if anyone is missing. Note: You must give special consideration to students with known respiratory conditions.
Update the emergency services on the location of students, staff, and visitors.
Wait for the emergency services to arrive or the incident controller to provide you with further information.

Ongoing advice will also be provided by the Manager, Security and Emergency Management. Continue to monitor official bushfire information sources shown in section 2.1.

Notes

## 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, incident controller or Emergency services to evacuate offsite;

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

Action
Dial 000 for emergency services and follow advice. Remain in contact with Department of Fire and Emergency Services and your Director of Education. 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 Director of Education 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"> <li>• inform them of relocation</li> <li>• keep them updated (refer to emergency text message alert templates in Appendix C).</li> </ul> Note: parents must not collect students until instructed.
Confirm: <ul style="list-style-type: none"> <li>• evaporative air conditioners are turned off</li> <li>• building roof vents and doors are closed.</li> </ul>
Take emergency equipment (refer to section 5): <ul style="list-style-type: none"> <li>• registers for students, staff, and visitors</li> <li>• evacuation kit</li> <li>• mobile phones (charged).</li> </ul> Sound school emergency warning or alert system.
Move all students, staff, and visitors from the assembly area to evacuate offsite.
Check registers after evacuating staff, students, and visitors (roll call). Advise the police if anyone is missing.
Update the emergency services incident controller on location of students, staff, and visitors.

Wait for emergency services to arrive or the incident controller to provide further information. The Manager, Security and Emergency Management or the Director of Education will provide ongoing advice. Continue to monitor official bushfire information sources shown in section 2.1.

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.

Notes

## 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.

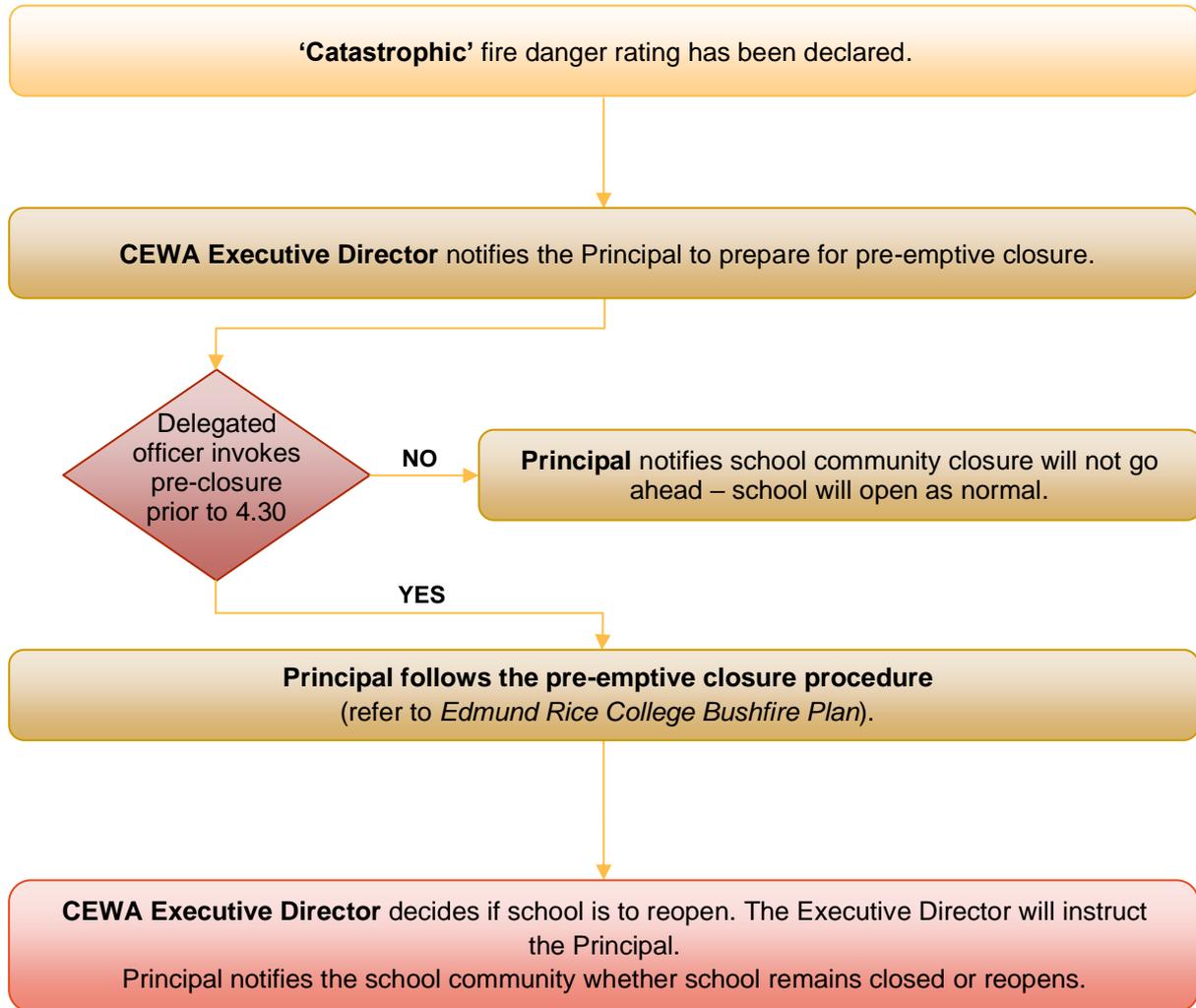
Initiate the below procedure if the following occurs:

- 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 Director of Education 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
Monitor official bushfire information sources shown in section 2.1.
Activate your incident management team to carry out their responsibilities (refer to section 3).
Confirm: <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>
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 9.00am on the day of pre-emptive closure. They: <ul style="list-style-type: none"> <li>• inform community members of the school closure</li> <li>• secure the facility and activate the electronic security system when leaving (only if it is safe to do so) the site at 9.00am.</li> </ul>
Communicate the pre-emptive closure, continued closure or school reopening: <ul style="list-style-type: none"> <li>• follow the bushfire response telephone tree (refer to communication templates in Appendix C)</li> <li>• place the notice of temporary closure on external school access points and on the school website</li> <li>• use social media channels to keep the school community updated.</li> </ul> Note: Contact lists for staff and parents must be current.
Secure school premises and activate security system. 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: <ul style="list-style-type: none"> <li>• all security systems armed</li> <li>• site is secure.</li> </ul>
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 Director of Education will relay the decision to you.

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

Action
Remain in contact with CEWA 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 CEWA 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"> <li>• the school 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 to reopen. You will receive advice from the Director of Education 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](https://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](https://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](https://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](https://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 placed 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], a school **MAY** be required to invoke a pre-emptive (planned) closure. A 'Catastrophic' fire danger rating poses a significant threat to the school 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:

4) **Emergency WA website** - <https://www.emergency.wa.gov.au/>

5) **Department of Fire and Emergency Services**

- Information line – 13 33 37
- Twitter - [https://twitter.com/dfes\\_wa](https://twitter.com/dfes_wa)

6) **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](http://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