



Department of
Education



DENMARK
SENIOR HIGH
SCHOOL

An Independent Public School

DENMARK SENIOR HIGH SCHOOL

STAND-ALONE BUSHFIRE PLAN FOR 2019-2020

IMPORTANT NOTE

**Denmark SHS
is listed on the
Bushfire Zone Register
with an
Extreme Rating**

DENMARK SENIOR HIGH SCHOOL**STAND-ALONE BUSHFIRE PLAN****Contents**

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

INTRODUCTION

This Stand-alone Bushfire Plan is for **Denmark Senior High School** and has been developed to assist the Principal and school staff prepare for a total fire ban, catastrophic fire danger rating, or a bushfire event. Sample messages to staff and parents are included in the *Principal's Guide to Bushfire*, as well as notices for the closure of the school.

The preparation of this Stand-alone Bushfire 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.

At 30 August 2019 Denmark Senior High School has 422 students and 68 staff. There are 2 students that require extra support when evacuating. The school is bordered by bush on 2 sides and South Coast Highway.

Overview

General Information

This Stand-alone Bushfire Plan has been developed before 31 August each year after consultation with:

- families of students attending the school;
- members of the emergency services (for example, local fire brigades, Regional office of Department of Fire and Emergency Services (DFES));
- Local Government Local Emergency Management Committee and Local Government representatives; and
- other school sites.

This Stand-alone Bushfire Plan includes a checklist of required actions to prepare the school before the bushfire season as per the *Principal's Guide to Bushfire* (refer [Appendix A](#)).

This Stand-alone Bushfire Plan 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;
- days deemed Catastrophic Fire Danger Rating;
- when there is a fire in the local district;
- when a bushfire has the potential to, or is actually threatening the school; and
- during the period immediately after a bushfire has impacted on the school (known as the 'Recovery Phase').

The school gymnasium is nominated as the **Safer Building Location** for the school. This building has been deemed and prepared for a bushfire emergency and will accommodate all persons normally at the school.

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 regard to bushfire survival plans or household preparedness assessments.

Communication Plans (including emergency contacts and a Telephone Call Tree) need to be in place for evacuation or planned closure. See [Appendix D](#) for a Communication Plan, [Appendix E](#) for Emergency Response Contacts and [Appendix F](#) for a Sample Bushfire Response Telephone Call Tree.

IMPORTANT: This document contains samples and is designed as a guide only, with a view to achieving reporting consistency across the Department of Education (the Department). It is the responsibility of an individual school to ensure this document is completed with relevant local information.

If a suitable Safer Building Location cannot be identified on site, as detailed in the *Principal's Guide to Bushfire*, the school must identify relevant and appropriate off site locations. It is important that agreements and processes are put in place with the building owners and tested.

Distribution

The Principal must prepare and update the Stand-alone Bushfire Plan in readiness for the bushfire season and then upload through the Department's SharePoint system. Schools will receive a notification when this needs to occur.

The Principal or delegated officer will:

- review (and update where appropriate) the Stand-alone Bushfire Plan on an annual basis;
- publish an up-to-date copy of the school's Stand-alone Bushfire Plan on the school's website no later than 31 August of each year;
- ensure that all new staff members, relieving staff and visitors are briefed about the requirements of the Stand-alone Bushfire Plan during their site induction process;
- include bushfire season reminders and information in newsletters;
- update the School's Information Booklet in Term 1 each year, including detailed information about actions and procedures included in the Stand-alone Bushfire Plan; and
- provide all staff members with pre-bushfire season updates during Term 3 and ongoing information and instruction about the contents and requirements of the Stand-alone Bushfire Plan during Term 4 and Term 1 staff meetings.

The safety and wellbeing of students, staff and visitors is at all times the Department's main priority. Staff are not expected to fight bushfires.

Any bushfire advice received by the school from Department of Fire and Emergency Services (DFES), including local DFES regional office, Local fire brigades and Community Emergency Services Manager, Local Government, Local Government Local Emergency Management Committee, or external experts, is documented in the table below, identifying the date and source of the advice.

Date of Review	Reviewing Officer	Date Submitted	Next scheduled Review
2/9/2019	Trevor Henderson		8/5/2020

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, staff (including relief) and parents are aware of the school's Stand-alone Bushfire Plan. A copy of the school's Stand-alone Bushfire Plan should be published on the school's website. Suggested draft text for the school newsletter is available in Appendix B6 of the *Principal's Guide to Bushfire*.
- The Principal should establish contact with different members of the local community, including emergency services, DFES, local volunteer fire brigades, Western Australia Police Force, Local Government Local Emergency Management Committee and Community Emergency Services Manager.
- The school has an effective working emergency warning or alert system, and emergency communication equipment is available and working and tested at least once before the commencement of the Bushfire Season.
- 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.
- Schools need to identify more than one suitable off-site location, in case one site is in the area of the bushfire.
- Arrangements are in place in relation to school buses if appropriate (notification of contractors if pre-emptive closure is invoked; and the availability of buses if off-site evacuation is required).

Pre-emptive Closure

- The Department's Incident Controller (normally the Deputy Director General, Public Schools or delegated officer) will make the decision to close a school based on advice from emergency services and this will be relayed to the Principal via the Regional Executive Director.
- Residential and Agricultural Colleges will remain open on a Catastrophic Weather Warning day and have procedures in place to move into Safer Building Location or invoke off-site evacuation if safe to do so.
- The Principal is to notify staff and parents of closure using emergency contacts and the Telephone Call Tree. See the draft message to parents in Appendix B7 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 the school, community users of the school facilities (including before and after school care, or holiday programs, community kindergartens, on site contractors, Parents and Citizens Association and/or school council).
- 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 the Regional Executive Director and the Department's Media Unit.
- The school will contact parents via phone or email, ensuring they have a mobile phone contact number for the school. It would be preferable that parents restrict calling the school at this time to emergency calls only.
- The school will notify bus contractors and other users of the school site.

NOTE: DFES uses the national Emergency Alert system to send community warning messages via mobile telephones in affected areas. It is important not to rely on receiving an alert. The school must still be prepared and have an action plan in case of an emergency.

It is important to remember that the Emergency Alert is just one way of receiving information during an emergency. Other ways the school can stay informed include:

- visiting the Emergency WA website www.emergency.wa.gov.au
- calling the DFES information line on 13 DFES (133337).
- listening to ABC radio, 6PR and other media news bulletins.
- following DFES on Twitter at www.twitter.com/dfes_wa

For more information on Emergency Alert, visit: www.emergencyalert.gov.au

The Principal communicates directly with Regional and Central Office personnel including any media communications. Staff should not comment directly to the 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 re-opened. In the event of a pre-emptive closure details are contained in the sample messages (*Principal's Guide to Bushfire* advising of pre-emptive Closure – Appendix B7).
- The *Notice of Planned Temporary School Closure* should be physically removed from the school premises and website.
- All parties that were advised of closure (for example, bus contractors, Out of Hours users, community kindergartens, Parents and Citizens Association and/or school council) should be advised of reopening.

TYPES OF FIRE EVENT

In the event of a Total Fire Ban, catastrophic weather warning or a bushfire, the Stand-alone Bushfire Plan will be activated.

1. Total Fire Ban

In the event of a Total Fire Ban, the Stand-alone Bushfire Plan 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.

DFES advise 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 may cause a fire.

It is also necessary to ensure:

- the equipment or machinery is mechanically sound; and
- all reasonable precautions are taken to prevent a bushfire starting.

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

Unless a Harvest and Vehicle Movement Ban has been implemented by the Local Government Authority, the school/college is able to harvest or move vehicles across paddocks for agricultural purposes. However, there may be local government authority requirements such as compliant fire-fighting equipment on hand and a required amount of water readily available for fire-fighting 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 <https://www.emergency.wa.gov.au/#totalfirebans>.
https://www.dfes.wa.gov.au/safetyinformation/fire/bushfire/BushfireFactsheets/DFES_BushfireFactsheet-Total_Fire_Bans.pdf.

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 and [Emergency WA website: www.emergency.wa.gov.au](http://www.emergency.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.

Schools need to know what the Fire Danger Rating is for the area, and monitor local conditions and keep informed. Understanding the Fire Danger Rating categories and what they mean will help in making decisions about what to do if a bushfire starts.

The Fire Danger Rating is based on the forecast weather conditions and provides advice about the level of bushfire threat on a particular day.

Category	Fire Danger Index (FDR)	Action
 Catastrophic	100+	Schools on Bushfire Zone Register closed on instruction from Deputy Director General, Public Schools, through Regional Executive Director. School to invoke Communication Plan and cancel bus services. Appendix B (refer to the <i>Principal's Guide to Bushfire</i> for all procedures and sample messages).
 Extreme	75-99	Monitor Emergency WA & DFES websites Normal school operations (any fire that starts is likely to be so fierce that even a well prepared and well-constructed school may not survive a fire).
 Severe	50-74	Monitor Emergency WA & DFES website Normal school operations (The threat of a bushfire increases)
 Very High	32-49	Monitor Emergency WA & DFES website Normal school operations (The threat of a bushfire increases)

 High	12-31	Normal school operations <i>(The threat of a bushfire increases)</i>
 Low/Moderate	0-11	Normal school operations
<p><i>Guidance notes:</i> <i>At each rating the fire behaviour and potential impact will be different.</i> <i>Check the FDR for the area by visiting the following links:</i> https://www.emergency.wa.gov.au/#firedangerratings <i>Further information can be obtained at:</i> https://www.dfes.wa.gov.au/safetyinformation/fire/bushfire/pages/firedangerratings.aspx</p>		

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 Call Tree in place to provide this information at short notice or after hours.

Once advised of a pre-emptive closure, the school must inform the community that a closure is imminent. The Principal needs to send messages to parents and inform staff members 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 will confirm 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.

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, Public 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

In order to make informed decisions, the Principal must stay informed of the current fire danger rating and any fire activity by monitoring a range of information sources

Schools can stay informed by monitoring the following official sources:

- visiting the Emergency WA website www.emergency.wa.gov.au
- calling the DFES information line on 13 DFES (133337).
- listening to ABC radio, 6PR and other media news bulletins
- following DFES on Twitter at www.twitter.com/dfes_wa

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 sample messages 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 (for example, multicultural, special needs) will be provided with information.

3. Bushfire

In the event of a bushfire threatening the school, the school will call 000. The Stand-alone Bushfire Plan will be invoked by way of the school siren (or hand-held siren).

3.1. Bushfire – Warnings

During a bushfire, emergency services provide as much information as possible through a number of different channels.

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

Before a bushfire starts, Fire Danger Ratings can provide advice about the level of bushfire threat on a particular day and how difficult and dangerous conditions will be if a fire starts. They are based on weather conditions forecast by the Bureau of Meteorology.

During a bushfire, DFES and the Parks and Wildlife (P and W) Service of the Department of Biodiversity, Conservation and Attractions issue community alerts and warnings for bushfires that threaten lives and property. They are only issued once firefighters have arrived at the scene and determined that there is a threat or potential threat to the community. The alert level changes to reflect the increasing risk to life.

DFES and Parks and Wildlife (P and W) Service of the Department of Biodiversity, Conservation and Attractions will issue the following four bushfire warnings.

3.1.1



means a fire has started but there is no known danger. This is general information to keep you informed and up to date with developments.

Turn off evaporative air conditioners and ensure roof vents are closed. Undertake regular checks and patrols of the school for bushfire activity, paying special attention to the evaporative air conditioners.

3.1.2



means there is a possible threat to lives and property. Conditions are changing, you need to leave the area or prepare to move students, staff and visitors to their pre-determined Safer Building Location and not an open area on the site or evacuate.

If an order to evacuate is directed by the Incident Controller, the evacuation order will be relayed via a variety of official sources such as the DFES website and Emergency WA website. It is paramount that schools gather information pertaining to fires from official sources in order to make an informed decision on whether to stay on-site or evacuate off-site.

3.1.3



means you are in danger as your area will be impacted by fire. You need to take immediate action to survive.

You will be advised whether you can leave the area or if you must shelter where you are as the fire burns through your area. An emergency warning may be supported with a siren sound called the Standard Emergency Warning Signal (SEWS). These factors should be reviewed on a regular basis as they may change at any time and without notice.

If an order to evacuate is directed by the Incident Controller, the evacuation order will be relayed via a variety of communications methods including the [Bushfire Warning system](#).

It is paramount that schools gather information pertaining to fires from official sources in order to make an informed decision on whether to stay on-site or evacuate off-site.

3.1.4



means the danger has passed and the fire is under control, but you need to remain vigilant in case the situation changes. It may still not be safe to return to school.

Further information in relation to Bushfire Warning System is available on the DFES Website and a video is available at:

https://www.youtube.com/watch?v=a_H0D-38AGQ&feature=youtu.be

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

- All classes remain with their teachers and support staff.
- All other staff and visitors report to the administration building.
- 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 the fire warden.
- Fire wardens are designated to manage evacuation routes and liaise with staff.
- The Principal and fire wardens will control the response and must liaise with DFES or emergency services as soon as possible.
- Students and adults with known respiratory conditions will be identified and given special consideration.

Staging Area – identify and utilise an area where occupants and visitors are intended to gather in preparation for an evacuation.

Parent Access

Schools must have clear communication methods with parents. Parents must be advised **NOT** to pick up students and to monitor official communication channels for specific access information. Appendix D and Appendix E Communication Plan and Emergency Response Contact List must be completed with local content to ensure the school's individual communication requirements are detailed and used.

3.2.1.2 Safer Building Location Procedure – if evacuation is not possible

- All classes remain with their teachers and support staff until otherwise advised by Principal or delegated staff.
- School move to Safer Building Location ([Appendix C](#)) if the Principal cannot ascertain impact of a bushfire to school or on advice from DFES.
- Doors, roof vents and windows must be closed and **evaporative air coolers turned off**.
- Principal or delegated staff to monitor official communication channels to enable informed decisions to be made.
- All classes to remain within the designated Safer Building Location. See [Appendix C](#) for a sample safer location evacuation diagram.
- All other staff and visitors report to the administration building, before directed to the Safer Building Location.
- Teachers account for each child and identify students and support staff with known respiratory conditions.
- Fire wardens are designated to manage evacuation routes and liaise with staff.
- The Principal and fire wardens will control this response and must liaise with DFES or emergency services as soon as possible.
- Students and adults with known respiratory conditions will be identified and given special consideration.

Parent Access

Schools must have clear communication methods with parents. Parents must be advised **NOT** to pick up students and to monitor official communication channels for specific access information. Appendix D and Appendix E Communication Plan and Emergency Response Contact List must be completed with local content to ensure the school's individual communication requirements are detailed and used.

3.2.2 Response when a bushfire starts and the school is closed

If the Department's Incident Controller makes a decision on school closure-based 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 Response Contact List (see [Appendix D](#) for a Sample Communication Plan).

The Department's 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 use media outlets to make public announcements of school closures, temporary alternative accommodation and contact number(s) for further information.

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

3.2.3 Recovery

The priorities for the school during recovery are:

- Health and safety of individuals;
- Social recovery; and
- Physical (structural) recovery.

General

- When possible, return to normal routine as soon as possible.
- Attend to staff and student welfare, considering counselling support.
- Provide information for families and the community of any impact (including if there is none) on the school and school routine following the bushfire.
- Undertake a check of any equipment or stock used and arrange for replacement/replenishment.
- Address any physical damage to the school, isolating areas if required and, if necessary, relocate to alternative accommodation. Contact the Department of Finance's 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 Manager, Security and Emergency Management at Central Office on 9264 4825).
- Manage administrative details including insurance.

Debrief

- What worked, what didn't?
- Was anything overlooked?
- What could be done better next time?
- Should any delegation be reassigned?
- If changes are made, incorporate them into the Stand-alone Bushfire Plan and advise the appropriate parties including staff and other authorities.
- Share the knowledge with other schools.
- Test the revised Stand-alone Bushfire 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

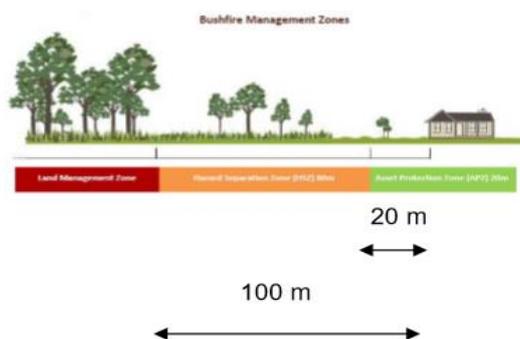
 <p>Department of Education</p>	<p>Bushfire Preparation Checklist for the Bushfire season</p>
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Principals are responsible to ensure this checklist is completed annually and should be thoroughly familiar with their current plans for dealing with bushfires.

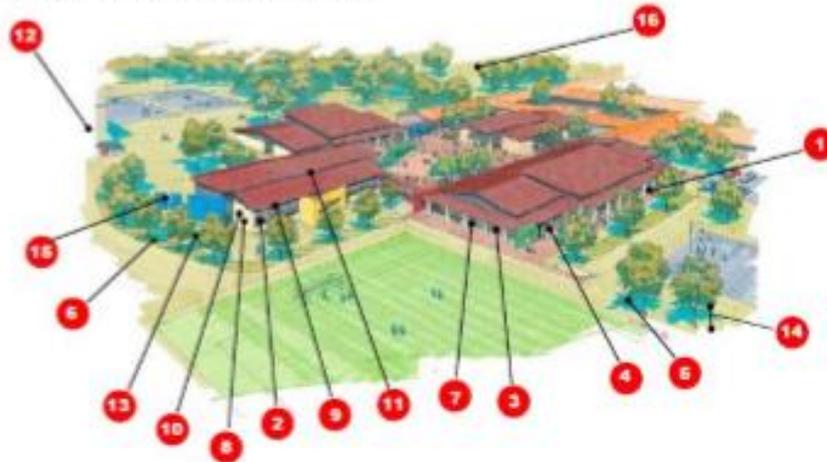
All staff members should be aware of their responsibilities in accordance with the Stand-alone Bushfire Plan

MANAGEMENT ACTIVITIES		
Tick when task has been completed, or write NA if not applicable(☐)		Evidence
Has the school checked the Bushfire Zone Register on Ikon and downloaded the latest Stand-alone Bushfire Plan.	✓	
Principal is thoroughly familiar with the school's Stand-alone Bushfire Plan.	✓	Plan reviewed 2/09/2019
Students, staff, relief staff and parents/carers have been made aware of the School's Stand-alone Bushfire Plan.	✓	Staff meeting 14/10/2019. Bushfire information placed on School Website and in Newsletter sent to parents / carers October 2019
The Stand-alone Bushfire Plan has been reviewed prior to the bushfire season (31 August each year) and a copy uploaded to the electronic portal and on the school's website.	✓	Plan reviewed 31/08/2019
The Principal or delegated staff establish contact with local emergency services, DFES, the Department of Biodiversity, Conservation and Attractions – Parks and Wildlife Services the local volunteer fire brigade, WA Police, Local Government Local Emergency Management Committee (LEMC), local government representative or Community Emergency Services Manager (CESM), and incorporated their feedback into the plans (as required).	✓	Patrick McConigley (OSH Rep) Contact made September 2019
Local Emergency services, (outlined above), are informed of the schools nominated pre-determined Safer Building Location (not an open area) as part of the Emergency Critical Incident Management Plan procedures.	✓	
Schools on the Bushfire Zone Register understand the bushfire warning system and the Emergency Alert telephone warning system	✓	Staff meeting 14/10/2019
Schools on the Bushfire Zone Register have incorporated key bushfire messages in the curriculum.	✓	Staff meeting 14/10/2019
Schools know how to turn off evaporative air conditioner units, including awareness of the location of the switches, and how to close roof vents.	✓	Patrick McConigley (OSH Rep)
Communication plans (include Telephone Call Tree – see Appendix F) are in place for directed evacuation or planned closure	✓	Key school staff have the
Evacuation drills practised prior to the start of the bushfire season and at least once per term during the bushfire season.	✓	Evacuation drills planned for October and February.

MANAGEMENT ACTIVITIES		
Tick when task has been completed, or write NA if not applicable(☐)	Evidence	
The bushfire season typically runs from late August to April in southern WA and June to late October in northern WA. Note: a minimum of three drills per year.		
School has a correctly functioning emergency warning or alert system.	✓	School has emergency warning tones that have been tested and staff are aware of the tone and its meaning.
Emergency communications equipment is available e.g. mobile telephones, hand-operated fire alarm (portable siren), portable radios and spare batteries.	✓	Mobile phones belonging to staff are available.
Class rolls and visitor register (or equivalent) are readily accessible in an emergency to account for students, staff and visitors.	✓	Teachers have a class roll. Visitor register is located in the front office.
First aid equipment is available and staff members trained in first aid have been identified.	✓	First Aid Kits in front office, and located around the school.
Evacuation kit should be checked at least once per term.	✓	Patrick McConigley (OSH Rep)
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)	✓	Bus list is Appendix H at the end of this document.
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.	✓	Appropriate staff are aware of the procedures, including D&T staff, gardeners etc
A Safer Building Location from within the school buildings has been identified. The Safer Building Location is not an open area and the school has processes in place to ensure the building is ready for use in a bushfire emergency. The Safer Building Location is to be used when it is the safest option or in the event that an off-site evacuation is not possible (Refer page 5 of <i>The Principal's Guide to Bushfire</i>). The school's Safer Building Location is:	✓	Gymnasium identified by the CESM as the best evacuation point. Availability of water, phone and toilet facilities. Also close to road for evacuation off school site if necessary.
More than one suitable off-site location needs to be identified in case one of the sites is under threat from the bushfire.	✓	Community evacuation centre
Defendable Asset Protection Zone (20 metre radius from buildings) is maintained throughout the year, clear of all rubbish, leaf litter, long dry grass, bark and flammable materials.	✓	Inspected by DFES with recommended maintenance to be completed early Term 4.



1. Create an Asset Protection Zone (20 metre radius) around each building. This area needs to be cleared of all rubbish, long dry grass, bark and material that may catch fire.
2. If possible, place metal flywire mesh on all windows or vents to keep sparks and embers out.
3. If possible, block any gaps under floor spaces, in the roof space, under eaves, external vents, skylights, evaporative air conditioners, chimneys and wall cladding.
4. Create and maintain a minimum three metre gap between school buildings and tree branches. Shrubs should be a minimum of three times the height (at maturity) of the shrub away from the building.
5. Rake up leaf litter and twigs under trees.
6. Remove shrubs and small trees under and between larger trees.
7. Keep garden mulch away from buildings and grass is kept short.
8. If possible ensure all gaps in external wall claddings are sealed.
9. Keep roof gutters and valleys clear of leaves and bark.
10. Keep LP gas cylinders secured and on the side of the school furthest away from the likely direction of bushfires (where bush is) and placed so they vent away from the building.



11. If possible block any gaps in the roof space.
12. Remove flammable materials and store them away from school buildings.
13. Do not pile wood against or near school buildings.
14. Prune lower branches (up to two metres off the ground) to stop a ground fire spreading into the canopy of the trees.
15. Cut long grass and dense scrub.
16. Clear obstacles and trees from driveways and access poi



TAKE ACTION

Tick when task has been completed, or write NA if not applicable

Evidence⁴

If you notice a bushfire before receiving official advice, call triple zero (000) to report the fire.		
If the school is likely to be threatened by the bushfire, activate the Stand-alone Bushfire Plan immediately.		
All staff members are ready to activate in accordance with their responsibilities in the plans.		
The principal or school emergency liaison officer has made contact with the controlling agency to seek advice as a fire has started.		
Evaporative air conditioners have been turned off, roof vents and doors are closed.		
Patrol the school to undertake regular checks of bushfire activity, paying special attention to the evaporative air conditioners.		
Communication plans (include Telephone Call Tree - see Appendix C1) are ready for activation for directed evacuation.		
Emergency contact ⁵ list for parents, staff, other agencies etc. is prepared and ready to use.		
School emergency warning or alert system is ready to be sounded.		
Emergency communications equipment is ready for use (e.g. mobile telephones, hand-operated fire alarm (portable siren), portable radios and spare batteries).		
Evacuation kit is ready to use.		
Class rolls and visitor register are available and ready to use (part of evacuation kit).		
First aid equipment is ready to use and staff members trained in first aid have been activated.		
The Safer Building Location (and not an open area) is ready for use.		
School buses are on standby if off-site evacuation is required.		



**RESPONSE (See Appendix C2 for
Communication Plan)**

Tick when task has been completed

If you notice a bushfire before receiving official advice, call triple zero (000) to report the fire.	
If the school is likely to be threatened by the bushfire fire, activate the Stand-alone Bushfire Plan immediately.	
Turn off evaporative air conditioners. Close roof vents and doors. Undertake regular patrols/checks of school for bushfire activity, paying special attention to the evaporative air conditioners.	
School to inform Regional Executive Director of the situation.	
If ADVICE⁶ stage warning issued by Emergency Services or received by principal from Regional Executive Director or delegate :	
<ul style="list-style-type: none"> situation assessed by principal; 	
<ul style="list-style-type: none"> information sought on level of threat from controlling agency website or information line (if DFES on 13 DFES (13 33 37) or www.dfes.wa.gov.au and Emergency WA 	
<ul style="list-style-type: none"> assistance sought from Regional Executive Director on availability of resources to evacuate students and staff off-site, if directed by the controlling agency; 	
<ul style="list-style-type: none"> monitor controlling agency website or information line for change in level of warning (if DFES on 13 DFES (13 33 37) or www.dfes.wa.gov.au and Emergency WA assign a member of staff to monitor local radio, TV and websites for bushfire or weather alerts; 	ongoing
<ul style="list-style-type: none"> class rolls checked to confirm absentees and visitor register checked for visitors currently in the school; 	
<ul style="list-style-type: none"> mobile telephones charged; 	
<ul style="list-style-type: none"> emergency contacts list for parents, staff, other agencies; 	
<ul style="list-style-type: none"> evacuation kit; 	
<ul style="list-style-type: none"> confirm readiness of Safer Building Location 	
If bushfire warning is/upgraded to (WATCH AND ACT⁶ stage) or (EMERGENCY WARNING⁷ stage):	
<ul style="list-style-type: none"> Update sought from controlling agency website or information line (if DFES on 13 DFES (13 33 37) or www.dfes.wa.gov.au and Emergency WA; 	Ongoing
<ul style="list-style-type: none"> determine the Emergency Services contact point and send school emergency liaison officer to Incident Control Point, if requested; 	



**RESPONSE (See Appendix C2 for
Communication Plan)**

Tick when task has been completed

<ul style="list-style-type: none">• seek instructions from the Emergency Services Incident Controller (managing the fire) or delegate as to action to take;	Ongoing
<ul style="list-style-type: none">• follow the advice of the Emergency Services Incident Controller or delegate to move to the pre-determined Safer Building Location or evacuate. If an order to evacuate is directed by the Incident Controller, the evacuation order will be relayed via a variety of communications methods including the Bushfire Warning System.• It is paramount that schools gather information pertaining to fires from official sources in order to make an informed decision on whether to stay on-site or evacuate off-site.	
<ul style="list-style-type: none">• if/when directed and it is safe to do so, move students, staff and visitors, to the pre-determined Safer Building Location and not an open area or on to buses to evacuate;	
<ul style="list-style-type: none">• check class roll and visitor register after moving or evacuating staff, students and visitors, and advise Emergency Services Incident Controller if anyone is missing;	
<ul style="list-style-type: none">• update Emergency Services Incident Controller or delegate on location of students, staff and visitors;	
<ul style="list-style-type: none">• liaise with Regional Executive Director regarding instructions of the controlling agency and school's action.	

PREPAREDNESS

	Tick when task has been completed, or write NA if not applicable	Evidence ⁸
Principal thoroughly familiar with current Stand-alone Bushfire Plan.	ongoing	
All staff members aware of their responsibilities in accordance with the Stand-alone Bushfire Plan.		
Principal has regularly tested the school's <i>Emergency and Critical Incident Management Plan</i> and where applicable their Stand-alone Bushfire Plan.		
The principal and school emergency liaison officer have established contact with local emergency services such as DFES, the Department of Biodiversity, Conservation and Attractions – Parks and Wildlife Services (if relevant), the local volunteer fire brigade, WA Police, your Local Emergency Management Committee (LEMC), local government representative or Community Emergency Services Manager (CESM) (if there is one for your area), and incorporated their feedback into the plans (as required).		
Communication plans (include Telephone Call Tree - see Appendix C1) are in place if the school is to remain closed or for when it re-opens ⁹ .		
Emergency contact ⁹ list for parents, staff, other agencies etc. up to date and readily available to advise if school is to remain closed or for when it re-opens.		
Class rolls are readily accessible remotely on a thumb drive (part of evacuation kit).		
In a prolonged bushfire event, alternate schools or facilities where students and staff can continue to go to school have been identified.		
In a prolonged bushfire event, arrangements are in place in relation to school buses to transport students to a different school to continue classes (availability of buses if alternate school location is required)		



RESPONSE

Tick when task has been completed

If school is to remain closed:	
<ul style="list-style-type: none"> Regional Executive Director to determine the contact person and seek instructions from the Emergency Services Incident Controller or delegate (managing the fire emergency) as to action to take; 	ongoing
<ul style="list-style-type: none"> follow the direction of the Emergency Services Incident Controller or delegate, who will advise if the school should remain closed; 	
<ul style="list-style-type: none"> Regional Executive Director to inform principal if school is to remain closed; 	
<ul style="list-style-type: none"> Principal to notify staff and parents using emergency contact¹⁰ list of school closure (part of evacuation kit); 	
<ul style="list-style-type: none"> Department of Education Incident Controller, in consultation with Regional Executive Director, to identify temporary alternative accommodation of students and staff, if required; 	
<ul style="list-style-type: none"> Department of Education Media Unit to utilise media outlets to make public announcements of schools' closures, temporary alternative accommodation and contact number for further information; 	
When the school is to re-open:	
<ul style="list-style-type: none"> follow the direction of the Emergency Services Incident Controller or delegate, who will advise when the school can re-open; 	
<ul style="list-style-type: none"> Department of Education Incident Controller, following direction from the controlling agency, will inform Regional Executive Director when school can re-open; 	
<ul style="list-style-type: none"> Regional Executive Director to inform principal when school can re-open. 	
<ul style="list-style-type: none"> Principal to notify staff and parents using emergency contact¹¹ list of school re-opening (part of evacuation kit); 	
<ul style="list-style-type: none"> Department of Education Media Unit notified to utilise media outlets to make public announcements of school re-opening. 	

Bushfire Zone Register Schools: Checklist for Action

	Department of Education	<u>In Advance of Declaration of Pre-emptive Closure</u>
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Tick when task has been completed

Principal familiar with school's Stand-alone Bushfire Plan.	
Stay informed of current fire danger ratings or fire activity (local media – television and radio, especially ABC Local Radio; 13 DFES (13 33 37) or www.dfes.wa.gov.au and Emergency WA ;	Ongoing
Staff members are aware of their responsibilities in accordance with the plan, including that they are not to be on school sites during a day which has been declared a Catastrophic FDR.	
Staff are aware media enquiries are to be directed to the Department's Media Unit (9264 5821).	
Stand-down and leave arrangements discussed with staff.	
Two staff members (usually principal and one other) identified to be at the school from 8.00am to 10.00am on the day of Catastrophic FDR to communicate the school closure to the community. (These staff should only attend if it is safe to do so, roads are open and a fire has not started at the time.)	
Contact lists for staff and parents are up to date (include Telephone Call Tree - see Appendix C1).	
School community informed that your school is on the Bushfire Zone Register (see draft text for school newsletter on page B6).	
Letter to parents and memo to staff advising of planned closure prepared (see templates on pages B7 and B9).	
Approved planned closure signage laminated ready for placement on external school access points.	
Communication plan established, including Telephone Call Tree (see Appendix C1) to notify school community of pre-emptive closure where lead time is too short for notification by letter.	
The Stand-alone Bushfire Plan includes mechanisms for advising the following of planned closure:	
<ul style="list-style-type: none"> • schools in close proximity; 	
<ul style="list-style-type: none"> • parents, including making provision for parents from diverse backgrounds (e.g. multicultural, special needs); 	
<ul style="list-style-type: none"> • any staff, (including part-time staff), students, volunteers and parents of students who are absent on the day of declaration or confirmation of planned closure; 	
<ul style="list-style-type: none"> • visitors planning to visit school on the day of planned closure; 	
<ul style="list-style-type: none"> • School Council and P&C; 	
<ul style="list-style-type: none"> • community kindergartens and community hirers (community use including before and after school care and holiday programs); 	
<ul style="list-style-type: none"> • school contractors (bus contractors, grounds maintenance, cleaners); and 	
<ul style="list-style-type: none"> • building construction workers. 	
Bushfire Preparation Check List on page 6 of the Principal's Guide to Bushfire actioned.	

Bushfire Zone Register Schools: Check List for Action

	Department of Education	<h3 style="color: red;"><u>Upon Declaration of Pre-emptive Closure</u></h3>
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Tick when task has been completed

The Stand-alone Bushfire Plan is activated immediately upon declaration of pre-emptive closure.	
All necessary people informed:	
<ul style="list-style-type: none"> • schools in close proximity; 	
<ul style="list-style-type: none"> • parents, including making provision for parents from diverse backgrounds (e.g. multicultural, special needs); 	
<ul style="list-style-type: none"> • any staff, (including part-time staff), students, volunteers and parents of students who are absent today; 	
<ul style="list-style-type: none"> • visitors planning to visit school on the day of planned closure; 	
<ul style="list-style-type: none"> • School Council and P&C; 	
<ul style="list-style-type: none"> • community kindergartens and community hirers (community use including before and after school care and holiday programs); 	
<ul style="list-style-type: none"> • school contractors (bus contractors, grounds maintenance, cleaners); and 	
<ul style="list-style-type: none"> • building construction workers. 	
Notice of Planned Temporary School Closure signs placed on the main notice board (at the front of the school), on main administration entrance doors and other entry/exit doors throughout the buildings, including kindergarten and pre-primary.	
Two staff members (usually principal and one other) who are to be at the school from 8.00am to 10.00am on the day of the planned closure briefed, attendance confirmed and reminded to secure the facility and activate the electronic security system when leaving the site at 10.00am (ONLY IF SAFE TO DO SO).	
Regional Executive Director informed of actions taken.	
Fire danger ratings or fire activity monitored (local media – television and radio, especially ABC Local Radio; 13 DFES (13 33 37) or www.dfes.wa.gov.au and Emergency WA)	Ongoing
If plan to close is reversed, Notice of Planned Temporary School Closure signs removed from the main notice board (at the front of the school), on main administration entrance doors and other entry/exit doors throughout the buildings, including kindergarten and pre-primary.	

Bushfire Zone Register Schools: Check List for Action

	Department of Education	<p style="text-align: center;"><i>Prior to Leaving before the Day of Closure</i></p>
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Tick when task has been completed

BUSHFIRE ALERT Notice of Temporary School Closure sign placed on the main notice board (at the front of the school), on main administration entrance doors and other entry/exit doors throughout the buildings, including kindergarten and pre-primary.	
Notice of Temporary School Closure notice placed prominently on school website.	
Turn off evaporative air conditioners. Close roof vents and doors.	
All money removed from the school premises.	
Expensive items of equipment secured.	
Data backed up and at least one copy (preferably two) taken off-site.	
All non-essential electrical equipment switched off (leave on server, router and alarms).	
School premises secured and security system activated.	
School Security contacted (9264 4632) prior to departure, to confirm that all security systems have been armed and the site secured.	
Regional Executive Director informed of actions taken.	

Bushfire Zone Register Schools: Actions to be Taken

 Department of Education	<u>On the Day of Closure</u>
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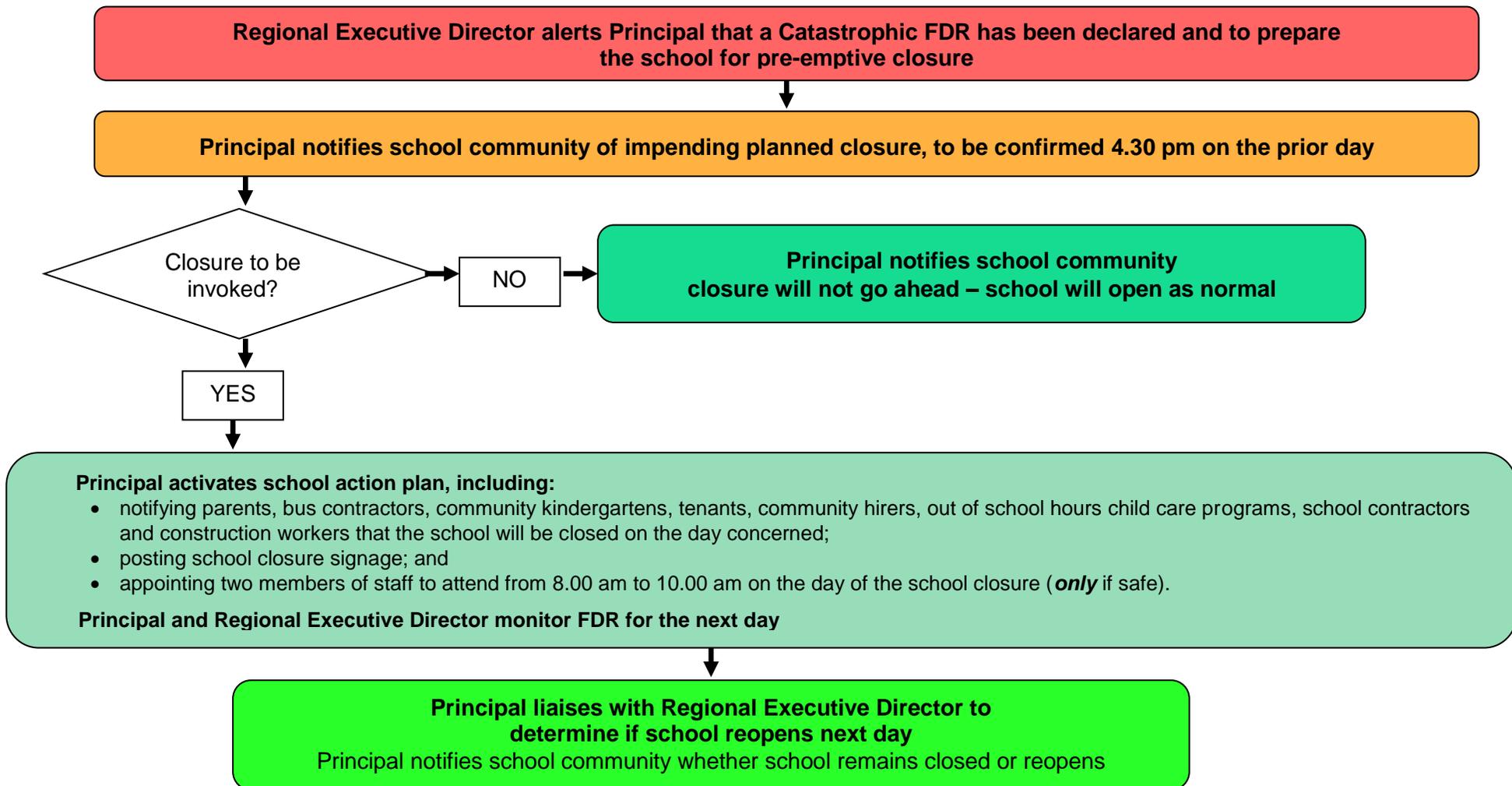
Tick when task has been completed

Principal liaison with Regional Executive Director to be maintained.	Ongoing
Turn off evaporative air conditioners. Close roof vents and doors.	
Media enquiries directed to the Department's Media Unit (9264 5821).	Ongoing
Fire danger ratings or fire activity monitored (local media – television and radio, especially ABC Local Radio; 13 DFES (13 33 37) or www.dfes.wa.gov.au and Emergency WA)	Ongoing
When advised by Regional Executive Director either to re-open on the following day or to remain closed, all necessary people informed:	
<ul style="list-style-type: none"> • schools in close proximity; 	
<ul style="list-style-type: none"> • parents, including making provision for parents from diverse backgrounds (e.g. multicultural, special needs); 	
<ul style="list-style-type: none"> • any staff, (including part-time staff), students, volunteers and parents of students who are absent today; 	
<ul style="list-style-type: none"> • visitors who had been planning to visit school on the day of closure; 	
<ul style="list-style-type: none"> • School Council and P&C; 	
<ul style="list-style-type: none"> • community kindergartens and community hirers (community use including before and after school care and holiday programs); 	
<ul style="list-style-type: none"> • school contractors (bus contractors, grounds maintenance, cleaners); and 	
<ul style="list-style-type: none"> • building construction workers. 	
Notice of Temporary Closure notice on school website updated or revised to advise school reopens tomorrow.	
When school reopens, BUSHFIRE ALERT Notice of Temporary School Closure signs removed from all doors and main notice board.	

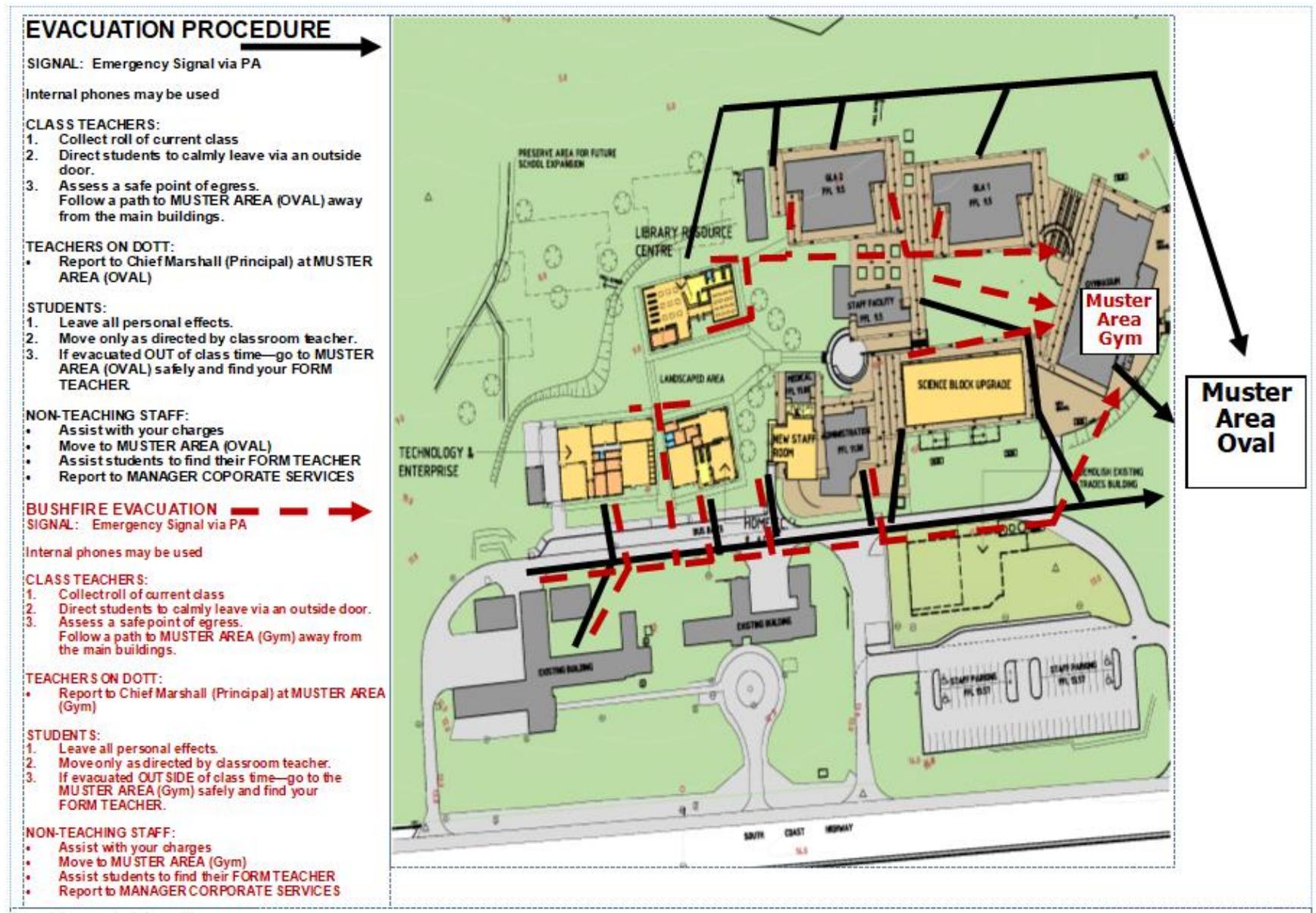
Appendix B: Catastrophic Event Flow Chart

In the event of a catastrophic weather warning the **Bushfire Plan** will be invoked as per the following flow chart: (refer to *The Principal's Guide to Bushfire* for all procedures and sample letters)

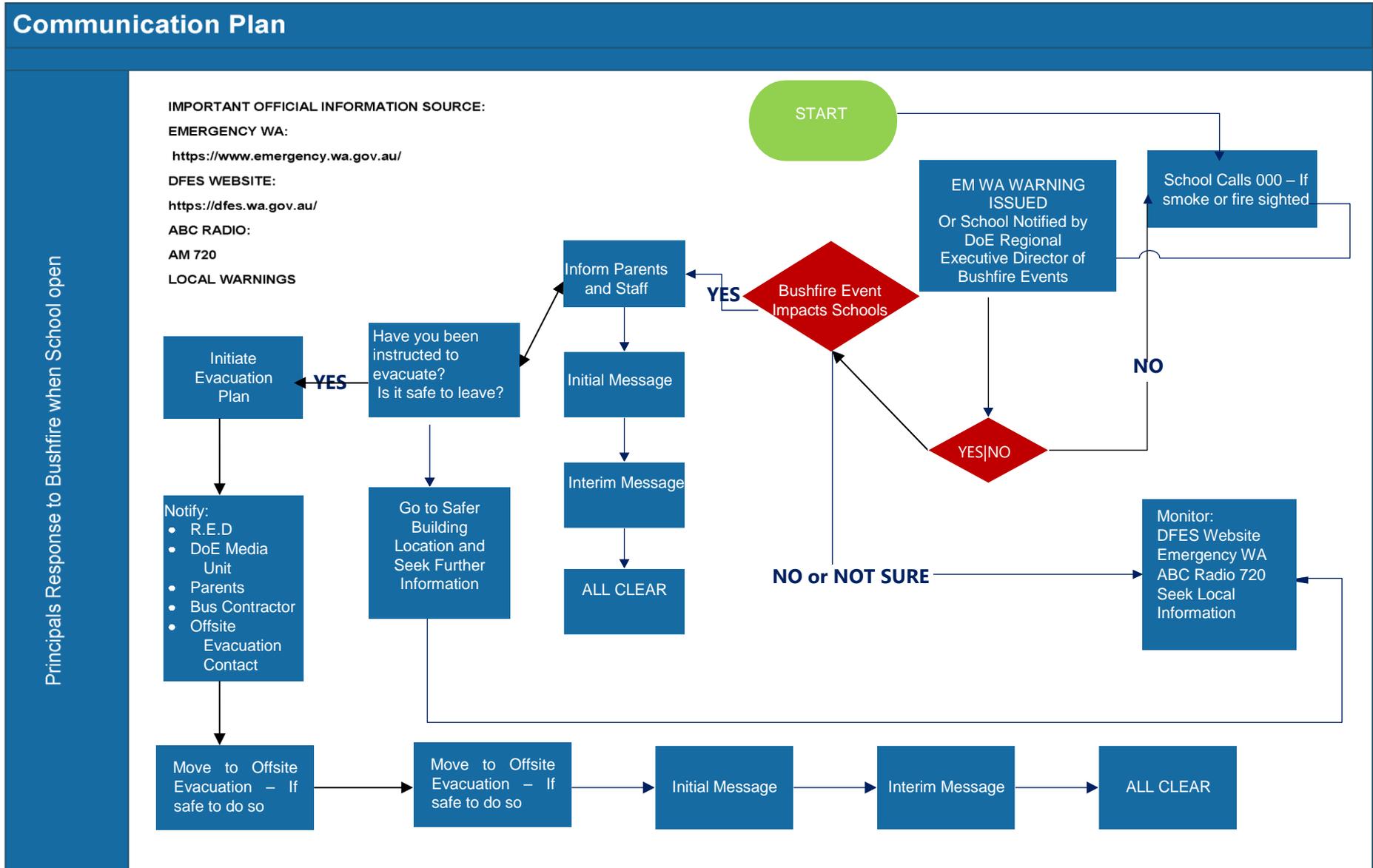
PRINCIPAL'S RESPONSE TO Catastrophic Fire Danger Rating (FDR)



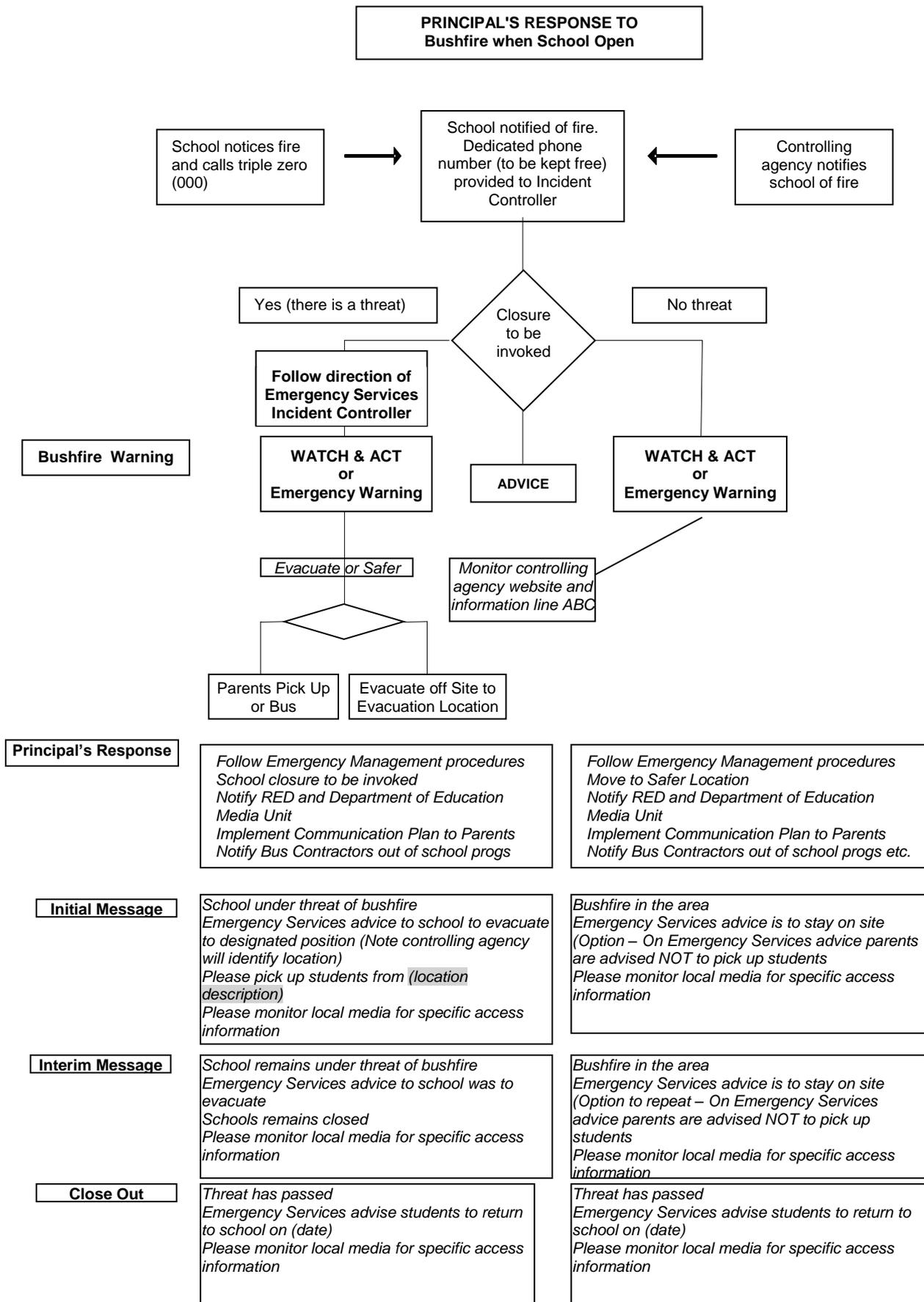
Appendix C: Denmark Senior High School Site Plan and Evacuation Routes



Appendix D: Communication Plan



Appendix D1: Principal's Communication Plan



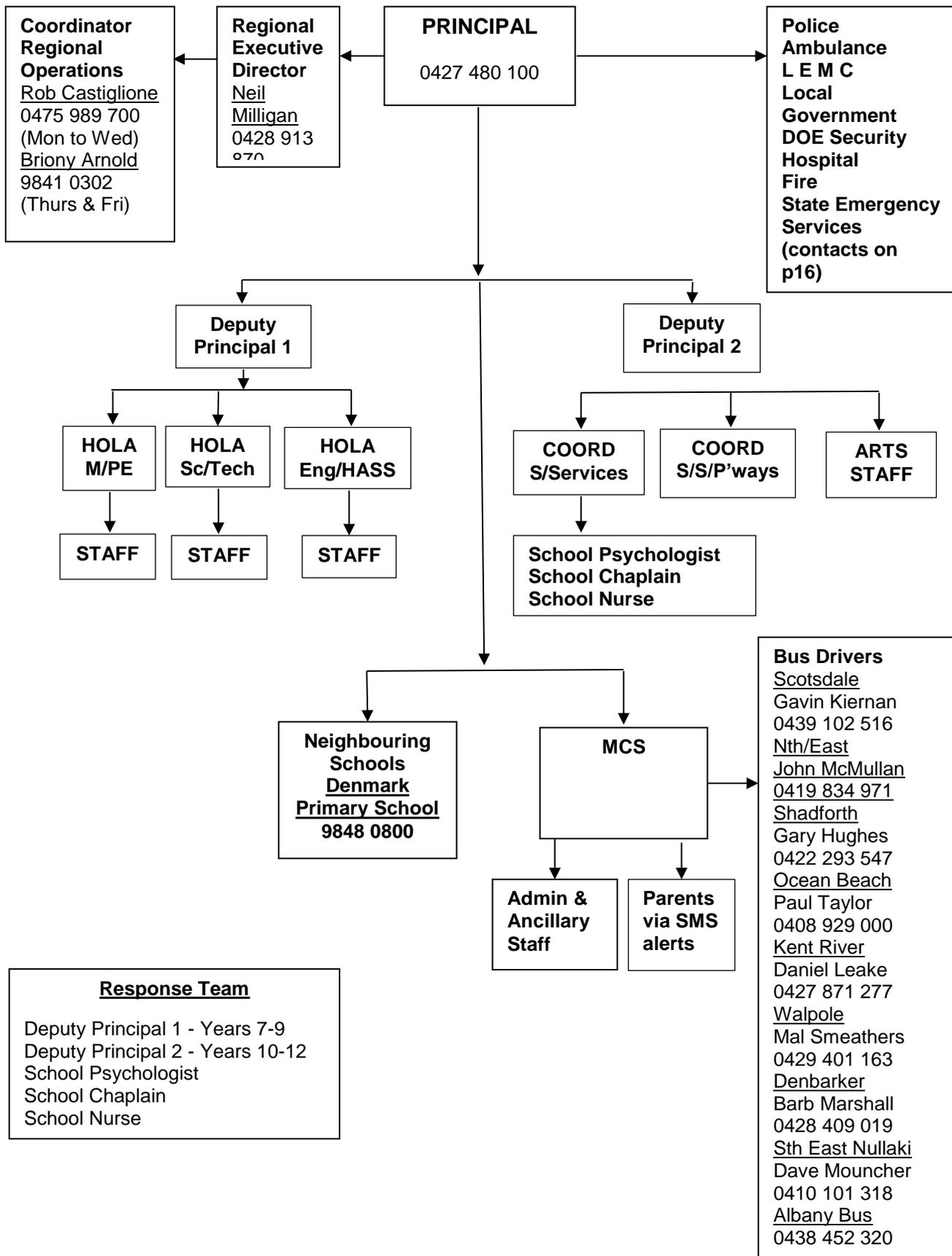
Appendix E: Emergency Response Contact List

 Assess
  Evacuate
  Inform
  Organise
  Undertake

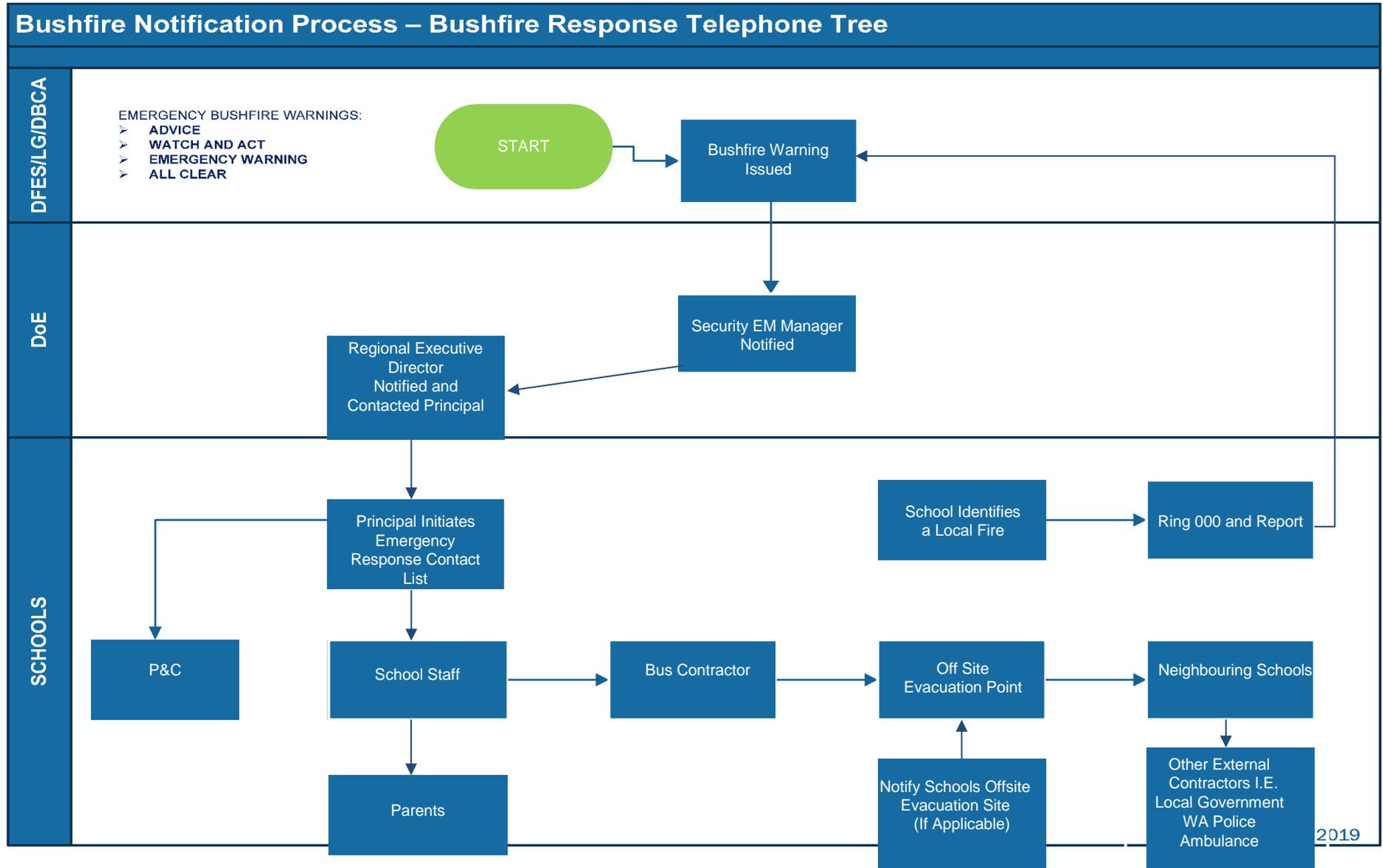
EMERGENCY CONTACT & PHONE NUMBERS		ROLES AND RESPONSIBILITIES	
Police	Local: 9848 0500	Evacuation: Principal Invacuation: Principal	Siren/Pause x 3 or Continuous handbell Continuous siren or short whistle blasts
Ambulance / Hospital	Local: 9848 0600	Checking Rooms Deputy Principals	Sharon Poett Amy Palmer
Local Ambulance	000		
Fire	000 Community Emergency Services Coordinator: Scott Medhurst	Marshalling Evacuation: Gym Invacuation: Classrooms	Principal Teachers Teachers
Bus Contractors	Bus Drivers		
Scotsdale	Gavin Kiernan: 0439 102 516		
Nth East Youngs	John McMullan: 0419 834 971		
Shadforth	Gary Hughes: 0422 293 547		
Ocean Beach	Paul Taylor: 0408 929 000		
Kent River	Daniel Leake: 0427 871 277		
Walpole	Mal Smeathers: 0429 401 163		
Denbarker	Barb Marshall: 0428 409 019		
Sth East Nullaki	Dave Mouchier: 0410 101 318		
Power Outage (Horizon Power or Western Power)	13 13 51	Accredited First Aid Officers	Staff member Name(s) Dylan Judd Ken Davies Jodie Pollard
State Emergency Service	0419 926 715	Communication	Principal /Manager Corporate Services
Poisons Information	131 126	Next of Kin Notification	Principal (Police if death)
REGIONAL DIRECTOR Neil Milligan	08 9791 0300 mobile: 0428 913 870	Reporting and Review	Principal
PRINCIPAL	Trevor Henderson	9848 0100 mobile: 0427 480 100	
MANAGER CORPORATE SERVICES	Nikki Stirling Dee Thorpe	9848 0100	

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

Appendix F: Communication Tree – Out of Hours Contact



Appendix F: Sample Bushfire Response Telephone Tree



2019

Appendix G: Templates – Communication Alerts / Letters

TemplateText for SMS Alerts to Parents

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://www.emergency.wa.gov.au/#firedangerratings) for more information.

Students are safe and still on school site

Students from [school] are safe and being supervised at school. We will follow the instructions of emergency services personnel and update you if the situation changes. Monitor [emergency.wa.gov.au](https://www.emergency.wa.gov.au) or call your regional office on [insert number] for more information.

Students have been relocated

Students from [school] 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://www.emergency.wa.gov.au) or call your regional office on [number] for more information.

Not safe to pick up children

Students from [school] are safe and still on school site [OR] have been relocated for their safety. Please wait for further instructions before attempting to collect your child. We are working with emergency services personnel and will advise when it is safe to do so. Monitor [emergency.wa.gov.au](https://www.emergency.wa.gov.au) or call your regional office on [number] for more information.

School to reopen on [day]

[Name of school] will reopen tomorrow/day [date].

Template Text for Social Media Alerts to Parents

School closure due to Catastrophic Fire Danger Rating forecast

On the advice of the Department of Fire and Emergency Services (DFES), our school is closed today/date due to a catastrophic fire risk. We will let you know when students can come back to school. For more information visit emergency.wa.gov.au

Why we close school on these days

DFES classifies areas of Western Australia in terms of bushfire risk.

Our school is within a bushfire prone area and is listed as Category 1 on the Bushfire Zone Register.

As there is a Catastrophic Fire Danger Rating weather forecast for our area, our school is closed today as a precaution.

This is because if a bushfire starts under these weather conditions we can't guarantee that our school will be a safe place.

If the weather changes

Our school will stay closed on [day/date] even if the weather improves. This allows you as parents to plan for your children's arrangements with some certainty.

School reopening

Our school will reopen when we are notified by DFES that the Catastrophic Fire Danger Rating has been downgraded. I will notify you when the school is to reopen.

Preparation for the bushfire season

We work closely with the Department of Education and Department of Fire and Emergency Services to prepare for the bushfire season. Student safety is our priority and we will be in regular communication with you in the event of an emergency.

Use these tags in your post

#bushfire #wafires

@ABCemergency

@dfeswa

@PublicEducationWA

Respond to media enquiries

The media team manages all requests from journalists for information, clarification or interviews during a bushfire or emergency situation.

If a journalist contacts your school directly, politely ask them to contact the Department's media team on 9264 5821.

The media team will manage all

- statements to media outlets
- media interviews with principals or Department staff
- social media posts on the Department's [Facebook](#) and [Twitter](#) accounts
- website updates if necessary.

To coordinate emergency communications, the media team works with:

- WA Department of Fire and Emergency Services
- WA Department of Biodiversity, Conservation and Attractions (formerly Department of Parks and Wildlife)
- WA Department of Education, Head of Security
- WA Department of Education, Deputy Director General, Schools.

Draft Text for School Newsletter

Bushfire Zone Register

The Department of Education (the Department) is committed to maximising the safety of its students and staff. <Insert name of school> has been added to the Bushfire Zone Register. Inclusion on this register means that the school may be required to invoke a pre-emptive closure on a day for which a Catastrophic Fire Danger Rating (FDR) has been declared for the <City/Town/Shire> of <insert the name of the Local Government Area in which your school is located>. A Catastrophic FDR means that if a fire starts, it is likely to be uncontrollable, unpredictable and fast moving.

What does this mean for our school?

When given advance warning by the Department of Fire and Emergency Services (DFES) that a Catastrophic FDR has been forecast for a given day, the Deputy Director General, Schools may direct the pre-emptive closure of <insert school name>. If the school receives such a directive, you will be informed of the possible planned closure by a letter sent home with your child. Parents of students absent on the day this letter is sent home will be contacted by telephone, so please ensure the school has up to date contact details for you.

In the intervening period between the declaration of the pre-emptive closure and the day of planned closure, DFES will keep the Department informed of any change to the FDR forecast for the declared day. 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 planned closure. If the forecast changes after that deadline, the closure will stand, regardless of improvements to the weather conditions later in the afternoon of the day before the planned closure or overnight. The intention is to limit confusion or uncertainty for parents and to allow you ample time to make alternative child care arrangements.

Parents will be advised of the confirmation of closure, or its reversal, by a note sent home with your child on the day before the planned closure. Again, parents of students absent on this day will be contacted by telephone.

How will I know when the school is reopening?

It is anticipated that the school will typically only be required to close for a single day at a time, however this will depend on the weather. <If your school uses SMS to advise parents of student absences: You will receive an SMS to advise you whether the school will reopen the day after the planned closure, or whether it will remain closed.> The school website will contain a notice to advise you of the current status of the school closure and when it is expected to reopen.

I ask that you monitor local media for current information about fire danger ratings and notification of schools reopening. Staying tuned to ABC Local Radio in your locality is advisable. You can also check with DFES on 13 DFES (13 33 37) or www.dfes.wa.gov.au and Emergency WA. Alternatively you can call me on <insert principal's mobile phone number> or <insert region name> Regional Education Office on <insert number>. If any of the options listed above for finding out when to send your child back to school are problematic, please contact the principal to arrange for us to phone you to advise you when the school will reopen.

Questions?

Please contact the school on <school phone number> if you have any questions about planned closures during the bushfire season.

<Name>
Principal

Template Letter to Parents Advising of Pre-emptive Closure

BUSHFIRE ALERT NOTIFICATION OF TEMPORARY SCHOOL CLOSURE

Dear Parent

Based on advice from the Department of Fire and Emergency Services (DFES), the Deputy Director General, Schools, has directed the temporary closure of <insert school name>, on <insert day, date>, due to a Catastrophic Fire Danger Rating (FDR) for the <City/Town/Shire> of <insert the name of the Local Government Area in which your school is located>. A Catastrophic FDR means that if a fire starts, it is likely to be uncontrollable, unpredictable and fast moving.

The Department of Fire and Emergency Services will keep the Department of Education (the Department) informed of any change to the FDR forecast for <insert date>. The final decision to pre-emptively close the school will be confirmed with me no later than 4.30pm on <insert date of the day before the declared day>. If the forecast changes after that deadline, the closure will stand, regardless of improvements to the weather conditions on the afternoon of <insert date of the day before the declared day> or overnight. The intention is to limit confusion or uncertainty for parents and to allow you ample time to make alternative child care arrangements.

You will be advised of the confirmation of closure, or its reversal, by a note sent home with your child on <insert day and date of the day before the planned closure>. If your child is absent on that day, the school will phone you to advise whether the closure will go ahead as planned. Please ensure that we have up to date phone contact details for you.

It is anticipated that the school will only be required to close for a single day at a time, however this will depend on the weather. <If your school uses SMS to advise parents of student absences: You will receive an SMS to advise you whether the school will reopen the day after the planned closure, or whether it will remain closed.> The school website will contain a notice to advise you of the current status of the school closure and when it is expected to reopen.

I ask that you monitor local media for current information about fire danger ratings and notification of schools reopening. Staying tuned to ABC Local Radio in your locality is advisable. You can also check with DFES on 13 DFES (13 33 37) or www.dfes.wa.gov.au and Emergency WA. Alternatively, you can call me on <insert principal's mobile phone number> or <insert region name> Regional Education Office on <insert number>. If any of the options listed above for finding out when your child can return to school are problematic, please contact the school to arrange for us to phone you to advise you when the school will reopen.

Children may experience some anxiety as a result of this closure. You are encouraged to reassure your children of the safe environment we will provide for them on their return. We will be taking measures, consistent with advice from DFES, to make the school safe before children return.

While no formal education program is available during this time, children are encouraged to:

- continue unfinished work;
- undertake research; • complete due assignments;
- review recent school work;
- play educational games; and
- read.

This precautionary measure will maximise children's safety.

Thank you for your cooperation.

<Name>
PRINCIPAL

Template Memo to Staff Advising of Pre-emptive Closure

BUSHFIRE ALERT NOTIFICATION OF TEMPORARY SCHOOL CLOSURE

MEMO TO STAFF

Based on advice from the Department of Fire and Emergency Services (DFES), the Deputy Director General, Schools, has directed the temporary closure of <insert school name>, on <insert day, date>, due to a Catastrophic Fire Danger Rating (FDR) for the <City/Town/Shire> of <insert the name of the Local Government Area in which your school is located>. A Catastrophic FDR means that if a fire starts, it is likely to be uncontrollable, unpredictable and fast moving.

The Department of Fire and Emergency Services will keep the Department of Education (the Department) informed of any change to the FDR forecast for <insert date>. The final decision to pre-emptively close the school will be confirmed with me no later than 4.30pm on <insert date of the day before the declared day>. If the forecast changes after that deadline, the closure will stand, regardless of improvements to the weather conditions on the afternoon of <insert date of the day before the declared day> or overnight. The intention is to limit confusion or uncertainty for parents and to allow them ample time to make alternative child care arrangements.

You will be advised of the confirmation of closure, or its reversal, by me on <insert day and date of the day before the planned closure>. If you are absent on that day, the school will phone you to advise whether the closure will go ahead as planned. Please ensure that we have up to date phone contact details for you.

It is anticipated that the school will only be required to close for a single day at a time, however this will depend on the weather. The school website will contain a notice to advise you of the current status of the school closure and when it is expected to reopen.

I ask that you monitor local media for current information about fire danger ratings and notification of schools reopening. Staying tuned to ABC Local Radio in your locality is advisable. You can also check with DFES on 13 DFES (13 33 37) or www.dfes.wa.gov.au and Emergency WA. Alternatively, you can call me on <insert principal's mobile phone number> or <insert region name> Regional Education Office on <insert number>.

During this period of closure, you will be considered to be on duty and are to undertake professional duties from home (e.g. preparation, planning, assessment and reporting). Measures will be taken, consistent with the advice from DFES, to make sure the school is safe before you return.

This precautionary measure will maximise staff and student safety.

Thank you for your cooperation.

<Name>
PRINCIPAL

Notice of Planned Temporary School Closure

Please be advised that as a result of a Catastrophic Fire Danger Rating for <day, date>, it is planned to temporarily close this school on that day.

The final decision to close the school will be confirmed with the Principal no later than 4.30pm on <insert date of the day before the declared day>. If conditions have improved sufficiently by that time, the school will open as normal on <day, date>. If not, closure will go ahead.

For further information please contact the Principal on <insert contact details> or the <insert Region> Regional Education Office on <insert contact number>.

Thank you for your cooperation.

<Name>
PRINCIPAL

Template Letter to Parents Confirming Pre-emptive Closure

BUSHFIRE ALERT CONFIRMATION OF TEMPORARY SCHOOL CLOSURE

Dear Parent

The planned pre-emptive closure of <insert school name> on <insert day, date of planned closure> of which I advised you on <insert date that initial letter was sent> **will** go ahead as planned. The Catastrophic Fire Danger Rating for that day has not changed, so the safest option remains to close the school for the day.

It is anticipated that the school will only be required to close for the single day, however this will depend on the weather. <If your school uses SMS to advise parents of student absences: You will receive an SMS to advise you whether the school will reopen the day after the planned closure, or whether it will remain closed.> The school website will contain a notice to advise you of the current status of the school closure and when it is expected to reopen.

I ask that you monitor local media for current information about fire danger ratings and notification of schools reopening. Staying tuned to ABC Local Radio in your locality is advisable. You can also check with DFES on 13 DFES (13 33 37) or www.dfes.wa.gov.au and Emergency WA. Alternatively, you can call me on <insert principal's mobile phone number> or <insert region name> Regional Education Office on <insert number>.

Thank you for your patience and understanding as we work to make our school as safe as possible for your children.

<Name>
Principal

Template Letter to Parents Reversing Pre-emptive Closure

BUSHFIRE ALERT REVERSAL OF TEMPORARY SCHOOL CLOSURE

Dear Parent

The planned pre-emptive closure of <insert school name> on <insert day, date of planned closure> of which I advised you on <insert date that initial letter was sent> will not go ahead. The Catastrophic Fire Danger Rating for that day has been downgraded. Accordingly, the school will open and operate as normal.

Thank you for your patience and understanding as we work to make our school as safe as possible for your children.

<Name>
Principal

BUSHFIRE ALERT NOTICE OF TEMPORARY SCHOOL CLOSURE

Please be advised that as a result of a Catastrophic Fire Danger Rating, this school has been temporarily closed.

The school will re-open on advice from the Department of Fire and Emergency Services (DFES).

If you have any further questions or concerns about the threat of bushfire, call 13 DFES (13 33 37), visit www.dfes.wa.gov.au and Emergency WA or stay tuned to ABC Local Radio.

For further information please contact the Principal on <insert contact details> or the <insert Region> Regional Education Office on <insert contact number>.

Thank you for your cooperation.

<Name>
PRINCIPAL

Appendix H: 2019 School Bus Information

SCOTSDALE Bus Aide: Contractor:	Driver: Gavin Keirnan Paul Davies Brett & Debbie Edwards	0439 102 516 0429 001 115 0419 163 649 (Brett) 0439 206 780 (Debbie) or 9845 4585	edwards.001@bigpond.com
NORTH EAST YOUNGS SIDING Standby Driver: Contractor:	Driver: John McMullan Graeme Burrow Alex & Heather Burrow	0419 834 971 0428 452 335 0438 452 320 9845 2023	narralda@activ8.net.au
OCEAN BEACH Contractor:	Driver: Paul Taylor	0408 929 000 9848 1655	paultayls@westnet.com.au
KENT RIVER Contractor:	Driver: Daniel Leake Daniel Leake	0427 871277 0427 871 277	dle34523@bigpond.net.au
WALPOLE/HAZELVALE Contractor:	Driver: Mal Smeathers Mal Smeathers	0429 401 163	jakkarri@westnet.com.au
DENBARKER SHUTTLE Contractor:	Driver: Barb Marshall Barb Marshall	0428 409 019	
SOUTH EAST/NULLAKI Contractor:	Driver: Dave Mouncher James McCabe	0410 101 318 0428 287 028 or 9846 4245	james@busybus.com.au
SHADFORTH Contractor:	Driver: Gary Hughes Alex & Heather Burrow	0422 293 547 or 9848 3447 0438 452 320 or 9845 2023	narralda@activ8.net.au
ALBANY BUS	Alex & Heather Burrow	0438 452 320 or 9845 2023	narralda@activ8.net.au

Bushfire Risk Assessment and Treatment Plan

Denmark Senior High School

Report Details			
Address:	South Coast Highway		
Suburb:	Denmark	State:	WA
School Principal:	Trevor Henderson		
RM8 File Number:	D0	Report Version:	1.0
Assessment Date:	14-Mar-18	Report Date:	18-Jun-19
DFES Assessor:	Bushfire Risk Management Liaison Officer		
Supporting Notes:			
<ul style="list-style-type: none"> Denmark Senior High School is on the Bushfire Zone Register (BZR). This treatment plan has been prepared to assist Department of Education and the school with managing bushfire risk. Site visit was attended by School Principal, school gardener and DFES Bushfire Risk Management Liaison Officer. Once treatment plan is implemented, School is responsible to maintain the APZ in perpetuity The school grounds are well maintained. DFES advised that there must be at least 1 metre clearance from the buildings for any future planting within the 20m asset protection zone. It is recommended that the school reviews the current standalone bushfire/response plan, in accordance with the <i>'Principals Guide to Bushfire'</i> <u>Before any treatments are initiated on the school site, contractors are to consult with the School Principal and notify the school administration.</u> <u>Due to prevalent wet conditions, treatment 9 will be delayed until late summer 2019/20, when conditions are drier and machine access is possible</u> 			

DISCLAIMER

This report (Report) has been produced independently by the Department of Fire and Emergency Services (DFES) on the request of the Department of Education (DoE). Neither DFES, nor any of their employees, makes any warranty, express or implied, or assumes any legal liability or responsibility for the accuracy, completeness, or any third party's use or the results of such use of any information contained in the Report.

The Report has been prepared solely for Denmark Senior High School and use by DoE in management of potential bushfire risk impacting the existing site. The recommendations contained in the report do not guarantee freedom from damage in the event of a bushfire. All recommendations are made on the basis of information available at the time of the preparation. DFES shall not be liable for any loss or damage.

This Report is valid for a period of 12 months from the date of issue. After this time the effectiveness of the bushfire risk management strategies detailed in this report should be revised and a new treatment plan prepared accordingly.

1 Bushfire Risk Management System Assessment

Bushfire Risk Management System (BRMS) Assessment																												
School Name	Denmark Senior High School																											
Address	South Coast Highway	Local Government Area	Shire of Denmark																									
Site inspection date	12 March 2019	Report date	18 June 2019																									
Current Risk Rating = Extreme																												
<p><u>Likelihood</u> Fuel age = >6 Years Separation distance = 0-30 m</p> <p><u>Consequence</u> Vegetation Class = Forest Fuel age = 20 Years Canopy % = 50 Separation distance = >10 -< 20m Slope = >0-5 degrees downslope Vulnerability = High</p>		<table border="1"> <thead> <tr> <th>Consequence \ Likelihood</th> <th>Minor</th> <th>Moderate</th> <th>Major</th> <th>Catastrophic</th> </tr> </thead> <tbody> <tr> <td>Almost certain</td> <td>High</td> <td>Very High</td> <td>Extreme</td> <td>Extreme</td> </tr> <tr> <td>Likely</td> <td>Medium</td> <td>High</td> <td>Very High</td> <td>Extreme</td> </tr> <tr> <td>Possible</td> <td>Low</td> <td>Medium</td> <td>High</td> <td>Very High</td> </tr> <tr> <td>Unlikely</td> <td>Low</td> <td>Low</td> <td>Medium</td> <td>High</td> </tr> </tbody> </table>		Consequence \ Likelihood	Minor	Moderate	Major	Catastrophic	Almost certain	High	Very High	Extreme	Extreme	Likely	Medium	High	Very High	Extreme	Possible	Low	Medium	High	Very High	Unlikely	Low	Low	Medium	High
Consequence \ Likelihood	Minor	Moderate	Major	Catastrophic																								
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Likely	Medium	High	Very High	Extreme																								
Possible	Low	Medium	High	Very High																								
Unlikely	Low	Low	Medium	High																								
Post-treatment Risk Rating = Very High																												
<p><u>Likelihood</u> Fuel age = >6 Years Separation distance = >30m-100m</p> <p><u>Consequence</u> Vegetation Class = Forest Fuel age = 20 Years Canopy % = 50 Separation distance = >60 -< 70m Slope = >0-5 degrees downslope Vulnerability = High</p>		<table border="1"> <thead> <tr> <th>Consequence \ Likelihood</th> <th>Minor</th> <th>Moderate</th> <th>Major</th> <th>Catastrophic</th> </tr> </thead> <tbody> <tr> <td>Almost certain</td> <td>High</td> <td>Very High</td> <td>Extreme</td> <td>Extreme</td> </tr> <tr> <td>Likely</td> <td>Medium</td> <td>High</td> <td>Very High</td> <td>Extreme</td> </tr> <tr> <td>Possible</td> <td>Low</td> <td>Medium</td> <td>High</td> <td>Very High</td> </tr> <tr> <td>Unlikely</td> <td>Low</td> <td>Low</td> <td>Medium</td> <td>High</td> </tr> </tbody> </table>		Consequence \ Likelihood	Minor	Moderate	Major	Catastrophic	Almost certain	High	Very High	Extreme	Extreme	Likely	Medium	High	Very High	Extreme	Possible	Low	Medium	High	Very High	Unlikely	Low	Low	Medium	High
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Unlikely	Low	Low	Medium	High																								
Comments																												
<ul style="list-style-type: none"> Post treatment risk rating has changed predominately due to proximity of bushfire prone vegetation and slope of landscape which is inside the school site boundary. In order to reduce the BRMS risk rating, vegetation modification must be undertaken by the risk owner. 																												

2 Bushfire Risk Treatment Plan

2.1 Treatment Plan Map

The following map identifies the areas where physical bushfire management work is proposed to be undertaken. Each treatment is identified by a number and the corresponding treatment strategy is detailed in the table in section 2.2.



Figure 1 School site and location of treatments

2.2 Fuel Management

The following treatment strategies are to be implemented by the responsible representatives.

Trimming and pruning of tree branches should be such that a 3m gap is created between the branches and the building where possible.

All works to be completed to Australian Standard 4373-2007 Pruning of Amenity Trees. All green waste is to be removed from site, unless a written statement confirming otherwise is provided.

Where AS 4373-2007 cannot be met, contact DoE Manager Environmental Services 9264 5186 or 0419 922 046 for further advice.

Where the treatment plan includes tree removal, this item shall also include stump removal / grinding.

ENVIRONMENTAL SENSITIVITIES CHECK

Sensitivities identified: YES NO

This treatment plan includes vegetation modification and as such DFES has undertaken a preliminary check for environmental sensitivities. The following environmental sensitivity has been identified and will require further consideration by Department of Education Environmental services;

JAMBA (Migratory Birds)

CAMBA (Migratory Birds)

Aboriginal Heritage Areas (DAA001)

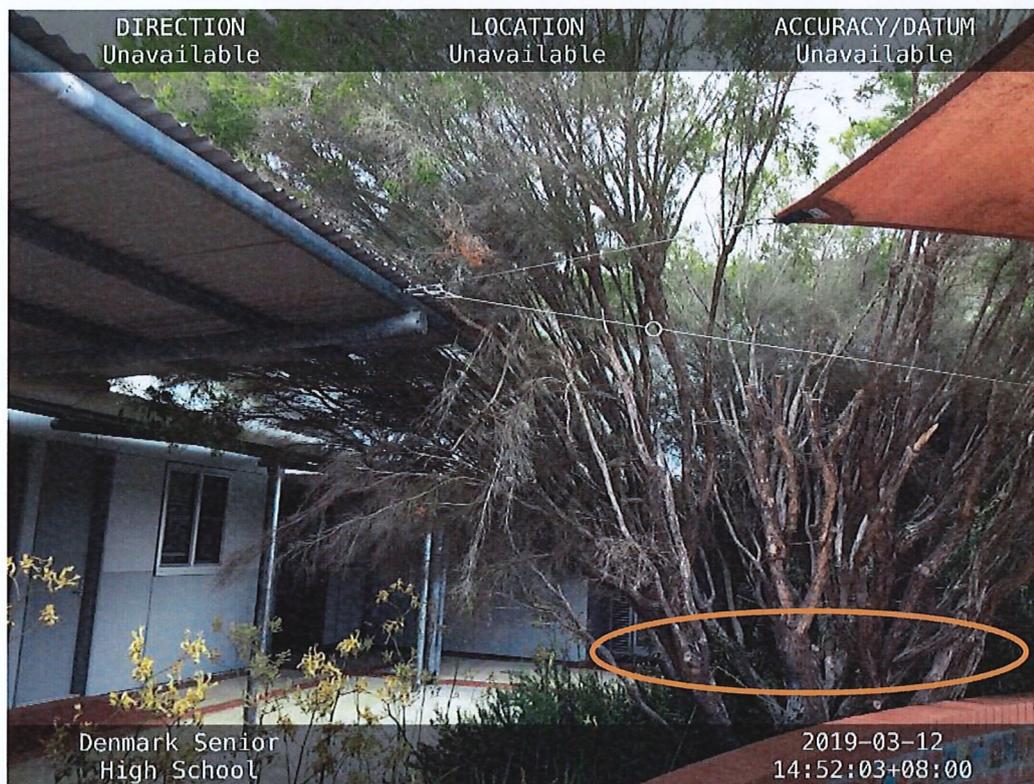
Table 1 Fuel management treatment strategies

Map ref	Treatment Strategy	Treatment works required	Responsible Representative	Contractor Quote	Date Completed – Contractor & principal to sign
1	Asset Protection Zone	Remove shrub circled in image	Contractor / BMW		
2	Asset Protection Zone	Prune back shrub to 1metre; in height, back from wooden steps and concrete path. Prune a 1metre clearance between shrub and adjacent trees	Contractor / BMW		
3	Asset Protection Zone	Prune vegetation within 1metre of roof	Contractor / BMW		
4	Asset Protection Zone	Remove Branches (x2 Circled in image)	Contractor / BMW		

Map ref	Treatment Strategy	Treatment works required	Responsible Representative	Contractor Quote	Date Completed – Contractor & principal to sign
5	Asset Protection Zone	Remove all understorey and bamboo, Remove weeds and maintain grasses to below 10centimetres	Contractor / BMW Principal / School Gardener		
6	Hazard Separation Zone	Maintain grasses and weeds to below 10centimetres. This is to become part of BMW Annual RM.	Principal / School Gardener		
7	Asset Protection Zone	Remove combustibles from within 20m of highly flammable materials	Principal / School Gardener		
8	Asset Protection Zone/Hazard Separation Zone	Remove all dead vegetation, weeds and understorey under 2metres in height. Under prune trees up to 2metres and maintain grasses to below 10centimetres. Maintenance in this area is to become part of BMW Annual RM.	Contractor / BMW		
9	Hazard Separation Zone	Parkland Clear Area Maintenance in this area is to become part of BMW Annual RM	Contractor / BMW		
10	Hazard Separation Zone	Parkland Clear Area Maintenance in this area is to become part of BMW Annual RM	Contractor / BMW		

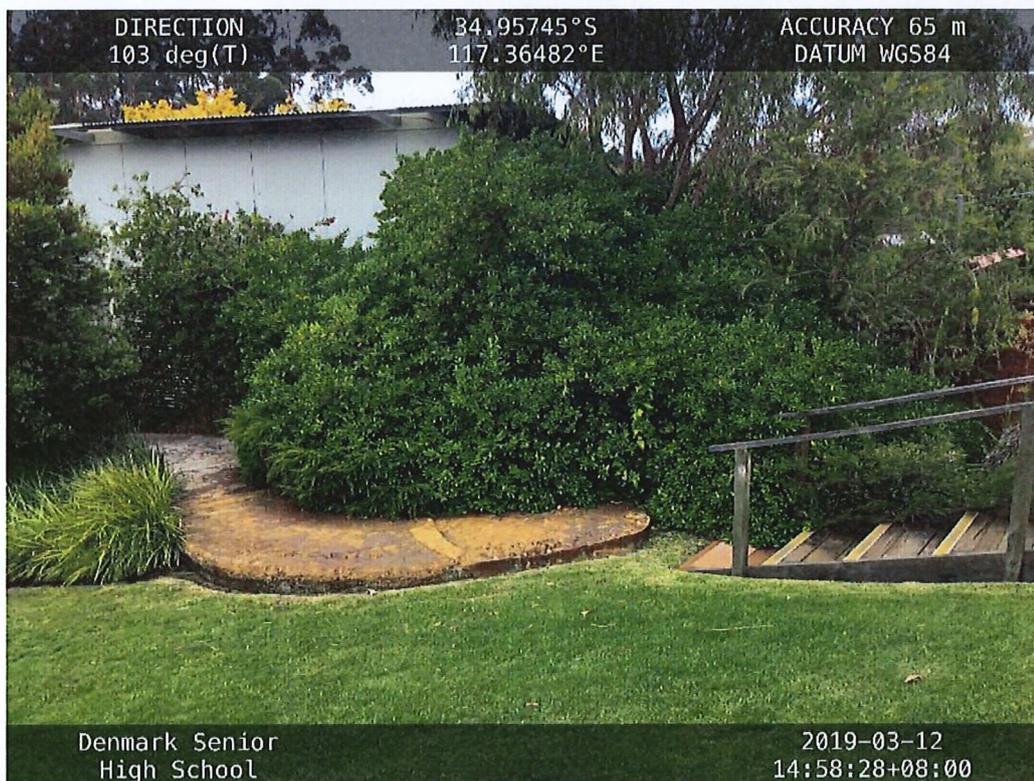
2.3 Fuel Management Photos

Photo #1



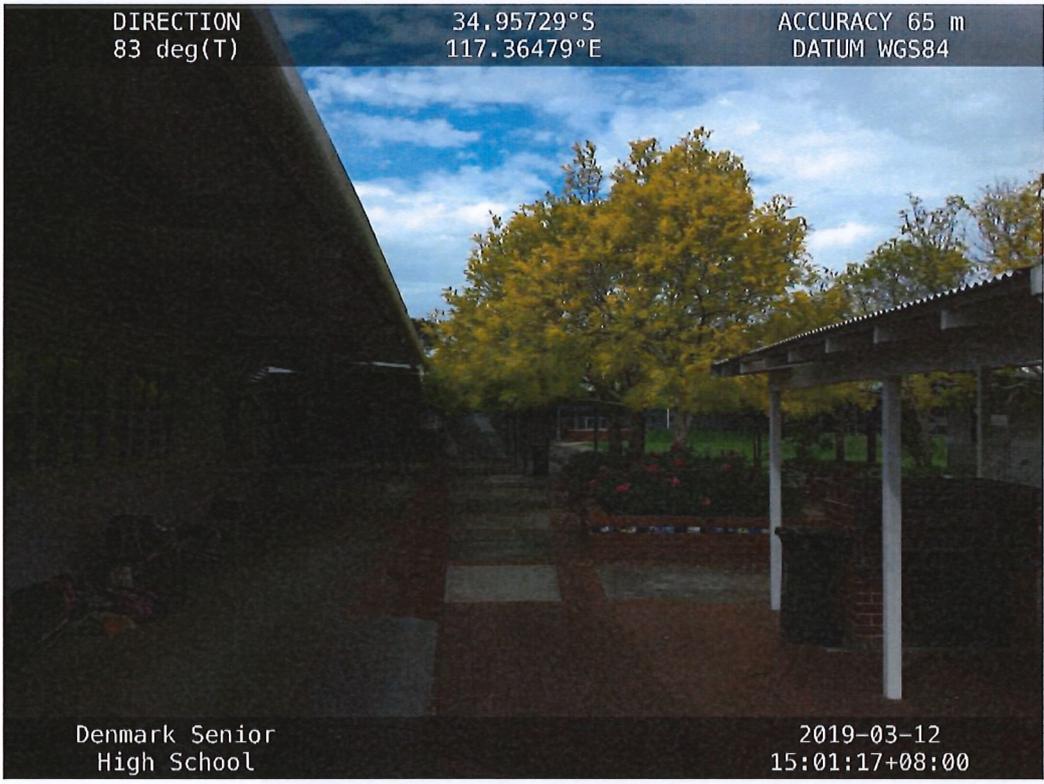
Lat:
Long:
Treatment Strategy:
 Fuel management within APZ.
Required treatment work:
 Remove shrub circled in image

Photo #2



Lat: -34.95745°S
Long: 117.36482°E
Treatment strategy:
 Fuel management within APZ.
Required treatment work:
 Prune back shrub to 1metre; in height, back from wooden steps and concrete path. Prune a 1metre clearance between shrub and adjacent trees

Photo #3



Lat: -34.95729°S
Long: 117.36479°E
Treatment strategy:
Fuel management within APZ.
Required treatment work:
Prune vegetation within 1metre of roof

Photo #3a



Lat: -34.95720°S
Long: 117.36516°E
Treatment strategy:
Fuel management within APZ.
Required treatment work:
Prune vegetation within 1metre of roof

Photo #4



Lat: -34.95715°S
Long: 117.36535°E
Treatment strategy:
Fuel management within APZ.
Required treatment work:
Remove Branches (x2 Circled in image)

Photo #5



Lat: -34.95801°S
Long: 117.36429°E
Treatment strategy:
Fuel management within APZ.
Required treatment work:
Remove all understorey and bamboo,

Remove weeds and maintain grasses to below 10centimetres

Photo #5a



Lat: -34.95698°S
Long: 117.36288°E
Treatment strategy:
Fuel management within APZ.
Required treatment work:
Remove all understorey and bamboo,

Remove weeds and maintain grasses to below 10centimetres

Photo #6



Lat: -34.95775°S
Long: 117.36431°E
Treatment strategy:
Fuel management within HSZ.
Required treatment work:
Maintain grasses and weeds to below 10centimetres

Photo #6a



Lat: -34.95753°S
Long: 117.36445°E
Treatment strategy:
 Fuel management within HSZ.
Required treatment work:
 Maintain grasses and weeds to below 10centimetres

Photo #7



Lat: -34.95793°S
Long: 117.36418°E
Treatment strategy:
 Fuel management within APZ.
Required treatment work:
 Remove combustibles from within 20m of highly flammable materials

Photo #8



Lat: -34.95718°S
Long: 117.36499°E
Treatment strategy:
Fuel management within APZ/HSZ.
Required treatment work:
Remove all dead vegetation, weeds and understorey under 2metres in height. Under prune trees up to 2metres and maintain grasses to below 10centimetres.

Photo #8a



Lat: -34.95707°S
Long: 117.36526°E
Treatment strategy:
Fuel management within APZ/HSZ.
Required treatment work:
Remove all dead vegetation, weeds and understorey under 2metres in height. Under prune trees up to 2metres and maintain grasses to below 10centimetres.

Photo #8b



Lat: -34.95705°S
Long: 117.36555°E
Treatment strategy:
 Fuel management within APZ/HSZ.
Required treatment work:
 Remove all dead vegetation, weeds and understorey under 2metres in height. Under prune trees up to 2metres and maintain grasses to below 10centimetres.

Photo #8c



Lat: -34.95705°S
Long: 117.36555°E
Treatment strategy:
 Fuel management within APZ/HSZ.
Required treatment work:
 Remove all dead vegetation, weeds and understorey under 2metres in height. Under prune trees up to 2metres and maintain grasses to below 10centimetres.

Photo #9



Lat: -34.95753°S
Long: 117.36445°E
Treatment strategy:
Fuel management within HSZ.
Required treatment work:
Parkland Clear area

Photo #9a



Lat: -34.95776°S
Long: 117.36428°E
Treatment strategy:
Fuel management within HSZ.
Required treatment work:
Parkland Clear area

Photo #10



Lat: -34.95787°S

Long: 117.36447°E

Treatment strategy:

Fuel management within HSZ.

Required treatment work:

Parkland Clear

2.4 Asset Protection Zone and Hazard Separation Zone

The following map identifies the 20m asset protection zone (APZ) and 80m hazard separation zone (HSZ) areas surrounding the school. The school is responsible for maintaining the area within the asset protection zone as per the 'Principal's Guide to Bushfire'.

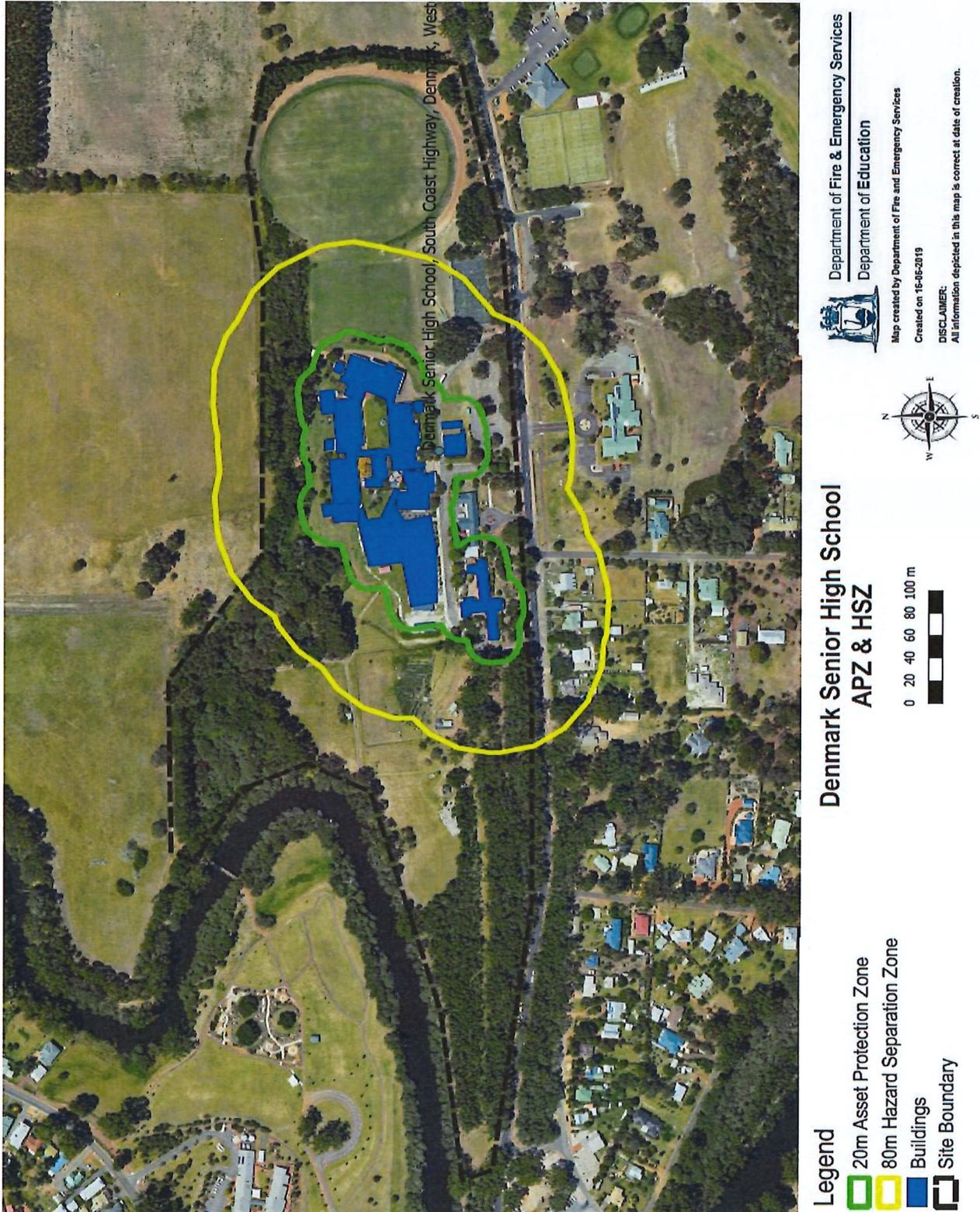


Figure 2 School site and APZ/HSZ

2.5 Preparedness

The following treatment strategies aim to:

- Improve access arrangements to assist firefighting operations; and
- Improve the survivability of the building.

The final column is to be signed by the school principal and the contractor once the work is completed. Contractor invoices can only be processed once signatures are received.

Table 2 Preparedness treatment strategies

Item no.	Treatment Strategy	Recommended treatment works	Responsible representative	Date completed - sign
1	Building construction	<ul style="list-style-type: none"> • Install air conditioning ember screens to evaporative air conditioners 	BMW / Contractor	

2.6 Planning

The following treatment strategies seek to raise awareness and change behaviour of the people exposed to bushfire risk.

The final column is to be signed by the school principal once the plan is completed or updated and submitted via DoE SharePoint system.

Table 3 Planning treatment strategies

Item no.	Treatment Strategy	Recommended treatment works	Responsible representative	Date completed - sign
1	Stand-alone bushfire plan	<p>In accordance with the <i>Principal's Guide to Bushfire</i>, develop a stand-alone bushfire plan.</p> <p>The plan should contain the following minimum requirements:</p> <ul style="list-style-type: none"> • Identification of on-site safer building location / fire refuge; • Evacuation plan; • Evacuation diagram; • Communication tree containing emergency contact phone numbers; 	School Principal	

2.7 Implementation and Compliance

The following table identifies the parties responsible for the implementation and compliance of the treatment strategies.

Table 4 Implementation and Compliance Responsibilities

Treatment Strategy	Implementation Responsibility	Compliance Responsibility
Asset Protection Zone	School Principal and DoE	The school principal is responsible for ensuring that the APZ is implemented and maintained in perpetuity. DoE is responsible for ensuring that the site is informed of their responsibilities to maintain the APZ.
Mechanical Works	School Principal DoE	School Principal Fuel load modification must be linked to an ongoing weed management plan. Review process to be implemented to ensure that fuel loads are maintained at less than 2t/ha within APZ and 8t/ha within HSZ in perpetuity.
Building Construction to AS3959	School Principal and DoE	School Principal
Stand-alone Bushfire Plan	School Principal	The school principal is responsible for preparing and submitting a standalone bushfire plan annually via DoE SharePoint system. DoE is responsible for ensuring that the school complies with the annual reporting requirements prior to bushfire season.

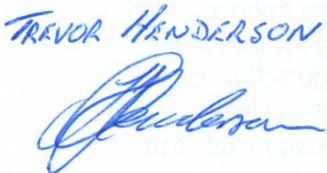
2.8 Department of Education Environmental Endorsement

This section is to be completed by Department of Education Environmental Services to confirm that the treatment plan has adequately considered environmental and amenity factors.

DoE Environmental Services Representative	Endorsed / Not Endorsed Date:
--	---

2.9 School Principal Approval

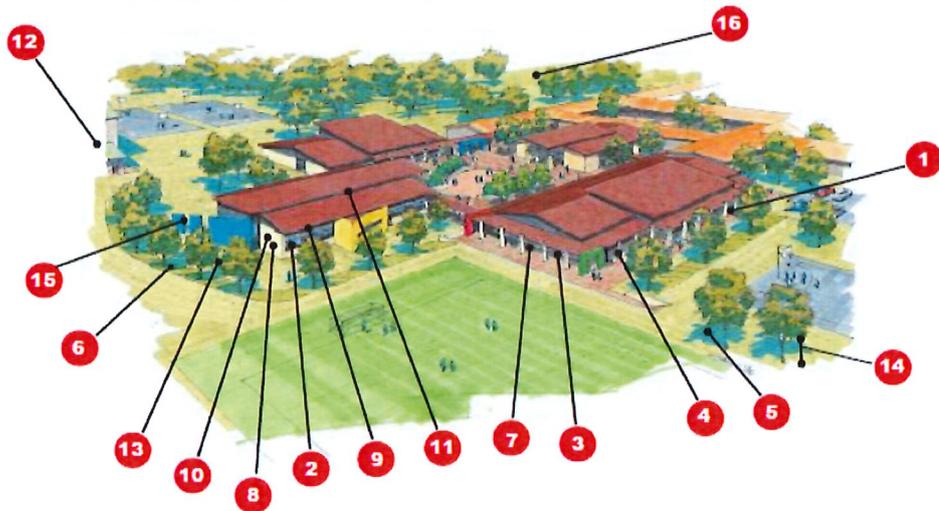
This section is to be signed by the school principal and returned to the Department of Education before any work will commence.

 Principal Denmark Senior High School	Approved / Not Approved Date: <i>2/9/2019</i>
--	---

Comments:

Asset Protection Zone

1. Do not pile wood against or near school buildings.
2. If possible, place metal flywire mesh on all windows or vents to keep sparks and embers out.
3. If possible, block any gaps under floor spaces, in the roof space, under eaves, external vents, skylights, evaporative air conditioners, chimneys and wall cladding.
4. Create and maintain a minimum three metre gap between school buildings and tree branches. Shrubs should be a minimum of three times the height (at maturity) of the shrub away from the building.
5. Rake up leaf litter and twigs under trees.
6. Remove shrubs and small trees under and between larger trees.
7. Keep garden mulch away from buildings and grass is kept short.
8. If possible ensure all gaps in external wall claddings are sealed.
9. Keep roof gutters and valleys clear of leaves and bark.
10. Keep LP gas cylinders secured and on the side of the school furthest away from the likely direction of bushfires (where bush is) and placed so they vent away from the building.



11. If possible block any gaps in the roof space.
12. Remove flammable materials and store them away from school buildings.
13. Create an Asset Protection Zone (20 metre radius) around each building. This area needs to be cleared of all rubbish, long dry grass, bark and material that may catch fire.
14. Prune lower branches (up to two metres off the ground) to stop a ground fire spreading into the canopy of the trees.
15. Cut long grass and dense scrub.
16. Clear obstacles and trees from driveways and access points.

Bushfire Warning System

Bushfire Fact Sheet

During a bushfire, emergency services will provide you as much information as possible through a number of different methods.

There are **four levels of warning**. These change to reflect the increasing risk to your life or property, and the decreasing amount of time you have until the fire arrives.

Bushfire Warning System



ADVICE



WATCH AND ACT



EMERGENCY WARNING



ALL CLEAR

ADVICE

A fire has started but there is no immediate threat to lives or homes. Be aware and keep up to date.

WATCH AND ACT

There is a possible threat to lives or homes. You need to leave or get ready to defend – do not wait and see.

EMERGENCY WARNING

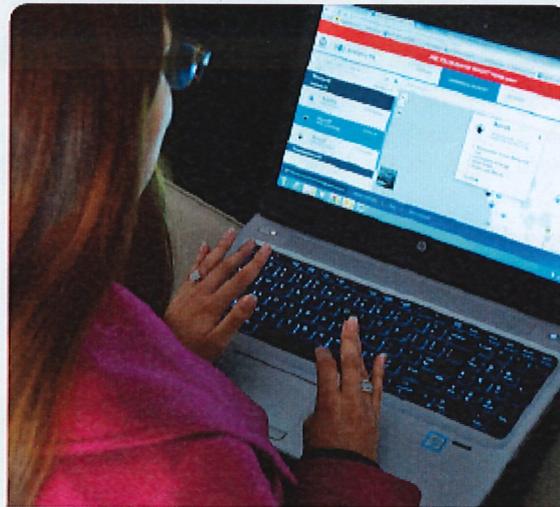
You are in danger and need to take immediate action to survive. There is a threat to lives or homes.

ALL CLEAR

Take care to avoid any dangers and keep up to date.

Your surroundings could be your best information source.

Stay alert to what is happening around you. If you believe you may be in danger, act immediately to stay safe.



Where can you get information during a bushfire?

Know where to find information before the fire season starts. Work out what your local ABC radio station is and familiarise yourself with the DFES website.

Bushfire Warnings at www.emergency.wa.gov.au

DFES Information Line on 13DFES (13 3337)

Local radio and other local media



**Stay alert when a bushfire starts!
Do not wait and see, this can be deadly.**



For more information visit dfes.wa.gov.au

or contact DFES Community Engagement – 9395 9816

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Government of Western Australia
Department of Fire & Emergency Services



**ARE YOU
BUSHFIRE
READY?**

September 2017/18

How Do I Keep Informed?

Bushfire Fact Sheet

Take these four steps to help you keep informed about bushfires and emergencies near you.

1 Get connected – connected communities are safer communities

- Join a Bushfire Ready Group to get to know the risk in your local area
- Keep in contact with neighbours, friends and family, especially during high fire-risk days
- Talk to your local brigade or local government about how to prepare for a bushfire



2 Stay alert – if you can see or smell a bushfire – that's your warning

Your surroundings could be the best source of information. If you live in, or near bush, you need to stay alert. If there are signs of a bushfire you could be in danger. Act immediately to keep you and your family safe.

Understand that no warning system is foolproof.

Remember, fires can happen suddenly and change quickly, so don't rely on receiving a warning. It's your responsibility to stay informed and alert. Be flexible – get emergency information from multiple sources and never rely on any one source of information.

3 Monitor official warnings

Sign up ahead of the season to get notified of bushfire warnings on social media or via apps.

During an emergency monitor what's happening.

You can find bushfire alerts and warnings at:

- www.emergency.wa.gov.au
- 13 3337 (13 DFES)
- www.twitter.com/dfes_wa
- www.facebook.com/dfeswa
- RSS feeds – subscribe via www.emergency.wa.gov.au
- ABC local radio or GPR emergency bulletins
- Third party apps such as Emergency AUS, WALGA's LocalEye, DPAW Alerts and National Bushfires

Please note that these apps are not provided by DFES and DFES can give no guarantee that they will notify you in an emergency.

4 Make sure your phone company has your up to date details

A telephone warning might be sent to your mobile phone or landline in extreme circumstances. This warning system (Emergency Alert) uses the address held by your phone company.

Keep your address details up to date with your phone company to give yourself the best chance of receiving a warning if one is issued.



? For more information visit dfes.wa.gov.au or contact DFES Community Engagement – 9395 9816

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Government of Western Australia
Department of Fire & Emergency Services



**ARE YOU
BUSHFIRE
READY?**

September 2019 V1.0

Bushfire Risk Assessment and Treatment Plan

Bushfire Mitigation Management Register – Template

School:	
Action Plan Date:	

ON-GOING MITIGATION ACTIONS

Based on the treatment strategies outlined on your school's endorsed Bushfire Risk Assessment and Treatment Plan, record and schedule the ongoing treatments to be undertaken in the table below. The template can also be used to record and monitor existing routine maintenance work such as fire breaks, gutter cleans, etc.

Treatment Strategy and Map Reference number	Bushfire Fire Mitigation Actions	Target Date for Completion	Responsible	Source of Funds	Notes	Completion Date	Sign-Off
<Insert the Map Reference number from the Bushfire Risk Assessment Treatment Plan>	<As detailed within your Bushfire Risk Assessment Treatment Plan> (On-going Treatment works required)	<Insert the date that the action is intended to be completed>	<Insert the name of the staff member who will manage this action>	<Describe the source of funds for the costs> e.g. 'School or Central Office Funding'	<Add notes associated with work> (Include the dates)	<Insert the date the work was completed>	<Must be signed off by Principal or Manager Corporate Services>
Fuel Management – Item 2	Clean and Flush all Gutters and Downpipes	20 March xxxx and 10 October xxxx	MCS and BMW – Routine Maintenance	Central Office Funded	11 February xxxx – called BMW and confirmed dates	20 March xxxx 10 October xxxx	EXAMPLE ONLY

