

HAMMOND PARK PRIMARY SCHOOL

BUSHFIRE PLAN 2017-2018

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Introduction

This plan is for Hammond Park Primary School and has been designed to assist staff to prepare for and during the event of a total fire ban, catastrophic fire danger rating, or a bushfire. Letters to staff and parents are included in the appendix as well as notices regarding the plans of closures of the school.

The preparation of this plan should be developed in accordance with the *Emergency and Critical Incident Management Policy* and the *Principal's Guide to Bushfire* with input from local emergency management agencies.

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

Overview

General Information

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

- families of students attending the School
- members of the emergency services (e.g. DFES, Local Emergency Management Committee and/or Community Emergency Services Manager)

The BP is to be reviewed annually during Term 3 each year to reflect any changes that may have taken place in:

- Department of Education or government policy
- site facilities
- Personnel normally on site

The BP outlines required actions to prepare the school before the bushfire season as per the *Principal's Guide to Bushfire* (refer Appendix A).

The BP also outlines activities to be undertaken by staff and students at the different levels of a bushfire emergency:

- on days of Total Fire Ban
- Catastrophic fire danger rating
- when there is a fire in the local district
- when a bushfire is threatening or impacting on the site
- during the period immediately after a bushfire has impacted on the site (known as the 'Recovery Phase')

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

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

Distribution

The Principal will forward a copy of the site BP to the Regional Executive Director to be held in the regional office.

The Principal or delegated officer will forward a copy of the site BP to the emergency services by Week 2 of Term 3 each year.

The Principal or delegated officer to publish a copy of the school's bushfire plan on the schools website at the beginning of Term 1 each year.

- Details of the website to be provided to families of new students by the Principal or delegated officer during the enrolment process.
- The Principal will ensure that all new staff members, relieving staff and visitors are briefed about the requirements of the BP during the site induction process.

The Principal will include bushfire season reminders and information in site newsletters at least three times in each of Term when applicable. The School's Information Booklet, updated in

Term 1 each year, includes detailed information about actions and procedures included in the BP.

All staff members receive pre fire season updates during Term 3 and ongoing information and instruction about the contents and requirements of the BP during Term 4 and Term 1 staff meetings

Bushfire Preparation checklist (refer to Appendix A)

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.

The school is to review (and update where appropriate) the plan on an annual basis and submit the up to date version of this plan to the Regional Executive Director's Office in Term 3.

In this regard, any bushfire advice received by the school from the Department of Fire and Emergency Services (DFES), the Local Emergency Management Committee (LEMC), Community Emergency Services Manager (CESM) or external experts needs to be documented identifying the date and source of the advice.

Date of Review	Reviewing Officer	Date Submitted	Next scheduled Review
5/9/2017	Jennifer Lee	15 September 2017	Term 2 2018

Communication

There are several levels of communication requirements at school level before, during and after bushfire events.

Preparing for Bushfire Season

- The Principal must ensure all students and staff are aware of the school's bushfire plan. It is also necessary to ensure that relief staff and parents have been made aware of the school's bushfire plan. A copy of the school's bushfire plan should be published on the schools website. Suggested draft text for the school newsletter is available in Appendix A6 of the *Principal's Guide to Bushfire*.
- The Principal should establish contact with emergency services, including DFES, the local volunteer fire brigade, WA Police, the LEMC and CESM.
- Schools located in bushfire prone areas need to incorporate key bushfire messages in their curriculum. *(Research is showing that if students develop and undertake drills as part of the emergency planning the message is more meaningful and transfers to the home environment. Additional benefits can be realised by taking activities home that need to be completed and returned. This can serve to increase families' level of awareness and preparedness in regards to bushfire survival plans or household preparedness assessments.)*
- Communication plans (including emergency contacts and a telephone tree) need to be in place for evacuation or planned closure. See Appendix D for a Communication Plan, Appendix E for sample emergency contacts and Appendix F for a sample telephone tree.
- The school has an effectively working emergency warning or alert system and emergency communication equipment is available and working.
- Schools have in place systems to account for students, staff and visitors in an emergency, such as class rolls (or equivalent) and visitor registers. Consideration should be in place for situations such as a loss of power affecting the ability to print from electronic sources.

Pre-emptive Closure

- The Department of Education Incident Controller (normally the Deputy Director General Schools or delegated officer) will make the decision to close a school based upon advice from Emergency Services and this will be relayed to the Principal via the Regional Executive Director.
- The Principal is to notify staff and parents using emergency contacts and the telephone tree of closure. See also the draft letter to parents in Appendix A7 of the *Principal's Guide to Bushfire* advising of pre-emptive closure, being mindful of parents' level of literacy and understanding of English.
- All other necessary parties are advised including (but not limited to) other schools that may have siblings at your school, community users of the school facilities (including before and after school care, community kindergartens or holiday programs), on site contractors and Parents and Citizens Association (P & C).
- If appropriate, bus contractors will be contacted to arrange for the evacuation of students to a designated area.
- Notice of Planned Temporary School Closure should be posted as per the *Principal's Guide to Bushfire*, both physically at the school and electronically on the website.

During Evacuation

- The school will contact their Regional Executive Director and the Department's Media Unit.
- The school will contact parents via Skoolbag App alert notification.
- The school will notify bus contractors and out of school programs.
- The school has landlines 08 9494 3200 and one school mobile phone 0477 384 277. It would be preferable that parents restrict calling the school at this time to emergency calls only.
- The official broadcaster of Emergency Events is ABC radio. Our local station is ABC local radio. They will provide up to date information during a bushfire event in our area.
- The DFES website provides up to date information on fire events. Refer to <http://www.dfes.wa.gov.au/>.

NOTE: DFES uses the national Emergency Alert system to send community warning messages via mobile telephones in affected areas. (Information can be obtained from <http://www.dfes.wa.gov.au/pages/default.aspx>).

The Principal communicates directly with Regional and Central Office personnel including any media communications. Staff should not comment directly to media.

Reopening the School

- The Regional Executive Director is to advise the Principal when the school can re-open.
- Parents need to know when the school is reopened. In the event of a pre-emptive closure details are contained in the template letter (*Principal's Guide to Bushfire* advising of pre-emptive Closure – Appendix A7).
- The Notice of Planned Temporary School Closure should be physically removed from the school premises and website.
- All parties that were advised of closure (e.g. bus contractors, out of hours users, P&C) should be advised of reopening.

TYPES OF FIRE EVENT

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

1. Total Fire Ban

In the event of a Total Fire Ban the **Bushfire Plan** will be invoked: (refer to *Principal's Guide to Bushfire* for all procedures).

This means:

- you must not light or use any fires in the open air;
- all open fires for the purpose of cooking or camping are not allowed;
- 'hot work' such as metal work, grinding, welding, soldering, gas cutting or similar is not allowed unless you have an exemption; and
- you must not undertake any other activities that may start a fire.

The Department of Fire and Emergency Services advice is that chainsaws, plant or grass trimmers or lawn mowers can be used during a total fire ban in suburban or built up areas which are cleared of flammable material, but not in bushland or other areas where their use is likely to cause fire.

It is also necessary to ensure:

- The equipment or machinery is mechanically sound.
- All reasonable precautions are taken to prevent a bushfire starting.

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

Individuals could be fined up to \$25,000 or jailed for 12 months or both if the Total Fire Ban is ignored.

For information on activities that can or cannot be carried out during a Total Fire Ban visit www.dfes.wa.gov.au/totalfirebans/Pages/TotalFireBanWhatCantIDo.aspx.

If the information you want 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.

2. Catastrophic Fire Danger

The Catastrophic Fire Danger Index (FDR) has been added to the Australia-wide FDR system since the 2009 bushfires in Victoria. If a fire starts in catastrophic conditions, its impact potential includes death or injury to people and destruction of buildings.

Category	Fire Danger Index (FDR)	Action
Catastrophic	100+	Schools on Bushfire Zone Register closed on instruction from Deputy Director General Schools, through Regional Executive Director. School to invoke communication plan and cancel bus services.
Extreme	75-99	Monitor DFES website
Severe	50-74	Monitor DFES website
Very High	32-49	Normal school operations
High	12-31	Normal school operations
Low-Moderate	0-11	Normal school operations

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

2.1 Planned Pre-emptive Closure

Regional executive directors will contact principals of affected schools directly when a planned (pre-emptive) closure is to be invoked in a particular part of the State. The lead time for a planned closure varies depending on weather patterns, but every attempt is made to give principals as much notice as possible to prepare written documentation for parents. Schools should have telephone trees in place to provide this information at short notice or after hours.

Once advised that your school is to undertake pre-emptive closure, you need to notify your school community that a closure is imminent. The Principal needs to send letters to parents and provide each staff member with a memo that clearly states when the closure is planned to occur and that the school is on standby. It may be that between declaration of the closure and the day of closure, weather conditions improve sufficiently to remove the need to close and the school can therefore stand down its pre-emptive closure plans. Your regional executive director confirms with the principal the final decision to close the school no later than **4.30 pm** the day before the planned closure. If weather conditions become less severe after **4:30 pm**, the closure goes ahead regardless, in order to provide a level of certainty to parents.

The Department of Fire and Emergency Services is the final authority on advice about which schools are in danger and the level of risk at the time. The Deputy Director General Schools makes the final decision as to whether or not a planned closure of public schools is to proceed, based on DFES's advice.

2.2 During a Planned Closure

The principal must stay informed of current fire danger rating and any fire activity by monitoring local media (local radio, especially the ABC, and television) and by regularly checking for updates with DFES.

2.3 Re-opening School

Parents need to know when the Catastrophic FDR has been downgraded and that it is therefore safe for their children to return to school after a planned closure. The template letter to parents contains advice on how parents can monitor the situation. The school will need to put communication plans in place, such as placing a notice on the school website and providing a number for parents to call for information about the reopening of the school. Consideration needs to be given to how parents who do not have internet access or who have diverse needs (e.g. multicultural, special needs) will be provided with information.

3. Bushfire

In the event of a bushfire threatening the school, the school will notify DFES and the **Bushfire Plan** will be invoked by way of the school evacuation siren.

3.1. Bushfire – Watch community

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

There are three levels of warning **ADVICE**, **WATCH AND ACT** and **EMERGENCY WARNING**. These change to reflect the increasing risk to life and the decreasing amount of time you have until the fire arrives. Download a copy of DFES bushfire warning table from: http://www.dfes.wa.gov.au/safetyinformation/fire/bushfire/BushfireChecklists/DFES_Bushfire-Warning_Levels.pdf

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

3.1.1 Advice

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

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

3.1.2 Watch and Act

A **WATCH AND ACT** message tells you the fire conditions are changing and there is a possible threat to lives and schools.

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

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

3.1.3 Emergency Warning

An EMERGENCY WARNING is the highest level of warning and tells you of **immediate** danger. In some circumstances it may start with a siren sound called the Standard Emergency Warning Signal (SEWS) to get your attention as the fire is about to arrive. SEWS is a distinctive sound that is broadcast immediately prior to major emergency announcements on radio, television and other communication systems. SEWS tells people 'you need to listen – there is an emergency in your area and you need to take action now'. It is used like a siren and is strictly controlled for use by an authorised hazard management agency only.

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

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

3.1.4 All Clear

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

3.2. Bushfire – Act

3.2.1 Response when a bushfire starts and the school is open

3.2.1.1 Evacuation Procedure

School to evacuate off-site on advice from DFES

- All classes remain with their teachers and allocated education assistants.
- All other staff and visitors report to the Front Office.
- Teachers account for each child and identify students and support staff with known respiratory conditions.
- Doors, roof vents and windows must be closed and evaporative air coolers turned off.
- Students and staff are to remain in classrooms unless directed otherwise by their fire warden.
- Fire wardens are designated to manage evacuation routes, liaise with staff.
- The Principal and fire wardens, will control this response until the arrival of DFES or emergency services who will then take over.
- Students and adults with known respiratory conditions will be identified and given special consideration.

Parent Access

Parents will be informed when and where to pick up students upon advice from the school or through DFES or the Incident Controller.

3.2.1.2 Safer Location Procedure – if evacuation is not possible

School to remain on site on advice from DFES.

- All classes remain with their teachers and allocated education assistants.
- All classes in transportable buildings to be relocated to *the Library*. See Appendix C for a sample safer location evacuation plan.
- All other staff and visitors report to the Front Office.
- Teachers account for each child and identify students and support staff with known respiratory conditions.
- Doors, roof vents and windows must be closed and evaporative air coolers turned off. Students and staff are to remain in classrooms unless directed otherwise by their fire warden.

- Fire wardens are designated to manage evacuation routes and liaise with staff.
- The Principal and fire wardens, will control this response until the arrival of the DFES or emergency services who will then take over.
- Students and adults with known respiratory conditions will be identified and given special consideration.

Parent Access

Parents advised **NOT** to pick up students and to monitor local media for specific access information.

3.2.2 Response when a bushfire starts and the school is closed

If the Department of Education Incident Controller makes a decision on school closure based upon advice from Emergency Services the Regional Executive Director will inform the Principal of closure.

The Principal is to notify staff and parents of the closure using the emergency contact list (see Appendix D for a Sample Communication Plan).

The Department of Education Incident Controller will, in consultation with the Regional Executive Director, identify alternative accommodation of students and staff if required. The Department's Media Unit will utilise media outlets to make public announcements of school closures, temporary alternative accommodation and contact number(s) for further information.

The 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

1. Health and Safety of individuals;
2. Social Recovery;
3. Physical (Structural) Recovery.

General


- When possible, return to normal routine.
- 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 replacement/replenishment.
- Address any physical damage to the school, isolating areas if required and if necessary relocate to alternative accommodation. Contact Building Management and Works to commence repairs. The Department should be advised of any damage caused by the bushfire.
- Attend to security if necessary (Contact Head of Security at Central Office on 9264 4825).
- Manage Administrative details including insurance.

Debrief

- What worked, what didn't?
- Was anything overlooked?
- What could you and your staff do better next time?
- Should roles change?
- If changes are made, incorporate them into the formal plan and advise the appropriate parties including staff and other authorities.
- Share the knowledge with other schools.
- Test the revised bushfire management plan and procedures.

APPENDICIES

Appendix A: COMPLIANCE: Bushfire Preparation Checklist

	Department of Education	Bushfire Preparation Check List for the Summer Months
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Principals should be thoroughly familiar with their current plans for dealing with bushfires.

All staff members should be aware of their responsibilities in accordance with the plans.

MANAGEMENT ACTIVITIES

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

Evidence

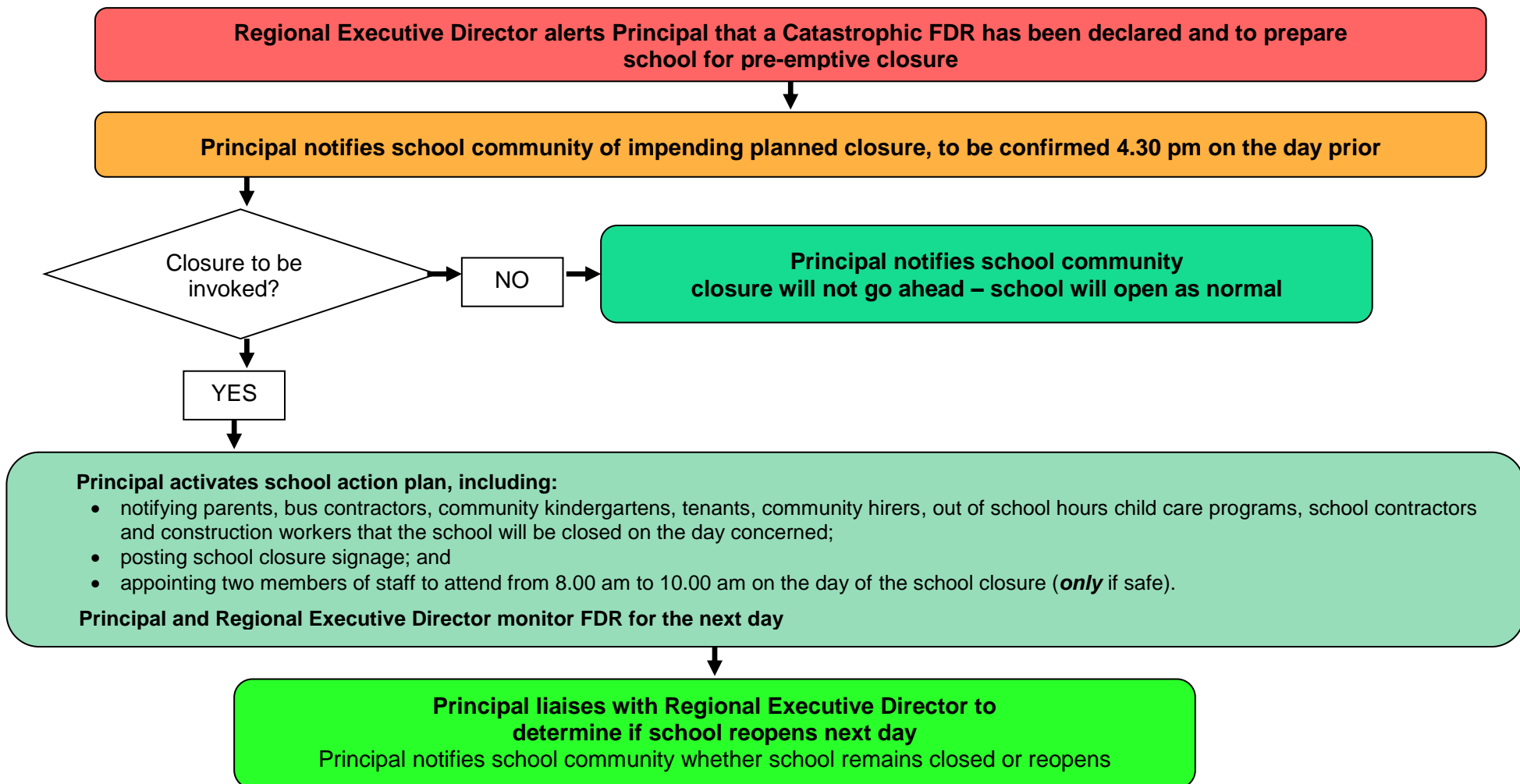
The School <i>Emergency and Critical Incident Management Plan</i> includes a plan for dealing with bushfires. Schools on the Bushfire Zone Register must also have a separate stand-alone bushfire plan. HPPS is Risk Category 1.	✓	S:\AdminShared\Administration Staff\700 Premises\701 Buildings and Facilities
Principal is thoroughly familiar with their current <i>Emergency and Critical Incident Management Plan</i> and where applicable their stand-alone bushfire plan.	✓	<i>Plan reviewed 15/09/2017</i>
Students, staff, relief staff and parents/carers have been made aware of the school bushfire plan.		<i>Staff meeting 16/10/2017 Newsletter sent to parents/carers with bushfire information 18/10/2017 Published on Website 15/09/2017 Sent to RED 15/9/2017</i>
The bushfire plan has been reviewed prior to the bushfire season (Term 3 each year) and a copy forwarded to your local education regional office.	✓	15/09/2017
Schools on the Bushfire Zone Register, have appointed a school emergency liaison officer. The appointed liaison officer may be required to relocate during an emergency, to the Incident Control Point, to provide an information conduit between the school and the controlling agency.	✓	Stephanie Jankowska Associate Principal 0438 970 653
The principal and liaison officer, have established contact with local emergency services including DFES, the Department of Parks and Wildlife (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).	✓	
Emergency Services, outlined above, are informed of your nominated pre-determined Safer Location as part of your Emergency Critical Incident Management Plan procedures.		
Schools on the Bushfire Zone Register understand the bushfire warning system (refer DFES website page 8) and the Emergency Alert telephone warning system (www.emergencyalert.gov.au).	✓	
Schools on the Bushfire Zone Register need to incorporate key bushfire messages in their curriculum.	✓	
Schools know how to turn off evaporative air conditioner units, including awareness of the location of the switches, and how to close roof vents.	✓	
Communication plans (see Appendix D1) are in place for directed evacuation	✓	

or planned closure		
Evacuation drills practised prior to the start of the bushfire season and at least once per term during the bushfire season. The bushfire season typically runs from late October to April in southern WA. Note this is a minimum of three drills per year.	✓	
School has a correctly functioning emergency warning or alert system.	✓	
Emergency communications equipment is available e.g. mobile telephones, hand-operated fire alarm (portable siren), portable radios and spare batteries.	✓	
Class rolls and visitor register (or equivalent) are readily accessible in an emergency to account for students, staff and visitors.	✓	
First aid equipment is available and staff members trained in first aid have been identified.	✓	
Evacuation kit should be checked at least once per term.	✓	
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)	N/A	
Procedures are in place to restrict use of machinery (e.g. angle grinders, mowers, and machinery with internal combustion engines) in close proximity to bushfire fuels where they may start a fire on severe fire danger days.	✓	
A Safer Location within the school building should be identified and prepared in the event that an off-site evacuation is not possible (Refer page 4 of the Guide).	✓	Library
Asset Protection Zone (APZ) (20 metre radius), cleared of all rubbish, long dry grass, bark and flammable materials.	✓	August 2017 DFES Contractor cleared understorey and removed and mulched trees suffering from dieback.

Appendix B: Catastrophic Event Flow Chart

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

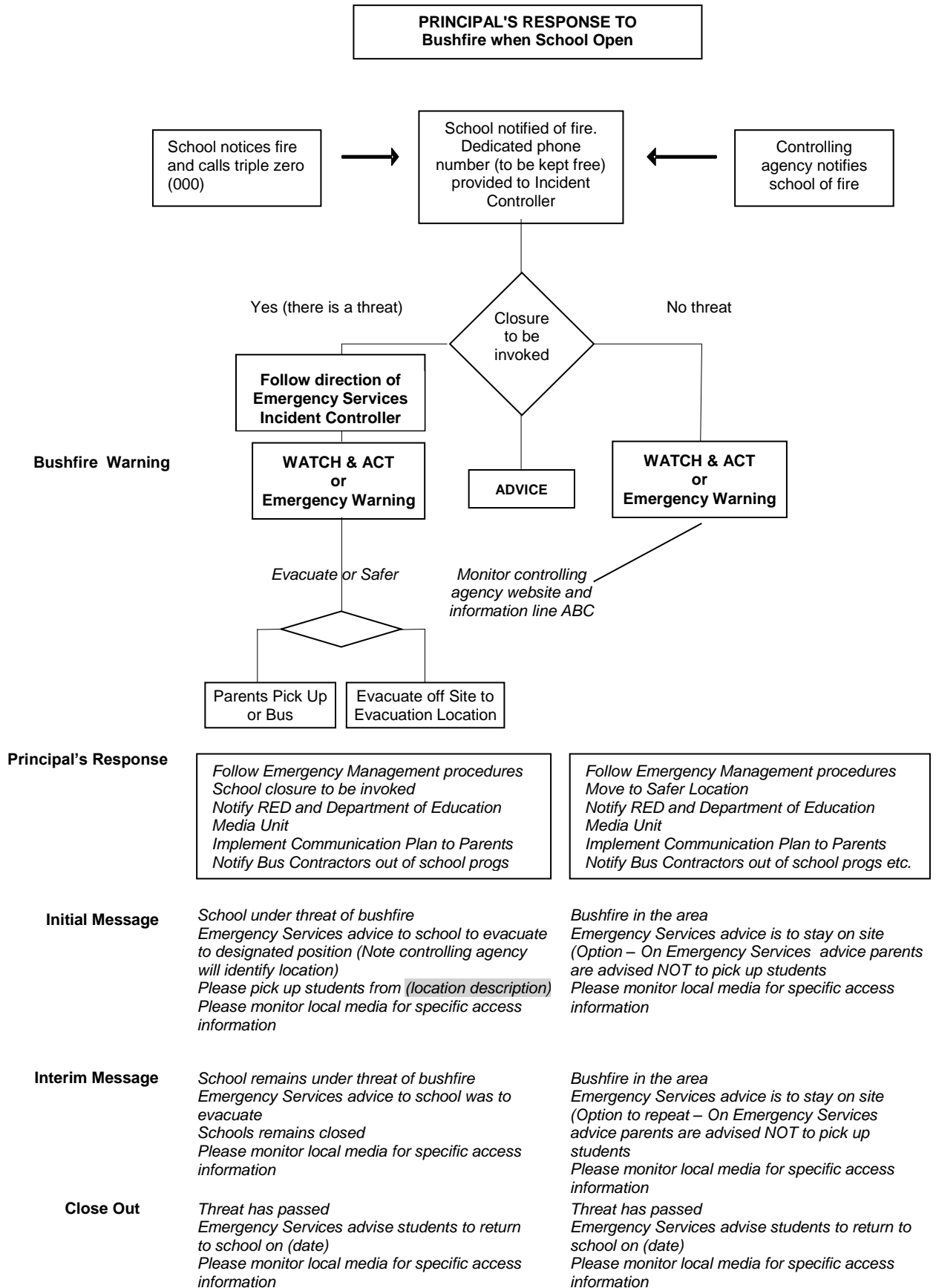
PRINCIPAL'S RESPONSE TO Catastrophic Fire Danger Rating



Appendix C: School Site Plan and Evacuation Routes

Insert your school's map here – include the safer location/s, location of fire hydrants, electrical switch boards, phones and communication board, first aid and evacuation kits.

Appendix D: Communication Plan



Appendix E: Emergency Response Contact List

Assess  Evacuate  Inform  Organise  Undertake

EMERGENCY CONTACT & PHONE NUMBERS		ROLES AND RESPONSIBILITIES	
Police	Local: 131 444	Evacuation: Principal Invacuation: Principal	Evacuation Siren
Ambulance	000	Checking Rooms	Manager Corporate Services Principal
DFES Cockburn Central	9395 9300	Marshalling Evacuation: oval Invacuation: classrooms	Associate Principals Teachers Teachers
Fire	000		
Bus Contractors	Name: <i>Bus West</i> 9395 4444		
Power Outage	<i>Synergy Ph 131351</i>	Accredited FIRST AID Officers	Teachers and Admin Staff
State Emergency Service Cockburn	132 500	Communication	Principal
Poisons Information	131 126	Next of Kin Notification	Principal (Police if death)
REGIONAL EXECUTIVE DIRECTOR	Sue Cuneo 0422 122 809	Reporting and Review	Principal
PRINCIPAL	Name Jennifer Lee	9494 3204 mobile: 0427 454 678	
ASSOCIATE PRINCIPAL	Name: Nichola Butler	Mobile: 0424 820 359	
ASSOCIATE PRINCIPAL	Name: Stephanie Jankowska	Mobile: 0438 970 653	
MANAGER CORPORATE SERVICES	Name Jeanette Sampson	9494 3203 mobile: 0428 467 253	
OCCUPATIONAL SAFETY AND HEALTH REP	Name: Jodie Peers	Mobile: 0414 536 760	

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

Appendix F: Communication Tree

