Shaping the future

Standalone bushfire plan 2021-2022

Ocean Road Primary School

22 July 2021

Bushfire action plan maps

1.1   Onsite 'safer building location(s)' Do not use an open area such as a school oval or non-enclosed building.

SEE BELOW	**Emergency Dial 000** **Primary action:** Determine if the bushfire is a threat to the school. Monitor official sources listed in section 2. **Secondary action:** Refer to Appendix B for the procedures to Relocate to onsite 'safer building location(s).

1. Undercover Area Kindergarten students to stay in Kindy classrooms

Map last updated: 30.08.21
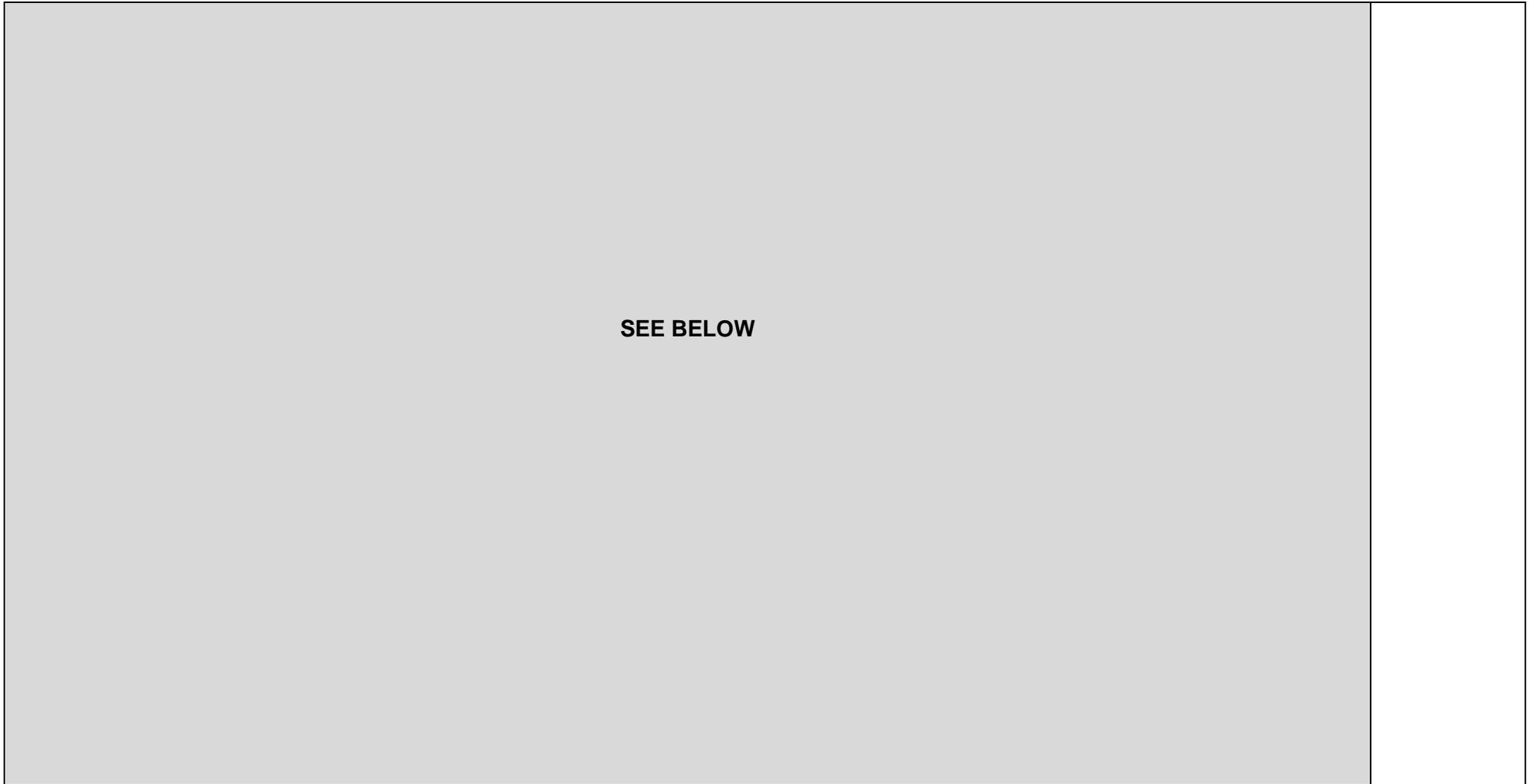
SEE BELOW

Emergency Dial 000

Primary action: Determine if the bushfire is a threat to the school. Monitor official sources listed in section 2.

Secondary action: Refer to Appendix B for the procedures to Relocate to offsite evacuation location

Offsite location Florida Beach (walking or buses collect students to go the beach)

2nd Offsite location (students on buses) Falcon Reserve (Old Coast Road, Lynda Street,
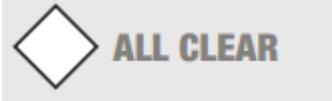
FALCON

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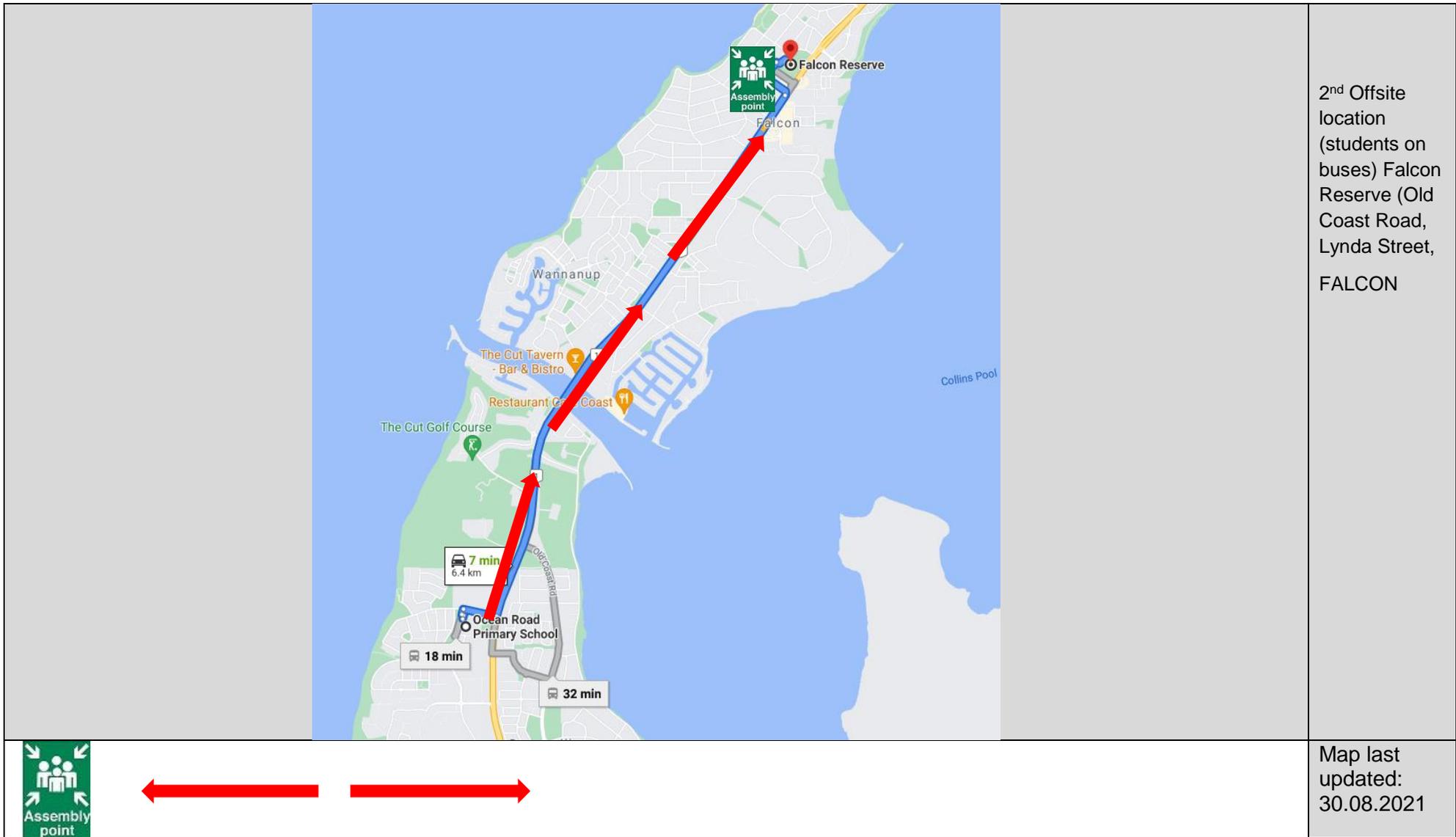
Appendix A – Bushfire warnings stages

Issued by the Department of Fire and Emergency Services and Department of Biodiversity, Conservation and Attractions – Parks and Wildlife Service.

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

Bushfire warning stages		
1	ADVICE	**A fire has started but there is no known danger.** This is general information to keep principals informed and up to date with developments. Principals must: • turn off evaporative air conditioners and ensure roof vents are closed. • check and patrol school regularly for bushfire activity, paying special attention to the evaporative air conditioners.
2	WATCH AND ACT	**There is a possible threat to lives and property. Conditions are changing.** Principals must prepare to: • evacuate • or • move students, staff and visitors to their pre-determined onsite 'safer building location'. They must not be moved to an open area. Evacuation orders are: • issued by the incident controller or emergency services if required. • relayed via a variety of official sources such as the DFES website and Emergency WA website. It is vital that the principal: • accesses bushfire information from official sources. • makes an informed decision to stay on-site or evacuate offsite based on advice from the incident controller or emergency services.
3	EMERGENCY WARNING	**A school is in danger as its area will be impacted by fire. Take immediate action to survive.** Principal will be advised whether staff, students and visitors can leave the area or if they must shelter where they are as the fire burns through the area. An emergency warning may be accompanied by a siren sound called the Standard Emergency Warning Signal (SEWS). Cont…

		Evacuation orders are: • directed by the incident controller or emergency services • relayed via a variety of official sources, such as the Bushfire warning system, DFES website and Emergency WA website. It is vital that the principal: • accesses bushfire information from official sources • makes an informed decision to stay onsite or evacuate offsite based on the advice .
4	◇ ALL CLEAR	**The danger has passed and the fire is under control, but stay alert in case the situation changes.** It may not be safe to return to school yet.

Appendix B – Procedures in event of a sudden bushfire

Relocate to onsite 'safer building location(s)'

The school may be instructed to relocate to your onsite 'safer building location(s)'. Do not use an open area such as a school oval or non-enclosed building

Initiate the below procedure if the following occurs:

- a 'Watch and Act' or 'Emergency Warning' alert is issued on the [Emergency WA](#) website or the [Department of Fire and Emergency Services Bushfire Warnings page of the Department of Fire and Emergency Services website](#) (refer to Appendix A for details about the alerts); and
- instruction from the Department of Fire and Emergency Services, Emergency Services or your Director of Education.

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

Action	Notes (if required)
Dial 000 for emergency services and follow advice. Remain in contact with the Department of Fire and Emergency Services and monitor official bushfire information sources shown in section 2.1.	
Activate your incident management team to carry out their responsibilities	
Use your emergency response contact list to contact stakeholders	
Follow your bushfire response telephone call tree to communicate with the school community. Ensure parents receive emergency text message alerts to: • inform them of relocation • keep them updated Note: Parents must not collect students until instructed.	
Confirm: • evaporative air conditioners are turned off • all building roof vents, windows and doors are closed before anyone enters the onsite safer building location(s).	
Take emergency equipment: • registers for students, staff and visitors • evacuation kit • mobile phones (charged). Sound school emergency warning or alert system.	
Follow advice from the incident controller or emergency services, the Manager, Security and Emergency Management or	

the Director of Education to move to the onsite safer building location(s) Note: Students and staff must remain in classrooms unless they are directed to move to an onsite safer building location.	
Check student, staff and visitor registers after moving to an onsite safer building location (roll call). Advise the police if anyone is missing. Note: You must give special consideration to students with known respiratory conditions.	
Update the emergency services on the location of students, staff and visitors.	
Wait for the emergency services to arrive or the incident controller to provide you with further information. Ongoing advice will also be provided by the Manager, Security and Emergency Management or the Director of Education. Continue to monitor official bushfire information sources	
The Department will consult the incident controller or emergency services and notify you when it is safe to return to classrooms or for students to be collected by parents. You will receive advice from the Director of Education.	

Offsite evacuation procedures

The school may be instructed to relocate to your offsite evacuation.

Initiate the below procedure if the following occurs:

- 'Watch and act' or 'emergency warning' bushfire warning alert on the [Emergency WA](#) website or the [Department of Fire and Emergency Services Bushfire Warning system](#) is invoked (refer to the bushfire warnings listed in Appendix A); and
- Direction from Department of Fire and Emergency Services, incident controller or Emergency services to evacuate offsite; or
- Direction from the Deputy Director General Schools or the Manager, Security and Emergency Management. The Director of Education will relay the decision to you to evacuate offsite.

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

Action	Notes (if required)
Dial 000 for emergency services and follow advice. Remain in contact with Department of Fire and Emergency Services and your Director of Education. Monitor official bushfire information sources	
Activate your incident management team to carry out their responsibilities	
Refer to the 'emergency response contact list' to contact stakeholders	
Follow advice from the emergency services or the Manager, Security and Emergency Management or the Director of Education to decide which of the school's offsite evacuation location(s) is the safest to use	
Identify an assembly area where staff, students and visitors can gather to prepare for offsite evacuation. Note: Students and staff must remain in classrooms unless they are directed to move to an onsite safer building location and/or onsite assembly area.	
Follow the 'bushfire response telephone call tree' to communicate with the school community. Ensure parents receive emergency SMS alerts to: • inform them of relocation • keep them updated Note: parents must not collect students until instructed.	

Confirm: • evaporative air conditioners are turned off • building roof vents and doors are closed.	
Take emergency equipment • registers for students, staff and visitors • evacuation kit • mobile phones (charged). Sound school emergency warning or alert system.	
Move all students, staff and visitors from the assembly area to evacuate offsite.	
Check registers after evacuating staff, students and visitors (roll call). Advise the police if anyone is missing.	
Update the emergency services incident controller on location of students, staff and visitors.	
Wait for emergency services to arrive or the incident controller to provide further information. The Manager, Security and Emergency Management or the Director of Education will provide ongoing advice. Continue to monitor official bushfire information sources	
The Department will consult the incident controller or emergency services and notify you when it is safe to return to classrooms or for students to be collected by parents. You will receive advice from the Director of Education.	

Appendix C - Pre-emptive (planned) closure procedures

The school **MAY** be instructed to pre-emptively close your school due to a predicted catastrophic fire danger rating.
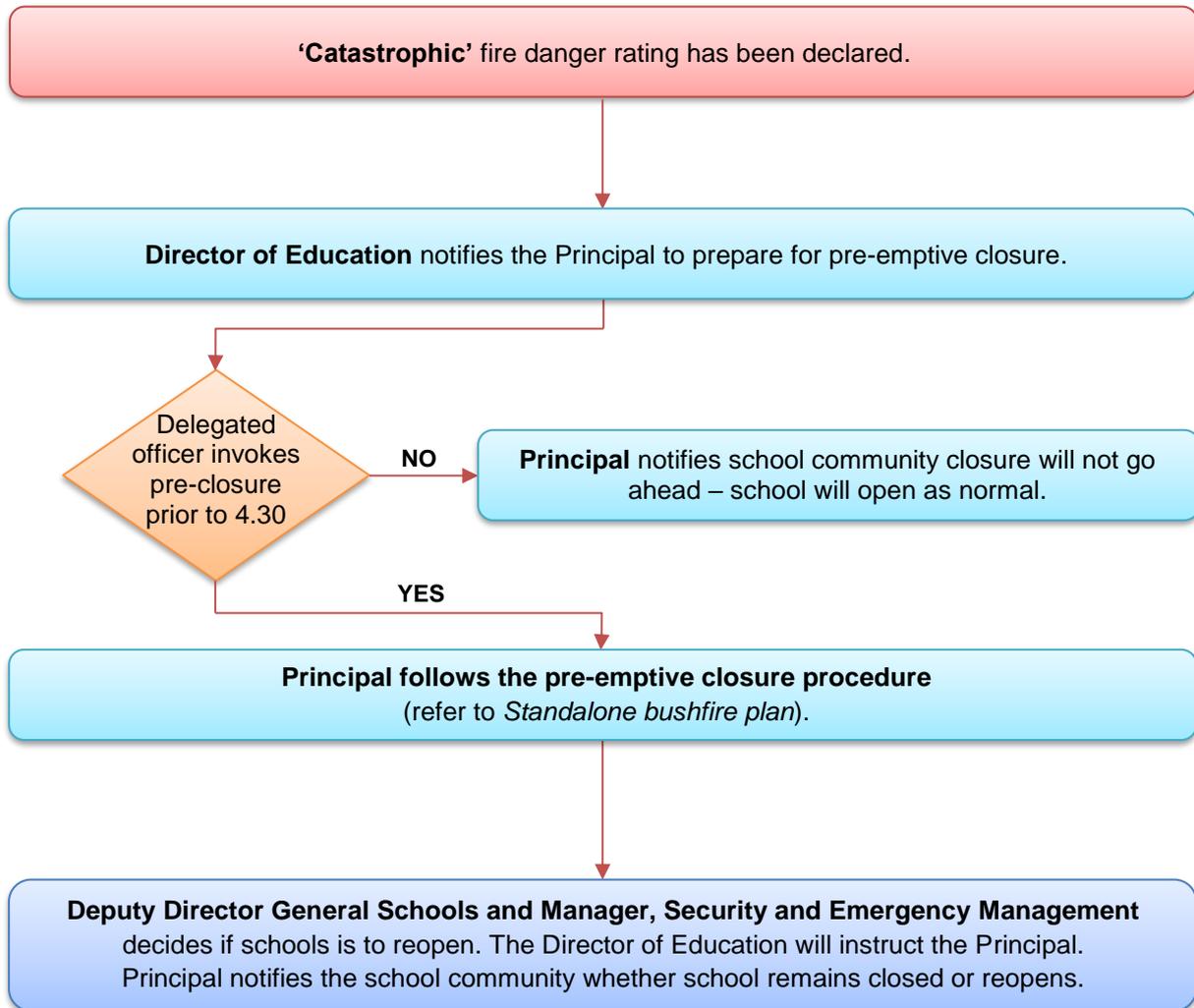
Initiate the below procedure if the following occurs:

- Alert received from the Department of Fire and Emergency Services; or
- Direction from the Deputy Director General, Schools or the Manager, Security and Emergency Management. The Director of Education will relay the decision to you.

Follow these procedures for a planned school closure in response to predicted catastrophic fire conditions.

Action	Notes (if required)
Monitor official bushfire information sources	
Activate incident management team to carry out their responsibilities	
Confirm: • windows and doors are closed • evaporative air conditioners are turned off • roof vents closed • money is removed from the school premises • expensive items of equipment secured.	
Use emergency response contact list to contact stakeholders	
If it is safe and there is no active fire in the region, two nominated staff members attend school from 8.00am to 9.00am on the day of pre-emptive closure. They: • inform community members of the school closure • secure the facility and activate the electronic security system when leaving (only if it is safe to do so) the site at 9.00am.	
Communicate the pre-emptive closure, continued closure or school reopening: • follow the bushfire response telephone tree • place the notice of temporary closure on external school access points and on the school website • use social media channels to keep the school community updated. Note: Contact lists for staff and parents must be current.	
Secure school premises and activate security system. Before departing, email to confirm: • all security systems armed • site is secure.	
Remove the notice of temporary closure from external school access points if pre-emptive closure is reversed.	

Flow chart – Principal's response to 'catastrophic' fire danger rating

'Catastrophic' fire danger rating has been declared.

Director of Education notifies the Principal to prepare for pre-emptive closure.

Delegated officer invokes pre-closure prior to 4.30

NO

Principal notifies school community closure will not go ahead – school will open as normal.

YES

Principal follows the pre-emptive closure procedure
(refer to *Standalone bushfire plan*).

Deputy Director General Schools and Manager, Security and Emergency Management decides if schools is to reopen. The Director of Education will instruct the Principal. Principal notifies the school community whether school remains closed or reopens.

Appendix D – After hours or school holiday procedures

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

Initiate the below procedure if the following occurs:

- 'Watch and act' or 'emergency warning' bushfire warning alert on the Emergency WA website or the Department of Fire and Emergency Services Bushfire Warning system is invoked (refer to the bushfire warnings listed in Appendix A); and
- Direction from the Deputy Director General, Schools or the Manager, Security and Emergency Management. The Director of Education will relay the decision to you.

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

Action	Notes (if required)
Remain in contact with your Director of Education and monitor official bushfire information	
Use your emergency response contact list to contact stakeholders	
Follow the bushfire response telephone call tree to communicate with the school community. Send parents and staff emergency text message alerts to inform them of the school closure	
Work with the Director of Education to seek alternative school and transport arrangements (if required).	
Department Media Unit uses media outlets to make public announcements of: • the school closure • temporary alternative accommodation.	
The Department will consult the incident controller or emergency services and notify you when it is safe for the school to reopen. You will receive advice from the Director of Education or the Manager, Security and Emergency Management.	
Send parents and staff emergency text message alerts to inform them when school can reopen	