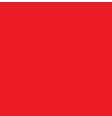




Bushfire Plan

Contact number	
Approving authority	
Physical address	
Date approved	
Review date (12 months)	





Document Control

Relevant Legislation or Authority	Non-Government School Regulation Standards 2020 CEWA Executive Directive - Work Health and Safety CEWA Executive Directive - Incident Management AS 3745-2010 Planning for Emergencies in Facilities State Planning Policy 3.7 - Planning in bushfire prone areas Department of Education – Principal's guide to bushfire <i>Work Health and Safety Act 2020</i>
Relevant Legislation or Authority	CEWA – Incident Response and Crisis Management Document

Review History

Date of Review	Reviewed by	Amendments / Review

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© Department of Education WA 2018 Standalone Bushfire Plan. The checklists within this plan are modeled off the Department of Education Standalone Bushfire Plan with edits and additional information aligned to the needs of CEWA schools.

Page 1 visual and 9 Incident Response Team diagram © WorkWell 2024. All rights reserved, used with permission to CEWA Ltd.



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Introduction

Over 90% of Western Australia is bushfire prone. To protect and ensure the safety, survival and wellbeing of students, staff and visitors, all Catholic Education Western Australia (CEWA) schools on the CEWA Bushfire Risk Register are required to have a standalone Bushfire Plan as part of their incident management framework.

This Bushfire Plan provides guidance to the Principal, Incident Response Team and staff on how to mobilise and rapidly respond to bushfire events. Staff are not expected to fight bushfires.

Purpose

This Bushfire Plan is a detailed standalone plan that supports the school to prepare for high-risk fire danger ratings (Fire Behaviour Index 75+) or a bushfire event. Staff, students and visitors are to follow this plan in the event of a bushfire emergency impacting the school. **It is to be read and understood in conjunction with the school's Incident Management Plan.**

This Bushfire Plan is a live document and should be reviewed each year at the start of bushfire season¹. It needs to be lodged with CEWA by 31 August annually via email to PSWTeam@cewa.edu.au

Image 1 is the aerial image of

This shows where the school is within a Bushfire Prone Zone, as determined by the Department of Fire and Emergency Services (DFES).

Image 1 - [DFES Bushfire Prone Zone](#) map of school indicating bushfire prone areas shaded in PINK.


¹ Refer to DFES Bushfire Overview – [“When is bushfire season?”](#), including consideration of Northern WA bushfire season.



Table 1 - Important information about the school's risk and districts for weather ratings and Total Fire Ban alerts

CEWA Bushfire Risk Rating:	Fire Weather District (BOM):	Local Government District:
----------------------------	----------------------------------------------	--------------------------------------------

School details

School name	
Name of co-located school, church or facilities	
School address	
Number of students enrolled	
Number of students requiring extra support if evacuating	
Number of staff	
Number of school sides bordered by bush	
Names of major roads bordering school	
School's site-specific alert for fire For example: siren/pause x 3, continuous handbell, continuous siren or short whistle blasts	




1. Prepare

1.1 Bushfire information and terminology

Bushfire warning system

During a bushfire, Emergency Services issue these three warnings for bushfires outlined in Table 2, which move up and down to reflect the risk to lives and property.

Table 2: Emergency Services bushfire warnings

Bushfire warning stages		
		
Advice	Watch and Act	Emergency
<p>A fire has started, but there is no known danger.</p> <p>This is general information to keep informed and up to date with developments.</p>	<p>There is a possible threat to lives and property. Conditions are changing.</p> <p>Take action now to protect yourself and others. Access bushfire updates from official sources, such as Emergency WA</p>	<p>There is a threat to lives and property. You may be in danger and need to take immediate action.</p> <p>Take advice from Emergency Services and emergency alerts that may include the State Emergency Warning Signal (SEWS), and/or the Telephone Warning System message.</p>

Emergency information sources

Table 3 outlines the official State emergency information sources that staff should familiarise themselves with.

Table 3: Emergency information sources

Emergency WA	<p>Website: www.emergency.wa.gov.au</p> <p>A map and list display with live emergency information from across the State. This is to be monitored by the school to track and assess the status of bushfires and emergencies.</p>
Department of Fire and Emergency Services (DFES)	<p>Information line – 13 33 37 (13 DFES)</p> <p>Website: www.dfes.wa.gov.au</p> <p>Facebook: www.facebook.com/dfeswa</p>
ABC Emergency	<p>Website: www.abc.net.au/emergency</p>
Local radio	<p>ABC local radio: Find your local radio station at www.abc.net.au/local</p> <p>6PR: Listen online at www.6pr.com.au/listen-live/ or tune into AM 882 and digital radio</p>

Emergency warning alerts

Table 4 outlines the alerts that may accompany a bushfire warning and advice.

Table 4: Emergency warning alert sources

Emergency alert	<p>The national Telephone Warning System +61 444 444 444 (DO NOT BLOCK)</p> <p>Phones in the incident area may receive text messages about the incident and advice.</p>
Standard Emergency Warning Signal (SEWS)	<p>A distinctive audio signal 'whoop, whoop, whoop' that is played on radio and speakers to alert the community prior to the broadcast of an urgent message relating to a major emergency that is relayed after the SEWS.</p>

Fire Behaviour Index (FBI)

The Fire Behaviour Index (*Image 2*) is a scale of potential fire behaviour. It ranges from zero to 100-plus. It is used to inform decisions on the fire danger rating for a district (*Image 3*). Information on this can be found on the [Bureau of Meteorology](#) (BOM) website.

On days where the FBI is rated 75 or more and the school is in a high-risk zone the school will be given direction by CEWA and/or DFES on whether they need to close during these conditions.

Fire Danger Rating (FDR)

Fire danger ratings (*Image 4*) indicate how difficult it will be to control or suppress a fire. The rating is based on weather and other conditions. This includes temperature, humidity, wind and fuel conditions. Four levels of fire danger ratings communicate the level of bushfire risk – from moderate to catastrophic. 'No rating' may be shown when there is low risk. Table 5 outlines the response to these ratings, referred to in Table 2.

The [Bureau of Meteorology](#) (BOM) provides FBI and FDR information twice daily at about 4.30am and 4:30pm, covering four days.

Image 2: BOM Legend for Fire Danger Ratings with relevant Fire Behaviour Index ratings

Code					
Fire Danger Ratings (Fire Behaviour Index - FBI)	No Rating (<12)	Moderate (12–23)	High (24–49)	Extreme (50–99)	Catastrophic (>=100)

Image 3: Screenshot of BOM website FDR with FBI by Fire Weather District



[Bureau Home](#) > [Australia](#) > [Western Australia](#) > [Forecasts](#) > Fire Danger Ratings

Western Australia Fire Danger Ratings

IDW15100

Issued at 4:35 am WST on Tuesday 7 January 2025.

District	Tuesday	Wednesday	Thursday	Friday
North Kimberley	No Rating 6	No Rating 6	No Rating 6	No Rating 6
Derby Coast	No Rating 7	No Rating 7	No Rating 7	No Rating 7
Broome Coast	No Rating 9	No Rating 9	No Rating 8	No Rating 9
Kimberley Inland	No Rating 9	No Rating 9	No Rating 8	No Rating 8
Central Pilbara	No Rating 9	No Rating 9	No Rating 9	No Rating 9
Hedland	No Rating 11	Moderate 12	Moderate 12	Moderate 12
Burrup	Moderate 14	Moderate 13	Moderate 14	Moderate 15

Image 4: Fire Danger Rating System

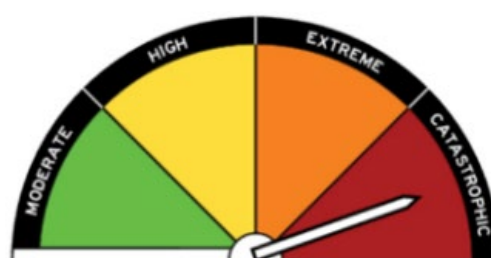


Table 5: Table listing the FDR categories and corresponding actions

Fire Danger Ratings (FDR)	FBI	Action
Catastrophic	100+	Schools MAY be instructed to close by DFES and/or CEWA.
Extreme	(50–99)	Normal school operations but: <ul style="list-style-type: none"> • Schools rated high risk MAY be advised by DFES and/or CEWA to close when there is a forecast FBI 75 and over • Prepare to Close School on advice • Monitor Emergency WA.
High	(24–49)	Normal school operations but: <ul style="list-style-type: none"> • Monitor Emergency WA • Know the triggers and be ready to act
Moderate	(12–23)	Normal school operations
No Rating	<12	Normal school operations

Total Fire Ban (TFB)

A Total Fire Ban is declared on days when fires are most likely to threaten lives and property. This is because of predicted extreme fire weather or when there are already widespread fires and firefighting resources are stretched. During a TFB it is illegal to light an open-air fire or conduct any activity that could start a fire. Full details can be found on the [DFES](#) website. This is particularly relevant to grounds keepers (e.g. lawnmowers), camps (e.g. bush land and fires) and not necessarily inside normal school activities.

1.2 CEWA information and terminology

**Refer to the school's Incident Management Plan for all incident terminology and arrangements.*

CEWA office

References in this Bushfire Plan to “CEWA” giving advice, having authority or making decisions in relation to an incident or emergency at a school is a reference to the combined effort and consultation of CEWA Office staff and other subject matter experts, which is reviewed and approved by the Executive Director. A senior staff member such as the Chief Psychologist or Director may contact a school to give this advice, decisions or information in support of a school.

CEWA Bushfire Risk Register

The inclusion of schools on the CEWA Bushfire Risk Register has been determined by a qualified practitioner, with consideration of factors such as the geographical location (being in a bushfire prone zone) along with physical characteristics of the school, including its environment, design, construction and age of buildings.

CEWA crisis line

This is an internal 24/7 crisis line to contact a member of the Psychology, Safety and Wellbeing Team for certain emergencies² or if you require immediate advice or additional support in managing an emergency incident.

² Refer to the [CEWA Incident Reporting Requirements for Schools Flowchart](#).

Incident Controller (IC)

The IC, typically the Principal, is the leader of the school's Incident Response Team and has command and control over the activities of the school during a bushfire event.

Incident Management Plan (IMP)

The school's foundational incident management document that outlines the school's incident plans, including prevention, preparedness, response and recovery arrangements. It is underpinned by CEWA's [Executive Directive – Incident Management](#) and [Incident Response and Crisis Management](#) documents.

Incident Response Team (IRT)

The IRT is the group of pre-selected school staff tasked with roles and responsibilities when managing and responding to incidents, including bushfire events. Roles should be nominated and recorded in your IMP. A sample structure is shown below in Image 5.

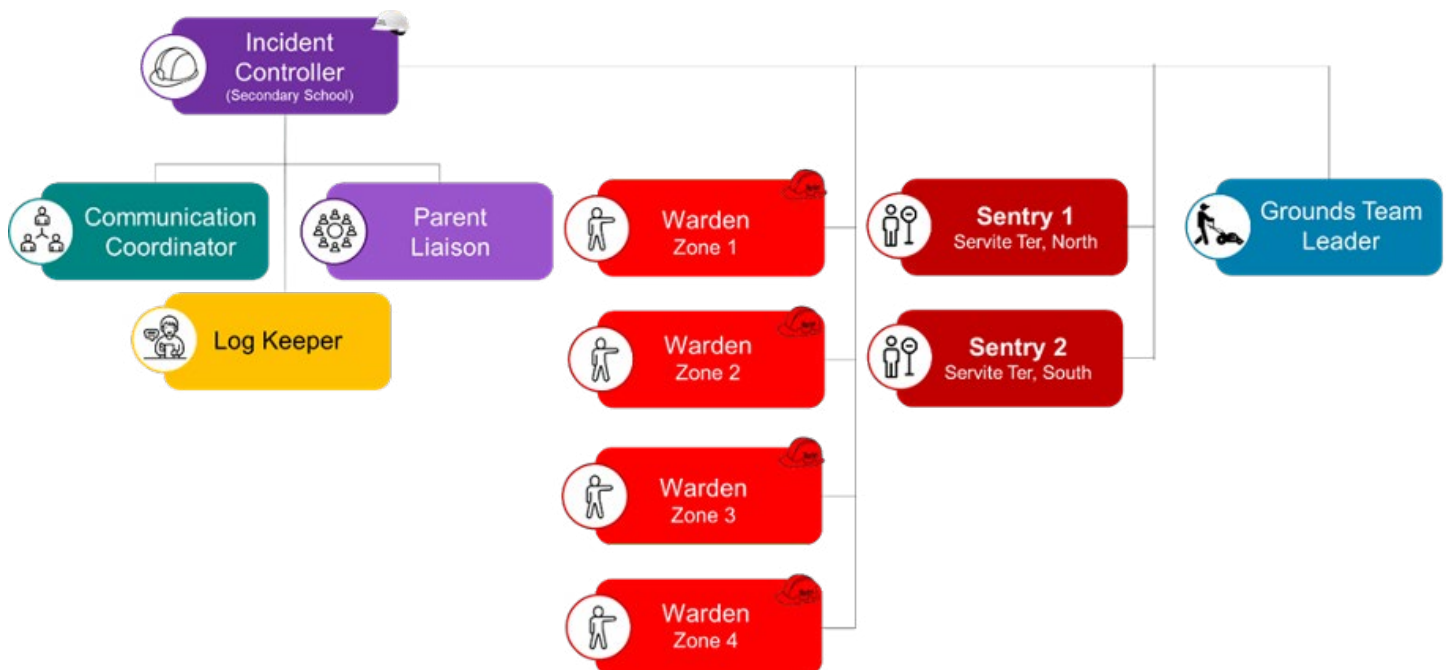
Safer building location/s

A building or buildings on school grounds, where the whole school can assemble during a bushfire event when directed to and as deemed necessary. This building must be selected carefully with consideration of likely bushfire direction and location and the suitability of the building structure and facilities during an emergency.

Shelter-in-Place

Activating a Shelter-In-Place involves moving all students inside to secure (but not locked) rooms and continuing with class activities. Staff are to maintain a heightened state of awareness.

Image 5: Example of a school's Incident Response Team setup





1.3 Bushfire preparedness checklist

Bushfire preparedness checklist		
Instructions: This checklist is to be completed by 31 August and is current for the following year		
Date:	Checked by (include role):	
Action / Activity	✓ or N/A	Evidence / Yes
The Bushfire Plan has been reviewed prior to bushfire season and a current version supplied to CEWA.		
The Principal and IRT are familiar with the Bushfire Plan and their roles and responsibilities.		
Consultation has been made with (as relevant): <ul style="list-style-type: none"> • CEWA Incident Management Consultant • Local Emergency Services • Local volunteer fire brigade • Local emergency management committee (LEMC) or local government representative 		
Staff are aware of the Bushfire Plan through: <ul style="list-style-type: none"> • Staff meetings • Staff induction session that includes: <ul style="list-style-type: none"> ◦ an overview of the Bushfire Plan; ◦ any roles staff will undertake during an event (IRT); ◦ how to turn off evaporative air conditioners and location of switches; ◦ how to close roof vents; ◦ the Bushfire Warnings and Alerts to monitor, including the Emergency Alert telephone warning system; and ◦ instruction to direct bushfire media enquiries to CEWA Communications and Media Manager during an incident. 		
Parents and students are informed of key elements of the Bushfire Plan (e.g. emergency evacuation plans, potential for school closure, intention to test plans), through school communications (curriculum, newsletters, website).		
Communication systems used for emergency staff notification and coordination have been tested.		
IRT Communication system is established and tested (if different or separate from the staff emergency notification channel/system above).		
The Emergency Contact list has been checked and is complete - (Appendix 1)		

Checklist continued over page



1.3 Bushfire preparedness checklist (continued)

Bushfire preparedness checklist		
Instructions: This checklist is to be completed by 31 August and is current for the following year		
Date:	Checked by (include role):	
Action / Activity	✓ or N/A	Evidence / Yes
The Bushfire Response Telephone Tree is current and correct (Appendix 2)		
The Bushfire Response Telephone Tree has been tested and can be activated outside of school hours.		
Contact lists for staff and parents (including alternative emergency contact where possible) is current.		
Registers for students, staff and visitors are updated, readily accessible and have been tested for remote access.		
Emergency alarm systems are functional and have been tested.		
The school has scheduled/completed two practice drills to move to the Safer Building location/s. Ideally Terms 1 and 3.		
The school IRT has conducted a bushfire drill simulating an off-site evacuation and parent collection. This may occur soon after one of the evacuation drills above.		
First aid kits and Defibrillator (AED) have been checked, are fully stocked, are easily transportable in the event of an evacuation. Staff know their location.		
Selected staff have been nominated and trained as First Aiders.		
Fire Extinguishers have been checked and are tested and certified as current. Staff know their location.		

Checklist continued over page

1.3 Bushfire preparedness checklist (continued)




Bushfire preparedness checklist		
Instructions: This checklist is to be completed by 31 August and is current for the following year		
Date:	Checked by (include role):	
Action / Activity	✓ or N/A	Evidence / Yes
<p>The school onsite Safer Building location/s is suitable for use for the duration of bushfire season, as detailed at Appendix 3.1:</p> <ul style="list-style-type: none"> • The facilities (water/toilets) • Access to the building • Room big enough for current size of school (students, staff) • Regularly checked for readiness and useability. <p>For schools rated High Risk or above, it is recommended that the Safer Building location be inspected by a building certifier.</p>		
<p>The Offsite Evacuation Building/s location has been contacted and written confirmation of its use has been received by the Principal (Refer Appendix 3.2 and 3.3).</p>		
<p>The Offsite Evacuation Building/s is/are adequate having regard to:</p> <ul style="list-style-type: none"> • their facilities (water/toilets); • access to the building/s; • room big enough for current size of school (students, staff); and • routes are still correct and accessible. 		
<p>Communication templates for sample emergency text messages, newsletter content and school notice texts are complete, at Appendix 4.</p>		
<p>Hazard reduction works have been carried out across the school and are scheduled to be maintained, including;</p> <ul style="list-style-type: none"> • an Asset Protection Zone of 20 metres around the school; • maintaining grass at 100mm or below; • clearing out gutters and fine fuels from vegetated areas; and • ember protection screens on evaporative air conditioners as advised by CEWA Planning and Capital. <p>Refer to Department of Education Principal's guide to bushfire: Prepare your school for the bushfire season for full and current details on Asset Protection Zones.</p>		
<p>Procedures are in place to restrict machinery use during Total Fire Ban days.</p>		

Checklist continued over page

2. Respond

2.1 Sudden bushfire during school hours - Procedures

2.1.1 Actions for bushfire warning stages

Warning	Actions	Notes
 <p>Advice A fire has started, but there is no known danger.</p>	<p>This is general information to keep informed and up-to-date with developments. Monitor official bushfire Emergency Information Sources. Monitor EmergencyWA www.emergency.wa.gov.au</p> <p>Turn off evaporative air conditioners and close roof vents.</p> <p>Check and patrol the school regularly for bushfire activity, especially evaporative air conditioners.</p> <p>Notify the CEWA Crisis Line.</p>	
 <p>Watch and Act There is a possible threat to lives and property. Conditions are changing.</p>	<p>Activate a Shelter in Place and consider moving to the Safer Building location while assessing the situation.</p> <p>Monitor official bushfire Emergency Information Sources. Monitor EmergencyWA www.emergency.wa.gov.au Additionally, call 13 DFES (13 3337) and listen to ABC Emergency Radio.</p> <p>Prepare students, staff and visitors to:</p> <ul style="list-style-type: none"> evacuate; or move to the onsite Safer Building location (if not already activated e.g. while in Shelter in Place). They must not be moved to an open area. <p>Evacuation orders will be:</p> <ul style="list-style-type: none"> issued/directed by the Incident Controller or Emergency Services if required; and/or relayed via official sources, such as Emergency WA <p>Notify the CEWA Crisis Line.</p> <p>Make an informed decision to stay onsite or evacuate offsite based on advice from Emergency Services and/or CEWA.</p> <p>Advise parents/caregivers to collect children only if safe to do so and/or advised by Emergency Services or CEWA.</p>	
 <p>Emergency The school is in danger as its area will be impacted by fire. Take immediate action to survive.</p>	<p>The Principal will be advised by Emergency Services whether the school can leave the area or if they must shelter where they are as the fire burns through the area. A siren, the State Emergency Warning Signal (SEWS), and/or the Telephone Warning System message may accompany the warning.</p> <p>Monitor official bushfire Emergency Information Sources. Monitor EmergencyWA www.emergency.wa.gov.au Additionally call 13 DFES (13 3337) and listen to ABC Emergency Radio.</p> <p>Evacuation orders are:</p> <ul style="list-style-type: none"> directed by the Incident Controller or Emergency Services; and/or relayed via official sources, such as EmergencyWA. <p>Make an informed decision to stay onsite or evacuate offsite based on the advice from the Incident Controller or Emergency Services.</p> <p>Notify the CEWA Crisis Line.</p>	



2.1.2 Relocate to ONSITE SAFER BUILDING

You can choose to invoke this plan and move to the Safer Building location while you assess a bushfire threat.

You may be instructed to relocate to the onsite Safer Building location by:

- a 'Watch and Act' or 'Emergency Warning' alert and advice issued on the [EmergencyWA website](#); and
- instruction from Department of Fire and Emergency Services, Emergency Services (including through alerts) or the Executive Director of CEWA.

If smoke/fire is noticed close to the school, dial 000 to advise emergency services and follow any advice given.

Actions to relocate to ONSITE SAFER BUILDING	Notes
<p>Dial 000 for emergency services and request fire responders.</p> <p>When connected to Department of Fire and Emergency Services (DFES), advise:</p> <ul style="list-style-type: none"> • your school name and address; • the fire situation; • how many students and staff are being impacted; • if moving to a 'Safer Building' location and where it is located; and • if anyone requires medical attention. <p>Remain in contact with the Department of Fire and Emergency Services.</p>	
<p>Monitor official bushfire Emergency Information Sources.</p> <p>Monitor EmergencyWA www.emergency.wa.gov.au</p> <p>Additionally, call 13 DFES (13 3337) and listen to ABC Emergency Radio.</p>	
<p>Any loss of communication (e.g. failed phones/internet), continue with this plan and move to the Safer Building location.</p>	
<p>Activate Incident Response Team members to carry out their relevant responsibilities and assist completion of all tasks below.</p> <p>Take notes (or delegate) on information received, decisions, tasks and actions.</p>	
<p>Check and use your Emergency Contacts list (Appendix 1) to contact additional stakeholders or support, as needed.</p>	
<p>Follow your Bushfire Response Telephone Tree (Appendix 2) and ensure all relevant stakeholders are contacted.</p> <p>Ensure parents receive emergency text message alerts to:</p> <ul style="list-style-type: none"> • inform them of relocation; and • keep them updated. (Use the emergency text message alert templates (Appendix 4) which includes that parents must NOT collect students until instructed.) 	
<p>Alert staff and students via the PA System announcement.</p> <p>Staff to move students to Safer Building location and IRT to complete outstanding responsibilities.</p>	
<p>Confirm, collect or ensure access to emergency equipment (Evacuation Kit):</p> <ul style="list-style-type: none"> • registers / attendance list for the day for students, staff and visitors 	

Checklist continued over page



Actions to relocate to ONSITE SAFER BUILDING	Notes
<ul style="list-style-type: none"> • Mobile phones (charged) • Emergency communications equipment (if available) • Battery operated radio • First Aid Kit/s • Evacuation plans • This Bushfire Plan • Student medication (consider respiratory conditions) • Water 	
<p>Confirm (if possible and safe):</p> <ul style="list-style-type: none"> • evaporative air conditioners are turned off; • all building roof vents, windows and doors are closed; • Safer Building roof vents, windows and doors are closed and evaporative air conditioner turned off; • if possible and safe, move combustible items at least 20 metres away from the Safer Building (cars, school bags, bins); and • monitor for embers and possible ignitions. 	
<p>If possible, stop the usual school siren from sounding period changes or break times.</p>	
<p>At Safer Building - complete a roll call and confirm all staff, students and visitors/persons onsite are accounted for.</p> <p>If anyone is unaccounted for and it is unsafe to check or locate, advise the police and responding emergency services of the missing person.</p>	
<p>Wait for emergency services to arrive or the bushfire incident controller to provide you with information.</p> <p>Ongoing advice may also be provided by CEWA.</p> <p>Continue to monitor official bushfire Emergency Information Sources.</p>	
<p>Contact CEWA via the Crisis Line (9380 1600) and request support if needed.</p>	
<p>Updates parents on the situation via SEQTA.</p>	
<p>The incident controller or emergency services will notify you when it is safe to return to classrooms or for students to be collected by parents.</p> <p>You will also receive advice from the Executive Director of CEWA.</p>	

2.1.3 Move to OFFSITE EVACUATION BUILDING

You may be instructed to relocate to the Offsite Evacuation Building location by:

- A 'Watch and Act' or 'Emergency Warning' bushfire alert issued on the EmergencyWA website and you are directed by:
 - The Department of Fire and Emergency Services, Incident Controller or Emergency Services; or
 - The Executive Director of CEWA.

If smoke/fire is noticed close to the school, dial 000 to advise emergency services and follow any advice given.

Actions to move to OFFSITE EVACUATION BUILDING	Notes
<p>Dial 000 for emergency services and request fire responders.</p> <p>When connected to Department of Fire and Emergency Services (DFES), advise:</p> <ul style="list-style-type: none"> • your school name and address; • the fire situation; • how many students and staff are being impacted; • if moving to a 'Safer Building' location and where it is located; and • if anyone requires medical attention. <p>Remain in contact with the Department of Fire and Emergency Services (DFES).</p>	
<p>Monitor official bushfire Emergency Information Sources.</p> <p>Monitor EmergencyWA www.emergency.wa.gov.au</p> <p>Additionally, call 13 DFES (13 3337) and listen to ABC Emergency Radio.</p>	
<p>Activate Incident Response Team members to carry out their relevant responsibilities and assist completion of all tasks below.</p> <p>Take notes (or delegate) on information received, decisions, tasks and actions.</p>	
<p>Check and use your Emergency Contacts (Appendix 1) list to contact additional stakeholders as needed.</p>	
<p>In addition to gaining your own situational awareness, follow advice from the incident controller or emergency services or CEWA, to determine which Offsite Evacuation Building is safest, and the route to get there.</p> <p>Refer to your Offsite Evacuation Maps at Appendix 3.2 and 3.3.</p>	
<p>If safe to do so, muster at the identified Emergency Assembly Area where staff, students and visitors can gather to prepare for offsite evacuation.</p> <p>Use an alternative assembly area or your Safer Building location if your first identified assembly area is unsafe.</p> <p>Note: Students and staff must remain in classrooms unless they are directed to move.</p>	
<p>Check staff, student and visitor registers/attendance list for the day (roll call).</p> <p>If anyone is missing, attempt to contact or locate (if safe to do so). Notify police and responding emergency services if anyone remains missing.</p>	

Checklist continued over page



Follow your Bushfire Response Telephone Tree and ensure all relevant stakeholders are contacted (Appendix 2).	
Ensure parents receive emergency text message alerts to: <ul style="list-style-type: none"> inform them of evacuation and relocation; and keep them updated. (Use the emergency text message alert templates (Appendix 4). Parents must NOT collect students until instructed.) 	
Activate the relevant emergency warning or alert system	
Unless otherwise directed or unsafe, ensure: <ul style="list-style-type: none"> evaporative air conditioners are turned off; and all building roof vents, windows and doors are closed. 	
Take emergency equipment (Evacuation Kit): <ul style="list-style-type: none"> Registers / attendance list for students, staff and visitors Mobile phones (charged) 	
<ul style="list-style-type: none"> Emergency communications equipment (if available) Battery operated radio First Aid Kit/s, AED Evacuation Plans This Bushfire Plan Water 	
Consider any students or staff with respiratory problems if smoke might be present during evacuation. Ensure medication is on hand and assign a staff member to monitor them if possible.	
Evacuate staff, students and visitors to the Offsite Evacuation Building via the agreed/approved route.	
Once assembled in the Offsite Evacuation Building, complete a roll call and confirm all staff, students and persons onsite are accounted for. If anyone is missing or injured (requires medical care), notify police or emergency responders.	
Wait for emergency services to arrive or the bushfire incident controller to provide you with information. Ongoing advice will also be provided by CEWA. Continue to monitor official bushfire Emergency Information Sources .	
Contact CEWA via the Crisis Line (9380 1600) and request support if needed.	
Communicate the situation (update) with parents via SEQTA Note: Parents must NOT collect students until instructed.	
The incident controller or emergency services will notify you when it is safe to return to school or for students to be collected by parents. CEWA will consult with the Incident Controller or Emergency Services and confirm this. You will receive advice from the Executive Director of CEWA.	
Students are to be checked off a register/roll when collected by parents offsite to ensure all students are accounted for.	

2.2 Sudden bushfire during school hours - Procedures

You MAY be instructed to pre-emptively close your school due to a predicted Fire Behaviour Index of 75 or greater (extreme or catastrophic fire danger rating) being forecast.

Although the Bureau of Meteorology (BOM) produce these ratings and indicators with up to four days' notice, it can change, and it is issued twice daily at 4.30am and 4.30pm. This is why the decision to close is usually based on the final report from BOM at about 4:30pm on the afternoon prior.

Initiate the below procedure on advice from CEWA or DFES.

Actions to implement planned pre-emptive school closure	Notes
Monitor official bushfire Emergency Information Sources . Monitor Emergency WA. www.emergency.wa.gov.au Additionally, call 13 DFES (13 3337) and listen to ABC Emergency Radio	
Use your Incident Response Team members to assist with tasks below if needed. Take notes (or delegate) on information received, decisions, tasks and actions.	
Check and use your Emergency Contacts (Appendix 1) list to contact stakeholders as needed. Contact the CEWA Crisis Line (9380 1600) and advise (if not already) and ask for support if needed.	
Follow your Bushfire Response Telephone Tree and ensure all relevant stakeholders are contacted (Appendix 2). Place the notice on relevant school website, social media or other shared platform.	
Confirm: <ul style="list-style-type: none"> • windows and doors are closed; • evaporative air conditioners are turned off; • roof vents closed; • money is removed from the school premises; and • expensive items and equipment secured or removed if practical. 	
If possible and safe to do so, place a sign on the gate/school access point/s to advise of the closure (day before or day of).	
If it is safe and there is no active fire in the region, two nominated staff members (usually the Principal and one other staff member) attend school from on the day of pre-emptive closure. Their role is to: <ul style="list-style-type: none"> • inform any relevant personnel that attend the school of the school's closure; • place a sign on the gate/school access point/s to advise of the closure; • secure the school and facilities and activate the electronic security system when leaving the site (only if it is safe to do so); and • 	

Checklist continued over page



Actions during closure	Notes
<p>Communicate the continued closure or school reopening with relevant staff, parents, contractors, visitors, church and relevant people.</p> <p>Use school website, relevant social media, notices to keep the school community informed.</p> <p>Follow your Bushfire Response Telephone Tree and ensure all relevant stakeholders are contacted (Appendix 2).</p>	
<p>Monitor official bushfire and emergency information sources:</p> <ul style="list-style-type: none"> • EmergencyWA website www.emergency.wa.gov.au • Department of Fire and Emergency Services Information line – 13 33 37 (13 DFES) • Local radio - ABC Emergency Radio (and ABC local radio or other – 6PR/local) 	
<p>Confirm if any actual fire or bushfire events occurred that may have affected the school, staff or students, and the community.</p>	
<p>Liaise with emergency services and CEWA Crisis Line (9380 1600) for advice on closure, reopening and any support needed.</p>	
Actions after closure (Re-opening of school)	Notes
<p>Remove the notice poster of temporary closure from external school access points.</p> <p>Remove notices or otherwise cancel messages on social media and/or website.</p>	
<p>Refer to the Recover section for further considerations.</p>	

2.3 After hours bushfire threat - Procedures

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

Initiate the below procedure if the following occurs:

- A 'Watch and Act' or 'Emergency Warning' alert and advice is issued on the EmergencyWA website; and
- direction is received from the Executive Director CEWA.

Actions to implement planned pre-emptive school closure	Notes
Monitor official bushfire Emergency Information Sources . Monitor Emergency WA. www.emergency.wa.gov.au Additionally call 13 DFES (13 3337) and listen to ABC Emergency Radio	
Use your Incident Response Team members to assist with tasks below if needed. Take notes (or delegate) on information received, decisions, tasks and actions.	
Check and use your Emergency Contacts (Appendix 1) list to contact stakeholders as needed. Contact the CEWA Crisis Line (9380 1600) and advise (if not already) and ask for support if needed.	
Follow your Bushfire Response Telephone Tree (Appendix 2) and ensure all relevant stakeholders are contacted and provided the emergency text/message alert. (Appendix 4)	
Actions during closure	Notes
Communicate the continued closure or school reopening with relevant staff, parents, contractors, visitors, church and relevant people. Use school website, relevant social media, SEQTA notices to keep the school community informed and updated. Follow your Bushfire Response Telephone Tree and ensure all relevant stakeholders are contacted (Appendix 2).	
Monitor official bushfire and emergency information sources: <ul style="list-style-type: none"> • Emergency WA website - www.emergency.wa.gov.au • Department of Fire and Emergency Services Information line – 13 33 37 (13 DFES) • Local radio - ABC Emergency WA (and ABC local radio or other - 6PR/local) 	
Confirm if any actual fire or bushfire events occurred that may have affected the school, staff or students, and the community.	
Liaise with emergency services and CEWA Crisis Line for advice on closure, reopening and any support needed.	
Actions after closure (Re-opening of school)	Notes
Remove notices or otherwise cancel messages on social media and/or website.	
Follow your Bushfire Response Telephone Tree and ensure all relevant stakeholders are contacted and advised of the re-opening (Appendix 2).	
Refer to the Recover section for further considerations.	


3. Recover

The following is a list of considerations that will assist in a strong recovery after your school has been affected by a fire danger or bushfire related incident, including:

- An event that caused the school to move to a Safer Building location, evacuate or close.
- A bushfire event that has had a physical impact on the school, including damage to school property.

Actions / Considerations	Notes
Confirm or consider any personal impact during the event (e.g. personal homes or other impacts to staff and students).	
Consider your own welfare (Principal) and contact CEWA for any physical or psychological support needed.	
Debrief with staff, students and parents as soon as possible after the event.	
Return to normal business and school operations as soon as possible.	
If there is any damage to the school, contact Planning and Capital for assistance and advice.	
Ensure families, contractors and visitors are aware of any ongoing impact to normal school operations and routines, if occurring.	
Check any equipment used for serviceability or stock used and replace/replenish where needed.	
Confirm and complete reports as required. Refer to the Incident Reporting Requirements for Schools .	
Refer to the Incident Management Plan – Injury Management, Psychosocial Impact Assessment and Post Incident Debrief.	
Debrief with the Incident Response Team, noting any lessons learnt, improvements or amendments to arrangements. Consult with CEWA and advise/send any changed Incident Plans.	

Appendix 1. Emergency Contacts

Group		Phone Number
	Emergency or Life-threatening incident	000
	Non-life-threatening incident requiring Police	131 444
	Local Police Station –	
Department of Fire and Emergency Services		000
Ambulance		000
Warnings and updates (fires and incidents) - EmergencyWA		www.emergency.wa.gov.au
DFES Emergency Information Line (13 DFES)		13 33 37
Local Fire and Rescue Station / Service – Duncraig		9448 9544
SES Emergency Assistance		132 500
CEWA 24/7 Crisis Number		9380 1600
CEWA Communications and Media Manager		9380 1703
CEWA Incident Management Consultant		0497 132 188
School Security Company		1300 303 227
Bus Contractor		
Off-Site Evacuation Location		
- Emergency		
		1800 022 222
Poisons Information Centre		13 11 26
Gas – Atco Fault or Emergency		13 13 52
Electricity Provider –		13 13 51
Water Corporation		13 13 85
Environment Watch Hotline		1300 784 782
Local Council/Shire Office –		
Snake Removal - Snake Catcher Perth		
Child Protection and Family Support Services		

Appendix 2. Bushfire response telephone tree

Principal to ensure all communication occurs. Check off each group as the person responsible completes the messaging.

CEWA	Incident Responders	Contacts
Executive Director Name: <input type="text"/> Role: Authority / Decisions	DFES / Incident Controller www.emergency.wa.gov.au	Emergency Contacts Appendix 1
Director Name: <input type="text"/> Role: Decisions / Support	Principal Name: <input type="text"/> Mobile: <input type="text"/> Role: School Incident Controller	Parents Send SMS via - use templates
CEWA Crisis Line - 9380 1600 Name: <input type="text"/> Role: Support / Advice		Staff Emergency announcement

School Incident Response Team - Activate Roles		
Assistant Principal Name: <input type="text"/> Mobile: <input type="text"/> Role: <input type="text"/>	Assistant Principal Name: <input type="text"/> Mobile: <input type="text"/> Role: <input type="text"/>	Admin Fire Warden Name: <input type="text"/> Mobile: <input type="text"/> Role: <input type="text"/>

Contractors / Visitors on site	Out-of-hours childcare Name: <input type="text"/> Mob: <input type="text"/>	Buses Company: <input type="text"/> Ph: <input type="text"/>	Security Company: <input type="text"/> Ph: <input type="text"/>	Parish Priest Name: <input type="text"/> Mob: <input type="text"/>	Neighbouring schools Name: <input type="text"/> Ph: <input type="text"/>
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Appendix 3. Bushfire emergency school maps

Open the attachments panel in this pdf to access the following appendices:

3.1 Safer building location

3.2 Offsite evacuation building 1

3.3 Offsite evacuation building 2

Appendix 4. Communication templates

Open the attachments panel in this pdf to access the following appendices:

Emergency text messages - Templates

CEWA Bushfire Risk Register – School’s letter to parents