



ST JOHN BOSCO
COLLEGE
JOY IN LEARNING

Bushfire Plan

2018

V5 26/10/2017



BUSHFIRE PLAN (2018)

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INTRODUCTION

This plan is for St John Bosco College and has been designed to assist staff in the event of a total fire ban, catastrophic fire danger rating, or a bushfire.

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.

Overview

GENERAL INFORMATION

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

- The College Community
- 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 Three 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 College before the bushfire season as per the *Principal's Guide To Bushfire*. (refer Appendix 1)

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 'Code Red'
- 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 College.

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

The Principal will forward a copy of the site BP to the CEWA.

The Principal will include bushfire season reminders and information in site newsletters at least three times in each of the Terms when applicable. The College's Information Booklet, updated in Term One each year, includes detailed information about actions and procedures included in the BP.

All staff members receive pre fire season updates during Term Three and ongoing information and instruction about the contents and requirements of the BP during Term Four and Term One PLC meetings.

Bushfire Preparation checklist (need to refer to Appendix 1)

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 College 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 CEWA in Term Four.

In this regard, any bushfire advice received by the College 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

COMMUNICATION

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

Preparing for Bushfire Season

- The Principal must ensure all students and staff are aware of the College's bushfire response plan. It is also necessary to ensure that relief staff and parents have been made aware of the College's bushfire plan. Suggested draft text for the College newsletter is available in the *Principal's Guide to Bushfire (Appendix A6)*
- The Principal should establish contact with emergency services, including DFES, the local volunteer fire brigade, WA Police, the LEMC and CESM.
- Colleges located in bushfire prone areas need to incorporate key bushfire messages in their curriculum.
- Communication plans (including emergency contacts and a telephone tree) need to be in place for evacuation or planned closure. See *Appendix 4 for a Communication Plan, Appendix 5 for Sample Emergency Contacts and Appendix 6 for a telephone tree.*
- The College has an effectively working emergency warning or alert system and emergency communication equipment is available and working.
- Colleges 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.
- Arrangements are in place in relation to College buses if appropriate (notification of contractors if pre-emptive closure is invoked; the availability of buses if off-site evacuation is required).

Pre-emptive Closure

- The DOE Incident Controller (normally the Deputy Director General, Colleges or delegated officer) will make the decision to close a College 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 the *Principal's Guide to Bushfires advising of pre-emptive Closure (Appendix A7)*, being mindful of parent's level of literacy and understanding of English.
- All other necessary parties are advised including (but not limited to) other Colleges that may have siblings at your College, community users of the College facilities (including before and after College care, community kindergartens or holiday programs), on site contractors and Friends of St John Bosco.
- If appropriate, bus contractors will be contacted to arrange for the evacuation of students to a designated area.
- Notice of Planned Temporary College Closure should be posted as per the *Principal's Guide to Bushfire*, both physically at the College and electronically on the website.

During Evacuation

- The College will contact their **College Improvement Advisor- Sue Fox on 0417 923 924**.
- The College will contact parents via phone or email.
- The College will notify bus contractors and out of College programs.
- The College has landlines and College mobile phone **0417 919 583, our landline 9234 9600**). It would be preferable that parents restrict calling the College 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 are introducing 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 the CEWA personnel including any media communications. Staff should not comment directly to media.

Reopening the College

- The College Improvement Advisor is to advise the Principal when the College can re-open.
- Parents need to know when the College is reopened. In the event of a pre-emptive closure details are contained in the template letter (*Principal's Guide to Bushfires advising of pre-emptive Closure- Appendix A7*).
- The Notice of Planned Temporary College Closure should be physically removed from the College 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 DFES 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 there 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.

If a Harvest and Vehicle Movement Ban has not been implemented by your Local Government Authority you are able to harvest or move vehicles across paddocks for agricultural 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 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+	Colleges on Bushfire Zone Register closed on instruction from Deputy Director General Colleges, through Regional Executive Director. College 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 College operations
High	12-31	Normal College operations
Low-Moderate	0-11	Normal College operations

In the event of a catastrophic weather warning the **Bushfire Plan** will be invoked as per the flow chart at Appendix 2 (refer to *Principal's Guide to Bushfire* for all procedures and sample letters).

2.1 Planned Pre-emptive Closure

The CEWA will contact Principals of affected Colleges 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. Colleges should have telephone trees in place to provide this information at short notice or after hours.

Once advised that your College is to undertake pre-emptive closure, you need to notify your College 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 College 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 College can therefore stand down its pre-emptive closure plans. The Executive Director confirms with the Principal the final decision to close the College 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 DEFS is the final authority on advice about which Colleges are in danger and the level of risk at the time. The Executive Director makes the final decision as to whether or not a planned closure of public Colleges 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 College

Parents need to know when the Catastrophic FDR has been downgraded and that it is therefore safe for their children to return to the College after a planned closure. The template letter to parents contains advice on how parents can monitor the situation. The College will need to put communication plans in place, such as placing a notice on the College website and providing a number for parents to call for information about the reopening of the College. 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 College, the College will notify DFES and the **Bushfire Plan** will be invoked by way of the College siren (or hand held 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.

3.1.1 Advice

If the College is likely to be threatened by the fire, **activate the Emergency Management Plan** immediately. Notify DFES Communication Centre of your decision and relocation point.

An ADVICE provides you with information on a bushfire that is not threatening lives or property but may be causing smoke near the College. Turn off evaporative air conditioners. Regular checks of the College are to be undertaken 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 the College. The Principal's decision to leave or relocate students, staff and visitors off site should be based upon assessment of known information and current circumstances, including advice from emergency services or observations at the time of the event.

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 College should activate their Bushfire Plan in regards to evacuation. Consideration will include; location of fire and ability to travel safely to the selected relocation point, notify DFES Communication Centre of your decision and relocation point. The Principal is to liaise with the Regional Executive Director/ School Improvement Advisor. **If it is not safe to evacuate, direct all students, staff and visitors to the College's Safer Location.**

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 College to return home. Emergency services will advise when College students and/or staff can be released to go home.

3.2. Bushfire- Act

3.2.1 Response when a bushfire starts and the College is open

3.2.1.1 Evacuation Procedure

College to evacuate off-site on advice from DFES

Has the evacuation to the off-site safer location been approved and how long will it take to get there.

- All classes remain with their Teachers and allocated Education Assistants.
- All other staff and visitors report to the Administration.
- Teachers account for each child and identify students and support staff with known respiratory conditions.
- Doors 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 College or through DFES or Incident Controller.

3.2.1.2 Safer Location Procedure – if evacuation is not possible

College 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 undercover assembly area (Assembly Space). See Appendix 3 for a sample safer location evacuation plan.
- 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 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 College is closed

If the DOE Incident Controller makes a decision on College 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 using the emergency contact list (see Appendix 4).

The CEOWA Incident Controller will, in consultation with the 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 College closures, temporary alternative accommodation and contact number(s) for further information.

The CEOWA's Incident Controller in consultation with DFES will inform the Executive Director when the College can reopen, who will inform the Principal accordingly.

3.2.3 Recovery

The priorities for the College 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 College and College routine following the bushfire.
- Undertake a check of any equipment or stock used and arrange replacement/replenishment.
- Address any physical damage to the College, isolating areas if required and if necessary relocate to alternative accommodation. Contact the Resources Team at the CEWA to commence repairs. CEWA should be advised of any damage caused by the bushfire.
- Manage Administrative details including insurance.


Debrief

- What worked, what didn't?
- Was anything overlooked?
- What could you 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 Colleges/Schools.
- Test the revised bushfire management 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.***

APPENDICIES

1. 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

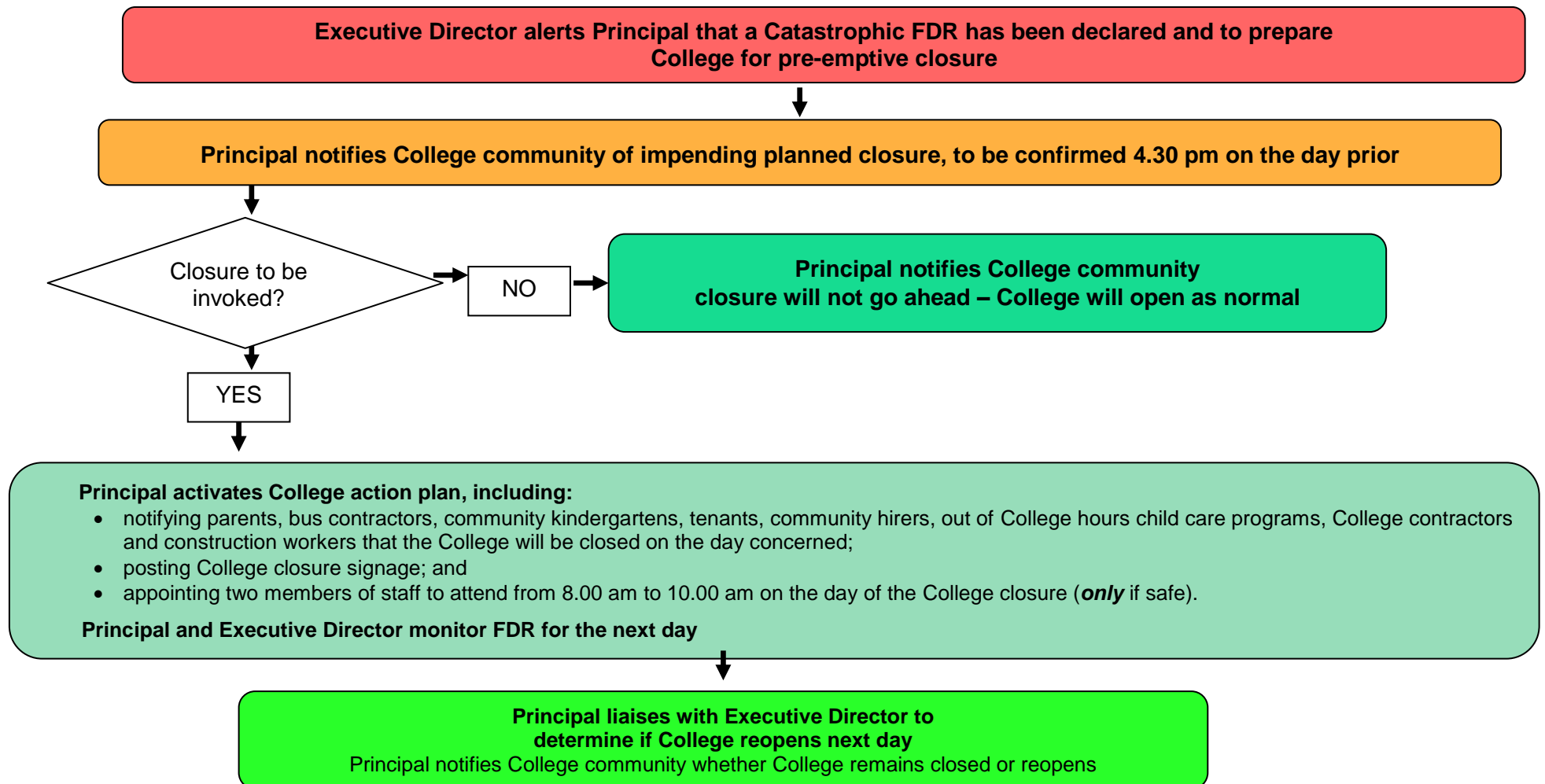
The School <i>Emergency and Critical Incident Management Plan</i> provides a plan for dealing with bushfires. Schools on the Bushfire Zone Register must also have a separate stand-alone bushfire plan.	<input checked="" type="checkbox"/>	<i>Available on our Staff Shared Folder</i>
Principal is thoroughly familiar with the schools current <i>Emergency and Critical Incident Management Plan</i> and where applicable the stand-alone bushfire plan.	<input checked="" type="checkbox"/>	<i>Available on our Staff Shared Folder and discussed with staff</i>
Students, staff, relief staff and parents/carers have been made aware of the school bushfire plan.	In progress	<i>Available on our Website and part of our communication to relief staff and parents</i>
The bushfire plan has been reviewed prior to the bushfire season (Term 3 each year) and a copy forwarded to the local education regional office.	<input checked="" type="checkbox"/>	Reviewed with the Leadership Team
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.	In progress	
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, Local Emergency Management Committee (LEMC), local government representative or Community Emergency Services Manager (CESM) (if there is one for the 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	<input checked="" type="checkbox"/>	

www.emergencyalert.gov.au).		
Schools on the Bushfire Zone Register need to incorporate key bushfire messages in the curriculum.	In progress	
Schools know how to turn off evaporative air conditioner units, including awareness of the location of the switches, and how to close roof vents.	NA	
Communication plans (include telephone tree – see Appendix D1) are in place for directed evacuation or planned closure	<input checked="" type="checkbox"/>	
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 and June to late October in northern WA. Note this is a minimum of three drills per year.	<input checked="" type="checkbox"/>	
School has a correctly functioning emergency warning or alert system.	<input checked="" type="checkbox"/>	
Emergency communications equipment is available e.g. mobile telephones, hand-operated fire alarm (portable siren), portable radios and spare batteries.	<input checked="" type="checkbox"/>	
Class rolls and visitor register (or equivalent) are readily accessible in an emergency to account for students, staff and visitors.	<input checked="" type="checkbox"/>	
First aid equipment is available and staff members trained in first aid have been identified.	<input checked="" type="checkbox"/>	
Evacuation kit should be checked at least once per term.	<input checked="" type="checkbox"/>	
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)	NA	
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.	<input checked="" type="checkbox"/>	
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).	<input checked="" type="checkbox"/>	
Asset Protection Zone (APZ) (20 metre radius), cleared of all rubbish, long dry grass, bark and flammable materials.	<input checked="" type="checkbox"/>	

2. 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)

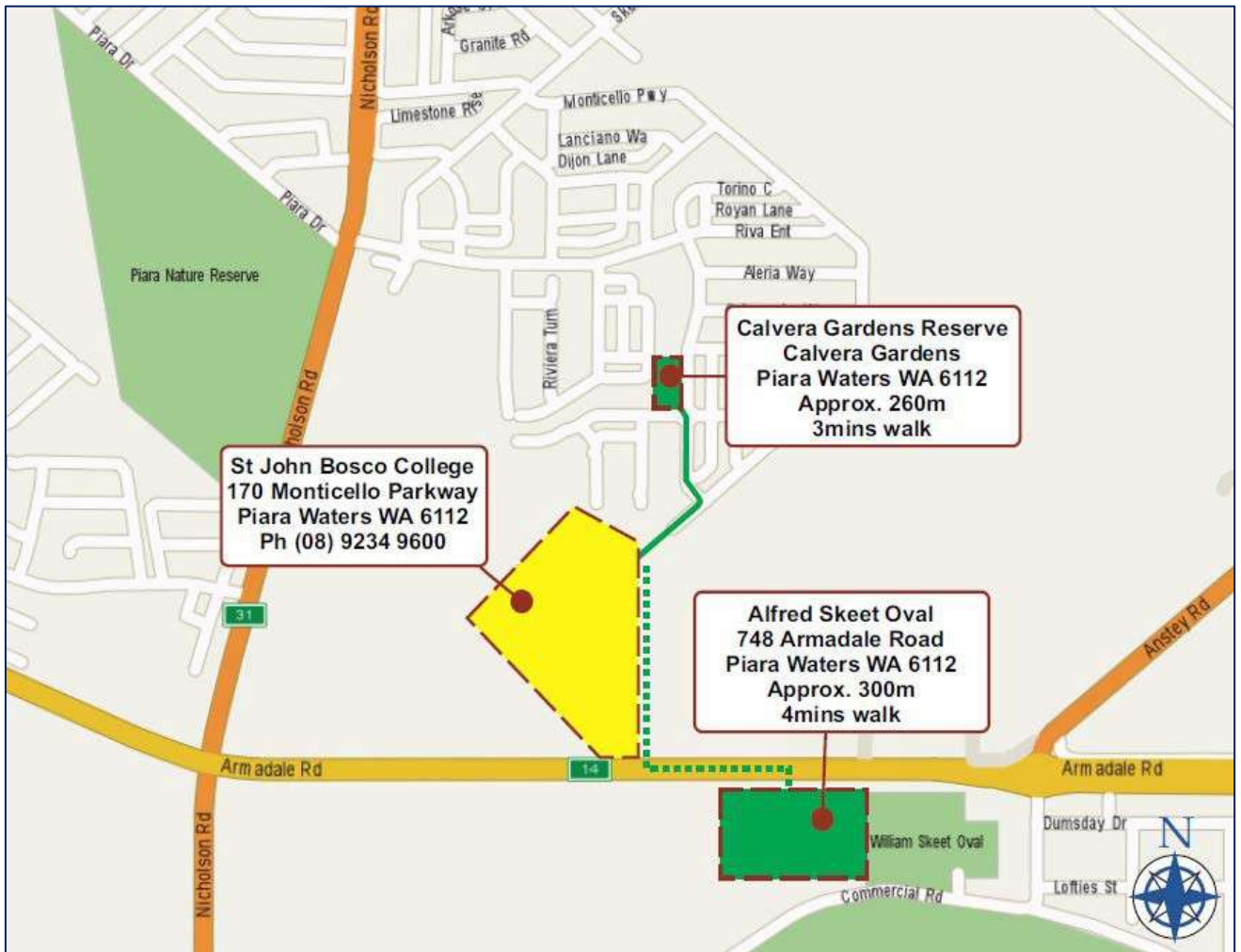
PRINCIPAL'S RESPONSE TO Catastrophic Fire Danger Rating



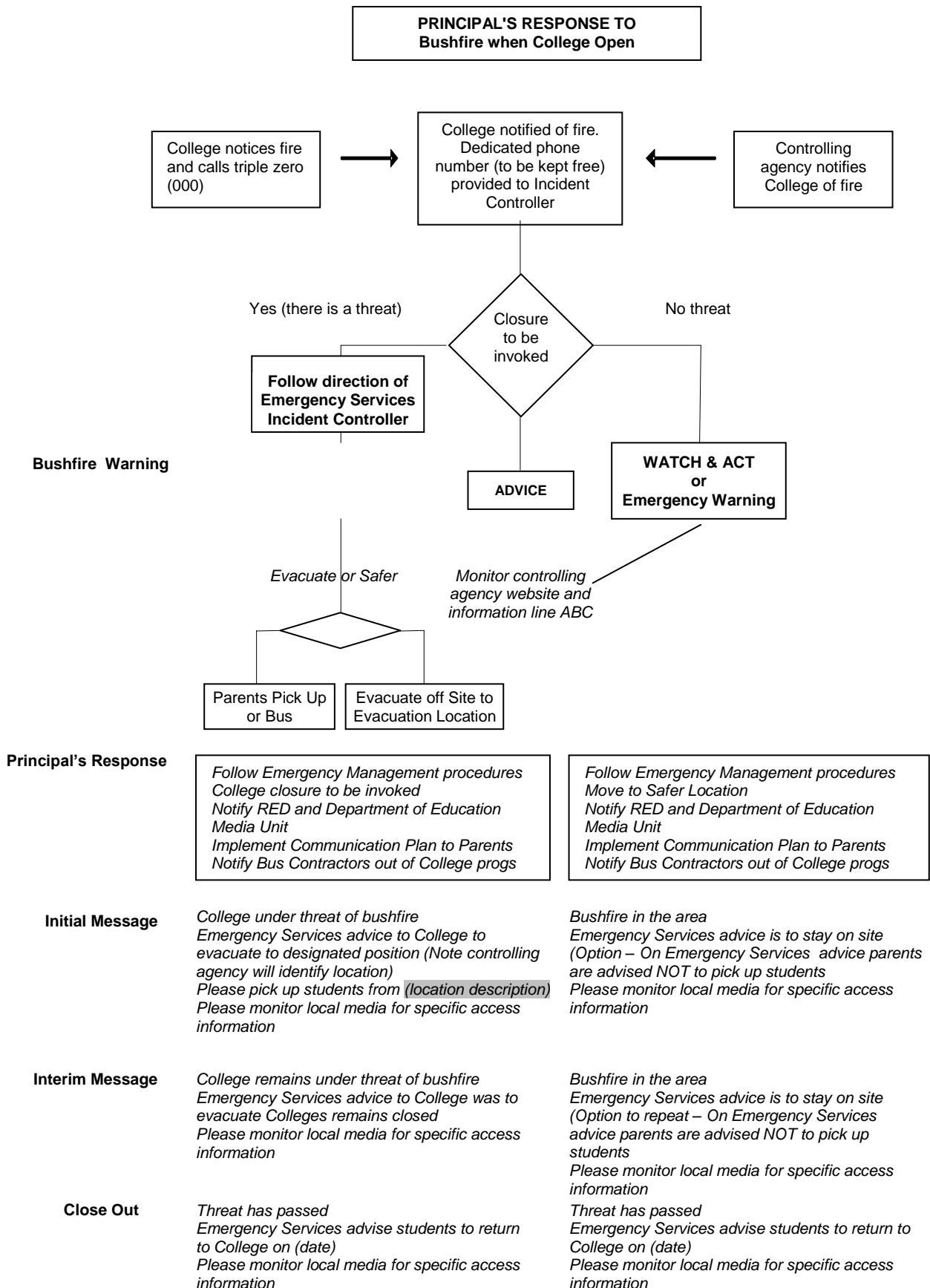
3. College Site Plan and Evacuation Routes

Insert your College's map here - include the Safer Locations, location of fire hydrants, electrical switch boards, phones and communication board.





4. Communication Plan



5. Emergency Response Contact List

Assess ⇨ Evacuate ⇨ Inform ⇨ Organise ⇨ Undertake

EMERGENCY CONTACT & PHONE NUMBERS		ROLES AND RESPONSIBILITIES	
Cockburn Police Armadale Police Canning Vale Police	Local: 9418 9777 9399 0222 9456 9555	Evacuation: Principal Invacuation: Principal	Evacuation : Evac Siren Or Continuous handheld siren
Ambulance / Hospital Local Ambulance	Local: 9431 3333 000	Checking Rooms	Wardens
Fire	W: 000 Emergency Services Coordinator 1300 130 039	Marshalling to Evacuation Assembly Area Evacuation: College Oval Invacuation: Classrooms	Teachers and Education Assistants Teachers and Education Assistants
Bus Contractors	Metro Bus: Bob Pearce Mobile: 0418 3367 302		
Power Outage (Horizon Power or Western Power)	13 13 51	Accredited FIRST AID Officers	Staff member Names Most of our current staff completed First Aid in January 2016
State Emergency Service	13 25 00 1300 657 209	Communication	Principal /Response Team including Communications Officer
Poisons Information	13 11 26	Next of Kin Notification	Principal/ Response Team (Police if death)
EXECUTIVE DIRECTOR Debra Sayce 0419 040 172	Work: 6380 5210 Mobile: 0427 476 384	Reporting and Review	Principal/ Response Team

PRINCIPAL	Name: Kevin Sheehy	Mobile: 0417 919 583	Phone: 9234 9620
Dean of Finance	Name: Patricia Daniels	Mobile: 0409 085 781	Phone: 9234 9621

In the case of an EMERGENCY
Call
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6. Communication Tree

