



Department of  
Education

**Shaping the future**

# Standalone bushfire plan 2025-2026

## Pickering Brook Primary School

4 August 2025



## Purpose

The *Standalone bushfire plan* document is a detailed plan of how your school or site is to prepare and respond to the bushfire high-threat period or in the event of a bushfire.

All staff, students, contractors and visitors on the school or site are to follow this completed plan in the event of a bushfire emergency. All other emergencies are to be managed in accordance with the school or site's incident management plan, as per the [Incident management manual](#).

# Contents

<b>1. School or site details .....</b>	<b>3</b>
<b>2. Emergency response contact list .....</b>	<b>4</b>
2.1 Important bushfire emergency contact sources.....	4
<b>3. School or site Response Team .....</b>	<b>5</b>
<b>4. School or site response telephone tree.....</b>	<b>7</b>
4.1 Residential college response telephone tree .....	7
<b>5. Emergency equipment .....</b>	<b>8</b>
<b>6. Bushfire preparation checklist.....</b>	<b>9</b>
<b>7. Bushfire action plan maps.....</b>	<b>10</b>
7.1 Onsite 'safer building location(s)' .....	10
7.2 Offsite evacuation locations .....	12
<b>Appendix A - Bushfire warning stages .....</b>	<b>13</b>
<b>Appendix B - Procedures in the event of a sudden bushfire .....</b>	<b>14</b>
Relocate to onsite 'safer building location'.....	14
Offsite evacuation procedures .....	16
<b>Appendix C - Pre-emptive (planned) school closure procedures.....</b>	<b>18</b>
Flow chart – Principal's pre-emptive school closure response .....	19
<b>Appendix D - After-hours or school holiday procedures .....</b>	<b>20</b>
<b>Appendix D – Emergency Management Roles and Responsibilities .....</b>	<b>21</b>

## 1. School details

School or site details	
School or site name (include name of co-located school or facilities if applicable)	Pickering Brook Primary School
School or site address	241 Pickering Brook Road Pickering Brook, WA 6076
Education Region	South Metropolitan
Number of students	37 (as at 23/3/26)
Number of students requiring extra support if evacuating	4
Number of staff	16
Estimated number of animals on site, if applicable	2
Estimated number of animals on site that would require evacuation, if applicable	2
Number of school or site sides bordered by bush	1 (with managed orchards around the boundaries)
Names of major roads bordering school or site	Major: Pickering Brook Road Minor: McCorkill Road
School or site's site-specific alert, for example: <ul style="list-style-type: none"> <li>• siren/pause x 3</li> <li>• continuous handbell</li> <li>• continuous siren or short whistle blasts</li> </ul>	<b>PA System</b> <b>Air Horn</b> <b>Continuous Hand Bell</b> <b>Siren – Continuous Blast</b>
Plan prepared by (name)	TANYA DIQUE
Date prepared or reviewed	23/3/26

## 2. Emergency response contact list

### Dial 000 in an Emergency

Organisation	Details	Phone number / website
Local police (for example, name of nearest police station)	Forrestfield Police Station	9359 1033
Local hospital (name of nearest hospital or medical emergency facility)	Armadale Hospital Fiona Stanley St John of God Midland	9391 2000 6152 2222 9462 4000
Department of Fire and Emergency Services regional contact	Kewdale Regional Office	6255 3000
Local fire brigade ( always use 000 during an emergency)	Kalamunda Volunteer Fire and Rescue Service	9257 1666  000
Bus contractors (ready for pre-emptive closure or offsite evacuation)	Lesmurdie Bus Service Roy Waters	9293 8212 0419 866 544
Electricity provider - in the case of a power outage (for example, Horizon Power, Western Power)	Western Power	13 13 51
State emergency service	Kalamunda SES	9257 1649
Poisons information (where relevant)	WA Poison Information Centre	13 11 26
Director of Education name	Sue Cuneo	9336 9536 0422 122 809

### 2.1 Important bushfire emergency contact sources

#### DIAL 000 in an emergency

##### Emergency WA

Website: <https://www.emergency.wa.gov.au/>

##### Department of Fire and Emergency Services

Information line: 13 33 37

Website: <https://www.dfes.wa.gov.au/>

Facebook: <https://www.facebook.com/dfeswa>

Twitter: [https://twitter.com/dfes\\_wa](https://twitter.com/dfes_wa)

##### ABC Emergency




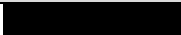


Website: <https://www.abc.net.au/emergency>

##### Local radio

ABC local radio: Find your local radio station at <https://www.abc.net.au/local>

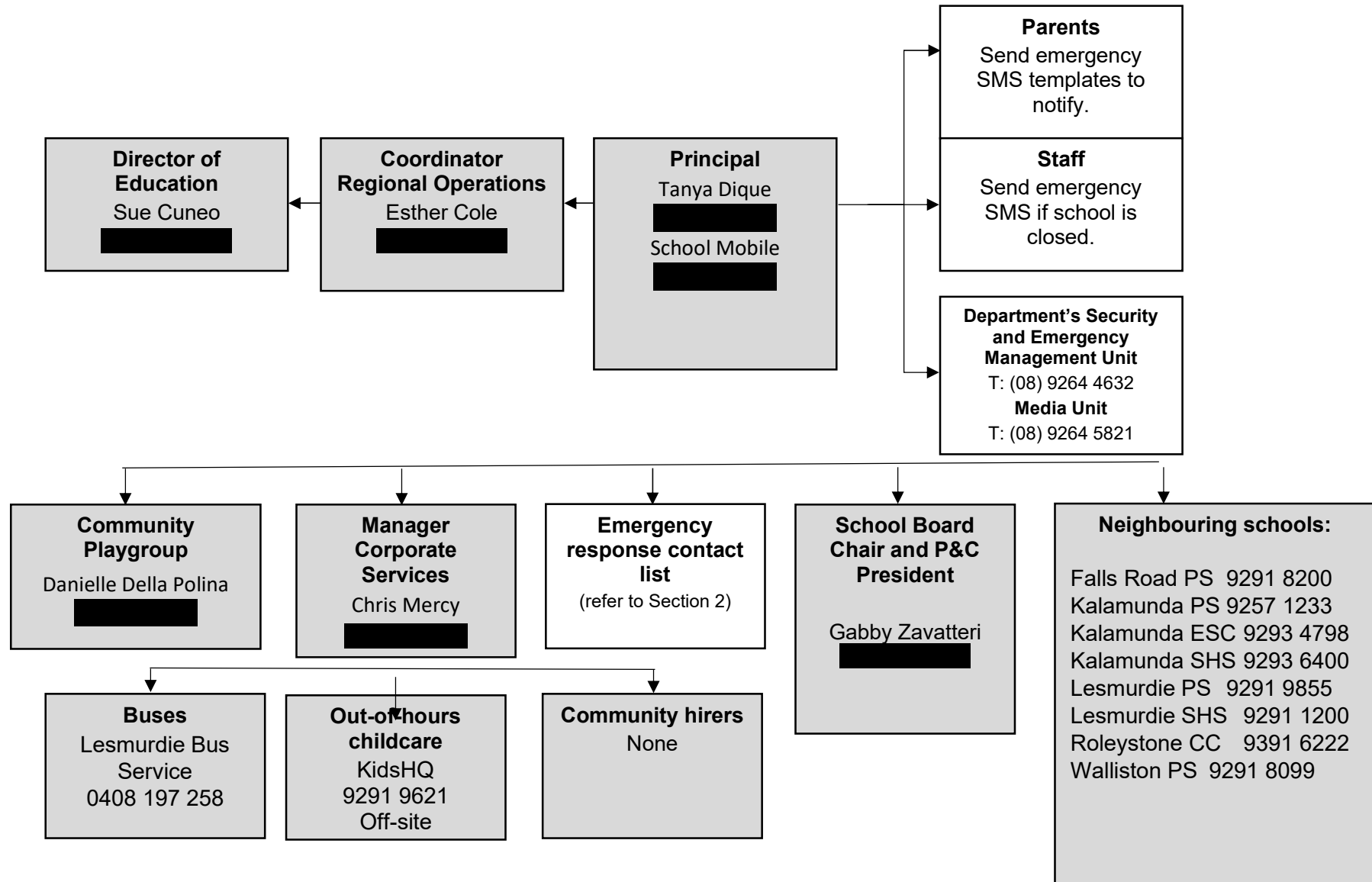
6PR: Listen online at <https://www.6pr.com.au/listen-live/> or tune into AM 882 and Digital Radio

### 3. School Response Team

Position	Staff name	Duties	Mobile number
Principal / Site Manager	Tanya Dique	<ol style="list-style-type: none"> <li>1. Assess situation and follow instructions of DFES.</li> <li>2. Ring siren. Advise staff of procedure to follow.</li> <li>3. Check for damage, power failure and other hazards.</li> <li>4. Collect fluoro vest and personal belongings including mobile phone and keys.</li> <li>5. Move to Room 7.</li> <li>6. Reconcile class rolls and staff locations.</li> </ol> <p>Follow phone tree.</p>	
Manager Corporate Services	Christine Mercy (Mon/Tues/Thu/Fri) OR Carly Hebbard (Wed)	<ol style="list-style-type: none"> <li>1. Call 000 on advice from Principal.</li> <li>2. Send parent message (Outreach+).</li> <li>3. Advise bus service.</li> <li>4. Print current Integris class lists and provide to teachers.</li> <li>5. Collect fluoro vest and personal belongings including mobile phone and keys.</li> <li>6. Collect evacuation box, first aid kit and medications.</li> <li>7. Collect master keys.</li> <li>8. Close office windows</li> <li>9. Collect Passtab.</li> <li>10. Move to safer location building.</li> <li>11. Advise Principal which staff members are absent and their replacement and any visitors onsite.</li> <li>12. Maintain Emergency and Critical Incident Diary.</li> </ol>	  
Classroom Teachers	Tanya Wood (M,T,Th, F) Jodie Craig (M,T) Rob Tunney (W-F) Catherine Wisker (Th,F) Kate Tunney (W)	<ol style="list-style-type: none"> <li>1. Instruct students to collect water bottles, asthma puffers and school bags.</li> <li>2. Collect fluoro vest and personal belongings including mobile phone and keys.</li> <li>3. If no EA in class, carry-out the EA roles.</li> <li>4. Place doormat inside classroom.</li> <li>5. Instruct students to line-up and walk</li> </ol>	    

		<p>them to Room 7.</p> <p>6. Mark hardcopy attendance roll as provided by MCS and provide to Principal</p> <p>7. Await further instructions from Principal.</p>	
Specialist Teachers	<p>Leonie Cecich (Th pm)</p> <p>Jade Summers (F am)</p> <p>Natasha Morisco (T pm)</p> <p>Annette Le Cras (M)</p>	<p>If students are in a specialist classrooms, the specialist teacher returns students to their home classroom and assists the staff in the room to complete all duties.</p>	<p>██████████</p> <p>██████████</p> <p>██████████</p> <p>██████████</p>
Education Assistants	<p>Robyn Southorn (M-Th)</p> <p>Amy Holmes (W-F)</p> <p>Abby Rothnie (M, T, F)</p>	<p>1. Turn off "Outside Air" fans.</p> <p>2. Close windows and doors.</p> <p>3. Collect fluoro vest and personal belongings including mobile phone and keys.</p> <p>4. Assist with student movement.</p> <p>5. Once in Room 7, monitor assigned SN students.</p>	<p>██████████</p> <p>██████████</p>
	<p>Raignah Davin (M,T,Th,F)</p>	<p>1. Check buildings are empty, windows and doors are closed: extra rooms, shed, library.</p> <p>2. Collect chickens – box in storeroom/office near Chaplain office.</p> <p>3. Turn sprinklers on if instructed by principal.</p> <p>4. Collect personal belongings and move to Room 7.</p>	<p>██████████</p>
Cleaner/s	<p>Michelle Hunter (M,T,F)</p> <p>Diem Truong (W,Th)</p>	<p>Assist gardener and principal when on site</p>	<p>██████████</p> <p>██████████</p>
Accredited first aid officers		<p>Robyn Southorn (M-Th)</p> <p>Christine Mercy(M,T,Th,F)</p>	<p>██████████</p>

## 4. School or site response telephone tree



## 5. Emergency equipment

Equipment	Details (include location/s, date checked and any other comments)
Evacuation kit	Room 7 Annex store room
First aid kit(s)	Medical Room
Emergency alert system and communication equipment, for example: <ul style="list-style-type: none"> <li>mobile telephones (charged)</li> <li>hand-operated fire alarm (portable siren)</li> <li>megaphone/loud hailer</li> <li>portable CB radios</li> <li>spare batteries.</li> </ul>	Siren PA System Air Horn Continuous Hand Bell Megaphone Checklists Copy of the Standalone Bush Fire Plan
Registers for: <ul style="list-style-type: none"> <li>students</li> <li>staff</li> <li>visitors.</li> </ul>	Front Office Compass rolls Medical Details Report with parent/carer contacts Staff roster Passtab
Standalone bushfire plan:	Hard copy in the evacuation kit Copy saved to an online platform for access offsite (Connect and One Drive).
Emergency communications equipment	Mobile Phones and School Mobile: [REDACTED] LIMITED COVERAGE ON SITE
SMS Program	Compass SMS

## 6. Bushfire preparation checklist

Management activities	<input checked="" type="checkbox"/> or N/A	Comments
The annual review of the Standalone bushfire plan has been completed before the start of bushfire season.	<input checked="" type="checkbox"/>	9/3/26
<p>Consulted and received advice in preparing your Standalone bushfire plan from any of the following(as relevant):</p> <ul style="list-style-type: none"> <li>• local Emergency Services</li> <li>• Department of Fire and Emergency Services</li> <li>• Department of Biodiversity, Conservation and Attractions – Parks and Wildlife Service</li> <li>• local volunteer fire brigade</li> <li>• WA Police Force</li> <li>• Local Emergency Management Committee (LEMC)</li> <li>• Local Government</li> <li>• Local Community Emergency Services Manager,</li> </ul>	<input checked="" type="checkbox"/>	DFES Inspection and drill 11/3/25
<p>Staff have been made aware of the Standalone bushfire plan through:</p> <ul style="list-style-type: none"> <li>• staff meetings</li> <li>• staff bushfire induction session that includes: <ul style="list-style-type: none"> <li>• an overview of the Standalone bushfire plan</li> <li>• how to turn off evaporative air conditioner units, the location of switches</li> <li>• how to close roof vents</li> </ul> </li> <li>• the types of <a href="#">bushfire warnings</a> issued by the Department of Fire and Emergency Services and the <a href="#">Emergency Alert</a> telephone warning system</li> <li>• to direct bushfire media enquiries to the Department’s media unit (08) 9264 5821.</li> </ul>	<input checked="" type="checkbox"/>	Hard copies in teacher files and online copy distributed.
<p>Students and parents or carers have been made aware of the Standalone bushfire plan through:</p> <ul style="list-style-type: none"> <li>• key bushfire safety messages incorporated into the curriculum</li> <li>• newsletters</li> <li>• school or site information booklet (include actions and procedures)</li> <li>• school or site website.</li> </ul>	<input checked="" type="checkbox"/>	Bushfire Plan published on website
<p>Communication plans are in place:</p> <ul style="list-style-type: none"> <li>• Emergency response contact list completed (section 2).</li> <li>• Bushfire response telephone tree completed (section 4).</li> </ul>	<input checked="" type="checkbox"/>	Connect used for communications to parents. In the event of school closure or imminent threat an SMS communication method will be used.

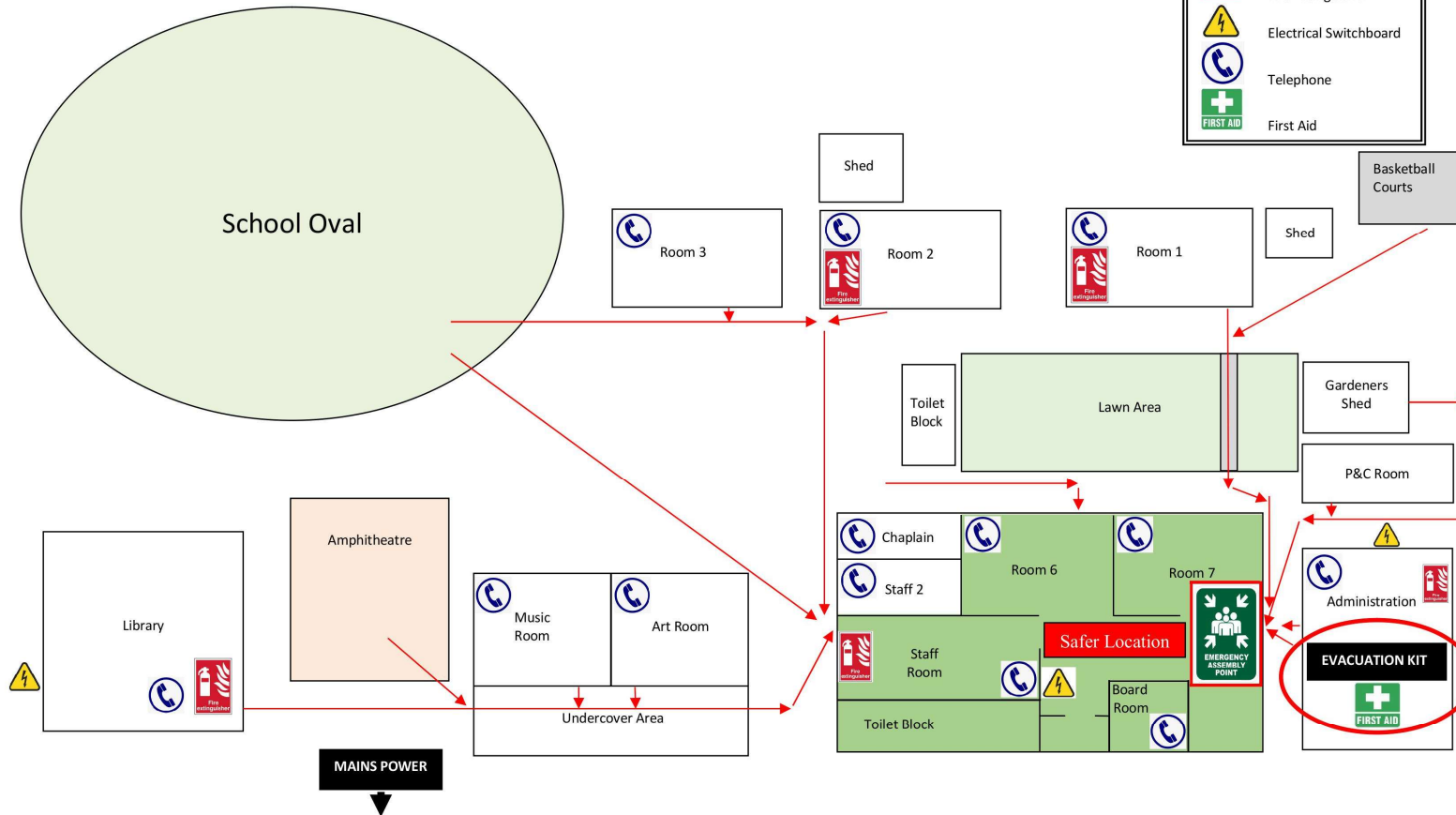
Management activities	☑ or N/A	Comments
<ul style="list-style-type: none"> <li>communication templates for sample emergency text message, newsletter content and school or site notice text are complete (refer to Appendix D).</li> </ul> <p>Contact lists for staff and parents must be current.</p>		Sample communications in appendices. Compass list to be printed on the day.
<p>Emergency equipment available and checked (section 5):</p> <ul style="list-style-type: none"> <li>evacuation kit checked at least once per term</li> <li>emergency warning or alert system works</li> <li>emergency communications equipment available</li> <li>first aid kit(s) available</li> <li>animal emergency kit</li> <li>registers for students, staff and visitors readily accessible for roll call.</li> </ul>	☑	Evacuation kit audit March 2026. Siren test March 2026. Compass information up to date.
<p>Practise drills moving to your onsite 'safer building location(s)':</p> <ul style="list-style-type: none"> <li>before the start of the bushfire season</li> <li>at least once per term during the bushfire season.</li> </ul> <p>You must do at least 2 drills per year.</p>	☑	Emergency drills Term 1, late Term 3 and early Term 4.
<p>The asset protection zone, which is a minimum distance of 20 metres surrounding the main school or site buildings, is checked and is:</p> <ul style="list-style-type: none"> <li>clear of all rubbish, long dry grass, bark, flammable and combustible materials, including leaf litter and unused piles of mulch</li> <li>maintained routinely throughout the year.</li> </ul> <p>For information on the asset protection zone, refer to <a href="#">Prepare for bushfire season at your school</a> on Ikon.</p>	☑	DFES Inspection and drill 11/3/25

## 7. Bushfire action plan maps

### 7.1 Onsite 'safer building location'



# PICKERING BROOK PRIMARY SCHOOL 2025-26 BUSHFIRE EMERGENCY PLAN Safer Building Location



**Emergency, dial 000**

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

**Secondary action:**  
Refer to Appendix B for the procedures to relocate to onsite 'safer building location(s)'.  

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Room 6/7.

See map  

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Map last updated:  
March 2025

## 7.2 Offsite evacuation locations

No safe offsite locations available: Will await direction from fire emergency services.

## Appendix A - Bushfire warning stages

Emergency services communicate information in a number of 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	
<p><b>ADVICE</b></p> 	<p><b>A fire is active but there is no immediate threat to lives or homes. Be aware and keep up to date.</b></p> <p>This is general information to keep principals or site managers informed and up to date with developments.</p> <p>Principals or site managers must:</p> <ul style="list-style-type: none"> <li>• turn off evaporative air conditioners and ensure roof vents are closed.</li> <li>• check and patrol the school or site regularly for bushfire activity, paying particular attention to the evaporative air conditioners.</li> </ul>
<p><b>WATCH AND ACT</b></p> 	<p><b>There is a possible threat to lives or homes. Take action now to protect yourself and others.</b></p> <p>Principals or site managers must prepare to:</p> <ul style="list-style-type: none"> <li>• evacuate; or</li> <li>• move students, staff and visitors to their pre-determined onsite 'safer building location'. They must not be moved to an open area.</li> </ul> <p>Evacuation orders are:</p> <ul style="list-style-type: none"> <li>• issued by the Incident Controller or Emergency Services if required.</li> <li>• relayed via official sources such as Emergency WA.</li> </ul> <p>It is vital that the principal or site manager:</p> <ul style="list-style-type: none"> <li>• accesses bushfire information from official sources</li> <li>• makes an informed decision to stay onsite or evacuate offsite based on advice from the Incident Controller or Emergency Services.</li> </ul>
<p><b>EMERGENCY</b></p> 	<p><b>There is a threat to lives and homes. You may be in danger and need to take immediate action.</b></p> <p>The principal or site manager 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.</p> <p>A siren, called the State Emergency Warning Signal (<a href="#">SEWS</a>), may accompany an emergency warning.</p> <p>Evacuation orders are:</p> <ul style="list-style-type: none"> <li>• directed by the Incident Controller or Emergency Services.</li> <li>• relayed via official sources, such as Emergency WA.</li> </ul> <p>It is vital that the principal:</p> <ul style="list-style-type: none"> <li>• accesses bushfire information from official sources</li> <li>• makes an informed decision to stay onsite or evacuate offsite based on the advice.</li> </ul>

## Appendix B - Procedures in the event of a sudden bushfire

### Relocate to onsite 'safer building location'

The principal or site manager may enact this standalone bushfire plan including relocating to the onsite safer building location as deemed necessary, or upon the advice of the Incident Controller, emergency services, Director of Education, Security and Emergency Management or Incident Support Unit.

When sheltering in place do not use an open area such as a school oval or non-enclosed building.

Action	Notes (if required)
<p>Dial 000 for emergency services and request fire brigade.</p> <p>When connected to Department of Fire and Emergency Services, advise:</p> <ul style="list-style-type: none"> <li>• your school or site name and address</li> <li>• the fire situation</li> <li>• how many students and staff are being impacted</li> <li>• if moving to a 'safer building location' and where it is located</li> <li>• if anyone requires medical attention</li> <li>• CB radio channel, if being used.</li> <li>• Remain in contact with the Department of Fire and Emergency Services.</li> </ul> <p>Monitor official bushfire emergency information contact sources in section 2.1.</p>	
<p>Activate your school or site response team to carry out their responsibilities (section 3).</p>	
<p>Use your emergency response contact list to contact stakeholders (section 2).</p>	
<p>Follow your bushfire response telephone call tree (section 4) to communicate with the community.</p> <p>Ensure parents receive emergency text message alerts to:</p> <ul style="list-style-type: none"> <li>• inform them of relocation</li> <li>• keep them updated (use the emergency text message alert templates, refer to <a href="#">Manage bushfire incident communications</a> on Ikon).</li> </ul> <p>Parents must not collect students until instructed.</p>	
<p>Confirm:</p> <ul style="list-style-type: none"> <li>• evaporative air conditioners are turned off</li> <li>• all building roof vents, windows and doors are closed before anyone enters the onsite safer building location(s).</li> <li>• where possible and safe to do so, relocate vehicles or other combustible items (school bags, rubbish bins etc) at least 20 metres from safer building locations.</li> <li>• monitor embers for possible ignition.</li> </ul>	
<p>Take emergency equipment (section 5):</p>	

<ul style="list-style-type: none"> <li>• registers for students, staff and visitors</li> <li>• evacuation kit</li> <li>• water</li> <li>• mobile phones (charged)</li> <li>• student medication</li> </ul>	
<p>Sound the school or site emergency warning or alert system.</p>	
<p>The principal/site manager to liaise directly with emergency services to assess risk levels and confirm a safe alternative location for shelter or evacuation.</p> <p>If emergency services cannot be, for example no phone or internet services, then relocate students to the best solid structure – look for a solid brick or stone building with multiple entry and exits, minimal ember entry points and as much clearance from vegetation as possible.</p> <p>Students and staff must remain in classrooms or rooms unless they are directed to move to an onsite safer building location.</p>	
<p>Check student, staff and visitor registers after moving to an onsite safer building location (roll call). Advise the police if anyone is missing.</p> <p>You must give special consideration to students with known respiratory conditions.</p>	
<p>Wait for emergency services to arrive or the incident controller to provide you with information.</p> <p>Ongoing advice will also be provided by the Manager, Security and Emergency Management or the director of education.</p> <p>Continue to monitor official bushfire information sources listed in section 2.1.</p>	
<p>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.</p>	

## Offsite evacuation procedures

You may be instructed to relocate to your offsite evacuation location.

The principal or site manager must act on the official advice received from the Incident Controller, emergency services, director of education, Security and Emergency Management or Incident Support Unit, which includes remaining on site and preparing for possible evacuation.

Offsite evacuation procedures should be initiated under direction from either:

- the Incident Controller
- OR
- the director of education

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

Action	Notes (if required)
<p>Dial 000 for emergency services and request fire brigade.</p> <p>When connected to Department of Fire and Emergency Services, advise:</p> <ul style="list-style-type: none"> <li>• your school or site name and address</li> <li>• the fire situation</li> <li>• how many students and staff are being impacted</li> <li>• if moving to a 'safer building location' and where it is located</li> <li>• if anyone requires medical attention</li> <li>• CB radio channel, if being used.</li> </ul> <p>Remain in contact with Department of Fire and Emergency Services and your director of education.</p> <p>Monitor official bushfire emergency information contact sources listed in section 2.1.</p>	
<p>Activate your School or site response team to carry out their responsibilities (section 3).</p>	
<p>Refer to the Emergency response contact list to contact stakeholders (section 2).</p>	
<p>Follow advice from the incident controller, emergency services or the Manager, Security and Emergency Management, director of education or Incident Support Unit to decide which of the school or site's offsite evacuation location(s) is the safest to use (section 7.2).</p>	
<p>If safe to do so, muster at the identified assembly area where staff, students and visitors can gather to prepare for offsite evacuation.</p> <p>Use an alternative assembly area if your first identified assembly area is unsafe.</p>	

<p>Note: Students and staff must remain in classrooms or rooms unless they are directed to move to an onsite safer building location and/or onsite assembly area.</p>	
<p>Follow the Bushfire response telephone call tree to communicate with the community (section 4).</p> <p>Ensure parents and carers receive emergency SMS alerts to:</p> <ul style="list-style-type: none"> <li>• inform them of relocation</li> <li>• keep them updated (use the emergency text message alert templates, refer to <a href="#">Manage bushfire incident communications</a> on Ikon).</li> </ul> <p>Note: Parents must not collect students until instructed.</p>	
<p>Confirm:</p> <ul style="list-style-type: none"> <li>• evaporative air conditioners are turned off</li> <li>• building roof vents and doors are closed.</li> </ul>	
<p>Take emergency equipment (section 5):</p> <ul style="list-style-type: none"> <li>• registers for students, staff and visitors</li> <li>• evacuation kit</li> <li>• mobile phones (charged).</li> <li>• student medication.</li> </ul> <p>Sound the school or site emergency warning or alert system.</p>	
<ul style="list-style-type: none"> <li>• Notify bus operators</li> <li>• Notify other contractors scheduled to visit the site</li> <li>• Move all students, staff and visitors from the assembly area to the offsite evacuation location.</li> </ul>	
<p>Check registers after evacuating staff, students and visitors (roll call). Advise the police if anyone is missing.</p>	
<p>The Manager, Security and Emergency Management or the director of education will provide ongoing advice. Continue to monitor official bushfire information sources listed in section 2.1.</p>	
<p>The Incident Controller, emergency services or the Manager, Security and Emergency Management or Incident Support Unit will notify the director of education 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.</p>	

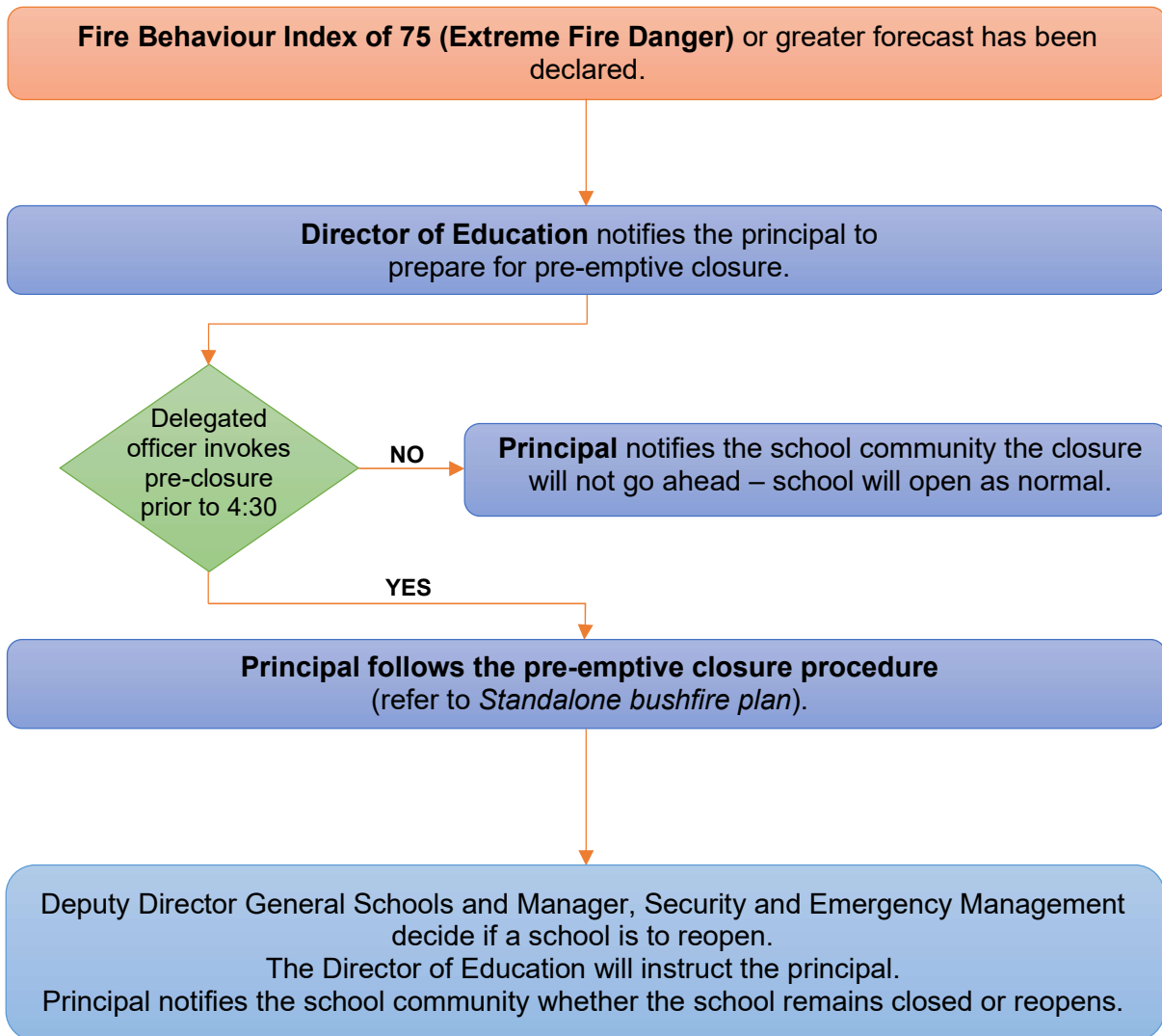
## Appendix C - Pre-emptive (planned) school closure procedures

You may be instructed to pre-emptively close your school due to a fire behaviour index of 75 (extreme fire danger) or greater being forecast.

**Schools** must initiate the closure procedures below if they receive advice from the director of education or the Security and Emergency Management unit.

Action	Notes (if required)
Monitor official bushfire emergency information contact sources listed in section 2.1.	
Activate your School response team to carry out their responsibilities (section 3).	
<p>Communicate the pre-emptive closure, continued closure or school or site reopening:</p> <ul style="list-style-type: none"> <li>• use your Emergency response contact list to contact stakeholders (section 2)</li> <li>• use your Bushfire response telephone tree (section 4)</li> <li>• use communication templates in <a href="#">Manage bushfire incident communications</a> for SMS, social media posts and Connect notices to keep your community informed</li> <li>• place the notice of temporary closure on external school or site access points and on the school website.</li> </ul> <p>Note: Contact lists for staff, parents and carers must be current.</p>	
<p>Confirm:</p> <ul style="list-style-type: none"> <li>• windows and doors are closed</li> <li>• evaporative air conditioners are turned off</li> <li>• roof vents closed</li> <li>• money is removed from the school premises</li> <li>• expensive items of equipment secured.</li> </ul>	
<p>Secure school premises and activate security system.</p> <p>Before departing, email <a href="mailto:AssetPlanningServices.SecurityEM@education.wa.edu.au">AssetPlanningServices.SecurityEM@education.wa.edu.au</a> or call 9264 4632 to confirm:</p> <ul style="list-style-type: none"> <li>• all security systems armed</li> <li>• site is secure.</li> </ul>	
When the pre-emptive closure is cancelled, remove the notice of temporary closure from external school access points.	

## Flow chart – Principal’s pre-emptive school closure response



## Appendix D – After-hours or school holiday procedures

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

Initiate the below procedure if both of the following occur:

- A 'Watch and act' or 'Emergency warning' bushfire warning alert on the [Emergency WA](#) website is invoked (refer to the bushfire warnings listed in Appendix A)  
AND
- Direction received 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 emergency information contact sources listed in section 2.1.	
Use your emergency response contact list to contact stakeholders (refer to section 2).	
Follow the bushfire response telephone call tree to communicate with your community.  Send parents and carers and staff emergency text message alerts to inform them of the school or site closure. To access sample SMS text, refer to <a href="#">Manage bushfire incident communications</a> .	
Work with the director of education to seek alternative school or site and transport arrangements (if required).	
The Department's Media Unit and Incident Support Unit uses media outlets and <a href="#">Emergency WA</a> to make public announcements of: <ul style="list-style-type: none"> <li>• the school or site closure</li> <li>• temporary alternative accommodation.</li> </ul>	
The Department will consult the incident controller or emergency services and notify you when it is safe for the school or site to reopen.  You will receive advice from the director of education or the Manager, Security and Emergency Management.	
Send parents, carers and staff emergency text message alerts to inform them when school or site can reopen.	

## Appendix E – Emergency Management Roles and Responsibilities



### EMERGENCY MANAGEMENT ROLES AND RESPONSIBILITIES

#### BUSHFIRE

BUSHFIRE PROTECT IN-PLACE ROLES				
EDUCATION ASSISTANTS	TEACHERS	MANAGER CORPORATE SERVICE	PRINCIPAL	GARDENER and CLEANERS
<ol style="list-style-type: none"> <li>Turn off "Outside Air" fans.</li> <li>Close windows and doors.</li> <li>Collect fluoro vest and personal belongings including mobile phone and keys.</li> <li>Assist with student movement.</li> <li>Once in Room 7, monitor assigned SN students.</li> </ol>	<ol style="list-style-type: none"> <li>Instruct students to collect water bottles, asthma puffers and school bags.</li> <li>Collect fluoro vest and personal belongings including mobile phone and keys.</li> <li>If no EA in class, carry-out the EA roles.</li> <li>Place doormat inside classroom.</li> <li>Instruct students to line-up and walk them to Room 7.</li> <li>Mark hardcopy attendance roll from MCS and provide to Principal</li> <li>Await further instructions from Principal</li> </ol>	<ol style="list-style-type: none"> <li>Call 000 on advice from Principal.</li> <li>Send parent message.</li> <li>Advise bus service.</li> <li>Print current attendance records and provide to teachers.</li> <li>Collect evacuation box, first aid kit and medications.</li> <li>Collect master keys.</li> <li>Close office windows</li> <li>Collect Passtab.</li> <li>Collect fluoro vest and personal belongings including mobile phone and keys.</li> <li>Move to safer location building.</li> <li>Advise Principal which staff members are absent and their replacement and any visitors onsite.</li> <li>Maintain Emergency and Critical Incident Diary.</li> </ol>	<ol style="list-style-type: none"> <li>Assess situation and follow instructions of DFES.</li> <li>Ring siren. Advise staff of procedure to follow.</li> <li>Check for damage, power failure and other hazards.</li> <li>Move to Room 7.</li> <li>Reconcile class rolls and staff locations.</li> <li>Follow phone tree.</li> </ol>	<ol style="list-style-type: none"> <li>Check buildings are empty, windows and doors are closed: extra rooms, shed, library.</li> <li>Collect chickens – box in storeroom/office near Chaplain office.</li> <li>Turn sprinklers on if instructed by principal.</li> <li>Collect personal belongings and move to Room 7.</li> </ol>
<p style="text-align: center;"><b>CHAPLAIN</b></p> <ol style="list-style-type: none"> <li>Turn off lights in Chaplain's office.</li> <li>Close windows and doors.</li> <li>Collect belongings including mobile phone and keys.</li> <li>Once in Room 7, assist with monitoring SN students.</li> </ol>				<p style="text-align: center;"><b>VISITORS and CONTRACTORS (INCLUDING PLAYGROUP)</b></p> <ol style="list-style-type: none"> <li>Gather personal belongings and young children and take to Room 7.</li> </ol>
	If students are in a specialist classroom, the specialist teacher returns students to their home classroom and assists the staff in the room to complete all duties.	If Library Officer is at school, assist in these duties.	Undertake MCS and gardeners' roles if not at school.	IF the bushfire is more than 2 hours away and no embers are visibly falling, put sprinklers on. If embers are falling, go to Room 7.
BUSHFIRE OFF-SITE ROLES				
<i>Note: No safe offsite locations available: Will await direction from fire emergency services.</i>				
<p>As above</p> <ul style="list-style-type: none"> <li>Assist with the movement of students to the bus.</li> <li>Support designated SN students in movement to the bus.</li> </ul>	<p>As above</p> <ul style="list-style-type: none"> <li>Move students to the bus.</li> <li>Ensure students take their belongings.</li> <li>Check student attendance on bus.</li> </ul>	<p>As above</p> <ul style="list-style-type: none"> <li>Take emergency kit and water to bus.</li> <li>Communicate movement to parents.</li> </ul>	<p>As above</p> <ul style="list-style-type: none"> <li>Advise off-site location of impending transport and request placement.</li> <li>Assist with the movement of students to the bus.</li> <li>Oversee the marking of student attendance on bus.</li> <li>Check staff movement/presence.</li> </ul>	<p>As above</p> <ul style="list-style-type: none"> <li>Assist with transport of emergency kit and water to bus.</li> </ul>