

The Principal's Guide to Bushfire

Preparing Your School for the Bushfire Season

This document must be read in conjunction with the
Emergency and Critical Incident Management Plan

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T & Z Pty Ltd

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CONTENTS

INTRODUCTION	1
BUSHFIRE ZONE REGISTER (BZR).....	2
CATASTROPHIC FIRE DANGER RATING (FDR).....	2
SCHOOLS ON THE BUSHFIRE ZONE REGISTER	3
PLANNED (PRE-EMPTIVE) CLOSURE.....	3
REOPENING THE SCHOOL	3
NO NOTICE FIRE EVENTS	4
SAFER LOCATION.....	4
DURING A PLANNED CLOSURE OR FIRE EVENT	4
KEY PERFORMANCE INDICATORS OF PREPAREDNESS.....	4
FLOWCHART FOR PRINCIPAL’S RESPONSE TO CFD RATING.....	4A
BUSHFIRE PREPARATION CHECK LIST FOR THE SUMMER MONTHS.....	5
BUILDING PROTECTION ZONE	ERROR! BOOKMARK NOT DEFINED.
PREPARATION AND RESPONSE IF YOUR SCHOOL IS OPEN WHEN A BUSHFIRE STARTS	8
PREPARATION AND RESPONSE IF YOUR SCHOOL IS CLOSED WHEN A BUSHFIRE STARTS	11
RECOVERY	14
DFES WARNINGS	15
APPENDIX A : PLANNED CLOSURE PACKAGE FOR SCHOOLS ON THE BZR	
IN ADVANCE OF DECLARATION OF PRE-EMPTIVE CLOSURE	A1
UPON DECLARATION OF PRE-EMPTIVE CLOSURE.....	A2
PRIOR TO LEAVING BEFORE THE DAY OF CLOSURE.....	A3
ON THE DAY OF CLOSURE.....	A4
INFORMATION FOR SCHOOLS NOT ON THE BUSHFIRE ZONE REGISTER	A5
DRAFT TEXT FOR SCHOOL NEWSLETTER	A6
TEMPLATE LETTER TO PARENTS ADVISING OF PRE-EMPTIVE CLOSURE	A7
TEMPLATE MEMO TO STAFF ADVISING OF PRE-EMPTIVE CLOSURE	A9
NOTICE OF PLANNED TEMPORARY SCHOOL CLOSURE	A10
TEMPLATE LETTER TO PARENTS CONFIRMING PRE-EMPTIVE CLOSURE	A11
TEMPLATE LETTER TO PARENTS REVERSING PRE-EMPTIVE CLOSURE	A11
BUSHFIRE ALERT NOTICE OF TEMPORARY SCHOOL CLOSURE.....	A12
APPENDIX B: INFORMATION ABOUT BUSHFIRES	
BUSHFIRE HAZARD	B1
HOW BUSHFIRES BEHAVE	B2
APPENDIX C: DFES REGIONAL OFFICES	
COUNTRY	C1
METROPOLITAN	C2
APPENDIX D: COMMUNICATION	
APPENDIX D1 – SAMPLE TELEPHONE TREE FOR OUT OF HOURS CONTACT	D1
APPENDIX D2 - PRINCIPAL’S COMMUNICATION PLAN.....	D2

INTRODUCTION

Bushfires happen every summer. They usually start suddenly and without any warning. If your school is in or near a bushland area, bushfires are a real risk to you, your students and staff, your school buildings and grounds.

Before summer starts each year, all staff, students and parents need to know what to do if a bushfire threatens (see pages 8 to 13) and you need to make sure that, if your school is on the Bushfire Zone Register (see below), you are prepared to act in the event that a pre-emptive closure is required. Newly appointed principals need to ensure they are fully familiar with *'The Principal's Guide to Bushfire'*, the *Department's Emergency and Critical Incident Management policy and plan*.

This document is designed to assist schools with the development of a bushfire risk management strategy and plan. However, preparing your school is your responsibility. You need to understand the risks so you can make decisions now on what you will do if a bushfire starts and is a threat to your school (refer to Appendix B).

This guide has been developed in close collaboration with DFES and shared with the Bureau of Meteorology, Catholic Education Office, Association of Independent Schools of Western Australia and Department of Education Services. For further advice or assistance when preparing or updating your plan, contact your Community Emergency Services Manager (CESM) or the officer with emergency management responsibility within your local government authority. .

The safety, survival and wellbeing of student, staff and visitors is always the Department's main priority. Staff are not expected to fight bushfires.

Consistent with the Department's *Emergency and Critical Incident Management* policy, **all** principals are required to implement strategies to eliminate or reduce the likelihood of the occurrence of emergencies and critical incidents. All schools are expected to have an [Emergency and Critical Incident Management plan](#), a template for which is available from the Policies website at <http://www.det.wa.edu.au/policies>.

The process for emergency management as it pertains to bushfire is:

- prevention and mitigation of;
- preparedness for;
- response to;
- recovery from; and
- review of emergencies and continuous improvement.

Specifically, **all** schools should include their plan for dealing with bushfire as a part of their *Emergency and Critical Incident Management Plan*. A checklist to help you to prepare your school for a possible bushfire starts on page 5 and you need to include the Building Protection Zone (refer to page 7) in your assessment.

When acting to minimise the bushfire risk to your school, you need to be aware that there will be some factors you can change, such as clearing leaf litter from gutters and safe storage of flammable materials. The information on pages 4 to 15 provides useful prompts for actions you can take to minimise risk from bushfire.

Bushfire Zone Register (BZR)

In conjunction with DFES, the Department has compiled a list of its schools that are in areas of high bushfire risk.

Inclusion of schools on the Bushfire Zone Register (BZR) has been determined by consideration of such factors as the geographical and physical characteristics of the school, its environment, design, construction and age of the buildings.

Any principal who is of the belief that their school should be added or removed from the BZR should notify their education regional office¹.

The BZR will be formally reviewed in May of each year. Regional Executive Directors will be invited to review the current list and to use their local knowledge to advise of schools that may no longer be at risk and could be removed or suggest additional schools that may warrant inclusion.

These recommendations will then be forwarded to DFES for assessment and endorsement. Upon receiving endorsement from DFES, the Deputy Director General, Schools will sign off on the new BZR. Copies of the new BZR will be forwarded to all Regional Executive Directors by the end of Term Three. Regional Executive Directors are asked to inform schools in their region of their inclusion or removal from the Register.

Once endorsed by the Deputy Director General, Schools, the BZR will not be amended until the next review period

Catastrophic Fire Danger Rating (CFDR)

The Catastrophic 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. Schools on the BZR are advised through their Regional Executive Director of the emergency, and need to have a **stand-alone** bushfire plan in addition to your *Emergency and Critical Incident Management Plan*. Schools that are not on the BZR, need to include appropriate emergency bushfire management procedures in their Emergency and Critical Incident Management Plans.

When given advance warning by DFES that a Catastrophic FDR has been forecast for a given day, the Deputy Director General, Schools may direct the pre-emptive closure of a school or schools. If a school or schools receive such a direction, they will be informed of the possible planned closure by telephone from their Regional Executive Director.

In the intervening period between the declaration of the pre-emptive closure and the day of planned closure, DFES will monitor weather patterns to keep the Department informed of any change to the forecast for the declared day. The final decision to pre-emptively close the school will be confirmed by the Department through the Regional Executive Director to the principal on the day or the day before the declared closure.

If the forecast changes after the 1.30 pm deadline, the closure will stand, regardless of improvements to the weather conditions later in the afternoon of the day before the declared day or overnight. The intention is to limit confusion or uncertainty for parents and to allow them ample time to make alternative child care arrangements.

¹ This includes Independent Public Schools on the BZR who report through the Regional Executive Director for bushfires

SCHOOLS ON THE BUSHFIRE ZONE REGISTER

If your school is on the BZR, you must have a **stand-alone** bushfire plan in addition to your *Emergency and Critical Incident Management Plan*. Templates for the stand-alone bushfire plan are located on the Department's intranet, alongside the *Principal's Guide to Bushfire*.

These stand-alone bushfire plans are to be prepared or updated in readiness for the bushfire season and then forwarded to their Regional Executive Director for sign off.

Appendix A provides checklists, suggested text for school newsletters, letters to parents and memos to staff for use by schools on the BZR. The following sections provide an outline of the processes involved in the Department's planned response to Catastrophic FDR forecasts.

Planned (pre-emptive) closure

Regional Executive Directors contact principals of affected schools directly when a planned (pre-emptive) closure is to be invoked in a particular part of the State². The lead time for a planned closure varies depending on weather patterns, but every attempt is made to give principals as much notice as possible to prepare written documentation for parents. Schools should have telephone trees in place to provide this information at short notice or after hours (See Appendix D1).

Once advised that your school is to undertake pre-emptive closure, you need to notify your school community that a closure is imminent. The principal needs to send letters to parents and provide each staff member with a memo that clearly states when the closure is planned to occur and that the school is on standby. It may be that between declaration of the closure and the day of closure, weather conditions improve sufficiently to remove the need to close and the school can therefore stand down its pre-emptive closure plans. Your Regional Executive Director confirms with the principal the final decision to close the school no later than 1.30 pm the day before the planned closure. If weather conditions become less severe after 1:30 pm, the closure goes ahead regardless, in order to provide a level of certainty to parents.

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

Reopening the school

Parents need to know when the Catastrophic FDR has been downgraded and that it is therefore safe for their children to return to school after a planned closure. The template letter to parents (page A7 of Appendix A) contains advice on how parents can monitor the situation. You need to put communication plans in place, such as placing a notice on the school website and providing a number for parents to call for information about the reopening of the school. Consideration needs to be given to how parents who do not have internet access or who have diverse needs (e.g. multicultural, special needs) will be provided with information.

² Principals of Independent Public Schools on the BZR will be contacted by personnel from the Education Regional Office geographically closest to the school.

No notice fire events

Schools also need to prepare for a no notice fire event which may occur when the school is open. A no notice fire event requires principals to make a decision whether to evacuate or move to a safer location on the site. (see Checklist page 8).

Safer Location

To prepare for a no notice event where off-site evacuation may not be possible, a safer location within the school should be identified. The building location should be assessed using the DFES guide Prepare, Act, Survive available at the DFES website (www.dfes.wa.gov.au).

Emergency Services must be informed of your nominated Safer Location as part of your *Emergency Critical Incident Management Plan procedures*

Preferred building requirements
Building is surrounded by a Building Protection Zone (20 metre radius), cleared of all rubbish, long dry grass, bark and flammable materials.
No tree crowns overhanging buildings greater than 2 metres in height.
Minimum of two metre horizontal gap between the building and tree branches. Shrubs should be three times the height (at maturity) of the shrub away from the building.
Building should not be less than six metres from other buildings.
Building should be of brick construction.
No more than 5t/ha of available fuel in the Hazard Separation Zone (HSZ), refer page 6.
No more than 2t/ha of available fuel in the Building Protection Zone (BPZ), refer page 6.
Building should not be upslope from predominant vegetation.

During a planned closure or fire event

Principals are required to stay informed of current fire danger ratings and any fire activity by monitoring local media (local radio, especially the ABC, and television) and regularly checking for updates with DFES (see Appendix A).

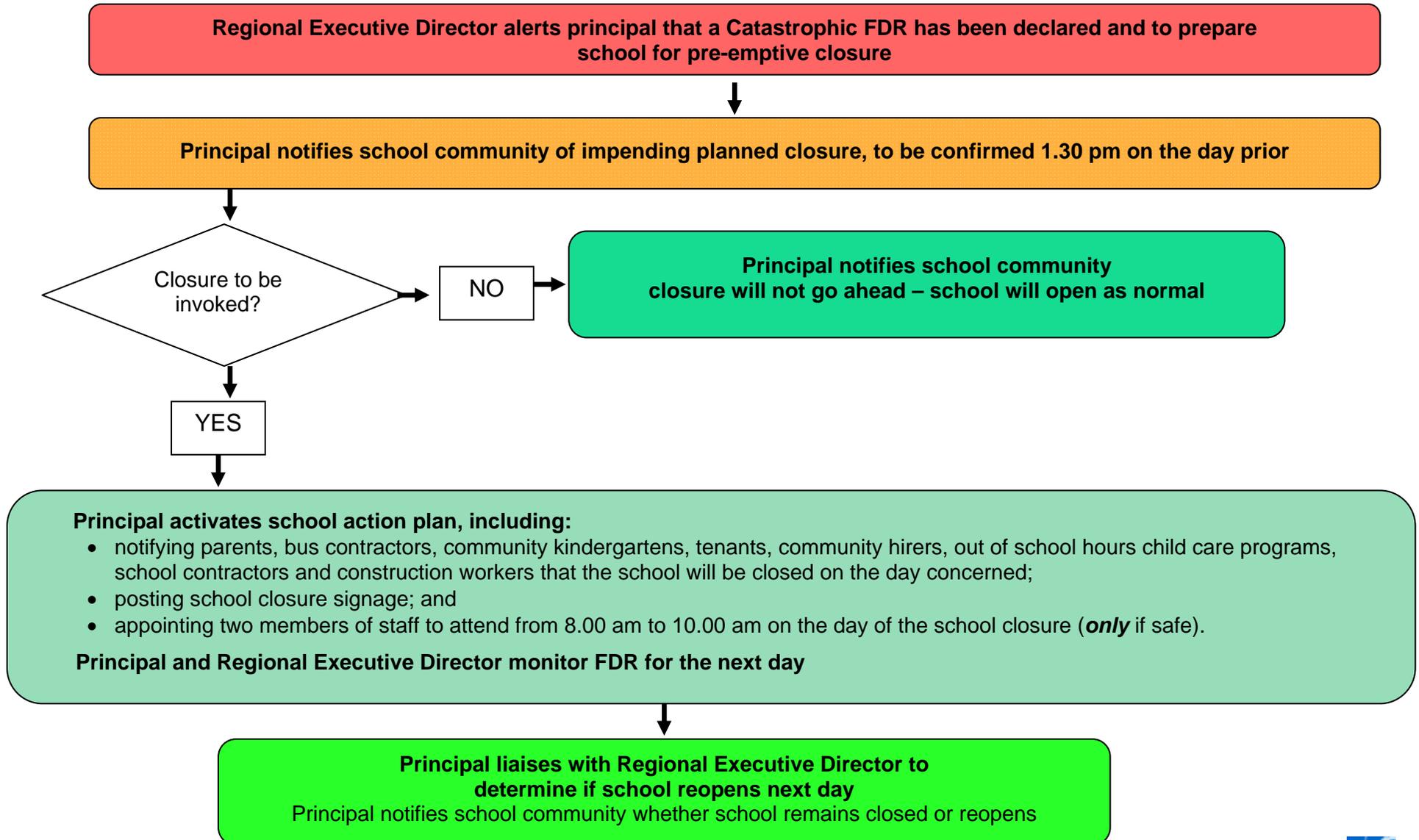
Key Performance Indicators of Preparedness

At a system level, the Department will work towards ensuring that all schools listed on the BZR:

- have a separate stand-alone bushfire plan that incorporates actions to eliminate or reduce bushfire risks;
- is supported by a DFES fuel load assessment and where appropriate a fuel load mitigation plan; and
- include existing community bushfire activities and advice from the CESM.

In this regard, any bushfire advice received by the school from DFES or external experts needs to be documented identifying the date and source of the advice.

FLOWCHART FOR PRINCIPAL'S RESPONSE TO CATASTROPHIC FIRE DANGER RATING



 <p>Department of Education</p>	<h2 style="color: red;">Bushfire Preparation Check List for the Summer Months</h2>
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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

<p>The School <i>Emergency and Critical Incident Management Plan</i> includes a plan for dealing with bushfires. Schools on the Bushfire Zone Register must also have a separate stand-alone bushfire plan.</p>	
<ul style="list-style-type: none"> Students, staff, relief staff and parents/carers have been made aware of the school bushfire plan. The bushfire plan must be reviewed prior to each bushfire season (Term 3) and a copy forwarded to your local education regional office. 	
<p>If school is on the Bushfire Zone Register, the principal (or a nominated staff member) has established contact with emergency services, including DFES³, the local volunteer fire brigade, WA Police, your Local Emergency Management Committee (LEMC) or Community Emergency Services Manager (CESM) and incorporated their feedback into the plans (as required).</p>	
<ul style="list-style-type: none"> Refer to Emergency Alert warning system (www.emergencyalert.gov.au/) Emergency Services must be informed of your nominated Safer Location as part of your <i>Emergency Critical Incident Management Plan procedures</i>. 	
<p>Schools on the Bushfire Zone Register need to incorporate key bushfire messages in their curriculum.</p>	
<p>Evaporative air conditioners – awareness of location of the switches and how to switch off the units.</p>	
<p>Communication plans (include telephone tree – see Appendix D1) are in place for evacuation or planned closure⁴.</p>	
<p>Practice evacuation drills prior to October and at least once per term during the bushfire season, October to March. Note this is a minimum three drills per year.</p>	
<p>School has a correctly functioning emergency warning or alert system.</p>	
<p>Emergency communications equipment is available e.g. mobile telephones, hand-operated fire alarm (portable siren), portable radios and spare batteries.</p>	
<p>Class rolls and visitor register (or equivalent) are readily accessible in an emergency to account for students, staff and visitors.</p>	
<p>First aid equipment is available and staff members trained in first aid have been identified.</p>	
<p>Evacuation kit should be checked at least once per term.</p>	
<p>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).</p>	

³ Appendix C provides contact details for DFES Regional Offices.

⁴ Refer to Section 4 'Emergency Contacts' of the template *Emergency and Critical Incident Management Plan* for more information and a sample telephone contact tree.



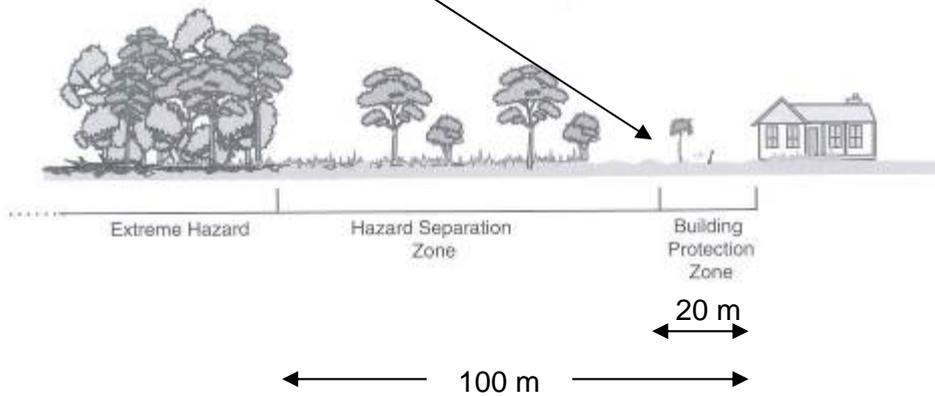
Department of Education

Bushfire Preparation Check List for the Summer Months

MANAGEMENT ACTIVITIES (Continued)

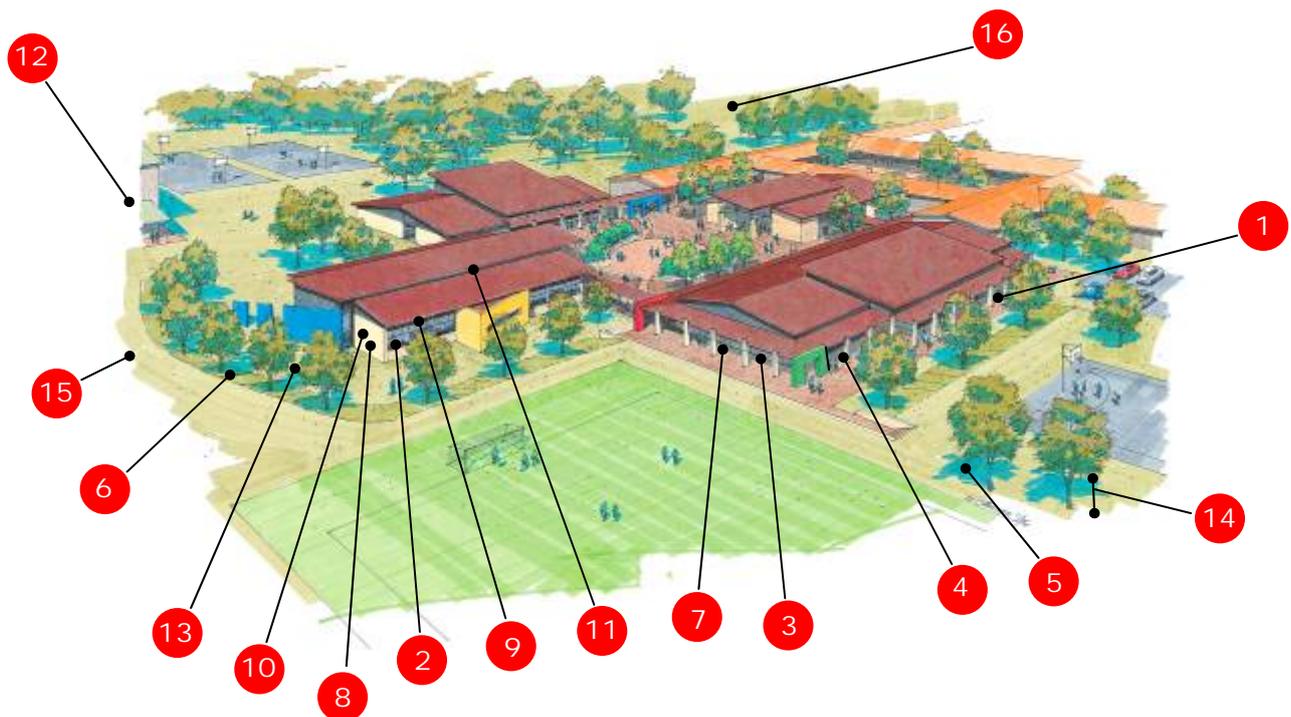
Tick when task has been completed, or write NA if not applicable

<p>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.</p>	
<p>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).</p>	
<p>Building Protection Zone (20 metre radius) cleared of all rubbish, long dry grass, bark and flammable materials. Refer to graphic.</p>	



Building Protection Zone

1. Do not pile wood against or near school buildings
2. If possible place metal fly wire mesh on all windows or vents to keep sparks and embers out
3. If possible block any gaps under floor spaces, in the roof space, under eaves, external vents, skylights, evaporative air conditioners, chimneys and wall cladding
4. Create and maintain a minimum two metre gap between school buildings and tree branches. Shrubs should be a minimum of three times the height (at maturity) of the shrub away from the building.
5. Rake up leaf litter and twigs under trees
6. Remove shrubs and small trees under and between larger trees
7. Keep garden mulch away from buildings and grass is kept short
8. If possible ensure all gaps in external wall claddings are sealed
9. Keep roof gutters and valleys clear of leaves and bark
10. Keep LP gas cylinders secured and on the side of the school furthest away from the likely direction of bushfires (where bush is) and placed so they vent away from the building



11. If possible block any gaps in the roof space
12. Remove flammable materials and store them away from school buildings
13. Create a Building Protection Zone (20 metre radius) around each building. This area needs to be cleared of all rubbish, long dry grass, bark and material that may catch fire
14. Prune lower branches (up to two metres off the ground) to stop a ground fire spreading into the canopy of the trees
15. Make sure you meet your local government's firebreak requirements
16. Cut long grass and dense scrub
17. Clear obstacles and trees from driveways and access points

 <p>Department of Education</p>	<p><i>Preparation and Response if your School is Open when a Bushfire Starts</i></p>
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PREPAREDNESS

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

<p>Principal is thoroughly familiar with their current <i>Emergency and Critical Incident Management Plan</i> and where applicable their stand-alone bushfire plan. All staff members aware of their responsibilities in accordance with the plans.</p>	
<p>Principal has tested <i>Emergency and Critical Incident Management Plan</i> and where applicable their stand-alone bushfire plan.</p>	
<p>Principal (or a nominated staff member) has established contact with emergency services, including DFES Career Fire and Rescue Services⁵, the local volunteer fire brigade, WA Police, your Local Emergency Management Committee (LEMC) or Community Emergency Services Manager (CESM),. Refer to Emergency Alert warning system (www.emergencyalert.gov.au/)</p>	
<p>Turn off evaporative air conditioners. Undertake regular checks of school paying special attention to the evaporative air conditioners.</p>	
<p>Communication plans (include telephone tree - see Appendix D1) are in place for evacuation or planned closure⁶.</p>	
<p>Emergency contact⁶ list for parents, staff, other agencies, etc. is up to date and readily available.</p>	
<p>School has a correctly functioning emergency warning or alert system.</p>	
<p>Emergency communications equipment is available (e.g. mobile telephones, hand-operated fire alarm (portable siren), portable radios and spare batteries).</p>	
<p>Evacuation kit is established and readily available (check at least once per term).</p>	
<p>Class rolls and visitor register are readily accessible (part of evacuation kit).</p>	
<p>First aid equipment is available and staff members trained in first aid have been identified.</p>	
<p>Confirm readiness of Safer Location.</p>	
<p>Arrangements are in place in relation to school buses (availability of buses if off-site evacuation is required)</p>	
<p>Mobile telephones' batteries charged throughout the bushfire season.</p>	Ongoing
<p>.</p>	

⁵ Appendix C provides contact details for DFES Regional Offices.

⁶ Refer to Section 4 'Emergency Contacts' of the template *Emergency and Critical Incident Management Plan* for more information and a sample telephone contact tree.

 <p>Department of Education</p>	<p>Preparation and Response if your School is Open when a Bushfire Starts</p>
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RESPONSE (See Appendix D2 for communication plan)

<p>If you notice a bushfire before having received any advice from DFES, emergency services should be notified (000) and provided with details. If the school is likely to be threatened by the fire, activate the Emergency Management Plan immediately. Notify DFES Communication Centre of your decision and relocation point.</p>	
<p>Turn off evaporative air conditioners. Undertake regular checks of school paying special attention to the evaporative air conditioners</p>	
<p>School to inform Regional Executive Director of the situation.</p>	
<p>If ADVICE⁷ stage warning received by principal from Regional Executive Director or delegate (or from DFES):</p>	
<ul style="list-style-type: none"> • situation assessed by principal; 	
<ul style="list-style-type: none"> • information sought on level of threat from DFES on 1300 657 209 or www.dfes.gov.au; 	
<ul style="list-style-type: none"> • assistance sought from Regional Executive Director on availability of resources to transport and relocate students and staff off-site if required; 	
<ul style="list-style-type: none"> • ABC local radio broadcasts (updated at quarter to and quarter past the hour in addition to news bulletins) monitored for change in level of warning to WATCH AND ACT or EMERGENCY WARNING. www.dfes.wa.gov.au monitored for updates. • Assign a member of staff to monitor local radio, TV, websites for bushfire or weather alerts. 	ongoing
<ul style="list-style-type: none"> • class rolls checked to confirm absentees and visitor register checked for visitors currently in the school; 	
<ul style="list-style-type: none"> • mobile telephones charged; 	
<ul style="list-style-type: none"> • emergency contacts list for parents, staff, other agencies, etc accessed; 	
<ul style="list-style-type: none"> • evacuation kit accessed; 	
<ul style="list-style-type: none"> • Confirm readiness of Safer Location 	
<p>If DFES warning upgraded (WATCH AND ACT⁷ stage):</p>	
<ul style="list-style-type: none"> • update sought from DFES regional office⁸ or 1300 657 209 or www.dfes.wa.gov.au; 	ongoing
<ul style="list-style-type: none"> • directions issued by Emergency Services Incident Controller managing the fire emergency followed; 	ongoing
<ul style="list-style-type: none"> • Emergency Services Incident Controller updated on location of students, staff and visitors within the school; 	

⁷ See page 15 for an explanation for the three levels of warning for DFES

⁸ Appendix C provides contact details for DFES Regional Offices.

 <p>Department of Education</p>	<p>Preparation and Response if your School is Open when a Bushfire Starts</p>
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RESPONSE (Continued)

<ul style="list-style-type: none"> Principal's decision to leave or relocate students, staff and visitors off-site should be based on assessment of known information, current circumstances AND ONLY IF IT IS SAFE TO DO SO. This may include advice from emergency services or observations at the time of the event. If the decision is made to activate relocation aspects of their Emergency Management Plan. Notify DFES Communication Centre of your decision and relocation point. Principal to liaise with Regional Executive Director. 	
<p>If DFES warning upgraded (EMERGENCY WARNING⁹ stage):</p>	
<ul style="list-style-type: none"> The school should activate their Emergency Management 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. Principal to liaise with Regional Executive Director. RELOCATE OFF-SITE ONLY IF IT IS SAFE TO DO SO. 	
<ul style="list-style-type: none"> If it is not safe to relocate students, staff and visitors to your selected relocation point, you will need to direct all students, staff and visitors to the pre determined schools Safer Location. Notify DFES Communication Centre of your decision to stay and details of the Safer Location. 	
<ul style="list-style-type: none"> Class roll and visitor register rechecked after relocating staff, students and visitors off-site, and Emergency Services Incident Controller advised of anyone missing. 	

⁹ See page 15 for an explanation for the three levels of warning for DFES

	Department of Education	<i>Preparation and Response if your School is Closed when a Bushfire Starts</i>
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PREPAREDNESS – In place prior to bushfire season and maintained

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

Principal thoroughly familiar with their current <i>Emergency and Critical Incident Management Plan</i> and where applicable their stand-alone bushfire plan. All staff members aware of their responsibilities in accordance with the plans.	ongoing
Principal has tested <i>Emergency and Critical Incident Management Plan</i> and where applicable their stand-alone bushfire plan.	
Principal (or a nominated staff member) has established contact with emergency services, including DFES Career Fire and Rescue Services ¹⁰ , the local volunteer fire brigade, WA Police, your Local Emergency Management Committee (LEMC) or Community Emergency Services Manager (CESM),. Refer to Emergency Alert warning system (www.emergencyalert.gov.au/)	
Communication plans (include telephone tree - see Appendix D1) are in place for evacuation or planned closure ¹¹ .	
Emergency contact ¹¹ list for parents, staff, other agencies etc up to date and readily available (Part of Evacuation kit).	
Emergency communications equipment is available (e.g. mobile telephones, hand-operated fire alarm (portable siren), portable radios and spare batteries).	
Class rolls and visitor register are readily accessible (Part of Evacuation kit) .	
Alternate schools or facilities where students and staff can be relocated safely have been identified.	
Arrangements are in place in relation to school buses (availability of buses if alternate school location is required)	

¹⁰ Appendix C provides contact details for DFES Regional Offices.

¹¹ Refer to Section 4 'Emergency Contacts' of the template *Emergency and Critical Incident Management Plan* for more information and a sample telephone contact tree.

 <p>Department of Education</p>	<p>Bushfire Preparation and Response if your School is Closed when a Bushfire Starts</p>
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RESPONSE

If you notice a bushfire before having received any advice from DFES, emergency services should be notified (000) and provided with details.	
Central Office to inform Regional Executive Director of the situation.	
If ADVICE ¹² warning received by principal from Regional Executive Director, Central Office or from DFES:	
<ul style="list-style-type: none"> • turn off evaporative air conditioners. Undertake regular checks of school paying special attention to the evaporative air conditioners 	
<ul style="list-style-type: none"> • situation assessed and monitored by principal or Regional Executive Director or Central Office or DFES ; 	
<ul style="list-style-type: none"> • information sought on level of threat from DFES on 1300 657 209 or www.dfes.gov.au; 	ongoing
<ul style="list-style-type: none"> • ABC local radio broadcasts (updated at quarter to and quarter past the hour in addition to news bulletins) monitored for change in level of warning to WATCH AND ACT or EMERGENCY WARNING. www.dfes.wa.gov.au monitored for updates; 	ongoing
If DFES warning upgraded (WATCH AND ACT ¹² stage):	
<ul style="list-style-type: none"> • update sought from DFES regional office¹³ or 1300 657 209 or www.dfes.wa.gov.au; 	ongoing
<ul style="list-style-type: none"> • directions issued by Emergency Services Incident Controller managing the fire emergency followed; 	ongoing
<ul style="list-style-type: none"> • Department of Education Incident Controller to make decision on school closure based on advice from Emergency Services; • Regional Executive Director to inform principal of closure; 	
<ul style="list-style-type: none"> • Principal to notify staff and parents using emergency contact¹⁴ list of school closure. (Part of Evacuation kit); 	
<ul style="list-style-type: none"> • Department of Education Incident Controller in consultation with Regional Executive Director to identify temporary alternative accommodation of students and staff if required; 	
<ul style="list-style-type: none"> • Department of Education Media Unit to utilise media outlets to make public announcements of schools closures, temporary alternative accommodation and contact number for further information. 	
<ul style="list-style-type: none"> • Department of Education Incident Controller in consultation with DFES informs Regional Executive Director when school can re-open. 	
<ul style="list-style-type: none"> • Regional Executive Director to inform principal when school can re-open; • Principal to inform parents when school can re-open; • Department of Education Media Unit notified 	

¹² See page 15 for an explanation for the three levels of warning for DFES

¹³ Appendix C provides contact details for DFES Regional Offices.

¹⁴ Refer to Section 4 'Emergency Contacts' of the template *Emergency and Critical Incident Management Plan* for more information and a sample telephone contact tree.

 <p>Department of Education</p>	<p>Bushfire Preparation and Response if your School is Closed when a Bushfire Starts</p>
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RESPONSE (Continued)

If DFES warning upgraded (EMERGENCY WARNING¹⁵ stage):	
<ul style="list-style-type: none"> • Department of Education Incident Controller to make decision on school closure based on advice from Emergency Services. Regional Executive Director to inform principal of closure. 	
<ul style="list-style-type: none"> • Department of Education Incident Controller in consultation with DFES informs Regional Executive Director when school can re-open. 	
<ul style="list-style-type: none"> • Regional Executive Director to inform principal when school can re-open: • Principal to inform parents when school can re-open. 	

¹⁵ See page 15 for an explanation for the three levels of warning for DFES

RECOVERY

Refer to the Recovery section of your *Emergency and Critical Incident Management Plan*.

General

- Return workplace to normal.
- Attend to staff and student welfare, consider counselling support.
- Relocate to alternative accommodation if necessary.
- Attend to security: contact Head of Security at Central Office on 9264 4825.
- Manage administrative details, including insurance.

Debrief

- What worked, what didn't?
- Was anything overlooked?
- What could you do better the next time?
- Should roles change?
- Communicate changes with staff and other authorities concerned.
- Share knowledge with other schools.
- Test revised bushfire plan and procedures.

For further assistance and information contact:

- Education Regional Office
- Department of Fire and Emergency Services
- Local Government for Bushfire Brigades
- Department of Education – Head of Security (9264 4825) or the Principal Consultant in the Office of the Deputy Director General, Schools (9264 4062)
- Local Emergency Management Committee.

WARNINGS (DFES)

During a bushfire, emergency services provides 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.

ADVICE

If the school is likely to be threatened by the fire, activate 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 schools.

Turn off evaporative air conditioners. Undertake regular checks of school paying special attention to the evaporative air conditioners.

WATCH AND ACT

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

The principal's decision to leave or relocate students, staff and visitors off-site should be based on assessment of known information and current circumstances (**ONLY IF IT IS SAFE TO DO SO**). This may include advice from emergency services or observations at the time of the event. If the decision is made to activate relocation aspects of their Emergency Management Plan, notify DFES Communication Centre of your decision and relocation point. Principal to liaise with Regional Executive Director.

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. The signal sounds like '**whoop, whoop, whoop**' and is broadcast for up to ten seconds before the broadcast of emergency information. 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 school should activate their Emergency Management 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. Principal to liaise with Regional Executive Director. **If it is not safe to do so, direct all students, staff and visitors to the school's Safer Location.**

TOTAL FIRE BAN

When a **TOTAL FIRE BAN** is declared it prohibits the lighting of any fires in the open air and any other activities that may start a fire. For further details, refer to the DFES website

(<http://www.dfes.wa.gov.au/totalfirebans/Pages/default.aspx>). .

**Appendix A :
Planned Closure Package for Schools on
the Bushfire Zone Register**

Bushfire Zone Register Schools: Checklist for Action

	Department of Education	<u>In Advance of Declaration of Pre-emptive Closure</u>
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Tick when task has been completed

Principal familiar with school's <i>Emergency and Critical Incident Management Plan</i> and where applicable their stand-alone bushfire plan. Furthermore is aware of sources for staying informed of current fire danger ratings or fire activity (local media – television and radio, especially ABC Local Radio; DFES - 1300 657 209 or www.dfes.wa.gov.au .)	
Staff members aware of their responsibilities in accordance with the plan, including that they are not to be on school sites during a day which has been declared a Catastrophic FDR.	
Staff aware media enquiries are to be directed to the Department's Media Unit (9264 5821).	
Stand-down and leave arrangements discussed with staff.	
Two staff members (usually principal and one other) identified to be at the school from 8.00 am to 10.00 am on the day of Catastrophic FDR to communicate the school closure to the community. (These people should only attend if there is no fire in progress at the time.)	
Contact lists for staff and parents up to date (include telephone tree - see Appendix D1).	
School community informed that your school is on the Bushfire Zone Register (see draft text for school newsletter on page A6).	
Letter to parents and memo to staff advising of planned closure prepared (see templates on pages A7 and A9).	
Approved signage laminated ready for placement on external school access points.	
Communication plan established, including telephone tree (include telephone tree - see Appendix D1) to notify school community of pre-emptive closure where lead time is too short for notification by letter.	
School Action Plan includes mechanisms for advising the following of planned closure:	
<ul style="list-style-type: none"> • schools in close proximity and/or with siblings of your students; 	
<ul style="list-style-type: none"> • parents, including making provision for parents from diverse backgrounds (e.g. multicultural, special needs); 	
<ul style="list-style-type: none"> • any staff, students, part-time staff, volunteers and parents of students who are absent on the day of declaration or confirmation of planned closure; 	
<ul style="list-style-type: none"> • visitors planning to visit school on the day of planned closure; 	
<ul style="list-style-type: none"> • School Council and P&C; 	
<ul style="list-style-type: none"> • community kindergartens and community hirers (community use including before and after school care and holiday programs); 	
<ul style="list-style-type: none"> • school contractors (bus contractors, grounds maintenance, cleaners); and 	
<ul style="list-style-type: none"> • building construction workers. 	
Bushfire Preparation Check List for the Summer Months on page 5 of The Principal's Guide to Bushfire acted on.	

Bushfire Zone Register Schools: Check List for Action

	Department of Education	<u>Upon Declaration of Pre-emptive Closure</u>
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Tick when task has been completed

The stand-alone bushfire plan is activated immediately upon declaration of pre-emptive closure.	
All necessary people informed:	
<ul style="list-style-type: none"> • schools in close proximity and/or with siblings of your students; 	
<ul style="list-style-type: none"> • parents, including making provision for parents from diverse backgrounds (e.g. multicultural, special needs); 	
<ul style="list-style-type: none"> • any staff, students, part-time staff, volunteers and parents of students who are absent today; 	
<ul style="list-style-type: none"> • visitors planning to visit school on the day of planned closure; 	
<ul style="list-style-type: none"> • School Council and P&C; 	
<ul style="list-style-type: none"> • community kindergartens and community hirers (community use including before and after school care and holiday programs); 	
<ul style="list-style-type: none"> • school contractors (bus contractors, grounds maintenance, cleaners); and 	
<ul style="list-style-type: none"> • building construction workers. 	
Notice of Planned Temporary School Closure signs placed on the main notice board (at the front of the school), on main administration entrance doors and other entry/exit doors throughout the buildings, including kindergarten and pre-primary.	
Two staff members (usually principal and one other) who are to be at the school from 8.00 am to 10.00 am on the day of the planned closure briefed, attendance confirmed and reminded to secure the facility and activate the electronic security system when leaving the site at 10.00 am (ONLY IF SAFE TO DO SO).	
Regional Executive Director informed of actions taken.	
Fire danger ratings or fire activity monitored (local media – television and radio, especially ABC Local Radio; DFES - 1300 657 209 or www.dfes.wa.gov.au .)	ongoing
If plan to close is reversed, Notice of Planned Temporary School Closure signs removed from the main notice board (at the front of the school), on main administration entrance doors and other entry/exit doors throughout the buildings, including kindergarten and pre-primary.	

Bushfire Zone Register Schools: Check List for Action

	<p>Department of Education</p>	<p><u>Prior to Leaving before the Day of Closure</u></p>
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Tick when task has been completed

<p>BUSHFIRE ALERT Notice of Temporary School Closure sign placed on the main notice board (at the front of the school), on main administration entrance doors and other entry/exit doors throughout the buildings, including kindergarten and pre-primary.</p>	
<p>Notice of Temporary School Closure notice placed prominently on school website.</p>	
<p>Turn off evaporative air conditioners. Undertake regular checks of school paying special attention to the evaporative air conditioners</p>	
<p>All money removed from the school premises.</p>	
<p>Expensive items of equipment secured.</p>	
<p>Data backed up and at least one copy, and preferably two, taken off-site.</p>	
<p>All non-essential electrical equipment switched off (leave on server, router and alarms).</p>	
<p>School premises secured and security system activated.</p>	
<p>School Security contacted (9264 4632) prior to departure, to confirm that all security systems have been armed and the site secured.</p>	
<p>Regional Executive Director informed of actions taken.</p>	

Bushfire Zone Register Schools: Actions to be Taken

	Department of Education	<u>On the Day of Closure</u>
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Tick when task has been completed

Principal liaison with Regional Executive Director to be maintained.	ongoing
Turn off evaporative air conditioners. Undertake regular checks of school paying special attention to the evaporative air conditioners	
Media enquiries directed to the Department's Media Unit (9264 5821).	ongoing
Fire danger ratings or fire activity monitored (local media – television and radio, especially ABC Local Radio; DFES - 1300 657 209 or www.dfes.wa.gov.au .)	ongoing
When advised by Regional Executive Director either to re-open on the following day or to remain closed, all necessary people informed:	
<ul style="list-style-type: none"> • schools in close proximity and/or with siblings of your students; 	
<ul style="list-style-type: none"> • parents, including making provision for parents from diverse backgrounds (e.g. multicultural, special needs); 	
<ul style="list-style-type: none"> • staff and volunteers; 	
<ul style="list-style-type: none"> • visitors who had been planning to visit school on the day of closure; 	
<ul style="list-style-type: none"> • School Council and P&C; 	
<ul style="list-style-type: none"> • community kindergartens and community hirers (community use including before and after school care and holiday programs); 	
<ul style="list-style-type: none"> • school contractors (bus contractors, grounds maintenance, cleaners); and 	
<ul style="list-style-type: none"> • building construction workers. 	
Notice of Temporary Closure notice on school website updated or revised to advise school reopens tomorrow.	
When school reopens, BUSHFIRE ALERT Notice of Temporary School Closure signs removed from all doors and main notice board.	

 <p>Department of Education</p>	<p>Information for Schools <u>Not</u> on the Bushfire Zone Register</p>
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The following is information for schools **not identified** for temporary closure when a Catastrophic Fire Danger Rating has been declared in the locality

<p>Continue normal operations and monitor bushfire activity and weather alerts (local media – television and radio, especially ABC Local Radio; DFES - 1300 657 209 or www.dfes.wa.gov.au.)</p>
<p>If concerned, principals should contact their Regional Executive Director.</p>
<p>Refer parents to DFES for enquiries.</p>
<p>Refer to The Principal's Guide to Bushfire for more information.</p>

ADVICE AND WARNINGS

<p>Department of Fire and Emergency Services provides emergency information, advice and warnings to the community in a number of ways, including:</p>
<ul style="list-style-type: none"> • ABC TV and Radio services for Western Australia www.abc.net.au/reception/freq/wa.htm
<ul style="list-style-type: none"> • DFES's website www.dfes.wa.gov.au
<ul style="list-style-type: none"> • DFES's <i>Prepare. Act. Survive</i> booklet for information and advice to householders.

Draft Text for School Newsletter

Bushfire Zone Register

The Department of Education (the Department) is concerned to maximise the safety of its students and staff. <Insert name of school> has been added to the Bushfire Zone Register. Inclusion on this register means that the school may be required to invoke pre-emptive closure on a day for which a Catastrophic Fire Danger Rating (FDR) has been declared for the <City/Town/Shire> of <insert the name of the Local Government Area in which your school is located>. A Catastrophic FDR means that if a fire starts, it is likely to be uncontrollable, unpredictable and fast moving.

What does this mean for our school?

When given advance warning by DFES that a Catastrophic FDR has been forecast for a given day, the Deputy Director General, Schools may direct the pre-emptive closure of <insert school name>. If the school receives such a direction, you will be informed of the possible planned closure by a letter sent home with your child. Parents of students absent on the day this letter is sent home will be contacted by telephone, so please ensure the school has up to date contact details for you.

In the intervening period between the declaration of the pre-emptive closure and the day of planned closure, DFES will monitor weather patterns to keep the Department informed of any change to the forecast for the declared day. The final decision to pre-emptively close the school will be confirmed by the Department with the principal no later than 1.30 pm on the day before the declared day. If the forecast changes after that deadline, the closure will stand, regardless of improvements to the weather conditions later in the afternoon of the day before the declared day or overnight. The intention is to limit confusion or uncertainty for parents and to allow you ample time to make alternative child care arrangements.

Parents will be advised of the confirmation of closure, or its reversal, by a note sent home with your child on the day before the planned closure. Again, parents of students absent on this day will be contacted by telephone.

How will I know when the school is reopening?

It is anticipated that the school will only be required to close for a single day at a time, but this will depend on the weather. <If your school uses SMS to advise parents of student absences: You will receive an SMS to advise you whether the school will reopen the day after the planned closure, or whether it will remain closed.> The school website will contain a notice to advise you of the current status of the school closure and when it is expected to reopen.

I ask that you monitor local media for current information about fire danger ratings and notification of schools reopening. Staying tuned to ABC Local Radio in your locality is advisable. You can also check with DFES on 1300 657 209 or www.dfes.wa.gov.au. Alternatively you can call me on <insert principal's mobile phone number> or <insert region name> Education Regional Office on <insert number>. If any of the options listed above for finding out when to send your child back to school will prove problematic, please contact the school to arrange for us to phone you to advise you when the school will reopen.

Questions?

Please contact the school on <school phone number> if you have any questions about planned closures during the bushfire season.

<Name>
Principal

Template Letter to Parents Advising of Pre-emptive Closure

BUSHFIRE ALERT NOTIFICATION OF TEMPORARY SCHOOL CLOSURE

Dear Parent

Based on advice from DFES, the Deputy Director General, Schools has directed the temporary closure of <insert school name>, on <insert day, date>, due to a Catastrophic Fire Danger Rating (FDR) for the <City/Town/Shire> of <insert the name of the Local Government Area in which your school is located>. A Catastrophic FDR means that if a fire starts, it is likely to be uncontrollable, unpredictable and fast moving.

The DFES will monitor weather patterns to keep the Department of Education (the Department) informed of any change to the forecast for <insert date>. The final decision to pre-emptively close the school will be confirmed by the Department with me no later than 1.30 pm on <insert date of the day before the declared day>. If the forecast changes after that deadline, the closure will stand, regardless of improvements to the weather conditions on the afternoon of <insert date of the day before the declared day> or overnight. The intention is to limit confusion or uncertainty for parents and to allow you ample time to make alternative child care arrangements.

You will be advised of the confirmation of closure, or its reversal, by a note sent home with your child on <insert day and date of the day before the planned closure>. If your child is absent on that day, the school will phone you to advise whether the closure will go ahead as planned. Please ensure that we have up to date phone contact details for you.

It is anticipated that the school will only be required to close for a single day at a time, but this will depend on the weather. <If your school uses SMS to advise parents of student absences: You will receive an SMS to advise you whether the school will reopen the day after the planned closure, or whether it will remain closed.> The school website will contain a notice to advise you of the current status of the school closure and when it is expected to reopen.

I ask that you monitor local media for current information about fire danger ratings and notification of schools reopening. Staying tuned to ABC Local Radio in your locality is advisable. You can also check with DFES on 1300 657 209 or www.dfes.wa.gov.au. Alternatively you can call me on <insert principal's mobile phone number> or <insert region name> Education Regional Office on <insert number>. If any of the options listed above for finding out when to send your child back to school will prove problematic, please contact the school to arrange for us to phone you to advise you when the school will reopen.

Children may experience some anxiety as a result of this closure. You are encouraged to reassure your children of the safe environment we will provide for them on their return. We will be taking measures, consistent with advice from DFES, to make the school safe before children return.

While no formal education program is available during this time, children are encouraged to:

- continue unfinished work;
- undertake research;
- complete due assignments;
- review recent school work;
- play educational games; and
- read.

This precautionary measure will maximise children's safety.
Thank you for your cooperation.

<Name>
PRINCIPAL

Template Memo to Staff Advising of Pre-emptive Closure

BUSHFIRE ALERT NOTIFICATION OF TEMPORARY SCHOOL CLOSURE

MEMO TO STAFF

Based on advice from DFES, the Deputy Director General, Schools has directed the temporary closure of <insert school name>, on <insert day, date>, due to a Catastrophic Fire Danger Rating (FDR) for the <City/Town/Shire> of <insert the name of the Local Government Area in which your school is located>. A Catastrophic FDR means that if a fire starts, it is likely to be uncontrollable, unpredictable and fast moving.

The DFES will monitor weather patterns to keep the Department of Education (the Department) informed of any change to the forecast for <insert date>. The final decision to pre-emptively close the school will be confirmed by the Department with me no later than 1.30 pm on <insert date of the day before the declared day>. If the forecast changes after that deadline, the closure will stand, regardless of improvements to the weather conditions on the afternoon of <insert date of the day before the declared day> or overnight. The intention is to limit confusion or uncertainty for parents and to allow you ample time to make alternative child care arrangements.

You will be advised of the confirmation of closure, or its reversal, by me on <insert day and date of the day before the planned closure>. If you are absent on that day, the school will phone you to advise whether the closure will go ahead as planned. Please ensure that we have up to date phone contact details for you.

It is anticipated that the school will only be required to close for a single day at a time, but this will depend on the weather. The school website will contain a notice to advise you of the current status of the school closure and when it is expected to reopen.

I ask that you monitor local media for current information about fire danger ratings and notification of schools reopening. Staying tuned to ABC Local Radio in your locality is advisable. You can also check with DFES on 1300 657 209 or www.dfes.wa.gov.au. Alternatively you can call me on <insert principal's mobile phone number> or <insert region name> Education Regional Office on <insert number>.

During this period of closure you will be considered to be on duty and are to undertake professional duties from home (e.g. preparation, planning, assessment and reporting). Measures will be taken, consistent with the advice from DFES, to make sure the school is safe before you return.

This precautionary measure will maximise staff and student safety.

Thank you for your cooperation.

<Name>
PRINCIPAL

Notice of Planned Temporary School Closure

Notice of Planned Temporary School Closure

Please be advised that as a result of a Catastrophic Fire Danger Rating for <day, date>, it is planned to temporarily close this school on that day.

The final decision to close the school will be confirmed by the Department with the Principal no later than 1.30 pm on <insert date of the day before the declared day>. If conditions have improved sufficiently by that time, the school will open as normal on <day, date>. If not, closure will go ahead.

For further information please contact the Principal on <insert contact details> or the <insert Region> Education Regional Office on <insert contact number>.

Thank you for your cooperation.

<Name>
PRINCIPAL

Template Letter to Parents Confirming Pre-emptive Closure

BUSHFIRE ALERT CONFIRMATION OF TEMPORARY SCHOOL CLOSURE

Dear Parent

The planned pre-emptive closure of <insert school name> on <insert day, date of planned closure> of which I advised you on <insert date that initial letter was sent> **will** go ahead as planned. The Catastrophic Fire Danger Rating for that day has not changed, so the safest option remains to close the school for the day.

It is anticipated that the school will only be required to close for the single day, but this will depend on the weather. <If your school uses SMS to advise parents of student absences: You will receive an SMS to advise you whether the school will reopen the day after the planned closure, or whether it will remain closed.> The school website will contain a notice to advise you of the current status of the school closure and when it is expected to reopen.

I ask that you monitor local media for current information about fire danger ratings and notification of schools reopening. Staying tuned to ABC Local Radio in your locality is advisable. You can also check with DFES on 1300 657 209 or www.dfes.wa.gov.au. Alternatively you can call me on <insert principal's mobile phone number> or <insert region name> Education Regional Office on <insert number>.

Thank you for your patience and understanding as we work to make our school as safe as possible for your children.

<Name>
Principal

Template Letter to Parents Reversing Pre-emptive Closure

BUSHFIRE ALERT REVERSAL OF TEMPORARY SCHOOL CLOSURE

Dear Parent

The planned pre-emptive closure of <insert school name> on <insert day, date of planned closure> of which I advised you on <insert date that initial letter was sent> will **not** go ahead. The Catastrophic Fire Danger Rating for that day has been downgraded. Accordingly, the school will open and operate as normal.

Thank you for your patience and understanding as we work to make our school as safe as possible for your children.

<Name>
Principal

Bushfire Alert NOTICE OF TEMPORARY SCHOOL CLOSURE

BUSHFIRE ALERT NOTICE OF TEMPORARY SCHOOL CLOSURE

Please be advised that as a result of a Catastrophic Fire Danger Rating, this school has been temporarily closed.

The school will re-open on advice from DFES.

If you have any further questions or concerns about bushfire, please call the DFES Hotline on 1300 657 209 or visit the DFES website at www.dfes.wa.gov.au or stay tuned to ABC Local Radio.

For further information please contact the Principal on <insert contact details> or the <insert Region> Education Regional Office on <insert contact number>.

Thank you for your cooperation.

<Name>
PRINCIPAL

APPENDIX B: INFORMATION ABOUT BUSHFIRES

Bushfire Hazard

Many schools in Western Australia are located in areas that may be impacted by a bushfire. The level of risk to which schools in these areas are exposed can vary considerably and is dependant on the bushfire hazard surrounding a school, and also on how well a school is prepared and able to act in a bushfire emergency.

Generally, only flammable vegetation covering an area greater than about 10 000 m² should be assessed. Isolated single trees and small groups of trees and shrubs would not normally be included in an assessment. However, if these add to the fire hazard in the general area, or if they are close to buildings, some work would be required to reduce the hazard. This can often be achieved through gardening or landscaping activities.

The DFES has grouped bushfire hazards into four levels. These are: Low, Medium, High and Extreme. These levels can also be used to determine the severity of bushfire hazards adjacent to schools, and within school grounds.

Low bushfire hazard areas

This typically includes urban and suburban areas with maintained gardens, parklands and street verges. These areas are generally devoid of native vegetation. Farm pasture and cropping areas would normally be included in this category. It should be noted that severe bushfires may still impact on schools which are located within low bushfire hazard areas.

Medium bushfire hazard areas

This level includes areas where standing native vegetation occupies no more than about 30% of the total vegetation spread across the area. Suburban areas with some native vegetation cover would also fall into this category. Shrub land and open heath on moderate slopes with a gradient of less than 10° are included in this category.

High bushfire hazard

Forested and well treed areas where the leaf litter and understorey has been reduced, as well as plantations, which are located on moderate slopes less than 10°, fall into this category. Shrub land and open heath on steeper slopes may also be included in this hazard category.

Extreme bushfire hazard

This category includes forests with a dense understorey, heavy leaf litter, as well as timber plantations where the fuel hazard has not been reduced. Hazard-reduced forests and plantations on slopes with a gradient greater than 10°, as well as dense heath and shrub land, are placed into this category.

How Bushfires Behave

All fires need fuel, air and heat to start and grow. Bushfires in particular behave in a number of ways depending on the amount of these elements, and most severe bushfire threats generally occur in summer when high temperatures, strong easterlies and lightning from thunderstorm activity combine.

Fuel

Vegetation around your school, such as dry grass, leaves, twigs and bark, provide fuel for a fire. This fuel plays a part in how hot a fire can be and how fast it can spread. If fuel is removed, the fire will starve.

Heat and radiant heat

Bushfires generate enormous heat. Much of this heat goes up into the air but significant heat also radiates at ground level. This radiant heat spreads the fire by drying out vegetation so it will burn. Radiant heat is the main cause of people dying in a bushfire. Radiant heat may not set fire to your school but it can crack and break windows that will allow embers in that can start fires inside school buildings.

Embers

Even if the fire front does not reach your school, it can still be damaged by burning embers carried by strong winds. Embers can get into your school through gaps in roofs, walls, evaporative air conditioners, windows and doors. They can land on materials that easily burn and this can start a fire. Research has shown that ember attack is the main reason that buildings catch fire during a bushfire. Embers can continue to threaten your school even after the fire front has passed.

Direct flame contact

When materials close to your school catch fire, flames can touch the outside of your school buildings. How long flames are in direct contact with school buildings depends on the amount of fuel to be burnt.

Oxygen

Bushfires need oxygen in the air to keep going and the more there is, the faster the fire burns. Strong winds not only force the fire along but also increase air circulation and provide more air. Any change in wind direction or speed can rapidly increase the rate of spread and the direction of the fire.

Wind

Strong winds usually come with bushfires and as the wind increases so does the fire's temperature. The wind pushes flames closer to fuel making the fire travel faster. Embers and other burning materials are also carried by the wind which can damage buildings kilometres from the fire front.

Fire spread

Fires usually spread faster in grassland than in forests, because winds are stronger and the fuels are less dense. Bushfires will move faster when travelling uphill. The speed of a fire front advancing will double with every 10° increase in slope. On a 20° slope, bushfire speed is four times faster than flat ground. Buildings located on tops of hills or ridges are particularly vulnerable to fires burning in a valley below.

APPENDIX C: DFES REGIONAL OFFICES

Country

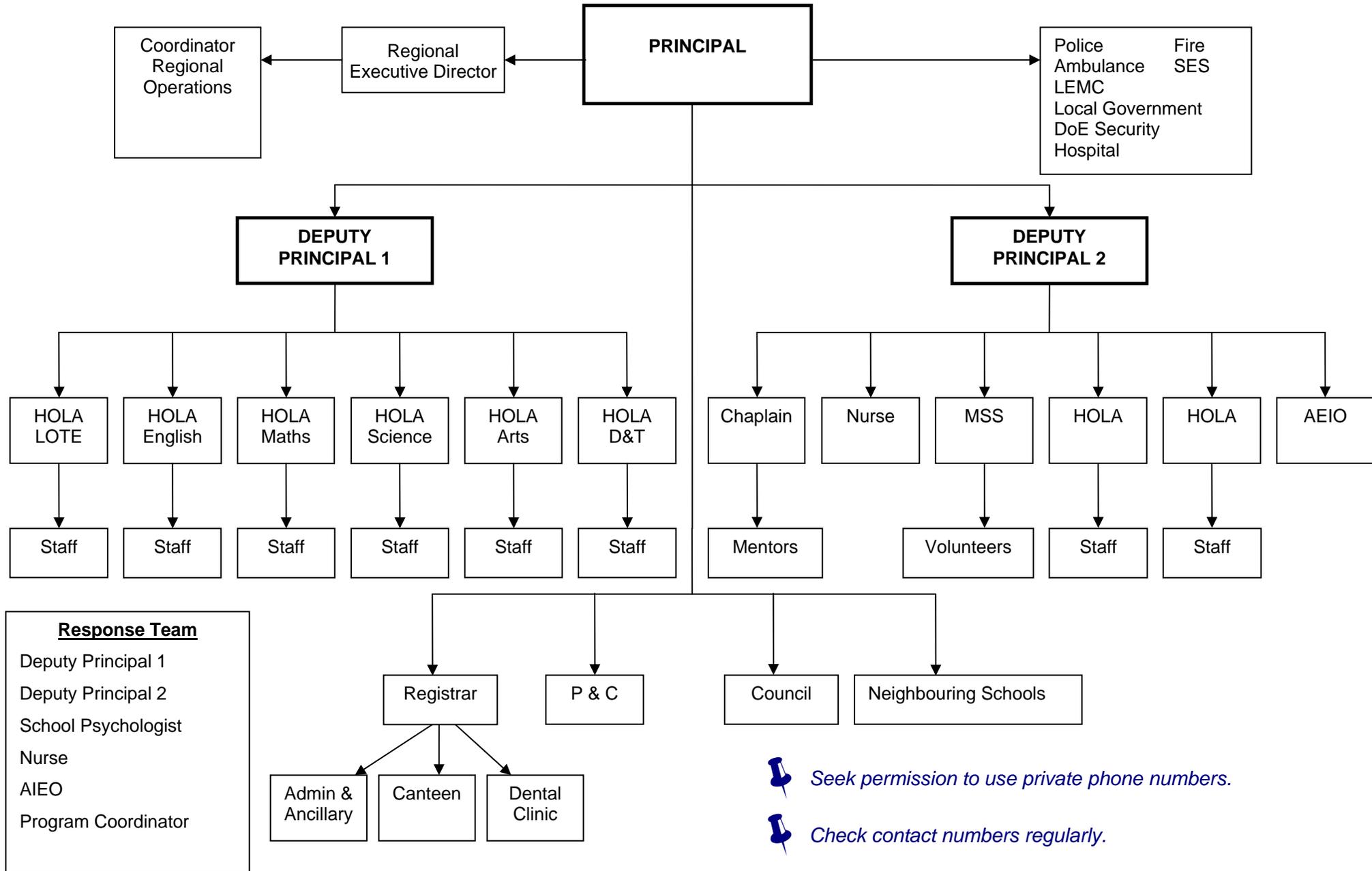
REGION	CONTACT PERSON	Office Location and Contact Details
Kimberley	Regional Director	Cnr Carnarvon and Frederick Sts BROOME WA 6725 Tel: 9158 3200 Fax: 9193 6744
		32 Poinsettia Way KUNUNURRA WA 6743 Tel: 9169 1370 Fax 9169 1373
Pilbara	Regional Director	1/5 Warambie Road KARRATHA WA 6174 Tel: 9159 1400 or 1800 631 227 Fax: 9143 1236
		Cnr Anderson & McKay Sts PORT HEDLAND WA 6721 Tel: 9158 1300 Fax: 9173 2170
Midwest Gascoyne	Regional Director	1 Vulcan Way GERALDTON WA 6530 Tel: 9956 6000 Fax: 9964 4617
Goldfields-Midlands	Regional Director	Dugan Street KALGOORLIE WA 6433 Tel: 9026 4100 Fax: 9021 5577
		79 Newcastle Street NORTHAM WA 6401 Tel: 9690 2300 Fax: 9622 5178
Great Southern	Regional Director	5 Hercules Crescent ALBANY WA 6330 Tel: 9845 5000 Fax: 9841 6719
		10 Williams Road NARROGIN WA 6312 Tel: 9881 3892 Fax: 9881 3894
		Shop 1a Esperance Business Centre Dempster Street ESPERANCE WA 6450 Tel: 9071 3393 Fax: 9071 7304
South West	Regional Director	South Western Highway BUNBURY WA 6230 Tel: 9780 1900 Fax: 9725 4320
Lower - South West	Regional Director	30 Giblett Street MANJIMUP WA 6258 Tel: 9771 6801 Fax: 9770 6888

Metropolitan

REGION	REGIONAL DIRECTORS	Office Location and Contact Details
Perth North Coastal	Regional Director	1/108 Winton Road JOONDALUP WA 6027 Tel: 9301 3900 Fax: 9301 2098
Perth South Coastal	Regional Director	20a Philimore Street FREMANTLE WA 6160 Tel: 9431 0800 Fax: 9335 2692
Perth Central Metro	Regional Director	91 Leake Street BELMONT WA 6104 Tel: 9479 9358 Fax: 9477 6297

APPENDIX D: COMMUNICATION

Appendix D1 – Sample Telephone Tree for Out of Hours Contact



Appendix D2 - Principal's Communication Plan

