



BUSHFIRE PLAN 2017/2018

NOTE: Nearest intersection is

Gray Street and Homer Street

Narrogin, WA

NARROGIN Senior High School

BUSHFIRE PLAN (2017/2018)

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Introduction

This plan is for **Narrogin Senior High School** and has been designed to assist staff to prepare for a total fire ban, catastrophic fire danger rating, or a bushfire. Letters to staff and parents are included in the appendix as well as notices regarding the plans of closures of the school.

The preparation of this plan should be developed in accordance with the *Emergency and Critical Incident Management Policy* and the *Principal's Guide to Bushfire* with input from local emergency management agencies.

Narrogin Senior High School currently 673 students and 100 staff.

The most likely direction of a bushfire threat is from the East and/or South East and/or North East. Entry and exit roads are located on the southern and northern side of the school.

Overview

GENERAL INFORMATION This Bushfire Plan (BP) has been developed during Term Three after consultation with:

- families of students attending the School
- members of the emergency services (e.g. DFES, Local Emergency Management Committee and/or Community Emergency Services Manager)

The BP outlines required actions to prepare the school before the bushfire season as per the *Principal's Guide To Bushfire*. (refer Appendix A)

The BP also outlines activities to be undertaken by staff and students at the different levels of a bushfire emergency:

- on days of Total Fire Ban
- Catastrophic fire danger rating
- when there is a fire in the local district
- when a bushfire is threatening or impacting on the site
- during the period immediately after a bushfire has impacted on the site (known as the 'Recovery Phase').

Where applicable, a building is nominated as the **Safer Location – School Gymnasium** (suggested by FESA).

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

Distribution

The Principal will forward a copy of the site BP to the Regional Executive Director to be held in the regional office

The Principal or delegated officer will forward a copy of the site BP to the emergency services by Week Two of Term Three each year.

The Principal or delegated officer to publish a copy of the school's bushfire plan on the schools website at the beginning of Term 1 each year.

- Details of the website to be provided to families of new students by the Principal or delegated officer during the enrolment process.
- The Principal will ensure that all new staff members, relieving staff and visitors are briefed about the requirements of the BP during the site induction process.

The Principal will include bushfire season reminders and information in site newsletters at least three times in each of the Terms when applicable. The School's Information Booklet, updated in Term 1 each year, includes detailed information about actions and procedures included in the BP.

All staff members receive pre fire season updates during Term 3 and ongoing information and instruction about the contents and requirements of the BP during Term 4 and Term 1 staff meetings

Bushfire Preparation checklist (please refer to Appendix A)

The safety and wellbeing of students, staff and visitors is at all times the Department's main priority. Staff are not expected to fight bushfires.

The school is to review (and update where appropriate) the plan on an annual basis and submit the up to date version of this plan to the Regional Executive Director's Office in Term Three.

In this regard, any bushfire advice received by the school from the Department of Fire and Emergency Services (DFES), the Local Emergency Management Committee (LEMC), Community Emergency Services Manager (CESM) or external experts needs to be documented identifying the date and source of the advice.

Date of Review	Reviewing Officer	Date Submitted	Next scheduled Review
28/03/2014	Simon Vogal DFES Narrogin	28/03/2014	01/09/2014
18/08/2014	Principal	18/08/2014	1/01/2015
27/02/2015	Simon Bell – Bush Fire risk Management Officer DFES		
16/10/15	Deputy Principal – AS	23/10/2015	22/07/2016
02/09/2016	Deputy Principal – AS	09/09/2016	20/07/2017
10/08/2017	Deputy Principal – AS		31/07/2018

Communication

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

Preparing for Bushfire Season

- The Principal must ensure all students and staff are aware of the school's bushfire plan. It is also necessary to ensure that relief staff and parents have been made aware of the school's bushfire plan. A copy of the school's bushfire plan should be published on the schools website. Suggested draft text for the school newsletter is available in Appendix A6 of the *Principal's Guide to Bushfire*.
- The Principal should establish contact with emergency services, including DFES, the local volunteer fire brigade, WA Police, the LEMC and CESM.
- Schools located in bushfire prone areas need to incorporate key bushfire messages in their curriculum. *(Research is showing that if students develop and undertake drills as part of the emergency planning the message is more meaningful and transfers to the home environment. Additional benefits can be realised by taking activities home that need to be completed and returned. This can serve to increase families' level of awareness and preparedness in regards to bushfire survival plans or household preparedness assessments.)*
- Communication plans (including emergency contacts and a telephone tree) need to be in place for evacuation or planned closure. See Appendix D for a Communication Plan, Appendix E for sample emergency contacts and Appendix F for a sample telephone tree.
- The school has an effectively working emergency warning or alert system and emergency communication equipment is available and working.
- Schools have in place systems to account for students, staff and visitors in an emergency, such as class rolls (or equivalent) and visitor registers. Consideration should be in place for situations such as a loss of power affecting the ability to print from electronic sources.
- Arrangements are in place in relation to school buses if appropriate (notification of contractors if pre-emptive closure is invoked; the availability of buses if off-site evacuation is required).

Pre-emptive Closure

- The Department of Education Incident Controller (normally the Deputy Director General Schools or delegated officer) will make the decision to close a school based upon advice from Emergency Services and this will be relayed to the Principal via the Regional Executive Director.
- The Principal is to notify staff and parents using emergency contacts and the telephone tree of closure. See also the draft letter to parents in Appendix A7 of the *Principal's Guide to Bushfire* advising of pre-emptive closure, being mindful of parents' level of literacy and understanding of English.
- All other necessary parties are advised including (but not limited to) other schools that may have siblings at your school, community users of the school facilities (including before and after school care, community kindergartens or holiday programs), on site contractors and Parents and Citizens Association (P & C).
- If appropriate, bus contractors will be contacted to arrange for the evacuation of students to a designated area.
- Notice of Planned Temporary School Closure should be posted as per the *Principal's Guide to Bushfire*, both physically at the school and electronically on the website.

During Evacuation

- The school will contact their Regional Executive Director and the Department's Media Unit.
- The school will contact parents via phone or email.
- The school will notify bus contractors and out of school programs.

- The school has landlines and three school mobile phones
- School landline: 08 9881 9300
- School mobile: Principal 0477 353 350
Deputy 1 0477 734 834 Deputy 2 0477 353 352
- It would be preferable that parents restrict calling the school at this time to emergency calls only.
- The official broadcaster of Emergency Events is ABC radio. Our local station is ABC local radio. They will provide up to date information during a bushfire event in our area.
- The DFES website provides up to date information on fire events. Refer to <http://www.dfes.wa.gov.au/>.

NOTE: DFES are introducing the national Emergency Alert system to send community warning messages via mobile telephones in affected areas. (Information can be obtained from <http://www.dfes.wa.gov.au/pages/default.aspx>).

The Principal communicates directly with Regional and Central Office personnel including any media communications. Staff should not comment directly to media.

Reopening the School

- The Regional Executive Director is to advise the Principal when the school can re-open.
- Parents need to know when the school is reopened. In the event of a pre-emptive closure details are contained in the template letter (*Principal's Guide to Bushfires advising of pre-emptive Closure- Appendix A7*).
- The Notice of Planned Temporary School Closure should be physically removed from the school premises and website.
- All parties that were advised of closure (e.g. Bus Contractors, Out of hours users, P&C) should be advised of reopening.

BUSHFIRE RATINGS – advice warnings

Business Manager to check in the morning

<http://www.dfes.wa.gov.au/firedangerratings/Pages/default.aspx>

There is no need to register or sign up to Emergency Alert. In the case of an emergency, you may receive a voice message on your landline telephone based on the location of the handset or a text message on your mobile phone, based on the service address of the phone.

TYPES OF FIRE EVENT

In the event of a Total Fire Ban, catastrophic weather warning, or bushfire, the **Bushfire Plan** will be activated.

1. Total Fire Ban (as notified by the Business Manager following his morning check)

In the event of a Total Fire Ban the **Bushfire Plan** will be invoked: (refer to *Principal's Guide to Bushfire* for all procedures).

This means:

- you must not light or use any fires in the open air;
- all open fires for the purpose of cooking or camping are not allowed;
- 'hot work' such as metal work, grinding, welding, soldering, gas cutting or similar is not allowed unless you have an exemption; and
- You must not undertake any other activities that may start a fire.

The Department of Fire and Emergency Services advice is that chainsaws, plant or grass trimmers or lawn mowers can be used during a total fire ban in suburban or built up areas which are cleared of flammable material, but not in bushland or other areas where their use is likely to cause fire.

The school gardeners will be informed by the Business Manager when a total fire ban is in place.

It is also necessary to ensure:

- The equipment or machinery is mechanically sound.
- All reasonable precautions are taken to prevent a bushfire starting.

It is recommended postponing the activity altogether to minimise the risk of fire.

If a Harvest and Vehicle Movement Ban has not been implemented by your Local Government Authority you are able to harvest or move vehicles across paddocks for agricultural purposes.

Individuals could be fined up to \$25,000 or jailed for 12 months or both if the Total Fire Ban is ignored.

For information on activities that can or cannot be carried out during a Total Fire Ban visit www.dfes.wa.gov.au/totalfirebans/Pages/TotalFireBanWhatCantIDo.aspx.

If the information you want is not available from the website, telephone the Total Fire Ban Information Line 1800 709 355.

This information is also available by visiting www.dfes.wa.gov.au

2. Catastrophic Fire Danger

The Catastrophic Fire Danger Index (FDR) has been added to the Australia-wide FDR system since the 2009 bushfires in Victoria. If a fire starts in catastrophic conditions, its impact potential includes death or injury to people and destruction of buildings.

Category	Fire Danger Index (FDR)	Action
Catastrophic	100+	Schools on Bushfire Zone Register closed on instruction from Deputy Director General Schools, through Regional Executive Director. School to invoke communication plan and cancel bus services.
Extreme	75-99	Monitor DFES website
Severe	50-74	Monitor DFES website
Very High	32-49	Normal school operations
High	12-31	Normal school operations
Low-Moderate	0-11	Normal school operations

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

2.1 Planned Pre-emptive Closure

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

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 4.30 pm the day before the planned closure. If weather conditions become less severe after 4:30 pm, the closure goes ahead regardless, in order to provide a level of certainty to parents.

The Department of Fire and Emergency Services 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.

2.2 During a Planned Closure

The Principal must stay informed of current fire danger rating and any fire activity by monitoring local media (local radio, especially the ABC, and television) and by regularly checking for updates with DFES.

2.3 Re-opening 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 contains advice on how parents can monitor the situation. The school will 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.

3. Bushfire

In the event of a bushfire threatening the school, the school will notify DFES and the **Bushfire Plan** will be invoked by way of the school siren (or hand held whistle).

3.1. Bushfire - Watch community

During a bushfire, Emergency Services provide as much information as possible through a number of different channels.

There are three levels of warning **ADVICE**, **WATCH AND ACT** and **EMERGENCY WARNING**. These change to reflect the increasing risk to life and the decreasing amount of time you have until the fire arrives. Download a copy of DFES bushfire warning table from:

http://www.dfes.wa.gov.au/safetyinformation/fire/bushfire/BushfireChecklists/DFES_Bushfire-Warning_Levels.pdf

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.

3.1.1 Advice

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 and patrols of the school for bushfire activity, paying special attention to the evaporative air conditioners.

3.1.2 Watch and Act

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

The principal or delegate should contact the controlling agency to seek instruction as to whether to move students, staff and visitors to their pre-determined Safer Location on the site or evacuate.

The direction to evacuate by the Emergency Services Incident Controller will consider the location of the bushfire, the ability to travel safely to the selected evacuation point and the safest route to get there. In some circumstances it may not be safe to evacuate.

3.1.3 Emergency Warning

An **EMERGENCY WARNING** is the highest level of warning and tells you of **immediate** danger. In some circumstances it may start with a siren sound called the Standard Emergency Warning Signal (SEWS) to get your attention as the fire is about to arrive. SEWS is a distinctive sound that is broadcast immediately prior to major emergency announcements on radio, television and other communication systems. SEWS tells people 'you need to listen – there is an emergency in your area and you need to take action now'. It is used like a siren and is strictly controlled for use by an authorised hazard management agency only.

The principal or delegate should contact the controlling agency to seek instruction as to whether to move students, staff and visitors to their pre-determined Safer Location on the site or evacuate.

The direction to evacuate by the Emergency Services Incident Controller will consider the location of the bushfire, the ability to travel safely to the selected evacuation point and the safest route to get there. In some circumstances it may not be safe to evacuate.

3.1.4 All Clear

An **ALL CLEAR** is issued when the threat has passed and the fire is under control. Fire-fighters will still be working to put out the last remnants of the fire and making the area safe, so it is important to remain vigilant in case the situation changes. It may still not be safe to leave to school to return home. Emergency services will advise when you can go home.

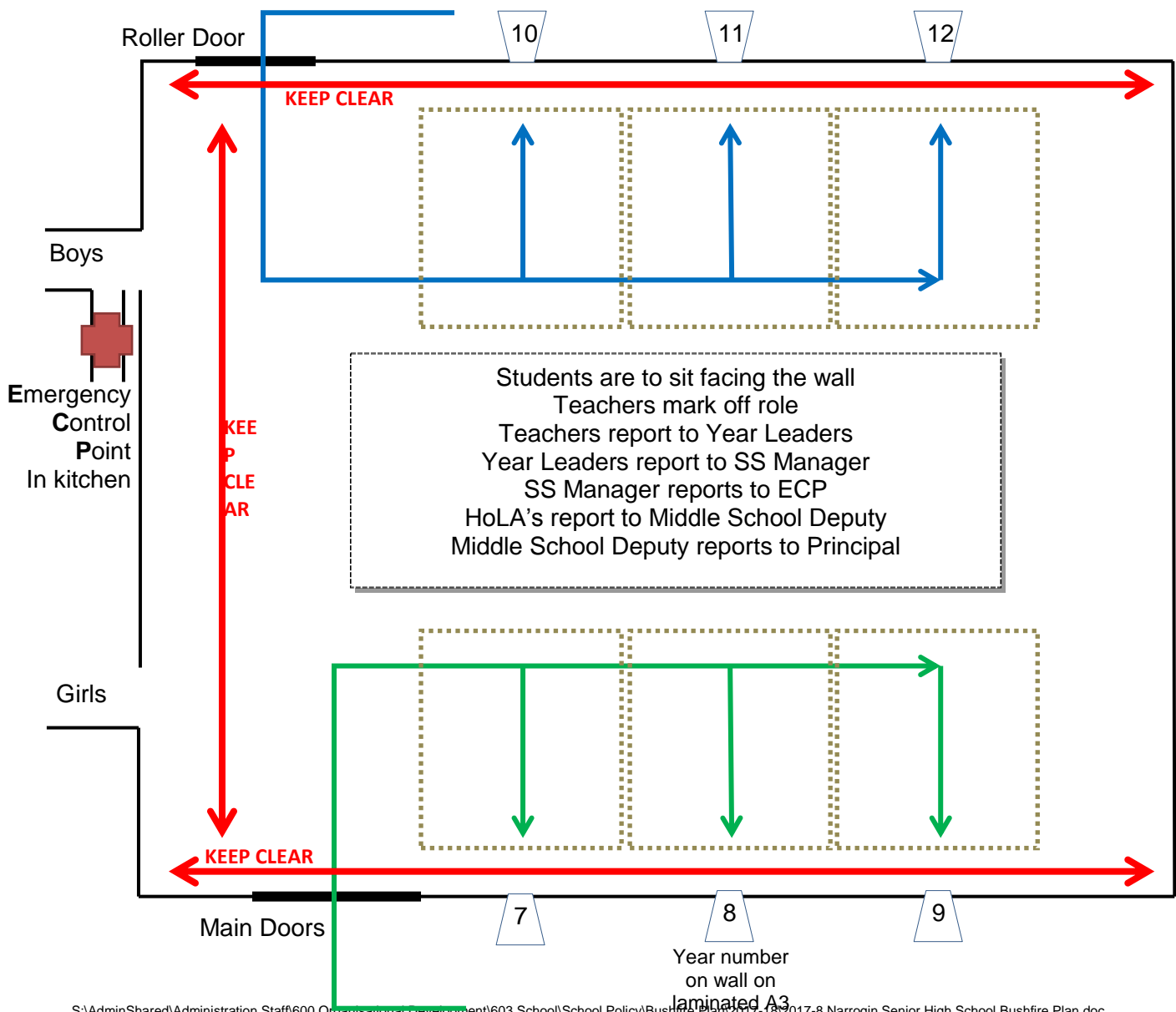
3.2. Bushfire - Act

3.2.1 Response when a bushfire starts and the school is open

3.2.1.1 Evacuation Procedure

School to evacuate to safer location - **SCHOOL GYMNASIUM.**

- All classes to remain with their teachers and allocated education assistants and move in an orderly fashion to the gym. No mobile phones to be used by students or staff.
- All classes in transportable buildings to be relocated to the School Gymnasium. See Appendix C for the safer location evacuation plan.
- All other staff and visitors are to move to the gym as well.
- Teachers account for each child on their respective class list and identify students and support staff with known respiratory conditions. Student Services Admin staff to bring over 'blue sheets' and compare.
- Doors and windows must be closed and **evaporative air coolers turned off (HoLAs block wardens to check)**. Students and staff are to remain in classrooms unless directed otherwise by their fire warden.
- Fire wardens are designated to manage evacuation routes, liaise with staff.
- The Principal and fire wardens, will control this response until the arrival of DFES or emergency services who will then take over.
- Students and adults with known respiratory conditions will be identified and given special consideration.



Parent Access

Parents advised **NOT** to pick up students and to monitor local media for specific access information. SMS information will be shared also email

3.2.1.2 Alternate Venues

Two (2) other locations have been identified in case the school gymnasium is off-limits

- Assembly Area #2 School Oval
- Assembly Area #3 East Narrogin Primary School Oval (Hansard St end)

3.2.2 Response when a bushfire starts and the school is closed

If the DoE Incident Controller makes a decision on school closure based upon advice from Emergency Services the Regional Executive Director will inform the Principal of closure. The Principal is to notify staff and parents using the emergency contact list (see Appendix D for a Sample Communication Plan) of Closure. The Department of Education Incident Controller will, in consultation with the Regional Executive Director identify alternative accommodation of students and staff if required. The Department's Media Unit will utilise media outlets to make public announcements of school closures, temporary alternative accommodation and contact number(s) for further information. The Department's Incident Controller in consultation with DFES will inform the Regional Executive Director when the school can reopen, who will inform the Principal accordingly.

3.2.3 Recovery

The priorities for the school during recovery are

1. Health and Safety of individuals;
2. Social Recovery;
3. Physical (Structural) Recovery.

General

- When possible, return to normal routine.
- Attend to staff and student welfare, considering counselling support.
- Provide information for families and the community of any impact (including if there is none) on the school and school routine following the bushfire.
- Undertake a check of any equipment or stock used and arrange replacement/replenishment.
- Address any physical damage to the school, isolating areas if required and if necessary relocate to alternative accommodation. Contact Building Management and Works to commence repairs. The Department should be advised of any damage caused by the bushfire.
- Attend to security if necessary (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 and your staff do better next time?
- Should roles change?
- If changes are made, incorporate them into the formal plan and advise the appropriate parties including staff and other authorities.
- Share the knowledge with other schools.
- Test the revised bushfire management plan and procedures.


For further details and contacts refer to the Recovery Section of the *Emergency and Critical Incident Management Plan* and *The Principal's Guide to Bushfire*

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APPENDICIES

APPENDIX A: COMPLIANCE: Bushfire Preparation Checklist

	Department of Education	Bushfire Preparation Check List for the Summer Months
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Principals should be thoroughly familiar with their current plans for dealing with bushfires.

All staff members should be aware of their responsibilities in accordance with the plans.

MANAGEMENT ACTIVITIES

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

Evidence

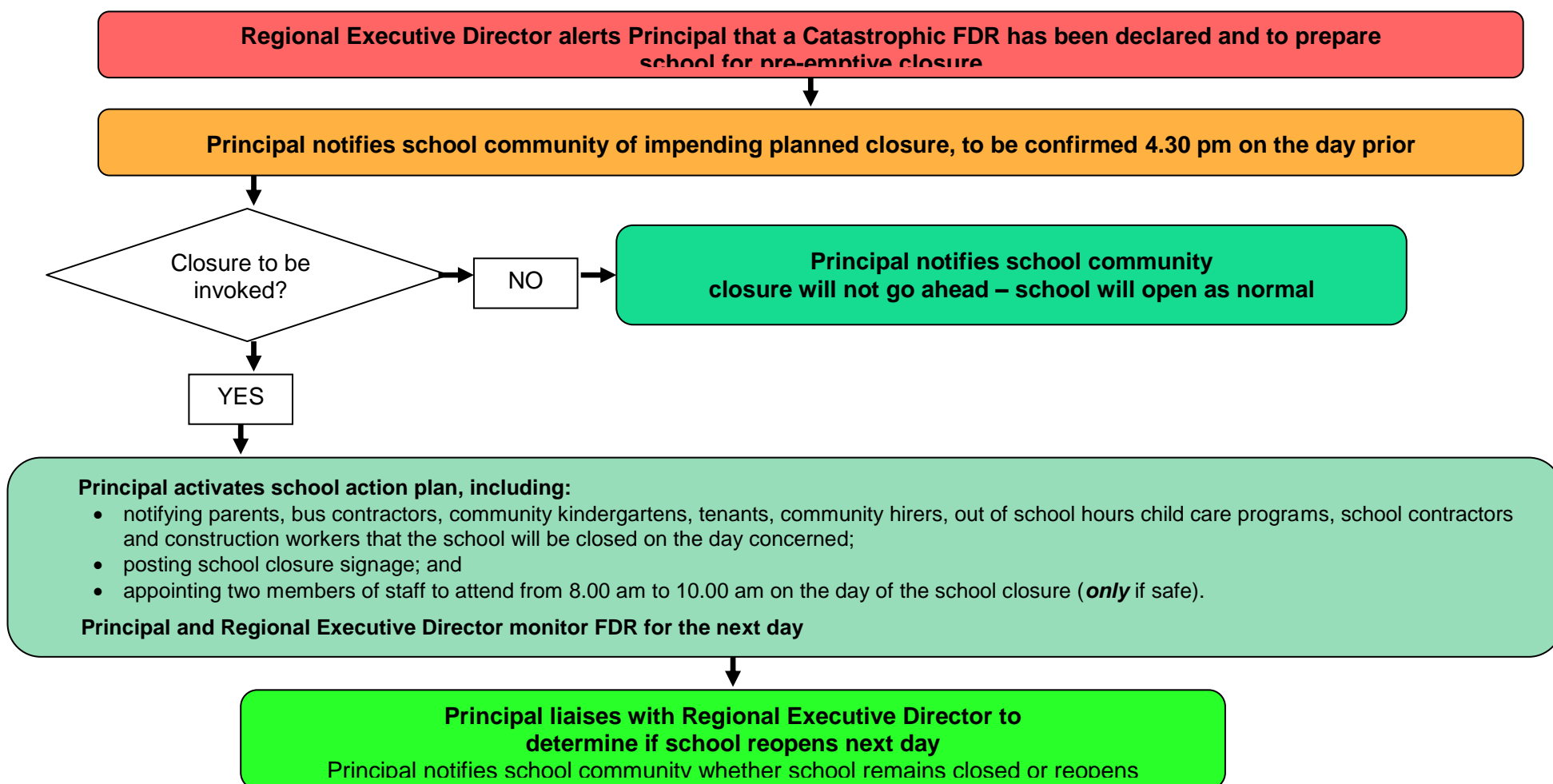
The School <i>Emergency and Critical Incident Management Plan</i> includes a plan for dealing with bushfires. Schools on the Bushfire Zone Register must also have a separate stand-alone bushfire plan.		✓
Principal is thoroughly familiar with their current <i>Emergency and Critical Incident Management Plan</i> and where applicable their stand-alone bushfire plan.		✓
Students, staff, relief staff and parents/carers have been made aware of the school bushfire plan.		✓
The bushfire plan has been reviewed prior to the bushfire season (Term 3 each year) and a copy forwarded to your local education regional office.		✓
Schools on the Bushfire Zone Register, have appointed a school emergency liaison officer. The appointed liaison officer may be required to relocate during an emergency, to the Incident Control Point, to provide an information conduit between the school and the controlling agency.		✓
The principal and liaison officer, have established contact with local emergency services including DFES, the Department of Parks and Wildlife (if relevant), the local volunteer fire brigade, WA Police, your Local Emergency Management Committee (LEMC), local government representative or Community Emergency Services Manager (CESM) (if there is one for your area), and incorporated their feedback into the plans (as required).		✓
Emergency Services, outlined above, are informed of your nominated pre-determined Safer Location as part of your Emergency Critical Incident Management Plan procedures.		✓
Schools on the Bushfire Zone Register understand the bushfire warning system (refer DFES website page 8) and the Emergency Alert telephone warning system (www.emergencyalert.gov.au).		✓
Schools on the Bushfire Zone Register need to incorporate key bushfire messages in their curriculum.		✓
Schools know how to turn off evaporative air conditioner units, including awareness of the location of the switches, and how to close roof vents.		✓
Communication plans (include telephone tree – see Appendix D1) are in place for directed evacuation or planned closure		✓
Evacuation drills practised prior to the start of the bushfire season and at least once per term during the bushfire season. The bushfire season typically runs from late October to April in southern WA and June to late October in northern WA.		✓

Note this is a minimum of three drills per year.		
School has a correctly functioning emergency warning or alert system.		✓
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 (or equivalent) are readily accessible in an emergency to account for students, staff and visitors.		✓
First aid equipment is available and staff members trained in first aid have been identified.		✓
Evacuation kit should be checked at least once per term.		✓
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)		✓
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.		✓
A Safer Location within the school building should be identified and prepared in the event that an off-site evacuation is not possible (Refer page 4 of the Guide).		✓
Asset Protection Zone (APZ) (20 metre radius), cleared of all rubbish, long dry grass, bark and flammable materials.		✓

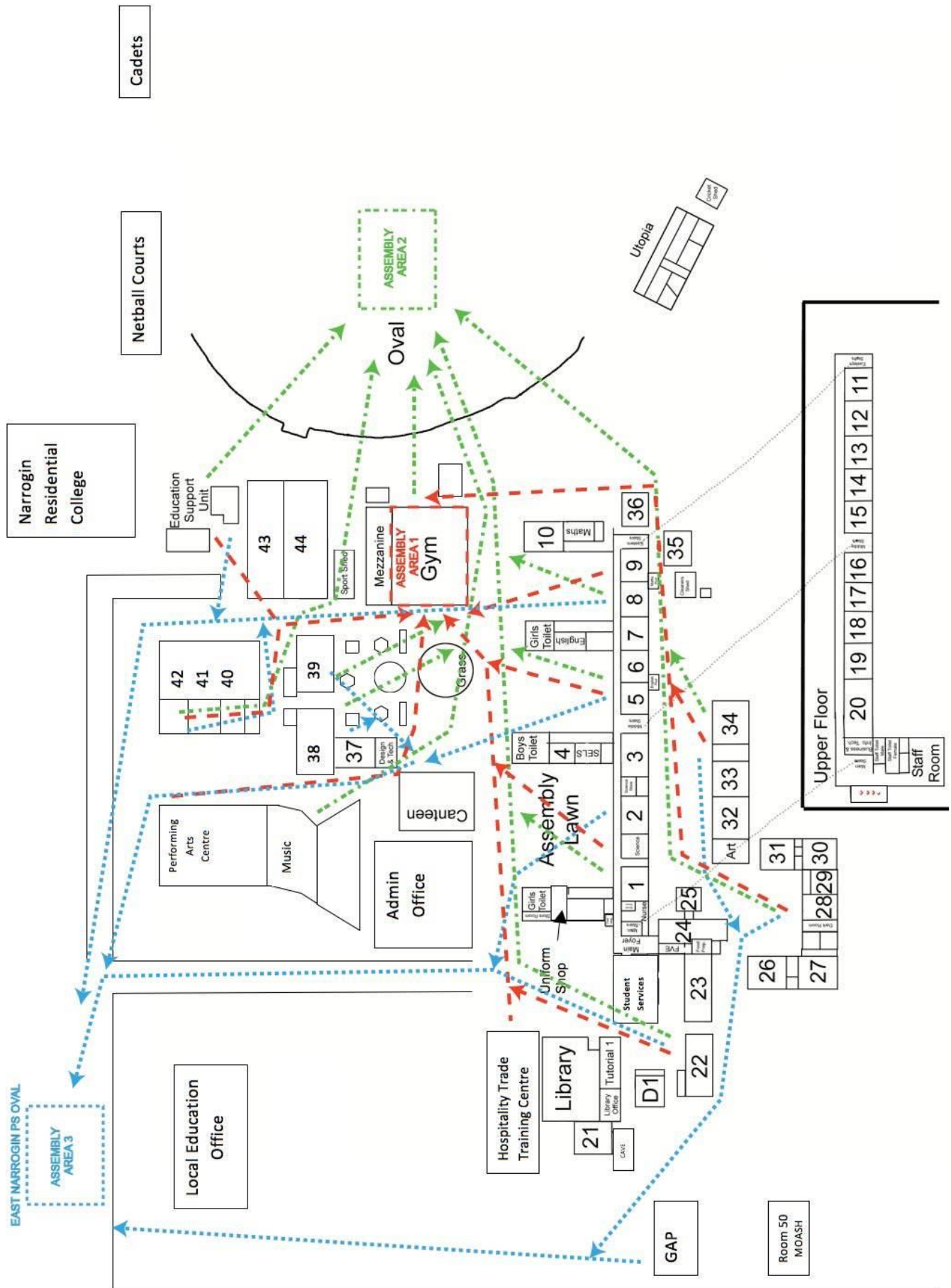
APPENDIX B: Catastrophic Event Flow Chart

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

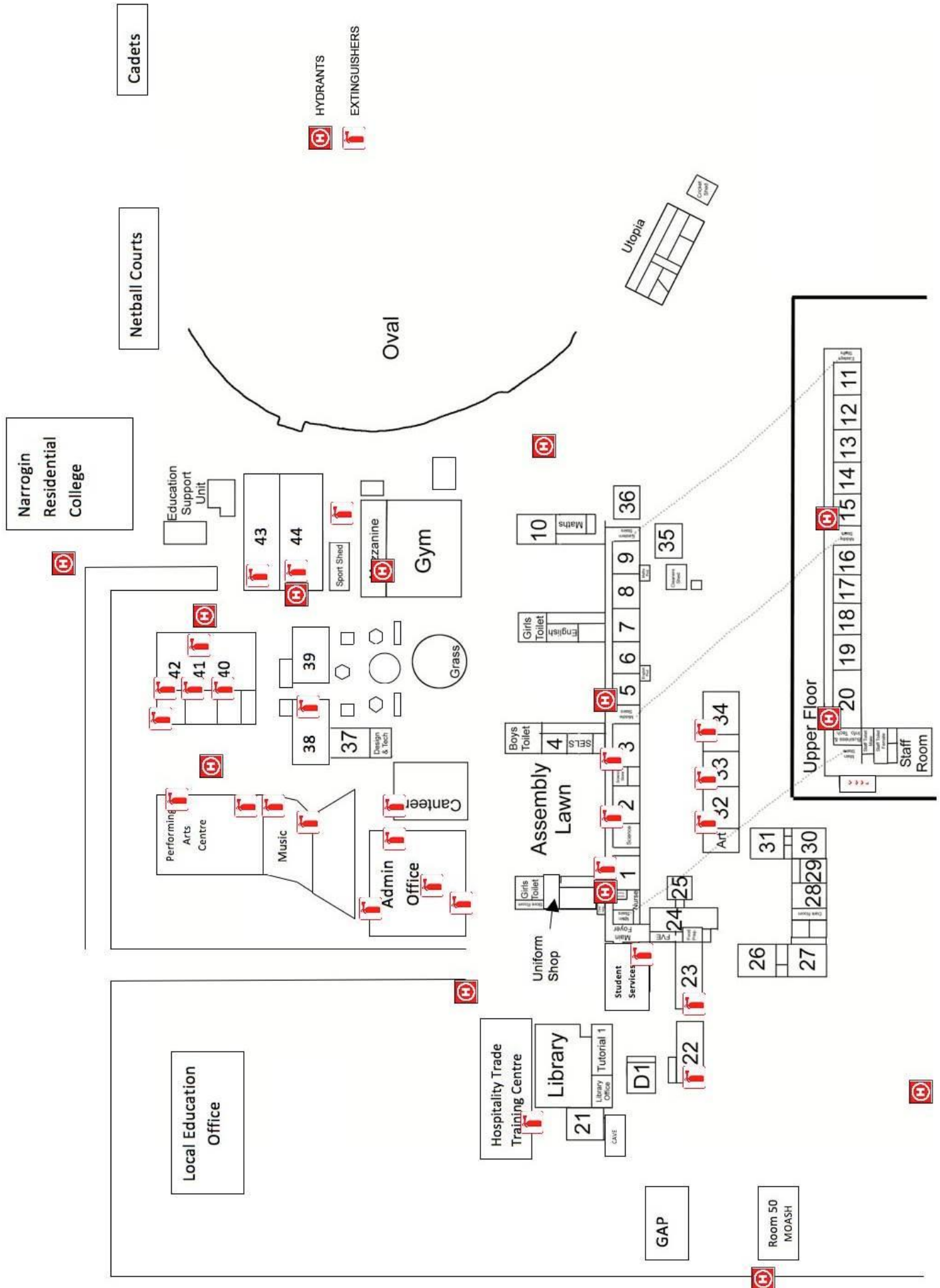
PRINCIPAL'S RESPONSE TO Catastrophic Fire Danger Rating



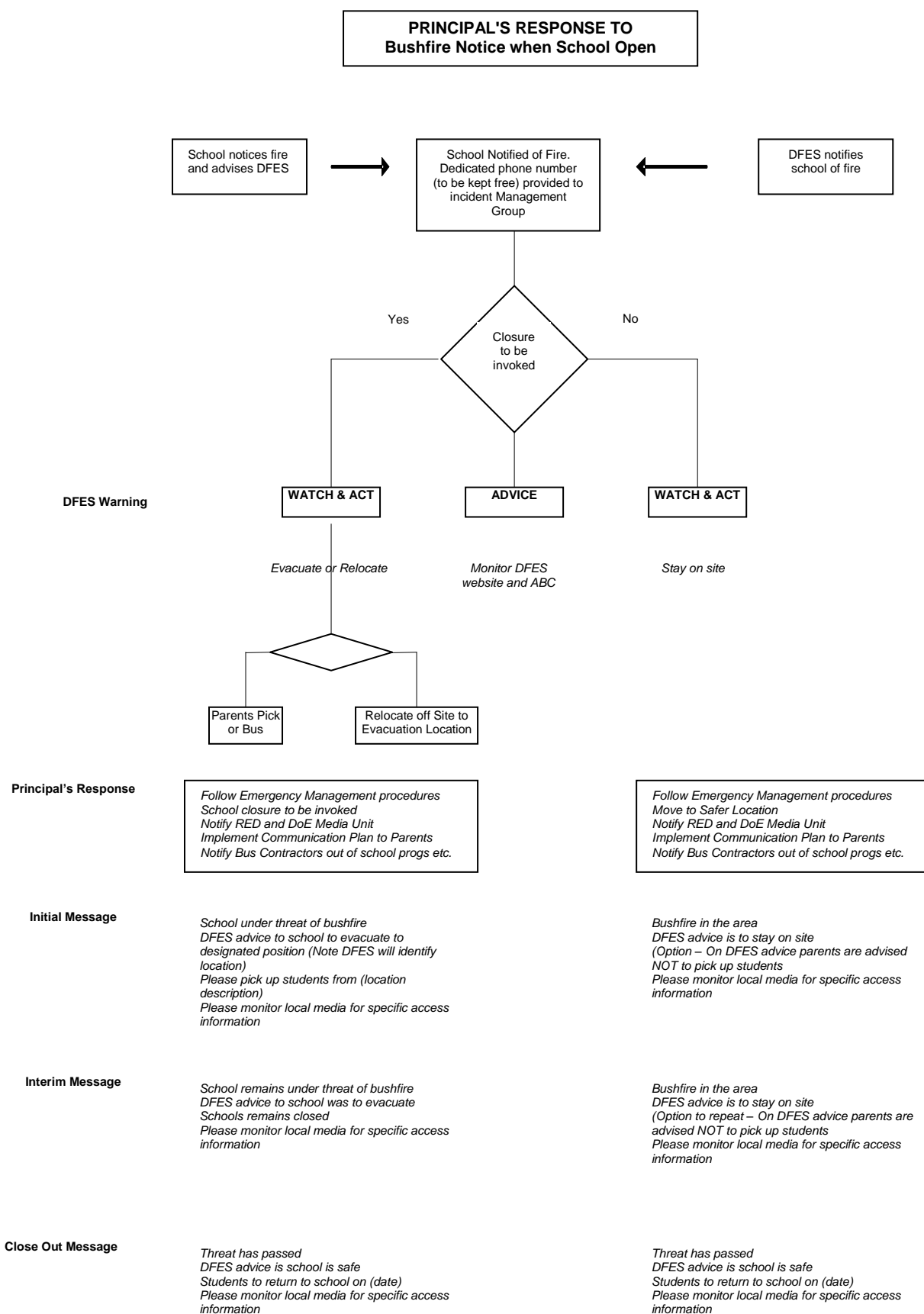
APPENDIX C: Narrogin SHS Evacuation Routes



APPENDIX D: Narrogin SHS Fire Extinguishers & Hydrants



APPENDIX E: Communication Plan



APPENDIX F: Emergency Response Contact List

Assess  Evacuate  Inform  Organise  Undertake

EMERGENCY CONTACT & PHONE NUMBERS		ROLES AND RESPONSIBILITIES	
Police	Local: 9882 2555	Evacuation: Principal Invacuation: Principal	Siren/Pause x3 or Continuous handbell Continuous siren or short whistle blasts
Ambulance / Hospital Local Ambulance	Local: 9881 0333 Two-way channel 9 000	Checking Rooms see Zone Wardens in Table 1 below	Registrar /Principal
Fire Local 9881 3892	W: 000 M: 0427026967 UHF (if appropriate) Emergency Services Coordinator 1300 1300 39	Marshalling Evacuation: gymnasium Invacuation: classrooms see Marshals in Table 1 below	Teachers Teachers
Bus Contractors Peter Forrest Wayne Nicholas Ron Nicholls Lindsay Sims Keith Brook Leon Jamieson Alan Corner Shane Jacobs Greg Nicholas Mike McMillan Evanne Hodges	0427 811 590 0417 990 819 0417 182 480 0427 811 882 0407 086 987 0438 852 594 0427 811 089 0429 493 462 0427 812 377 08 98813081 0477 932 549	Boddington Wickepin, Boundain Highbury West, Whinbin Rock, Ag College, Tincurrin Popanyinning East/Cuballing, Yilliminning Williams/Geeralying Congelin Narrogin Valley Pingelly Townsite, Wagin Townsite North East/Cuballing, Yornanning Williams Feeder Pingelly	
Power Outage (Horizon Power or Western Power)	131 353	Accredited FIRST AID Officers	Rick Bee (exp) Peter Erickson (exp) Jennifer Browne Alistair Potts Steve Quartermaine
State Emergency Service	1300 1300 39	Communication	Principal /Registrar
Poisons Information	131 126	Next of Kin Notification	Principal (Police if death)
REGIONAL DIRECTOR	Alison Ramm fax: 08 9622 3996 mobile: 0438 924 649	Reporting and Review	Principal
PRINCIPAL	Steve Quartermaine	08 9881 9304	0477 353 350
REGISTRAR	Peter Trefort	08 9881 9307	0408 904 059

Table 1: Zone Wardens (Room Checkers)

Wing/Room	Room Checker
Front Office Administration, Music and PAC	Business Manager
Music and PAC	TIC Music
Maths Rooms and Boys Toilets	HoLA Maths
BEIT, S & E and Room 4 & 36	HoLA HASSL
Home Economics Area	TIC Home Economics
English Rooms and US Girls Toilets	HoLA English
Science Rooms (office and prep rooms), Arts, Media, Photography, Room 30	HoLA Science
Design and Technology Block (storage rooms)	TIC Design and Technology
Gymnasium	HoLA HPE
Trade Training Centre	HoLA T+E
Canteen	Canteen Manager
Library, GAP and MOASH Rooms	VET Coordinator
Student Services Block, Staff Room, UAT toilet, Careers On Track and JS Girls toilets	Student Services Manager

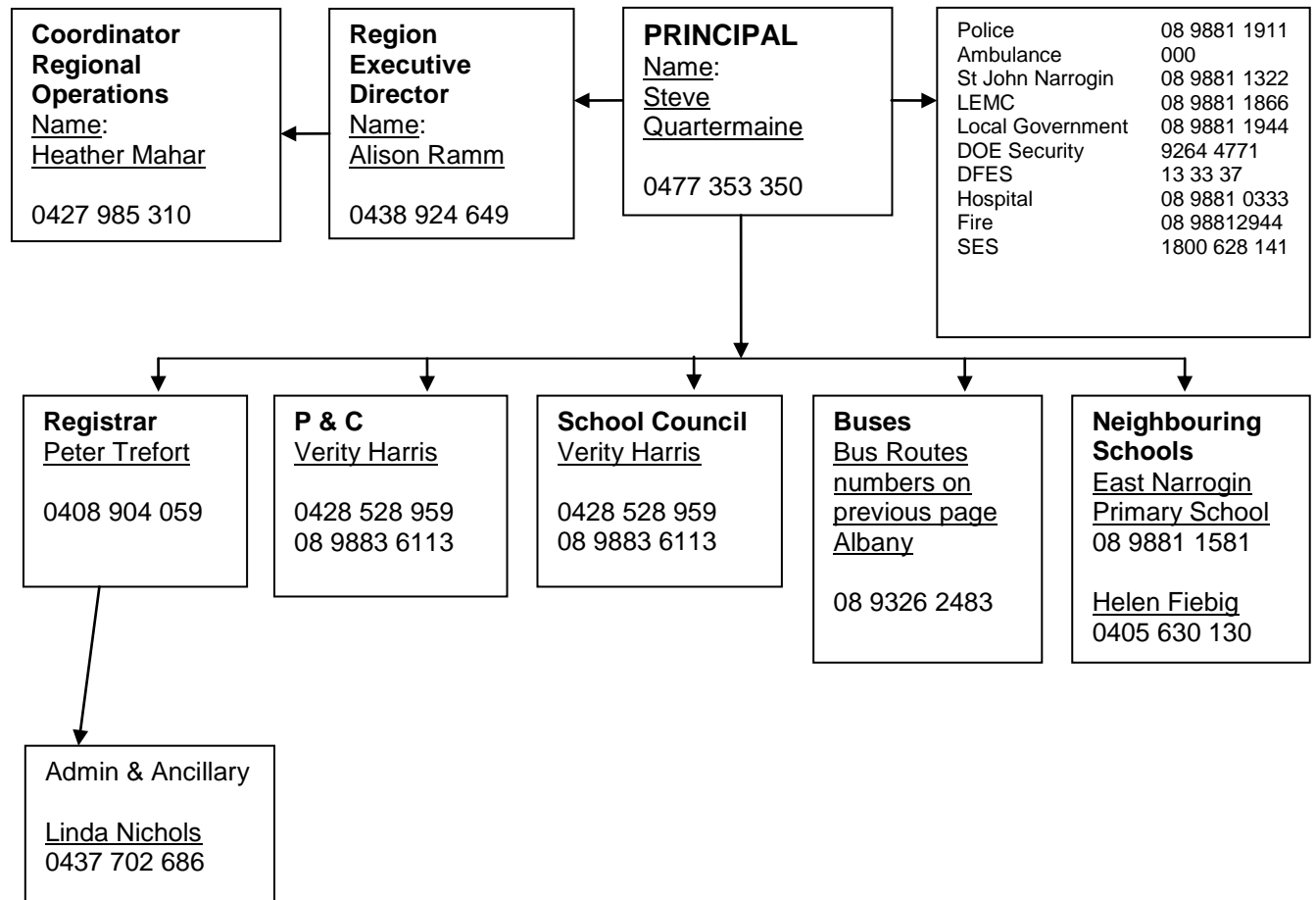
Table 2: Evacuation Assembly Area Marshalls

Student Services Manager to check that all Year Leaders are present. He/she is to appoint a teacher to act in the role of a Year Leader if absent.

Assembly Area	Marshall
Facing East Wall on Gym floor	Year 12 Year Leader
Facing East Wall on Gym floor	Year 11 Year Leader
Facing East Wall on Gym floor	Year 10 Year Leader
Facing West Wall on Gym floor	Year 9 Year Leader
Facing West Wall on Gym floor	Year 8 Year Leader
Facing West Wall on Gym floor	Year 7 Year Leader
Stage area	Student Services Manager (Coordinator)

**In the case of an EMERGENCY
Call
000**

APPENDIX G: Communication Tree



Response Team

Principal	Steve Quartermaine
Manager Corporate Services	Peter Trefort
Nurse	Tammy Vause
Wardens	David Fung, Diane Quartermaine, Brooke Rintoul, Louise Davidson, Andrew Corner, John Johnson

APPENDIX H: TEMPLATE LETTERS

TEMPLATE LETTER TO PARENTS

CONFIRMING PRE-EMPTIVE CLOSURE

BUSHFIRE ALERT

CONFIRMATION OF TEMPORARY SCHOOL CLOSURE

Dear Parent

The planned pre-emptive closure of Narrogin Senior High School 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. 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 0477353350 or Wheatbelt Regional Education Office on 9622 0200.

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

Mr Steve Quartermaine
Principal

TEMPLATE LETTER TO PARENTS
REVERSING PRE-EMPTIVE CLOSURE

BUSHFIRE ALERT

REVERSAL OF TEMPORARY SCHOOL CLOSURE

Dear Parent

The planned pre-emptive closure of Narrogin Senior High School 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.

Mr Steve Quartermaine
Principal

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 0477 353 350

or the Wheatbelt Regional Education Office on 9622 0200.

Thank you for your cooperation.

Mr Steve Quartermaine
Principal

APPENDIX I: Communication Checklist – Working Document

Date	Meeting Type / Names / Action	Outcome	Additional Information	Follow-up Needed
Dec 2013	Whole School Evacuation drill	Evacuation Plan evaluated	Bushfire Plan to become separate from the main plan	To be completed by end term 1 2014 Modifications to Main school plan
28 March 2014	Meeting Principal and DFES Narrogin to work on Bush Fire Plan	Advice given and incorporated in the plan	Gymnasium identified as the safest place	Principal to complete and plan
27/02/2015	Bush Fire Plan Reviewed	Minor Adjustments made as suggested	3.2.1.2 adding vents to be closed	Done
02/12/15	Feedback received from staff	Updated documents with roles etc		Done