



Department of
Education



Standalone Bushfire Plan 2021 Narrogin Senior High School

Part 1: Introduction

School staff owe a duty of care to students, especially in situations of danger and when confronted by the unexpected. There are times when unplanned situations occur that place students and staff in difficult circumstances and a response is required in order to preserve life and property. These situations may include fires, gas leaks and vehicle accidents. Events can take place in the community that impact directly on the school community and require the implementation of a co-ordinated reaction.

This document establishes the procedures to be adopted at Narrogin SHS with the occurrence of a bushfire emergency.

1.1.1 **NARROGIN SHS EMERGENCY MANAGEMENT POLICY**

NSHS staff MUST comply with the All Hazards Approach to Emergency Management in responding to emergency and critical incident situations as portrayed in the current Department of Education Emergency Management document - located under “Policies” on the Intranet.

1.1.2 **PURPOSE OF THE EMERGENCY MANAGEMENT PROCEDURES**

The purpose of these Emergency Management procedures is to manage the implementation of the following stages should any Emergency or Critical Incident impact on the school or its community:

- Prevention
- Preparedness
- Respond
- Recovery
- Review

The approach is based on the All Hazards Approach to Emergency Management sponsored by Emergency Management Australia. This is illustrated below.

The procedures are implemented in order to ensure:

- Injury is prevented, minimized or effectively dealt with
- Trauma and distress to students and staff and damage to property are minimized
- There is containment of effect of a critical incident on the school community
- The school is returned to normal functioning as quickly as possible after the event
- Likelihood of further traumatic incidents occurring is minimized

1.1.3 **Bushfire Emergency**

Bushfires happen every summer. They usually start suddenly and without any warning. As Narrogin SHS is in or near a bushland area, bushfires are a real risk to students and staff, including 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 **Appendix 4D** Bushfire Plan). The school is on the Bushfire Zone Register so we need to be prepared to act in the event that pre-emptive closure is required.

Schools that are located in bushfire prone areas need to incorporate key bushfire messages in their curriculum.

Any advice received by the school from FESA or external experts needs to be documented identifying the date and source of the advice.

1.1.4 The survival of students and staff is always the Department's main priority.

Contents

1	School details	1
2	Emergency response contact list.....	2
2.1	Important bushfire emergency information contacts sources	3
3	Incident management team.....	4
4	Bushfire response telephone tree	11
5	Emergency equipment	12
6	Bushfire preparation checklist	13
7	Bushfire action plan maps	16
7.1	Onsite 'safer building location(s)'	16
7.2	Offsite evacuation locations.....	21
8	Bushfire mitigation management register	22
9	Advice from Department of Fire and Emergency Services and other agencies.....	23
	Appendix A – Bushfire warnings stages	24
	Appendix B – Procedures in event of a sudden bushfire.....	26
	Relocate to onsite 'safer building location(s)'	26
	Offsite evacuation procedures.....	28
	Appendix C - Pre-emptive (planned) closure procedures	30
	Flow chart – Principal's response to 'catastrophic' fire danger rating	31
	Appendix D – After hours or school holiday procedures.....	32
	Appendix E – Communication templates	33
	Emergency text message alert templates	33
	School newsletter sample text.....	34
	Sample text for a notice of temporary school closure	35

2 School details

To complete this plan:

- use the *Principal's guide to bushfire (Principal's guide)* to help you
- on the front cover of the document, remove the word 'template' and replace it with your school's name
- enter information into the **grey** sections of this document, following the prompts in the square brackets where featured. You can add extra rows to tables where necessary.

When your plan is complete, access [Prepare for bushfire season at your school](#) on Ikon to lodge it as one document (include appendices).

School name (include name of co-located school or facilities if applicable)	Narrogin Senior High School
School address	45 Gray Street Narrogin WA 6312
Number of students	687
Number of staff	109
Number of students requiring extra support if evacuating	1
Number of school sides bordered by bush	3
Names of major roads bordering school	<ul style="list-style-type: none"> • Homer Street • Butler Street • Herald Street
School's site-specific alert, for example: <ul style="list-style-type: none"> • siren/pause x 3 • continuous handbell • continuous siren or short whistle blasts 	<ul style="list-style-type: none"> • Public Address System (PA) • Load hailer (in PA or Power failure event) • Continuous handbell (in PA or Power failure event)

Plan prepared by (principal's name)	Karen Thomas A/Principal
Date prepared	29/04/2022

2 Emergency response contact list

Enter the contact details into the table below.

Organisation	Details	Phone number / Website
Local police	Narrogin Police Station Earl Street, Narrogin	9882 2555 opt 1
Local hospital	Narrogin Region Hospital Williams Road, Narrogin	9881 0333
	St Johns Ambulance	000
Local fire brigade	Narrogin Fire Station Kipling Street, Narrogin	000
Bus contractors		
Peter Forrest	Boddington/Narrogin	0427 811 590
James McCabe	Wickepin, Boundain and Williams/Geeralying	0428 276 031
Nichols Bus Service	Highbury West, Whin Bin Rock, Ag College, Tincurrin and Narrogin Townsite	0417 182 480
Lindsay Sims	Popanyinning East, Cuballing and Yilliminning	0427 477 416
Trevor Radford	Congelin	0447 156 247
Allan Corner	Narrogin Valley	0427 811 089
Shane Jacobs	Pingelly/Brookton and Wagin Townsite	0427 826 914
Mark Nicholas	Northeast Cuballing	0429 836 459
Evan Hodges	Pingelly	0427 469 170
Western Power	Use emergency option in event of fallen poles, wires on ground	131 351 Opt 1: Power outage Opt 2: Emergency
State Emergency Service	State Headquarters	1300 1300 39
Wheatbelt Regional Education Office	Northam Office Narrogin Local Office	9622 0200 9881 0000
Regional Executive Director	Doug Cook	

Dial 000 in an EMERGENCY

2.1 Other important emergency sources

- 1) [Emergency WA website](https://www.emergency.wa.gov.au/) - <https://www.emergency.wa.gov.au/>
- 2) **Department of Fire and Emergency Services**
Information line – 13 33 37
Twitter - https://twitter.com/dfes_wa
- 3) **Local radio**
 - [ABC Emergency WA](#)
 - ABC local radio
 - 6PR

3 Incident management team

Enter the names and mobile numbers of the staff responsible for carrying out emergency procedures during a bushfire event. The principal is responsible for coordinating the incident response to onsite or offsite locations (refer to Appendix B & C procedures).

Examples of suggested duties include:

- fire warden duties
- checking all rooms
- keeping a copy of school registers for roll call
- monitoring the bushfires warnings stages (as per Appendix A)
- send out text alerts to parents (refer Appendix E)

Position	Staff Name	Duties	Mobile number
Principal	Sandii Stankovic Incident Manager	<ul style="list-style-type: none"> • When notification of an emergency is received proceed to a position to coordinate the response. • Establish the Emergency Control post at the kitchen area in the gym. • Check that the evacuation area to be used is safe prior to ordering the evacuation. • If evacuation is required confirm the direction to be issued via PA or other means. • Ensure that relevant emergency services are notified (refer page 2 for numbers). • Ensure that the Regional Office is advised. • Assume responsibility until the appropriate emergency services officer arrives and takes control. • Ensure that Marshalls and Wardens are in place and carrying out their duties. • Coordinate the head count / roll call of all students, staff, visitors and contractors as appropriate. Advise visitors and contractors to report to school officers for head counting. • Liaise with MCS via 2-way radio (channel 1). 	0414 345 292
Associate Principal	Tara Percival (Teaching and Learning)	<ul style="list-style-type: none"> • In the absence of the Principal, assume that position and appoint other staff member to fill admin positions as required. • Collect the Emergency Evacuation kit, in front office, (including year signs loud hailer, whistle or bell, Marshall's vests, list of staff with first aid training, year grads and lists from front office). • Assist with establishing Emergency Control Post. • Ensure that Marshalls are in place and carrying out duties. 	0477 734 834

	Tara Percival (Teaching and Learning) cont...	<ul style="list-style-type: none"> • Assist with maintaining communication between the Emergency Control Post and senior staff members. • Assist the Principal command and control the evacuation. • Carry out other duties as directed by the Principal or Emergency Control Post staff. • Check off Relief Teaching Staff. 	
Deputy Principal	Karen Thomas (Student Services)	<ul style="list-style-type: none"> - Establish, annually that maps, 2-way radios and vests are available in the event of an evacuation. Update staff checkoff list and distribute to HOLA's. - Assist with the establishment of the Emergency Control Post - Announce the emergency evacuation as directed by the Principal. - Ensure that buildings (Junior Girl's toilet block and canteen) are clear of all staff, students and visitors) - Collect wandering students. - Assist with maintaining communications between the Emergency Control Post and staff members. - Carry out duties as directed by the Principal or Emergency Control Post staff. - Check staff present against list with assistance of other support staff. 	0404 461 170
Student Services Coordinator	Maxine Clark	<ul style="list-style-type: none"> • Check that the following area is clear as part of Zone Warden duties - Student Services Block, Staff Room, UAT toilet, Participation and JS Girls toilets • Supervise Evacuation Assembly Area Marshalls and appoint an acting Marshall if necessary • Assist the flow of information • Assist staff control of the orderly movement of students • Assist the Principal in the command and control of the evacuation • Carry out other duties as directed by the Principal or Emergency Control Post staff 	

<p>Zone Wardens</p>	<p>MCS HOLA Arts HOLA Maths HALA HASSL TIC Home Economics HOLA English HOLA Science</p> <p>HOLA Design and Technology HOLA HPE Canteen Manager VET Coordinator Student Services Coordinator</p> <p>Key Tasks</p>	<ol style="list-style-type: none"> 1. Front Office Administration 2. Music and PAC 3. Maths Rooms and Boys toilets 4. BEIT, HASSL and Room 4 & 36 5. Home Economics Area & Trade Training Centre 6. English Rooms and US Girls Toilets 7. Science Rooms (office and prep rooms), Arts, Media, Photography, Room 30 8. Design and Technology Block (storage rooms) and Technology 9. Gymnasium 10. Canteen 11. Library & Room 21 12. Student Services Block, Staff Room, UAT toilet, Chaplain, Participation and JS Girls toilets <ul style="list-style-type: none"> • Appoint a relief warden from current LA staff to take up the role if away. • Collect a 2-way radio from designated charging spot in Learning Area • If evacuation is required, assist the flow of information • Assist the orderly flow of students as relevant to the Evacuation Assembly Area. • Conduct a thorough search of the area of responsibility in accordance with the situation (safety is paramount). • Zone Wardens must have a key for their respective area/s and should lock classroom doors as they proceed. • Close windows and close doors. • Turn off electrical switches at the wall and gas at isolation switch points, if applicable (especially in Science labs). • On receiving notification of an emergency, proceed to assembly areas (see Table 5, page 7) • Report to the Deputy Principal (Middle School) that rooms have been checked and are clear via 2-way radios or in person • Assist Marshalls and carry out other duties as directed by the Principal or Emergency Control Post staff 	
---------------------	---	--	--

		<ul style="list-style-type: none"> Check off teachers against current staff list and inform Deputy Principal (Middle School) at ECP 	
Evacuation Assembly Area Marshalls	Key Tasks	<ul style="list-style-type: none"> Upon receiving notification of an emergency, proceed to allocated evacuation. Collect respective Marshal's vest and 2-way radios from the Student Services Program Coordinator Control the movement of staff and students into the evacuation area and seat in designated areas. Ensure class teachers complete a roll call using their class list. Check absent students against 'Fire List' (Absent students by Year) Take completed class lists to the Reception School Officer at the Emergency Control Post (ECP) Liaise with other marshalls regarding classes that may be in a different than expected area. Advise the relevant ECP staff of the results of the roll call/head count. Carry out other duties as directed by the Principal or ECP staff. 	
Class Teachers	Key Tasks	<ul style="list-style-type: none"> Maintain order in their class and ensure directions are delivered clearly and calmly. Remind class of Evacuation Assembly Area (Gymnasium). Ensure that equipment/bags are left in the room. Close windows and doors. Turn off electrical switches at the wall and gas at isolation switches (especially in Science labs). Turn off evaporative air conditioners but leave water running. Move class in an orderly fashion to Evacuation Assembly Area as appropriate to the classroom. Take class list. 	

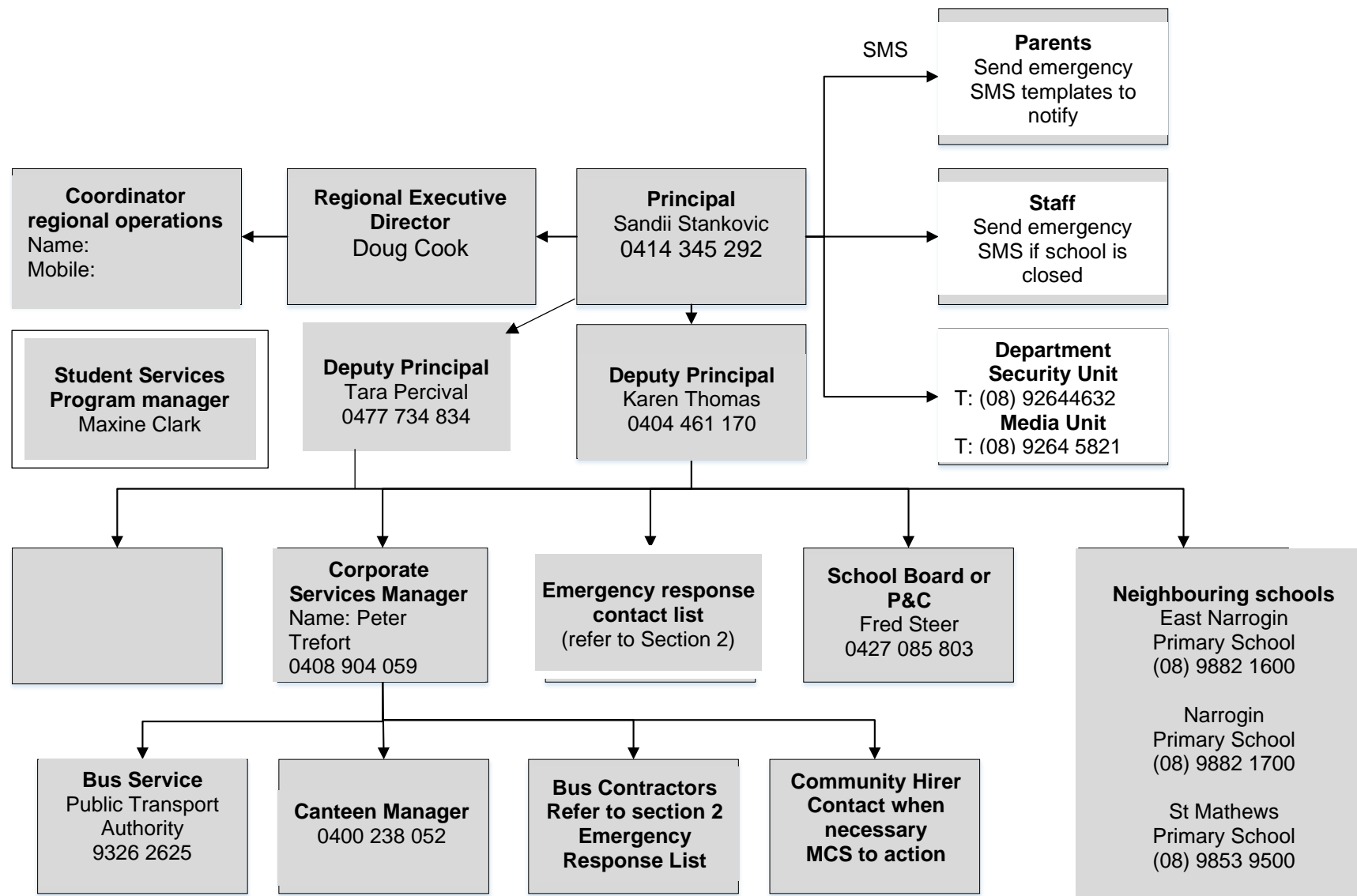
Class Teachers cont...	Key tasks cont...	<ul style="list-style-type: none"> • Organise class in Evacuation Assembly Area as directed by Marshalls. • Conduct a roll call. Teachers must take a CURRENT hard copy class list (and a pen/pencil) with them to the Evacuation Assembly Area. Students must be marked present/absent on class rolls which are then handed to their respective Marshall. • Carry out other duties as directed by the Marshall or other senior staff member. 	
Teachers including Relief Teachers	Key Tasks	<ul style="list-style-type: none"> • Move to the Evacuation Assembly Area and report to the Deputy Principal Senior School. • Assist Marshalls with supervising students and classes. • Carry out other duties as directed by the Principal or ECP staff. <p>Note that;</p> <ul style="list-style-type: none"> - Relief Teachers are given an induction at the start of the year by the Relief Coordinator. - Do have a current class list for any classes taught on a particular day so can carry out all class teacher roles. 	
Manager Corporate Services	Peter Trefort Key Tasks	<ul style="list-style-type: none"> • Check that the admin areas are clear of staff, students and visitors and that all cleaners are aware of the situation. • Assist any special needs students and staff who have gone to Student Services for assistance. • Move to Evacuation area as nominated by the Principal. • Inform Marshalls if any special needs students and staff are at the evacuation area. • Liaise with emergency services staff, especially to gain entrance to rooms. • Carry out other duties as directed by the Principal or Emergency Control Post staff. • Liaise with Principal at Emergency Control Post via 2-way radio. 	0408 904 059

Student Services School Officer	<p>Key Tasks</p> <p>Transfer to the Evacuation Control Point</p> <p>Set up your position at the Emergency Control Point (ECP) in the Gym Kitchen.</p>	<ul style="list-style-type: none"> • Bring First Aid kit • Bring Late book • Bring Absentee sheets and green slips • Staff Leave book including visiting PRAC Teachers. • Form Teacher / student lists • Bring a current staff and student list with contact phone numbers to the Evacuation Assembly Area. <p>Set up your position at the Emergency Control Point in the Gym Kitchen</p>	
Admin School Officers	<p>Key Tasks</p> <p>Transfer to the Evacuation Control Point</p> <p>Set up your position at the Emergency Control Point (ECP) in the Gym Kitchen.</p>	<ul style="list-style-type: none"> • Bring Visitors book or Passtab access device. • Bring Teacher relief book. • Staff Leave book should be on Passtab. • Bring hard copy of Bushfire Plan for reference if needed. • Bring Daily Notices for that day. • Bring a current staff and student list with contact phone numbers. <p>Admin and Student Services School Officers to carry out tasks below;</p> <ul style="list-style-type: none"> • Establish presence/absence of students by comparing class rolls against absentee sheet/green slips. • Check presence/absence of staff and visitors against staff list/telephone tree/visitors book and Passtab records. • Carry out other duties as directed by the Principal or Emergency Control Post staff. 	
Canteen Staff	<p>Key Tasks</p>	<p>Move to the Evacuation Assembly Area and report to the ECP Admin School Officer and establish presence.</p>	
Cleaning Staff	<p>Cleaner in Charge Paul Fennell</p> <p>Key Tasks</p>	<ul style="list-style-type: none"> • Cleaner in Charge is to bring the sign in sheet for the day, that cleaning staff use to the ECP. • All cleaning staff are to move to the Evacuation Assembly area and establish their presence with the ECP Admin School Officer. 	

Gardener	Key Tasks	<ul style="list-style-type: none"> Place Signs and Witches hats at entrance on Homer St to deter vehicle access. Establish their presence with the ECP Admin School Officer. 	
Vet Coordinator	Key Tasks	<ul style="list-style-type: none"> Place Signs and Witches hats at entrance on Butler St to deter vehicle access. A sample sign is attached at Appendix ? 	
All Staff	General Responsibilities on becoming aware of an emergency.	<ul style="list-style-type: none"> Advise the Principal or other school leader of the situation. Communicate the situation to other staff members. Act on any instructions given. Provide First Aid as required. (List of staff with a current First Aid certificate is in the Emergency Evacuation kit) <p>NOTE Staff should use their initiative in dangerous situations. If evacuation of an area seems necessary, calmly move students away from danger.</p>	

4 Bushfire response telephone tree

Complete the information boxes with the contact details for the relevant stakeholders.



5 Emergency equipment

Identify the location and the type of emergency equipment at your site.

Equipment	Details (include location/s, date checked and any other comments)
Evacuation kit	<ul style="list-style-type: none"> Administration
First aid kit(s)	Nurses Office (Portable) Adminstration
Emergency warning or alert system, eg: <ul style="list-style-type: none"> Mega phone 2 Way Radios spare batteries 	<ul style="list-style-type: none"> Administration Learning Areas, Executive Team, Student Services Administration
Emergency communications equipment	Megaphone - Administration building
Registers for: <ul style="list-style-type: none"> students staff visitors 	<ul style="list-style-type: none"> Student Services Passtab system, Administration, HOLA's Passtab system

6 Bushfire preparation checklist

Principals must:

- complete this bushfire preparation checklist annually
- provide evidence in the form of notes to show that management activities have been actioned
- inform all staff members of their responsibilities.

Management activities	<input checked="" type="checkbox"/> or NA	Evidence
The annual review of the <i>Standalone bushfire plan</i> has been completed before the start of bushfire season.	<input checked="" type="checkbox"/>	New Format 4/09/2020
<p>Consulted and received advice in preparing your <i>Standalone bushfire plan</i> from any of the below (as relevant):</p> <ul style="list-style-type: none"> • Department of Fire and Emergency Services 	<input checked="" type="checkbox"/>	<p>Local FESA will be provided with this plan once endorsed by Principal and Central Office.</p> <p>Local FESA where consulted intensively in the development of earlier plans.</p>
<p>Staff have been made aware of the <i>Standalone bushfire plan</i> through:</p> <ul style="list-style-type: none"> • staff meetings • staff bushfire induction session that includes: <ul style="list-style-type: none"> ○ an overview of the <i>Standalone bushfire plan</i> ○ how to turn off evaporative air conditioner units, the location of switches ○ the types of Bushfire Warnings issued by the Department of Fire and Emergency Services and the Emergency Alert telephone warning system ○ to direct bushfire media enquiries to the Department's media unit (08) 9264 5821. 	<input checked="" type="checkbox"/>	<p>Staff are introduced to the Evacuation and Bushfire plans at the start of each year as part of the start of school year.</p> <p>Evacuation Maps are situated in each classroom and office in the school that details Assembly Area 1.</p>
<p>Students and parents or carers have been made aware of the <i>Standalone bushfire plan</i> through:</p> <ul style="list-style-type: none"> • key bushfire safety messages incorporated into the curriculum • newsletters • school information booklet (include actions and procedures) • school website 	<input checked="" type="checkbox"/>	<p>Bushfire and Fuel reduction is taught to students in Year 11 Unit 1 Geography.</p> <p>Advice of new standalone Bushfire plan will be linked on the website once endorsed. Link below.</p> <p>https://www.nshs.wa.edu.au/policies/emergency-procedures/</p>
<p>Communication plans are in place:</p> <ul style="list-style-type: none"> • 'emergency response contact list' completed (refer to section 3) 	<input checked="" type="checkbox"/>	

<ul style="list-style-type: none"> Incident Management Team outlining all staff tasks (refer to section 4) bushfire response telephone tree' completed (refer to section 5). Communication templates for sample emergency text message, newsletter content and school notice text are complete (refer to Appendix E) <p>Note: Contact lists for staff and parents must be current.</p>	<input checked="" type="checkbox"/>	
<p>Emergency equipment available and checked (as listed in section 6).</p> <ul style="list-style-type: none"> evacuation kit checked at least once per term emergency warning or alert system works emergency communications equipment available first aid kit(s) available registers for students, staff and visitors readily accessible for roll call 	<input checked="" type="checkbox"/>	
<p>Evacuation drills practised to your onsite 'safer building location(s)':</p> <ul style="list-style-type: none"> before the start of the bushfire season at least once per term during the bushfire season. <p>Note: You must do at least three drills per year.</p>	<input checked="" type="checkbox"/>	<p>February 2022</p> <p>Term 2</p> <p>Term 4</p>
<p>Identified your onsite 'safer building location(s)' and:</p> <ul style="list-style-type: none"> shown in your school site plan in <i>section 7.1</i> regularly checked for readiness informed local emergency services of location(s) listed in the <i>Emergency and critical incident management plan</i> <p>Note: For further information, refer to section 4.2 in <i>Principal's guide</i>.</p>	<input checked="" type="checkbox"/>	<p>Gym is Area 1</p> <p>School Oval is Area 2</p> <p>[complete 'Bushfire action plan map – onsite safer building location(s)' – section 8)]</p>
<p>Two or more suitable offsite evacuation locations have been identified in case one of the offsite locations is under threat from the bushfire.</p>	<input checked="" type="checkbox"/>	<p>East Narrogin Primary School, Homer Street is Assembly Area 3.</p> <p>Narrogin Leisure Centre is Assembly Area 4</p>

<p>Local government authority has provided written or email approval on the use of these offsite locations.</p> <p>Note: For further information, refer section 4.3 in the <i>Principal's guide</i>.</p>		<p>Narrogin Recreation Centre, Clayton Road is Assembly Area 4 but would require transfer of students and staff by bus.</p> <p>TO BE ACTIONED ONCE ENDORSED</p>
<p>Checked the asset protection zone, which is a minimum distance of 20 meters surrounding the school is:</p> <ul style="list-style-type: none"> • clear of all rubbish, long dry grass, bark, flammable and combustible materials, including leaf litter and unused piles of mulch • maintained routinely throughout the year <p>Note: For further information, refer to section 4.3 in the <i>Principal's guide</i>.</p>	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> • Fuel Reduction 20 m buffer Completed September 2019 • Chemical weed spray occurs prior to mid-September each year. • Regular clean up close to school buildings occurs. <p>Work is ongoing as required each year</p>
<p>Checked the fuel load management (the clearing of dry grass, leaves, twigs, dead vegetation and dead bark) within the hazard separation zone (extending 80 meters from the outer edge of the asset protection zone) has reduced:</p> <ul style="list-style-type: none"> • the likelihood of crown fires developing close to buildings • spot fire ignition potential within the zone 	<input checked="" type="checkbox"/>	<p>Completed as part of 2019 Fuel Reduction program.</p> <p>The incidence of crown fires close to main buildings is significantly reduced following fuel load reduction works.</p>
<p>Made sure that the use of machinery (such as angle grinders, mowers or machines with internal combustion engines) are restricted on severe fire danger days.</p> <p>Make sure that the use of any machinery or power tools that can generate sparks on <i>total fire ban</i> days are not permitted.</p> <p>Note:</p> <ul style="list-style-type: none"> • Any 'hot works' including welding and grinding or the operation of plant, equipment or machinery in bushland areas, can potentially ignite vegetation and cause bushfires. • Refer to the <i>Principal's guide to bushfire</i> – 'Terminology' (section 13 of the guide) 	<input checked="" type="checkbox"/>	<p>Relevant staff are advised of Total Fire Ban days by Manager Corporate Services.</p>

7 Bushfire action plan maps

7.1 Onsite 'safer building location(s)'

Insert your school map and include:

- The onsite safer building location(s) and routes to access this building
- location of fire hydrants (insert 'hydrant' icon on map)
- electrical switchboards (insert text boxes containing 'switchboard' on map)
- phones and communication board (insert icon and text box on map)
- first aid kits (insert 'first aid' icon on map)
- evacuation kits (insert text box onto map to show 'evacuation kit' location).

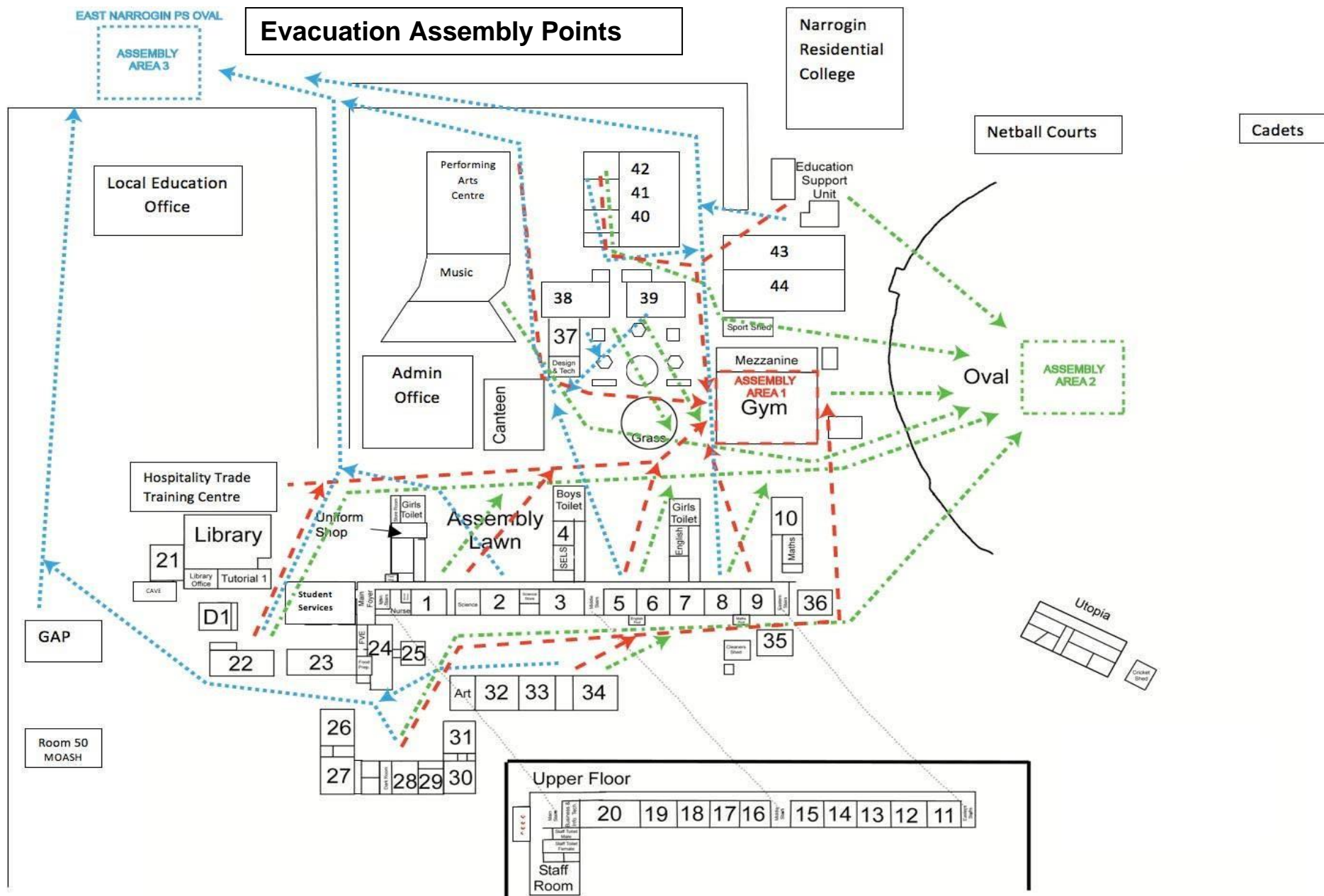
A sample of an action plan map is available in *section 9.2 of the Principal's guide*.

7.2 Offsite evacuation location (7.3)

Refer to Evacuation Assembly Points map below.

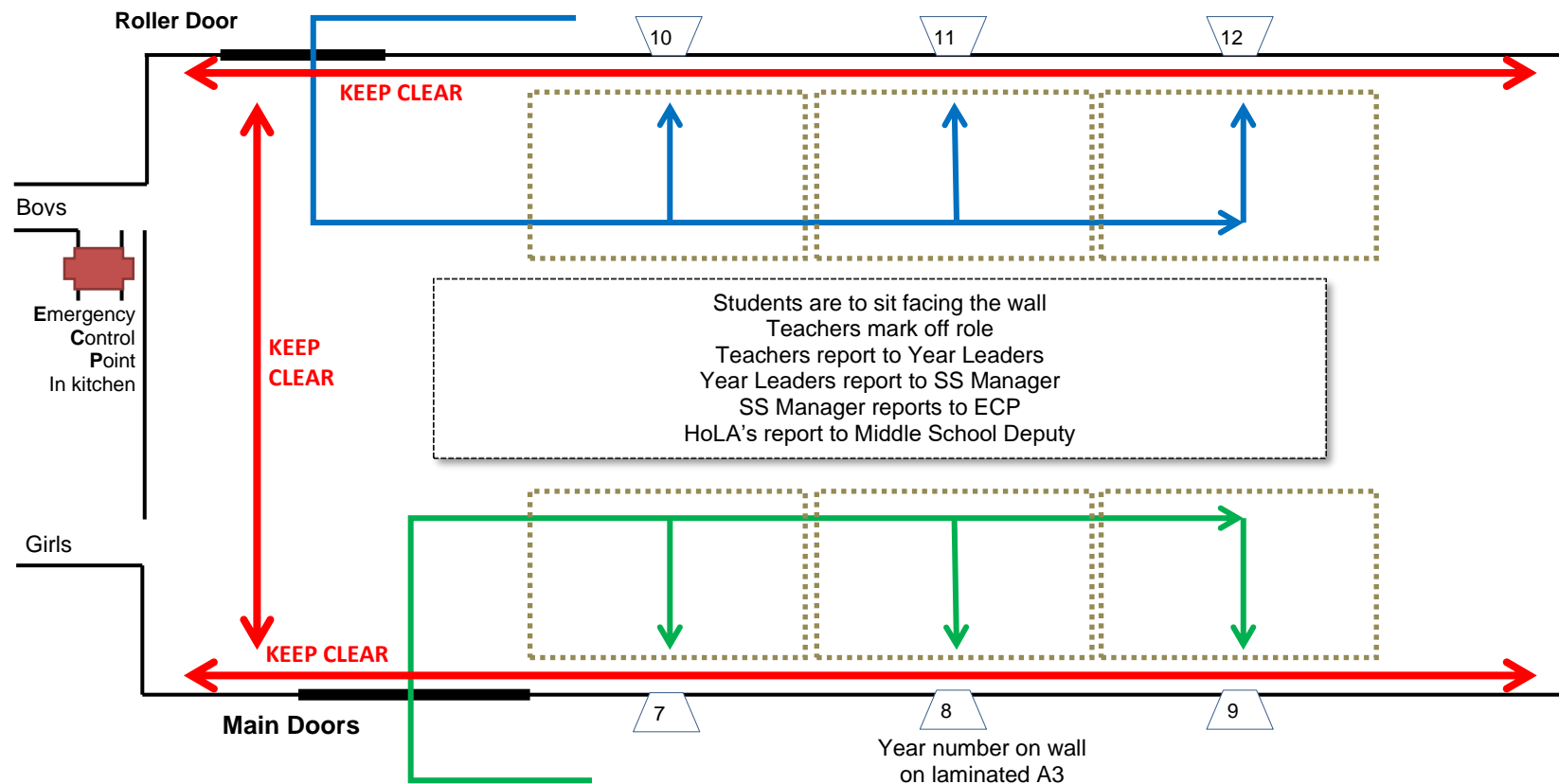
Assembly Area 3 is located at East Narrogin Primary School

Assembly Area 4 is located at Narrogin Leisure Centre



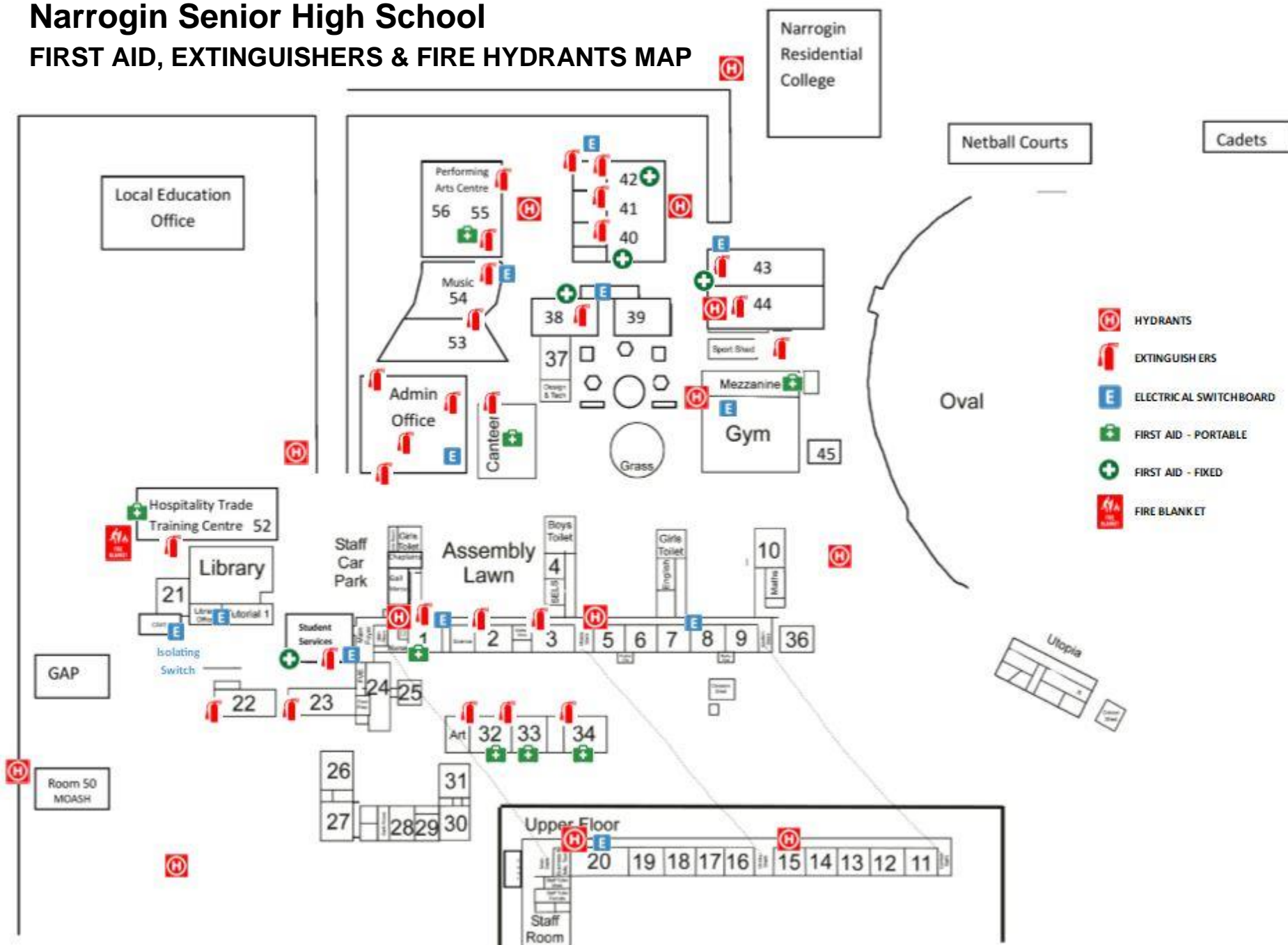
School to evacuate to safer location - **SCHOOL GYMNASIUM** – Assembly Area 1

- 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.



Narrogin Senior High School

FIRST AID, EXTINGUISHERS & FIRE HYDRANTS MAP



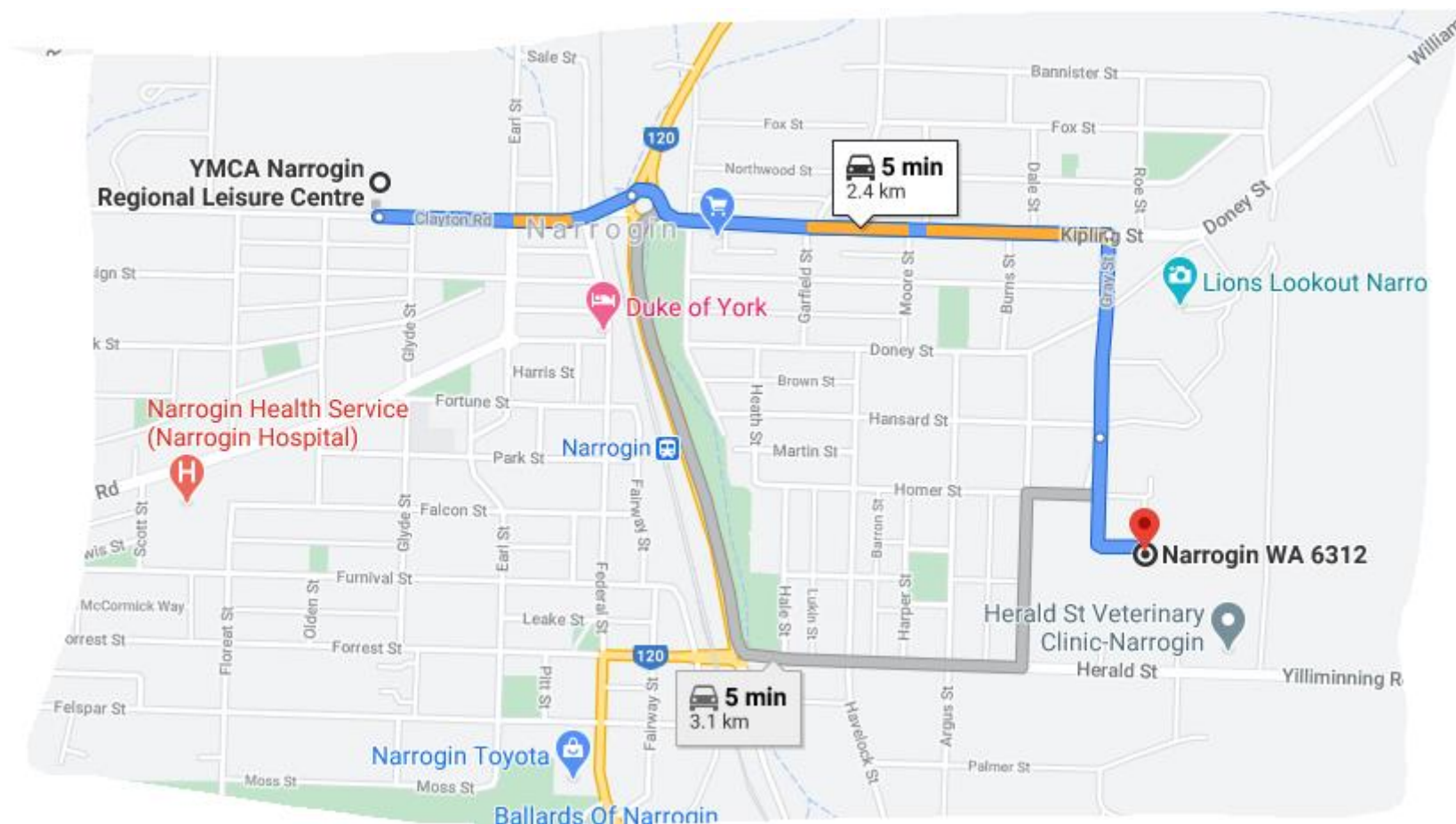


7.3 Offsite evacuation locations

Insert the school site map and include:

- assembly points Area 1 Gymnasium, Area 2 is School Oval
- identify two offsite evacuation locations. Assembly Area 3 is East Narrogin Primary School oval, Area 4 is Narrogin Leisure Centre.
- include directional arrows to show routes to your offsite evacuation locations. Note that transfer to area 4 will require use of buses

A sample of an action plan map is available in *section 9.2 of the Principal's guide*.



8 Bushfire mitigation management register

Attach your bushfire mitigation register for any treatment works or actions undertaken to reduce risk (refer section 3.2 of the *Principal's guide*)

Note:

If your school has not received a *bushfire risk assessment and treatment* plan and had the identified works undertaken, you are not required to complete this register.

Reference number	Bushfire mitigation actions	Target date for completion	Responsible	Source of funds	Notes	Completion date
DFES map item reference	Treatment strategy / works required	Date (dd/mm/yyyy)	The staff member name who will sign off the action as complete	eg school or central funding	Progress or issues associated with the work (including date of progress or issues)	Date (dd/mm/yyyy)
Trim D00110-02	Fuel Load Reduction	27/09/2019	Peter Trefort	Central	Completed	27/09/2019
	Weed Spraying, Leaf litter clearing dealt with by Gardener / Contractor	May to September each year	Peter Trefort	School	Ongoing dependent on germination and leaf drop	Ongoing as required
	Bush / School surrounds chemical spray fuel reduction by contractor P&J Forrest	30/09/2020	Peter Trefort	School		

9 Advice from Department of Fire and Emergency Services and other agencies

Record in the table below any bushfire advice received by the school from:

- Department of Fire and Emergency Services, including the local DFES regional office
- local fire brigades and community emergency services manager
- local government – Manager Corporate Services received SMS from local authority on days of total fire bans.
- local government local emergency management committee
- emails received from Central office, Department of Education




Identify the date and source of the advice.


Date of advice	Agency name	Advice received	Name of officer (who provided advice)	Contact number or email address

Appendix A – Bushfire warnings stages

Issued by the Department of Fire and Emergency Services and Department of Biodiversity, Conservation and Attractions – Parks and Wildlife Service.

Emergency services communicate information in a number ways during a bushfire event. Use these warnings to understand when your need to activate your bushfire procedures (refer to Appendix B).

Bushfire warning stages		
1	 ADVICE	<p>A fire has started but there is no known danger.</p> <p>This is general information to keep principals informed and up to date with developments.</p> <p>Principals must:</p> <ul style="list-style-type: none"> • turn off evaporative air conditioners and ensure roof vents are closed. • check and patrol school regularly for bushfire activity, paying special attention to the evaporative air conditioners.
2	 WATCH AND ACT	<p>There is a possible threat to lives and property. Conditions are changing.</p> <p>Principals must prepare to:</p> <ul style="list-style-type: none"> • evacuate • or • move students, staff and visitors to their pre-determined onsite 'safer building location'. They must not be moved to an open area. <p>Evacuation orders are:</p> <ul style="list-style-type: none"> • issued by emergency services if required. • relayed via a variety of official sources such as the DFES website and Emergency WA website. <p>It is vital that the principal:</p> <ul style="list-style-type: none"> • accesses bushfire information from official sources. • makes an informed decision to stay on-site or evacuate offsite based on advice from emergency services.
3	 EMERGENCY WARNING	<p>A school is in danger as its area will be impacted by fire. Take immediate action to survive.</p> <p>Principal will be advised whether staff, students and visitors can leave the area or if they must shelter where they are as the fire burns through the area.</p> <p>An emergency warning may be accompanied by a siren sound called the Standard Emergency Warning Signal (SEWS).</p> <p>Evacuation orders are:</p> <ul style="list-style-type: none"> • directed by the emergency services

		<ul style="list-style-type: none"> relayed via a variety of official sources, such as the Bushfire warning system, DFES website and Emergency WA website. <p>It is vital that the principal:</p> <ul style="list-style-type: none"> accesses bushfire information from official sources makes an informed decision to stay onsite or evacuate offsite based on the advice .
4		<p>The danger has passed and the fire is under control, but stay alert in case the situation changes.</p> <p>It may not be safe to return to school yet.</p>

Appendix B – Procedures in event of a sudden bushfire

Relocate to onsite 'safer building location(s)'

You may be instructed to relocate to your onsite 'safer building location(s)'.

Initiate the below procedure if the following occurs:

- a 'Watch and Act' or 'Emergency Warning' alert is issued on the [Emergency WA](#) website or the [Department of Fire and Emergency Services Bushfire Warnings page of the Department of Fire and Emergency Services website](#) (refer to Appendix A for details about the alerts); and
- instruction from the Department of Fire and Emergency Services, Emergency Services or your Regional Executive Director.

Follow these procedures to relocate to the onsite safer building location(s).

Action	Notes (if required)
Dial 000 for emergency services and follow advice. Remain in contact with the Department of Fire and Emergency Services and monitor official bushfire information sources shown in section 2.1.	
Activate your incident management team to carry out their responsibilities (refer to section 3).	
Use your emergency response contact list to contact stakeholders (refer to section 2).	
Follow your bushfire response telephone call tree to communicate with the school community. Ensure parents receive emergency text message alerts to: <ul style="list-style-type: none"> • inform them of relocation • keep them updated (use the emergency text message alert templates). Note: Parents must not collect students until instructed.	
Confirm: <ul style="list-style-type: none"> • evaporative air conditioners are turned off • all building roof vents, windows and doors are closed before anyone enters the onsite safer building location(s). 	
Take emergency equipment (refer to section 5): <ul style="list-style-type: none"> • registers for students, staff and visitors • evacuation kit • mobile phones (charged). Sound school emergency warning or alert system.	
Follow advice from the emergency services, the Manager, Security and Emergency Management or the Regional Executive	

<p>Director to move to the onsite safer building location(s) (refer to section 7.1 for map)</p> <p>Note: Students and staff must remain in classrooms unless they are directed to move to an onsite safer building location.</p>	
<p>Check student, staff and visitor registers after moving to an onsite safer building location (roll call). Advise the police if anyone is missing.</p> <p>Note: You must give special consideration to students with known respiratory conditions.</p>	
<p>Update the emergency services on the location of students, staff and visitors.</p>	
<p>Wait for the emergency services to arrive or provide you with further information.</p> <p>Ongoing advice will also be provided by the Manager, Security and Emergency Management or the Regional Executive Director.</p> <p>Continue to monitor official bushfire information sources shown in section 2.1.</p>	
<p>The Department will consult the emergency services and notify you when it is safe to return to classrooms or for students to be collected by parents. You will receive advice from the Regional Executive Director.</p>	

Offsite evacuation procedures

You may be instructed to relocate to your offsite evacuation.

Initiate the below procedure if the following occurs:

- 'Watch and act' or 'emergency warning' bushfire warning alert on the [Emergency WA](#) website or the [Department of Fire and Emergency Services Bushfire Warning system](#) is invoked (refer to the bushfire warnings listed in Appendix A); and
- Direction from Department of Fire and Emergency Services or Emergency services to evacuate offsite; or
- Direction from the Deputy Director General Schools or the Manager, Security and Emergency Management. The Regional Executive Director will relay the decision to you to evacuate offsite.

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

Action	Notes (if required)
Dial 000 for emergency services and follow advice. Remain in contact with Department of Fire and Emergency Services and your Regional Executive Director. Monitor official bushfire information sources shown in section 2.1.	
Activate your incident management team to carry out their responsibilities (refer to section 3).	
Refer to the 'emergency response contact list' to contact stakeholders (refer to section 2).	
Follow advice from the emergency services or the Manager, Security and Emergency Management or the Regional Executive Director to decide which of the school's offsite evacuation location(s) is the safest to use (refer to section 7.2).	
Identify an assembly area where staff, students and visitors can gather to prepare for offsite evacuation. Note: Students and staff must remain in classrooms unless they are directed to move to an onsite safer building location and/or onsite assembly area.	
Follow the 'bushfire response telephone call tree' to communicate with the school community. Ensure parents receive emergency SMS alerts to: <ul style="list-style-type: none"> • inform them of relocation • keep them updated (refer to emergency text message alert templates in Appendix C). Note: parents must not collect students until instructed.	
Confirm: <ul style="list-style-type: none"> • evaporative air conditioners are turned off 	

<ul style="list-style-type: none"> • building roof vents and doors are closed. 	
<p>Take emergency equipment (refer to section 5):</p> <ul style="list-style-type: none"> • registers for students, staff and visitors • evacuation kit • mobile phones (charged). <p>Sound school emergency warning or alert system.</p>	
<p>Move all students, staff and visitors from the assembly area to evacuate offsite.</p>	
<p>Check registers after evacuating staff, students and visitors (roll call). Advise the police if anyone is missing.</p>	
<p>Update the emergency services incident controller on location of students, staff and visitors.</p>	
<p>Wait for emergency services to arrive or provide further information. The Manager, Security and Emergency Management or the Regional Executive Director will provide ongoing advice. Continue to monitor official bushfire information sources shown in section 2.1.</p>	
<p>The Department will consult the Emergency Services and notify you when it is safe to return to classrooms or for students to be collected by parents. You will receive advice from the Regional Executive Director.</p>	

Appendix C - Pre-emptive (planned) closure procedures

You may be instructed to pre-emptively close your school due to a predicted catastrophic fire danger rating.

Initiate the below procedure if the following occurs:

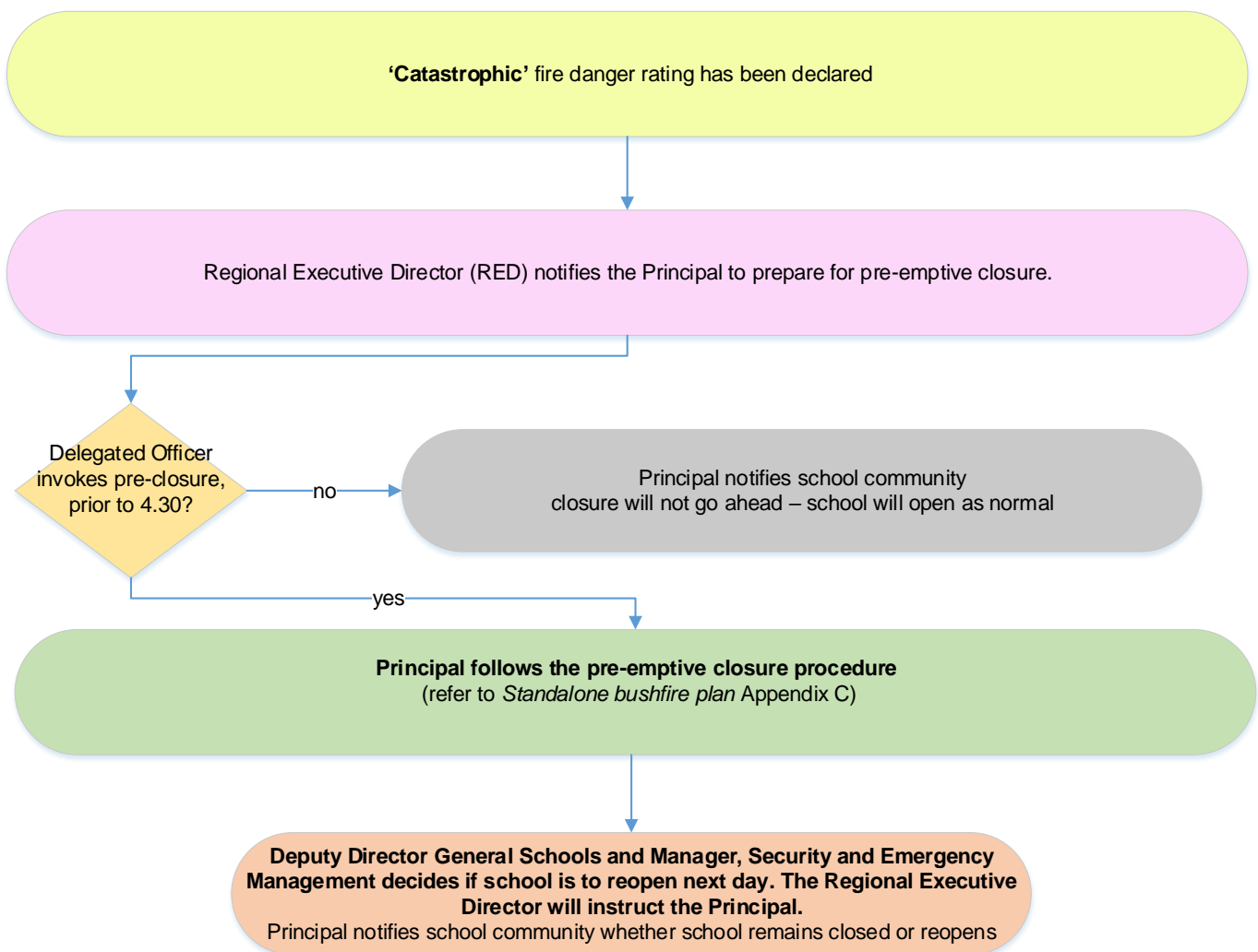
- Alert received from the Department of Fire and Emergency Services; or
- Direction from the Deputy Director General, Schools or the Manager, Security and Emergency Management. The Regional Executive Director will relay the decision to you.

Follow these procedures for a planned school closure in response to predicted catastrophic fire conditions. Also refer to the Flow chart – Principal's response to catastrophic fire danger rating below.

Action	Notes (if required)
Monitor official bushfire information sources shown in section 2.1.	
Activate your incident management team to carry out their responsibilities (refer to section 3).	
Use your emergency response contact list to contact stakeholders (refer to section 2).	
If it is safe and there is no active fire in the region, two nominated staff members (usually the Principal and one other staff member) attend school from 8.00am to 10.00am on the day of pre-emptive closure. They: <ul style="list-style-type: none"> • inform community members of the school closure • secure the facility and activate the electronic security system when leaving (only if it is safe to do so) the site at 10.00am. 	
Communicate the pre-emptive closure, continued closure or school reopening: <ul style="list-style-type: none"> • follow the bushfire response telephone tree (refer to communication templates in Appendix C) • place the notice of temporary closure on external school access points and on the school website • use social media channels to keep the school community updated. <p>Note: Contact lists for staff and parents must be current.</p>	
Confirm: <ul style="list-style-type: none"> • windows and doors are closed • evaporative air conditioners are turned off • roof vents closed • money is removed from the school premises • expensive items of equipment secured. 	

Secure school premises and activate security system. Before departing, email AssetPlanningServices.SecurityEM@education.wa.edu.au or call 9264 4632 to confirm: <ul style="list-style-type: none"> o all security systems armed o site is secure. 	
Remove the notice of temporary closure from external school access points if pre-emptive closure is reversed.	

Flow chart – Principal’s response to ‘catastrophic’ fire danger rating



Appendix D – After hours or school holiday procedures

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

Initiate the below procedure if the following occurs:

- ‘Watch and act’ or ‘emergency warning’ bushfire warning alert on the [Emergency WA](#) website or the [Department of Fire and Emergency Services Bushfire Warning system](#) is invoked (refer to the bushfire warnings listed in Appendix A); and
- Direction from the Deputy Director General, Schools or the Manager, Security and Emergency Management. The Regional Executive Director will relay the decision to you.

Follow these procedures if a bushfire starts during the school holidays or after hours.

Action	Notes (if required)
Remain in contact with your Regional Executive Director and monitor official bushfire information sources shown in section 2.1.	
Use your emergency response contact list to contact stakeholders (refer to section 2).	
Follow the bushfire response telephone call tree to communicate with the school community. Send parents and staff emergency text message alerts to inform them of the school closure (refer to emergency text message alert templates in Appendix E).	
Work with the Regional Executive Director to seek alternative school and transport arrangements (if required).	
Department Media Unit uses media outlets to make public announcements of: <ul style="list-style-type: none"> • the school closure • temporary alternative accommodation. 	
The Department will consult the Emergency Services and notify you when it is safe for the school to reopen. You will receive advice from the Regional Executive Director or the Manager, Security and Emergency Management.	
Send parents and staff emergency text message alerts to inform them when school can reopen (refer to emergency text message alert templates in Appendix C).	

Appendix E – Communication templates

Emergency text message alert templates

You can use these sample text templates update parents, carers and staff about a response to a bushfire. These texts are also located on Ikon – refer to [Manage bushfire and emergency incident communications](#).

Public schools to close tomorrow due to catastrophic fire danger rating

[School name / all public schools in region/area] will be closed tomorrow [date] due to a catastrophic fire danger rating for the area. See emergency.wa.gov.au/#firedangerratings for more information. There will be no staff on site. Please ensure that you make arrangements for your child.

Students are safe and still on school site

Students from Narrogin Senior High School are safe and being supervised at school. We will follow the instructions of emergency services and update you if the situation changes. Monitor emergency.wa.gov.au or call your education regional office on [telephone number] for more information.

Students have been relocated

Students from Narrogin Senior High School have been relocated for their safety. Please collect your children from the relocation centre at [exact location]. Follow the instructions of emergency personnel and monitor emergency.wa.gov.au or call your education regional office on telephone number 96 220 200 for more information.

Not safe to pick up children

Students from Narrogin Senior High School are safe and [are still on school site / have been relocated for their safety]. Please wait for further instructions before attempting to collect your child. We are working with emergency services and will advise when it is safe to do so. Monitor emergency.wa.gov.au or call your education regional office on 96 220 200 for more information.

School to reopen on [day]

Narrogin Senior High School will reopen tomorrow/day [date].

School newsletter sample text

You can use this sample text below can be used to provide the school community with information about a pre-emptive closure.

Pre-emptive (planned) school closure during the bushfire season

Narrogin Senior High School has been placed on the Department of Education bushfire zone register as it is located in a designated bushfire risk area.

If a 'Catastrophic' fire danger rating has been declared for the Shire of Narrogin, the school may be required to invoke a pre-emptive (planned) closure. A 'Catastrophic' fire danger rating poses a significant threat to the school if a fire starts, it is likely to be uncontrollable, unpredictable and fast moving.

Parents will receive a text message to inform them of a possible Pre-emptive closure of the school.

The final decision to pre-emptively close the school will be confirmed with the principal no later than 4.30pm on the day before the pre-emptive closure. If the forecast changes after the 4.30pm deadline, the school remains closed to limit confusion within the school community.

Parents will receive a text message to either confirm or reverse a Pre-emptive closure of the school.

Typically, schools will only be required to close for a day at a time. However, this will depend on changing weather conditions. Parents will receive a text message to advise if the school will reopen the day after the pre-emptive closure, or whether it will remain closed.

Parents are encouraged to monitor official bushfire information sources for current information about fire danger ratings:

- 1) [Emergency WA website](https://www.emergency.wa.gov.au/) - <https://www.emergency.wa.gov.au/>
- 2) **Department of Fire and Emergency Services**
Information line – 13 33 37
Twitter - https://twitter.com/dfes_wa
- 3) **Local radio**
 - [ABC Emergency WA](#)
 - ABC local radio
 - 6PR

Please contact the school on 98 819 300 with any concerns relating to Pre-emptive closures during the bushfire season.

Sandii Stankovic
Principal

Sample text for a notice of temporary school closure

The sample text below can be used in a notice to be placed on:

- the school main notice board at front of the school
- main administration entrance doors
- other entry/exit doors throughout the buildings
- kindergarten and pre-primary, where relevant.

BUSHFIRE ALERT

NOTICE OF TEMPORARY SCHOOL CLOSURE

As the result of a 'Catastrophic' fire danger rating, this school is temporarily closed.

The school will re-open on advice from the Department of Fire and Emergency Services (DFES).

For more information about the bushfire threat:

- call 13 DFES (13 33 37)
- visit www.dfes.wa.gov.au and [Emergency WA](#)
- stay tuned to ABC local radio.

For more information about the school, contact the principal on 0477 353 350 or the Wheatbelt regional education office on 96 220 200

Thank you.

Sandii Stankovic
Principal