ST BRIDGID’S COLLEGE
BUSHFIRE PLAN (2015/2016)

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Introduction
Planning for bushfires means ensuring the resources, information and communication methods used in fighting fires are established, reliable and current. It also means establishing emergency management procedures for managing, bushfires, evacuations, road closures and the dissemination of information to the public and key stakeholders. Planning is not only essential to provide an effective response to a local bushfire emergency; they also underpin the State level plan WESTPLAN Bushfire (available on the DFES website) for dealing with a bushfire emergency.

St Brigid’s College plays a major role in ensuring that all emergency management activities pertaining to the Prevention, Preparedness, Response & Recovery (PPRR) from bushfires is undertaken. This plan has been developed to ensure that the threat and impact from bushfires is managed to provide protection of life, property and the environment within the Shire of Kalamunda.

The plan is designed to assist staff in the event of 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.

This document is to be read in conjunction with the St Brigid’s College Emergency Managements Plans and Procedures and the St Brigid’s College Crisis Management Plan.

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 is to be reviewed annually during Term Three each year to reflect any changes that may have taken place in:
• Department of Education or government policy
• site facilities
• Personnel normally on site.

The BP outlines required actions to prepare the school before the bushfire season.

The BP also outlines activities to be undertaken by staff and students at the different levels of a bushfire emergency:
• on days of Total Fire Ban
• Catastrophic ‘Code Red’
• when there is a fire in the local district
• when a bushfire is threatening or impacting on the site
• during the period immediately after a bushfire has impacted on the site (known as the ‘Recovery Phase’).

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

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

All staff members receive pre fire season updates during Term Three and ongoing information and instruction about the contents and requirements of the BP during Term Four and Term One staff meetings. The Principal or delegated officer will forward a copy of the site BP to the emergency services by Week 2 of Term 3 each year.

The Principal or delegated officer will 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 will be provided to families of new students by the Enrolment 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.

**Bushfire Preparation checklist (refer to Appendix 1)**

The safety and wellbeing of students, staff and visitors is at all times St Brigid's College main priority.

**Staff are not expected to fight bushfires.**

The college will review (and update where appropriate) the plan on an annual basis and submit the up to date version of this plan to the CEOWA 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.

<table>
<thead>
<tr>
<th>Date of Review</th>
<th>Reviewing Officer</th>
<th>Date Submitted</th>
<th>Next scheduled Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>20.09.15</td>
<td>Karen Stearne</td>
<td>16.12.15</td>
<td>20.09.16</td>
</tr>
<tr>
<td>16.12.15</td>
<td>Karen Stearne</td>
<td>16.12.15</td>
<td></td>
</tr>
</tbody>
</table>
Glossary

BUSH - Includes trees, bushes, plants, stubble, scrub, and undergrowth of all kinds whatsoever whether alive or dead standing or not standing and also part of a tree, bush, plant, or undergrowth, and whether severed therefrom or not so severed. The term does not include sawdust and other waste timber remains upon the premises of a sawmill in which sawmilling is carried on.

BUSH FIRE - A fire or potential fire, however caused, and includes a fire in a building. (Bush Fires Act 1954)

BUSH FIRE HAZARD - Concerned with the condition of the fuel and takes into consideration several factors including vegetation type (land use), quantity of fuel (fuel load), arrangement of fuel, seasonal conditions, moisture content, and topography.

BUSH FIRE PREVENTION - The planning and implementation of measures necessary to minimise and alleviate the occurrence and effect of bush fires. This includes firebreak and access maintenance, fire detection and education.

BUSH FIRE PROTECTION - A combination of bush fire prevention (planning, fuel reduction) and response.

BUSH FIRE RISK - The likelihood of a fire starting and the probability that it will burn out of control to become a bush fire. It is important to identify causes of bush fires (eg. arson, machinery, escape from controlled burn, etc.).

BUSH FIRE THREAT - The combination of bush fire risk and hazard. Bush fire threat is greatest where the likelihood of fires starting is high and where fuels are adjacent to developments or assets

CONSEQUENCE - The outcome of an event or situation expressed qualitatively. In the emergency risk management context, consequences are generally described as the effects on persons, society, the environment and the economy.

CONTROLLING AGENCY - An agency nominated to control the response activities to a specified type of emergency.

EMERGENCY - Is the occurrence or imminent occurrence of a hazard of such a nature or magnitude that it requires a coordinated response.

FIRE BREAK - Any natural or constructed discontinuity in a fuel bed used to segregate, stop, and control the spread of a bush fire, or to provide a fire line from which to suppress a fire.

HAZARD - The features and conditions affecting fire behaviour, size of bushland area, topography, vegetation types adjoining properties, wind conditions summer weather patterns.

HAZARD MANAGEMENT AGENCY (HMA) - The organisation which, because of its legislative responsibility or specialised knowledge, expertise and resources is responsible for ensuring that emergency management activities pertaining to the prevention of, preparedness for, response to and recovery from a specific hazard are undertaken. Such organisations are either designated by legislation or detailed in State level emergency management plans.

INCIDENT CONTROLLER - The person designated by the relevant Controlling Agency, responsible for the overall management and control of an incident within an incident area and the tasking of agencies in accordance with the needs of the situation. [Note: Agencies may use different terminology however the function remains the same].

INCIDENT MANAGEMENT TEAM (IMT) - A group of incident management personnel comprising the incident controller, and he or she appoints to be responsible for the functions of planning, operations and logistics.

INCIDENT SUPPORT GROUP (ISG) - A group of agency/organisation liaison officers, including the designated Emergency Coordinator, convened and chaired by a person appointed by the Controlling Agency to provide agency specific expert advice and support in relation to operational response to the incident.

LIKELIHOOD - Used as a qualitative description of probability or frequency based on the description of hazards, and the degree of vulnerability of the community and environment.

LIFELINES - Systems or networks that provide for the circulation of people, goods, services and information upon which health, safety, comfort and economic activity depend.

OCCUPIER OF LAND - A person residing on the land or having charge or control of it, whether the person is the owner or tenant or a bailiff, servant, caretaker, or other person residing or having charge or control of the land and includes a person who as mortgagee in
possession has possession of the land, while the land is unoccupied, and also a person who has the charge or control of two or more separate parcels of land, although the person resides on only one of the parcels. OPERATIONAL AREA (OA) - the area defined by the Operational Area Manager for which they have overall responsibility for the strategic management of an emergency. This area may include one or more Incident Areas.

OPERATIONAL AREA SUPPORT GROUP (OASG) - A group of agency / organisation liaison officers, including the designated Emergency Coordinator, convened by the Shire of Kalamunda.

Operational Area Manager/Incident Controller to provide agency specific expert advice and support in relation to strategic management of the incident/s.

PREVENTION - Measures to eliminate or reduce the incidence or severity of emergencies.

PREPAREDNESS - Measures to ensure that should an emergency occur, communities’ resources and other services are capable of coping with the effects.

RESPONSE - Actions taken in anticipation of, during, and immediately after an emergency to ensure that people affected are given immediate relief and support.

RECOVERY - Measures which support emergency-affected individuals and communities in the reconstruction of the physical infrastructure and restoration of emotional, economic, environmental and physical wellbeing.

RESTRICTED BURNING TIMES - The times of the year during which it is declared by the Authority under Section 18 to be unlawful to set fire to the bush within a zone of the State except in accordance with a permit obtained under that section and with the conditions prescribed for the purposes of that section and, in relation to land in such a zone;

(a) Includes any extension of those times made, or any further times imposed, under that section in respect of the whole of that zone or in respect of the part of that zone, or the district or part of a district, in which that land is situated; but

(b) Does not include any period by which those times are reduced, or for which those times are suspended, under that section in respect of the whole of that zone or in respect of that part of that zone, or the district or part of a district, in which that land is situated.

RISK - Risk is now defined in terms of the effect of uncertainty on objectives.

NOTE 1 An effect is a deviation from the expected — positive and/or negative.

NOTE 2 Objectives can have different aspects (such as financial, health and safety, and environmental goals) and can apply at different levels (such as strategic, organization-wide, project, product and process).

NOTE 3 Risk is often characterized by reference to potential events and consequences or a combination of these.

NOTE 4 Risk is often expressed in terms of a combination of the consequences of an event (including changes in circumstances) and the associated likelihood of occurrence.

AS/NZS ISO 31000:2009
ACRONYMS

The following acronyms are used throughout these arrangements:

AIMS Australasian Inter-service Incident Management System
BFAC Bush Fire Advisory Committee
BFLO Bush Fire Liaison Officer
BOM Bureau of Meteorology
BP Bushfire Plan
CBFCO Chief Bush Fire Control Officer
COMCEN FESA Communication Centre DCP
Department of Child Protection
DCBF CO Deputy Chief Bush Fire Control Officer
DFES Department of Fire & emergency Services
DPAW Department of Parks & Wildlife
ECC Emergency Co-Ordination Centre
FCO Fire Control Officer
FCP Forward Control Point
HAZMAT Hazardous Material
HMA Hazard Management Agency
IC Incident Controller
ICV Incident Control Vehicle
ISG Incident Support Group
IMT Incident Management Team
LEC Local Emergency Coordinator
LEMC Local Emergency Management Committee
OASG Operations Area Support Group
OIC Officer in Charge
VFRS Volunteer Fire & Rescue Brigade
SoK Shire of Kalamunda
SAP Standard Administration Procedure
SES DFES State Emergency Services
SEMC State Emergency Management Committee
SOP Standard Operating Procedures
WA POL Western Australian Police
WESTPLAN West Australian Emergency Management Plan
VBFB Volunteer Bush Fire Brigade
VES Volunteer Emergency Service 8
Communication
There are several levels of communication requirements at school level before, during and after bushfire events.

Preparing for Bushfire Season
- The Principal will ensure all students and staff, including relief staff and parents are aware of the College bushfire response plan. School newsletter draft attached.
- The Principal or nominated person will establish contact with emergency services, including DFES, the local volunteer fire brigade, WA Police, the LEMC and CESM.
- The College will incorporate key bushfire messages in the curriculum.
- Communication plans (including emergency contacts and a telephone tree) need to be in place for evacuation or planned closure.
- The College has an effectively working emergency warning or alert system and emergency communication equipment is available and working.
- The College has in place systems to account for students, staff and visitors in an emergency, such as class rolls (or equivalent) and visitor registers. Consideration is 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 (notification of contractors if pre-emptive closure is invoked; the availability of buses if off-site evacuation is required).

Pre-emptive Closure
- The Executive Director of Catholic Education will make the decision to close a school based upon advice from Emergency Services and this will be relayed to the Principal via the School Improvement Advisor.
- The Principal will notify staff and parents using emergency contacts and the telephone tree of closure. Draft letter to parents attached.
- All other necessary parties are advised including (but not limited to) other schools that may have siblings at the college, community users of the school facilities (including before and after school care, community kindergartens or holiday programs), on site contractors and Parent Forum.
- If appropriate, bus contractors will be contacted to arrange for the evacuation of students to a designated area.
- Notice of Planned Temporary School Closure will be posted both physically at the school and electronically on the website.

During Evacuation
- The college will contact their School Improvement Advisor.
- The college will contact parents (for boarding students emergency contacts will also be advised) via phone or email.
- The college will notify bus contractors and out of school programs.
- The college has landlines (9290 4200). 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 uses the national Emergency Alert system to send community warning messages via mobile telephones in affected areas. (Information can be obtained from http://www.dfes.wa.gov.au/pages/default.aspx).

The Principal communicates directly with the CEOWA personnel including any media communications. Staff should not comment directly to media.
Reopening the School

- The School Improvement Advisor is to advise the Principal when the school can re-open.
- Parents will be notified when the school is reopened through SMS and via updates on the College website. In the event of a pre-emptive closure details are contained in the draft letter attached.
- 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) will be advised of reopening.
TYPES OF FIRE EVENT

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

1. Total Fire Ban

In the event of a Total Fire Ban the Bushfire Plan will be invoked:

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

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

It is also necessary to ensure:
- The equipment or machinery is mechanically sound.
- All reasonable precautions are taken to prevent a bushfire starting.

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

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/TotalFireBanWhatCantITDo.aspx](http://www.dfes.wa.gov.au/totalfirebans/Pages/TotalFireBanWhatCantITDo.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](http://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.

The Fire Danger Rating is based on the weather forecast and gives you advice about the level of bushfire threat on a particular day.

<table>
<thead>
<tr>
<th>FIRE DANGER RATING</th>
<th>WHAT SHOULD I DO?</th>
</tr>
</thead>
<tbody>
<tr>
<td>CATASTROPHIC</td>
<td><strong>YOU NEED TO ACT NOW</strong></td>
</tr>
<tr>
<td></td>
<td>• Put your survival first and leave bushfire risk areas the night before or early in the day – this is your best option.</td>
</tr>
<tr>
<td></td>
<td>• Act immediately - do not wait and see:</td>
</tr>
<tr>
<td></td>
<td>&gt; leave now.</td>
</tr>
<tr>
<td></td>
<td>&gt; avoid forested areas, thick bush or long, dry grass.</td>
</tr>
<tr>
<td></td>
<td>&gt; take shelter if you cannot leave.</td>
</tr>
<tr>
<td>EXTREME</td>
<td><strong>YOU NEED TO GET READY TO ACT</strong></td>
</tr>
<tr>
<td></td>
<td>• Only stay with your property if you are prepared to the highest level. This means your home needs to have been constructed to bushfire protection levels e.g. enclosed eaves, covers over external air conditioners, metal fly screens etc.</td>
</tr>
<tr>
<td></td>
<td>• You must be well prepared and able to actively defend your home if a fire starts. This means you have the right equipment and resources to put out fires around your home e.g. enough water supply, petrol/diesel portable pump, generator, protective clothing etc.</td>
</tr>
<tr>
<td></td>
<td>• If you are not prepared to the highest level, leaving bushfire risk areas early in the day is your safest option.</td>
</tr>
<tr>
<td>SEVERE</td>
<td><strong>YOU NEED TO BE AWARE</strong></td>
</tr>
<tr>
<td></td>
<td>• Well prepared homes that are actively defended can provide safety. This means you have the right equipment and resources to put out fires around your home e.g. enough water supply petrol/diesel portable pump, generator, protective clothing etc.</td>
</tr>
<tr>
<td>VERY HIGH</td>
<td>• Check your bushfire survival plan.</td>
</tr>
<tr>
<td>HIGH</td>
<td>• Monitor conditions.</td>
</tr>
<tr>
<td>LOW-MODERATE</td>
<td>• Action may be required.</td>
</tr>
<tr>
<td></td>
<td>• Leave if necessary.</td>
</tr>
</tbody>
</table>

The Fire Danger Rating is based on the weather forecast and gives you advice about the level of bushfire threat on a particular day.

For additional information and resources:
- Visit the DFES website: [www.dfes.wa.gov.au](http://www.dfes.wa.gov.au)
- For more information please contact DFES Community Engagement on 9395 0816
In the event of a catastrophic weather warning the **Bushfire Plan** will be invoked as per the flow chart at Appendix 2.

### 2.1 Planned Pre-emptive Closure

The CEOWA 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.

Once advised that the college is to undertake pre-emptive closure the principal will send letters to parents (emergency contacts for boarding students) via email, the College Website and the College App and provide each staff member with a memo that clearly states when the closure is planned to occur and that the college is on standby. It may be that between declaration of the closure and the day of closure, weather conditions improve sufficiently to remove the need to close and the college can therefore stand down its pre-emptive closure plans. The Executive Director confirms with the Principal the final decision to close the college no later than 4.30 pm the day before the planned closure. If weather conditions become less severe after 4.30 pm, the closure goes ahead regardless, in order to provide a level of certainty to parents.

The DEFS is the final authority on advice about which schools are in danger and the level of risk at the time. The Executive Director makes the final decision as to whether or not a planned closure of St Brigid’s College 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 the college after a planned closure. The draft letter to parents (emergency contacts for Boarding students) contains advice on how parents can monitor the situation. The college will put communication plans in place, by notice on the college website, email, College App and SMS providing a number for parents to call for information about the reopening of the college. Parents who have alerted the college that they do not have internet access or who have diverse needs (e.g. multicultural, special needs) will be provided with information via phone.
3. Bushfire

In the event of a bushfire threatening the college, the college will notify DFES and the Bushfire Plan will be invoked by way of the Lockdown alarm (Bong...Bong...Bong). (Refer to Emergency Management Plans and Procedures 2015 attached).

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, ADVISE, 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.

If the College is likely to be threatened by fire, the Emergency and Critical Incident Management Plan will be activated immediately.

3.1.1 Advice

If the college is likely to be threatened by the fire, the college will activate the Emergency Management Plan immediately. The Chief Warden (Director of Business) will notify DFES Communication Centre of the decision and relocation point.

An ADVICE provides you with information on a bushfire that is not threatening lives or property but may be causing smoke near the college. Turn off evaporative air conditioners. Regular checks of the college will be undertaken paying special attention to the evaporative air conditioners.

3.1.2 Watch and Act

A WATCH AND ACT message tells you the fire conditions are changing and there is a possible threat to lives and the college. The Chief Warden decision to leave or relocate students, staff and visitors off site should be based upon assessment of known information and current circumstances, including advice from emergency services or observations at the time of the event.

3.1.3 Emergency Warning

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

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

3.1.4 All Clear

An ALL CLEAR is issued when the threat has passed and the fire is under control. Fire fighters will 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 the college to return home. Emergency services will advise when it is safe to return home.
# BUSHFIRE WARNINGS: WHAT SHOULD YOU DO?

<table>
<thead>
<tr>
<th>ALERT LEVEL</th>
<th>WHEN WILL IT BE ISSUED?</th>
<th>WHAT SHOULD YOU DO?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ADVICE</strong></td>
<td>When a fire has started but there is no immediate danger</td>
<td>You need to be aware</td>
</tr>
<tr>
<td></td>
<td>There is no known threat to lives and homes</td>
<td>- Stay alert and monitor your surroundings by watching for signs of a bushfire, especially smoke and flames</td>
</tr>
<tr>
<td></td>
<td>The fire is likely to be small and may be causing smoke near homes</td>
<td>- Check the Fire Danger Rating for your area</td>
</tr>
<tr>
<td></td>
<td>Firefighters will be able to control the fire</td>
<td>- Close all doors and windows</td>
</tr>
<tr>
<td>WATCH AND ACT</td>
<td>When a fire is approaching and conditions are changing</td>
<td>You need to leave or get ready to defend</td>
</tr>
<tr>
<td></td>
<td>There is a possible threat to lives and homes</td>
<td>- Put your bushfire survival plan into action</td>
</tr>
<tr>
<td></td>
<td>The fire will be out of control. There may be smoke and embers around your home and roads</td>
<td>- If you have decided to leave for a safer place, leave now and take your survival kit with you</td>
</tr>
<tr>
<td></td>
<td>Firefighters will be working with machines to put in containment lines to stop the fire spreading</td>
<td>- Leave well before roads are closed and full of smoke</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- If you are not prepared for a bushfire the safest place is to be away from the fire</td>
</tr>
<tr>
<td>EMERGENCY WARNING</td>
<td>When there is immediate danger and the fire will impact your home</td>
<td>You need to act immediately to survive</td>
</tr>
<tr>
<td></td>
<td>There is a threat to lives and homes</td>
<td>- If the way is clear leave immediately for your safer place and take your survival kit with you</td>
</tr>
<tr>
<td></td>
<td>The fire will be out of control and moving very fast. This is the highest level of warning</td>
<td>- If you have not prepared your home, it is too late to do it now. Your safest option is to leave for a safer place, if the way is clear</td>
</tr>
<tr>
<td></td>
<td>Firefighters will find it difficult to control the fire and it will take significant firefighting resources and a change in conditions to bring it under control</td>
<td>- Do not relocate at the last minute in a vehicle or on foot as this is deadly, leave immediately if the way is clear</td>
</tr>
<tr>
<td></td>
<td>A siren sound called the Standard Emergency Warning Signal (SEWS) may be used to get your attention on radio and television</td>
<td>- If you are unable to leave you need to get ready to take shelter in your home and actively defend it</td>
</tr>
<tr>
<td>ALL CLEAR</td>
<td>When the danger has passed and the fire is under control</td>
<td>You need to be careful</td>
</tr>
<tr>
<td></td>
<td>Firefighters will be working to put the last bits of the fire out and make the area safe</td>
<td>- Remain vigilant in case the situation changes</td>
</tr>
<tr>
<td></td>
<td>It may still not be safe to return home. Emergency services will advise when you can go home</td>
<td>- When driving in the fire area you should take extreme caution and drive slowly</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Dangers like smoke, fallen trees and downed power lines may be on roads and emergency services will still be working in the area</td>
</tr>
</tbody>
</table>
3.2. Bushfire- Act

3.2.1 Response when a bushfire starts and the school is open

3.2.1.1 Bushfire Evacuation Procedure (activate the St Brigid's College Emergency Management Plans and Procedures 2015)

Evacuate off-site on advice from DFES.
- All classes remain with their teachers and allocated education assistants.
- All other staff and visitors report to the Front Office.
- Teachers account for each child and identify students and support staff with known respiratory conditions.
- Doors, roof vents and windows must be closed and evaporative air coolers turned off. Students and staff are to remain in classrooms unless directed otherwise by their fire warden.
- Students and staff are to remain in classroom unless directed otherwise by their fire warden.
- Fire wardens are designated to manage evacuation routes, liaise with staff.
- The Chief Warden 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 (emergency contacts for Boarding students) will be informed when and where to pick up students up on advice from the college or through DFES.

3.2.1.2 Safer Location Procedure – if evacuation is not possible (activate the St Brigid's College Emergency Management Plans and Procedures 2015)

Remain on site on advice from DFES.
- All classes remain with their teachers and allocated education assistants.
- All other staff and visitors report to the Front Office.
- Teachers account for each child and identify students and support staff with known respiratory conditions.
- Doors, roof vents and windows must be closed and evaporative air coolers turned off. Students and staff are to remain in classrooms unless directed otherwise by their fire warden.
- Fire wardens are designated to manage evacuation routes and liaise with staff.
- The Chief Warden and fire wardens, will control this response until the arrival of the DFES or emergency services who will then take over.
- Students and adults with known respiratory conditions will be identified and given special consideration.

Parent Access
Parents advised NOT to pick up students and to monitor local media for specific access information.

3.2.2 Response when a bushfire starts and the school is closed

If the Executive Director makes a decision on the college closure based upon advice from Emergency Services the School Improvement Advisor will inform the Principal of closure.

The Principal will notify staff and parents using the emergency contact list (see Appendix 4 for a Communication Plan) of Closure.
The Executive Director will, in consultation with the Principal, identify alternative accommodation of students and staff if required. The CEOWA Media Unit will utilise media outlets to make public announcements of school closures, temporary alternative accommodation and contact number(s) for further information.

The Executive Director, in consultation with DFES, will inform the School Improvement Advisor when the school can reopen, who will inform the Principal accordingly.

### 3.2.3 Recovery

The priorities for the college during recovery are

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

**General**

- When possible, return to normal routine.
- Attend to staff and student welfare, considering counselling support.
- The Principal will provide information for families and the community of any impact (including if there is none) on the college 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 college, isolating areas if required and if necessary relocate to alternative accommodation. The CEOWA and MEL will be advised of any damage caused by the bushfire.
- Attend to security if necessary (contact High Standard Security on 9440 4666)
- Manage Administrative details including insurance.

**Debrief**

- What worked, what didn't?
- Was anything overlooked?
- What could you do better next time?
- Should roles change?
- If changes are made, incorporate them into the formal plan and advise the appropriate parties including staff and other authorities.
- Share the knowledge with other schools.
- Test the revised bushfire management plan and procedures.

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

### 1. COMPLIANCE: Bushfire Preparation Checklist

<table>
<thead>
<tr>
<th>MANAGEMENT ACTIVITIES</th>
<th>Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal is thoroughly familiar with their current Emergency and Critical Incident Management plan and their stand-alone bushfire plan.</td>
<td>✅ Plan reviewed 16.12.15</td>
</tr>
<tr>
<td>• Students, staff, relief staff and parents/carers have been made aware of the school bushfire plan.</td>
<td>Letter to parent 05.02.2015, Staff meeting 30.01.15 Paul Little DFES</td>
</tr>
<tr>
<td>• The bushfire plan must be reviewed prior to each bushfire season (Term 3) and a copy forwarded to CEOWA.</td>
<td>Staff meeting 20.07.15 Mark Leach, Audit Fire &amp; Emergency</td>
</tr>
<tr>
<td>The principal (or a nominated staff member) has established contact with emergency services, including DFES, 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).</td>
<td>Mark Leach Audit Fire &amp; Emergency</td>
</tr>
<tr>
<td>• Refer to Emergency Alert warning system (<a href="http://www.emergencyalert.gov.au/">www.emergencyalert.gov.au/</a>) Emergency Services must be informed of your nominated Safer Location as part of your Emergency Critical Incident Management Plan procedures.</td>
<td>Safe location opposite College at Church unless advised otherwise by DFES</td>
</tr>
<tr>
<td>Incorporate key bushfire messages into the curriculum.</td>
<td>Bushfire information provided to Teaching staff and students. Student diaries have Emergency Evacuation plans included</td>
</tr>
<tr>
<td>Evaporative air conditioners – awareness of location of the switches and how to switch off the units.</td>
<td>Property &amp; Works/ Director of Business have access to main Systems to shutdown.</td>
</tr>
<tr>
<td>Communication plans (include telephone tree – see Appendix 6) are in place for evacuation or planned closure.</td>
<td>✅</td>
</tr>
<tr>
<td>Practice evacuation drills prior to October and at least once per term during the bushfire season.</td>
<td>✅</td>
</tr>
<tr>
<td>Requirement</td>
<td>Completed</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>College has a correctly functioning emergency warning or alert system.</td>
<td>✓</td>
</tr>
<tr>
<td>Emergency communications equipment is available e.g. mobile telephones,</td>
<td>✓</td>
</tr>
<tr>
<td>hand-operated fire alarm (portable siren), and spare batteries.</td>
<td></td>
</tr>
<tr>
<td>Class rolls and visitor register (or equivalent) are readily accessible</td>
<td>✓</td>
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<tr>
<td>in an emergency to account for students, staff and visitors.</td>
<td></td>
</tr>
<tr>
<td>First aid equipment is available and staff members trained in first aid</td>
<td>✓</td>
</tr>
<tr>
<td>have been identified.</td>
<td></td>
</tr>
<tr>
<td>Evacuation kit should be checked at least once per term.</td>
<td>✓</td>
</tr>
<tr>
<td>Arrangements are in place in relation to school buses (notification of</td>
<td>✓</td>
</tr>
<tr>
<td>contractors if pre-emptive closure is invoked; availability of buses if</td>
<td></td>
</tr>
<tr>
<td>off-site evacuation is required)</td>
<td></td>
</tr>
<tr>
<td>Procedures are in place to restrict use of machinery (e.g. angle grinders,</td>
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<tr>
<td>mowers, and machinery with internal combustion engines) in close proximity</td>
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<td>to bushfire fuels where they may start a fire on severe fire danger days.</td>
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<td>A Safer Location within the school building should be identified and</td>
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<td>prepared in the event that an off-site evacuation is not possible.</td>
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<tr>
<td>BPZ (20 metre radius), cleared of all rubbish, long dry grass, bark and</td>
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<tr>
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</tr>
<tr>
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1.1 Bushfire Management Plan

Objective of this Plan
This main objective of this plan is to provide effective and efficient approaches to bushfire risk management in order to achieve a suitable level of residual risk. This involves systematically identifying and eliminating the weakest points to mitigate the risk of bushfire to St Brigid's staff and those in their charge.

Note: CSIRO research shows that the majority of houses lost in bushfires survive the passage of the fire front and burn down during the following few hours due to lower intensity fire spreading from ignition by burning debris (ember attack). All gaps of more than 2 mm in any building envelope are considered potential points for Ember entry (Standards Australia 2009).

Mitigate the risk posed by embers accumulating on or against the building envelope from igniting the buildings.

A bushfire would attack the property in the same three ways that a bushfire spreads:
1. Embers and burning debris carried by the wind.
2. Radiant heat from the fire or nearby burning structures/vegetation.
3. Flames directly touching the building.

This can be achieved by a variety of means including:
At all buildings
- Ensuring all combustible objects (ie. door mats, cardboard boxes, etc) are removed from verandas and adjacent to any building cladding on days declared very high — catastrophic Fire Danger.
- Remove flammable mulch to a minimum gap of 2 metres from perimeters of all buildings.

Managing vegetation in the safety Building has three main purposes:
1. To reduce direct flame contact and radiant heat from igniting the buildings during the passage of a fire front.
2. To reduce ember attack and provide a safer space for occupants in the buildings before, during and after the fire front.
3. To help the school buildings survive the passage of the fire front and provide occupants with a safe place to shelter during this time.

Implementing and maintaining the following program within the safety Building (minimum 20 metres surrounding each building):
- Remove 50% of over storey trees and 50% of the shrubs and provide physical gaps between them.
- Clear and maintain low levels of fine fuels (ie. by removing fuels such as leaves, twigs, branches and keeping grass and other ground vegetation under 5cm in height.
- Prune all branches that are within three metres of the ground.
- Remove fine fuels on verandahs, decks and against building perimeters.
- Trim or remove trees so that they are not overhanging any buildings.
- Maintain a minimum gap of two metres between trees and buildings.
2. Catastrophic Event Flow Chart
In the event of a catastrophic weather warning the **Bushfire Plan** will be invoked as per the following flow chart:

**PRINCIPAL’S RESPONSE TO Catastrophic Fire Danger Rating**

- Principal Schools Advisor alerts Principal that a Catastrophic FDR has been declared and to prepare school for pre-emptive closure.

- Principal notifies school community of impending planned closure, to be confirmed 4.30 pm on the day prior.

- Closure to be invoked?
  - NO: Principal notifies school community closure will not go ahead - school will open as normal.
  - YES: Principal activates school action plan, including:
    - notifying parents, emergency contacts for Boarding students, bus contractors, community kindergartens, tenants, community hirers, out of school hours child care programs, school contractors and construction workers that the school will be closed on the day concerned;
    - posting school closure signage; and
    - appointing two members of staff to attend from 8.00 am to 10.00 am on the day of the school closure (only if safe).

- Principal and Executive Director monitor FDR for the next day.

- Principal liaises with Executive Director to determine if school reopens next day.
  - Principal notifies school community whether school remains closed or reopens.
3. Bushfire Evacuation Plan

St Brigid's College
EVACUATION
ASSEMBLY MAP

- Evacuate the buildings on the sounding of the alarms.
- DO NOT re-enter buildings until the “All Clear” Announcement / Signal has been given.

ASSEMBLY AREA A
(unless instructed otherwise)

ALL School
Boarding Community
Staff, Contractors, Visitor

J  Junior School
O  O'Connor
M  McAuley
D  Docherty
W  Watson
S  Shine
R  Rielly
T  Teachers without classes
N  Non-Teaching and Visitors
F  First Aid Post

Emergency Numbers
School Hrs: ext 202 or 666
Out of School Hrs: 000
School Representative: 6429 043 000

Staff Resources/Emergency Management Policies - 3/07/12
4. Communication Plan

**PRINCIPAL'S RESPONSE TO Bushfire Notice when College Open**

- **College notificed of fire.** Dedicated phone number (to be kept free) provided to Incident Management Group.

**Closure to be invoked**

**Yes**
- DFES notifies college of fire
- Follow Emergency Management procedures
- College closure to be invoked
- Notify ED and CEO, WA Media Unit
- Implement Communication Plan to Parents
- Notify Bus Contractors out of school programs.

**No**
- DFES Warning
  - Watch & Act
  - Advice
  - Watch & Act
- Evacuate or Relocate
- Monitor DFES website and ABC
- Stay on site
- Parents Pick up or Bus
- Relocate off Site to Evacuation Location

**ncpa1’s Response**

- Follow Emergency Management procedures
- College closure to be invoked
- Notify ED and CEO, WA Media Unit
- Implement Communication Plan to Parents
- Notify Bus Contractors out of school programs.

**Initial Message**

- College under threat of bushfire
- DFES advice to college to evacuate to designated position (Note DFES will identify location)
- Please pick up students from (location description)
- Please monitor local media for specific access information

**Interim Message**

- College remains under threat of bushfire
- DFES advice to college was to evacuate
- College remains closed
- Please monitor local media for specific access information

**Out Message**

- Threat has passed
- DFES advice to college is safe
- Students to return to school on (date)
- Please monitor local media for specific access information

**Bushfire in the area**
- Follow Emergency Management procedures
- Move to safer location
- Notify ED and CEO, WA Media Unit
- Implement Communication Plan to Parents
- Notify Bus Contractors out of school programs.

**Bushfire in the area**
- DFES advice is to stay on site
- (Option - On DFES advice parents are advised NOT to pick up students)
- Please monitor local media for specific access information

**Bushfire in the area**
- DFES advice is to stay on site
- (Option to repeat - On DFES advice parents are advised NOT to pick up students)
- Please monitor local media for specific access information

**Bushfire in the area**
- DFES advice is college is safe
- Students to return to school on (date)
- Please monitor local media for specific access information