

Ravensthorpe District High School

Bush Fire Emergency Plan 2016 - 2017

Review date: Term 3 2017

Ravensthorpe DHS
BUSHFIRE PLAN (2016-2017)

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Introduction

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

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

Overview

General Information

This Bushfire Plan (BP) has been developed during Term 3(2017) of each year after consultation with:

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

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

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

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

Where applicable, a building is nominated as the **Safer Location** building for this school.

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

Distribution

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

The Principal or delegated officer will forward a **copy of the site BP to the emergency services by Week 2 of Term 3** each year in the region.

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

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

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

Bushfire Preparation checklist (refer to Appendix A)

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

The school will review (and update where appropriate) the plan on an annual basis.

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

Date of Review	Reviewing Officer	Date Submitted	Next scheduled Review
September 2017	Fiona Philson Principal		September 2018

Actions Required	Schedule	Personnel Involved
Bushfire Plan published on school website	Term 1 2017	Principal and School Officer
Staff meeting information BP	Term 1 2017 Term 4 2017	Principal and staff
Update School Information booklet – to include BP actions and procedures	Term 4 2016	Principal
Newsletter Information	Term 1 3X Term 2 3X Term 4 3X	Principal School Officer
BP to Regional Office	Week 2 Term 3	Principal Leadership team School Council

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 are aware of the school's bushfire plan. It is also necessary to ensure that relief staff and parents have been made aware of the school's bushfire plan. A copy of the school's bushfire plan should be published on the schools website. Suggested draft text for the school newsletter is available in Appendix A6 of the *Principal's Guide to Bushfire*.
- The Principal will establish contact with emergency services, including DFES, the local volunteer fire brigade, WA Police, the LEMC and CESM at the commencement of term 3 each year.
- **Key bushfire messages will be incorporated in the curriculum.** (*Research shows that if students develop and undertake drills as part of the emergency planning the message is more meaningful and transfers to the home environment. Additional benefits can be realised by taking activities home that need to be completed and returned. This can serve to increase families' level of awareness and preparedness in regards to bushfire survival plans or household preparedness assessments.*)
- Communication plans (including emergency contacts and a telephone tree) need to be in place for evacuation or planned closure. **See Appendix D Communication Plan, Appendix E emergency contacts and Appendix F telephone tree.**
- The school has an effectively working emergency warning or alert system and emergency communication equipment is available and working.
- Ravensthorpe DHS has in place a system to account for students, staff and visitors in an emergency. (Class rolls 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** if appropriate (notification of contractors if pre-emptive closure is invoked; the availability of buses if off-site evacuation is required).

Pre-emptive Closure

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

During Evacuation

- The school will contact their Regional Executive Director and the Department's Media Unit.
- The school will contact parents via phone or email, ensuring they have a mobile phone contact number for the school (It would be preferable that parents restrict calling the school at this time to emergency calls only).
- The school will notify bus contractors and out of school programs.

- The official broadcaster of Emergency Events is ABC radio. Your local station will be ABC local radio. They will provide up to date information during a bushfire event in your 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 Regional and Central Office personnel including any media communications. Staff should not comment directly to media.

Reopening the School

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

Types of Fire Event

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

1. Total Fire Ban

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

This means:

- no fires must be lit or used in the open air;
- all open fires for the purpose of cooking or camping are not allowed; and
- 'hot work' such as metal work, grinding, welding, soldering, gas cutting or similar is not allowed unless there is an exemption.

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

It is also necessary to ensure:

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

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

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

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

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

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

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

2. Catastrophic Fire Danger

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

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

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

2.1 Planned Pre-emptive Closure

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

Once advised that your school is to undertake pre-emptive closure, you need to notify your school community that a closure is imminent. The Principal needs to send letters to parents and provide each staff member with a memo that clearly states when the closure is planned to occur and that the school is on standby. It may be that between declaration of the closure and the day of closure, weather conditions improve sufficiently to remove the need to close and the school can therefore stand down its pre-emptive closure plans. The Regional Executive Director confirms with the principal the final decision to close the school no later than **4.30 pm** the day before the planned closure. If weather conditions become less severe after **4:30 pm**, the closure goes ahead regardless, in order to provide a level of certainty to parents.

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

2.2 During a Planned Closure

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

2.3 Re-opening School

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

3. Bushfire

In the event of a bushfire threatening the school, the school will notify DFES and the **BP** will be invoked by way of the school siren (or hand held siren) (***add your school's site specific alert tone***).

3.1. Bushfire – Watch community

During a bushfire, emergency services provide as much information as possible through a number of different channels.

There are three levels of warning:

- **ADVICE;**
- **WATCH AND ACT;** and
- **EMERGENCY WARNING.**

These change to reflect the increasing risk to life and the decreasing amount of time you have until the fire arrives. Download a copy of DFES bushfire warning table from:

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

If the school is likely to be threatened by the fire, activate the *Emergency and Critical Incident Management Plan* immediately.

3.1.1 Advice

An **ADVICE** provides you with information on a bushfire that is not threatening lives or property, but may be causing smoke near schools.

The actions required are to, turn off evaporative air conditioners, undertake regular checks, patrol of the school for bushfire activity and pay special attention to the evaporative air conditioners.

3.1.2 Watch and Act

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

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

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

3.1.3 Emergency Warning

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

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

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

3.1.4 All Clear

An **ALL CLEAR** is issued when the threat has passed and the fire is under control. Fire-fighters will still be working to put out the last remnants of the fire and making the area safe, so

it is important to remain vigilant in case the situation changes. It may still not be safe to leave to school to return home. Emergency services will advise when school students and/or staff can be released to go home.

3.2. Bushfire – Act

3.2.1 Response when a bushfire starts and the school is open

3.2.1.1 Evacuation Procedure

School to evacuate off-site on advice from DFES

Has the evacuation to the off-site safer location been approved and how long will it take to get there?

- 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 liaise with staff.
- The Principal and fire wardens, will control this response until the arrival of DFES or emergency services who will then take over.
- Students and adults with known respiratory conditions will be identified and given special consideration.

Parent Access

Parents will be informed when and where to pick up students upon advice from the school or through DFES or the Incident Controller.

3.2.1.2 Safer Location Procedure – if evacuation is not possible

School to remain on site on advice from DFES.

- All classes remain with their teachers and allocated education assistants.
- All classes move to the school hall. **See Appendix C safer location evacuation plan.**
- 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 Principal 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 Department of Education Incident Controller makes a decision on school closure based upon advice from Emergency Services the Regional Executive Director will inform the Principal of closure.

The Principal is to notify staff and parents of the closure using the emergency contact list (see Appendix D for a Sample Communication Plan).

The Department of Education Incident Controller will, in consultation with the Regional Executive Director, identify alternative accommodation of students and staff if required. The

Department's Media Unit will utilise media outlets to make public announcements of school closures, temporary alternative accommodation and contact number(s) for further information.

The Department's Incident Controller in consultation with DFES will inform the Regional Executive Director when the school can reopen, who will inform the Principal accordingly.

3.2.3 Recovery

The priorities for the school during recovery are

- Health and Safety of individuals;
- Social Recovery; and
- Physical (Structural) Recovery.

General

- When possible, return to normal routine as soon as possible.
- Attend to staff and student welfare, considering counselling support.
- Provide information for families and the community of any impact (including if there is none) on the school and school routine following the bushfire.
- Undertake a check of any equipment or stock used and arrange for replacement/replenishment.
- Address any physical damage to the school, isolating areas if required and if necessary relocate to alternative accommodation. Contact Building Management and Works to commence repairs. The Department should be advised of any damage caused by the bushfire.
- Attend to security if necessary (Contact Head of Security at Central Office on 9264 4825).
- Manage Administrative details including insurance.


Debrief

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

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

APPENDICES

Appendix A: COMPLIANCE: Bushfire Preparation Checklist

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

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

MANAGEMENT ACTIVITIES

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

Evidence

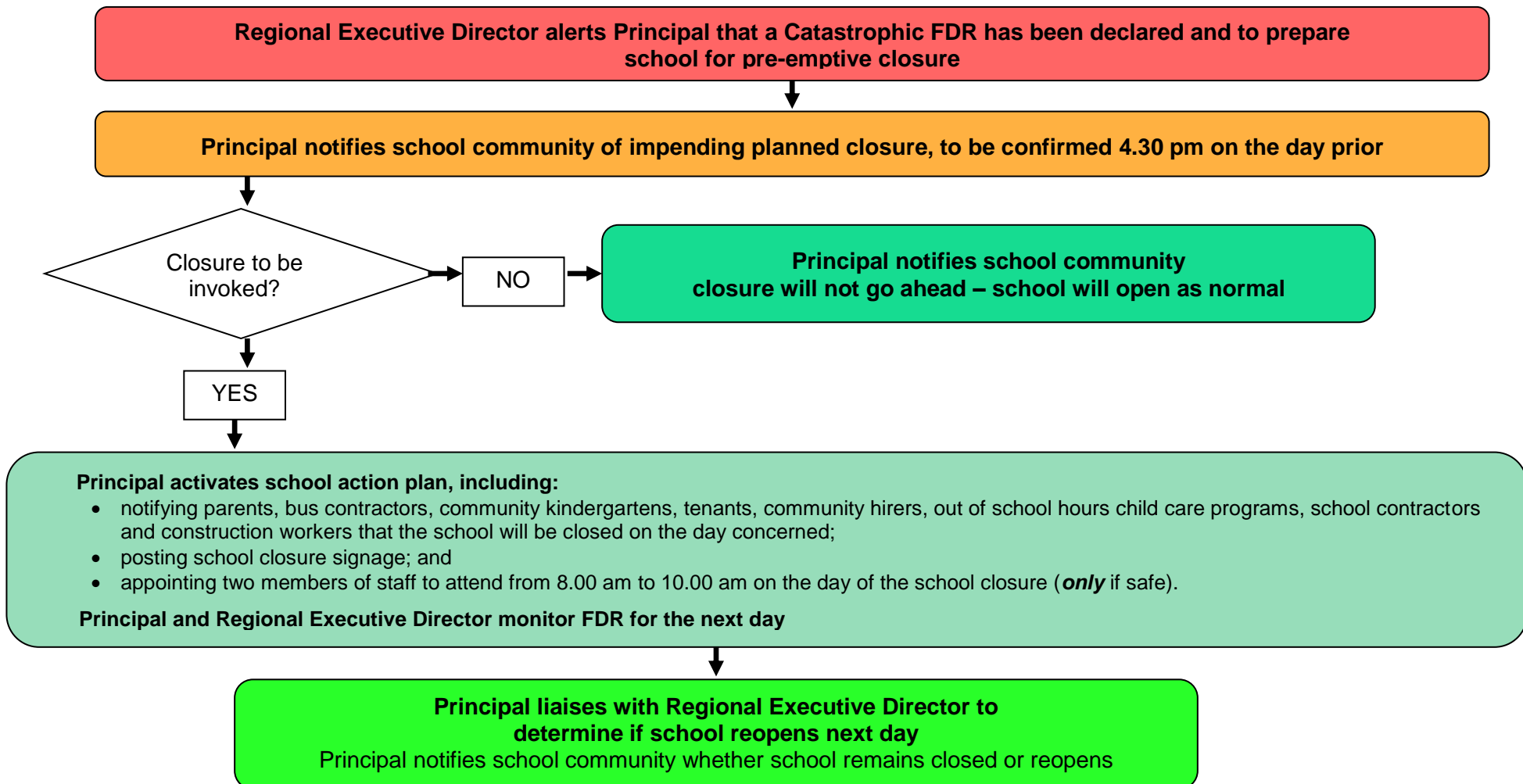
The School <i>Emergency and Critical Incident Management Plan</i> provides a plan for dealing with bushfires. Schools on the Bushfire Zone Register must also have a separate stand-alone bushfire plan.	Y	<i>Hyperlink To be completed</i>
Principal is thoroughly familiar with the schools current <i>Emergency and Critical Incident Management Plan</i> and where applicable the stand-alone bushfire plan.	Y	<i>Plan reviewed February 2016 Due for Review Feb 2017</i>
Students, staff, relief staff and parents/carers have been made aware of the school bushfire plan.	Y	<i>Staff meeting 14.12.17 and newsletter sent to parents/carers with bushfire information 8.12.17 Sent to RED 9.12.16</i>
The bushfire plan has been reviewed prior to the bushfire season (Term 3 each year) and a copy forwarded to the local education regional office.	Y	
Schools on the Bushfire Zone Register have appointed a school emergency liaison officer . The appointed liaison officer may be required to relocate during an emergency, to the Incident Control Point to provide an information conduit between the school and the controlling agency.	N/A	
The principal and liaison officer have established contact with local emergency services including DFES, the Department of Parks and Wildlife (if relevant), the local volunteer fire brigade, WA Police, Local Emergency Management Committee (LEMC), local government representative or Community Emergency Services Manager (CESM) (if there is one for the area), and incorporated their feedback into the plans (as required).	Y	DFES assessors CESM 7.12.17
Emergency Services, outlined above, are informed of your nominated pre-determined Safer Location as part of your Emergency Critical Incident Management Plan procedures.	Y	7.12.17
Schools on the Bushfire Zone Register understand the bushfire warning system (refer DFES website page 8) and the Emergency Alert telephone warning system (www.emergencyalert.gov.au).	Y	

Schools on the Bushfire Zone Register need to incorporate key bushfire messages in the curriculum.	Y	Terms 1, 3 and 4 BP
Schools know how to turn off evaporative air conditioner units, including awareness of the location of the switches, and how to close roof vents.	Y	
Communication plans (include telephone tree – see Appendix D1) are in place for directed evacuation or planned closure	Y	BP
Evacuation drills practised prior to the start of the bushfire season and at least once per term during the bushfire season. The bushfire season typically runs from late October to April in southern WA and June to late October in northern WA. Note this is a minimum of three drills per year.	Y	
School has a correctly functioning emergency warning or alert system.	Y	EM & BP
Emergency communications equipment is available e.g. mobile telephones, hand-operated fire alarm (portable siren), portable radios and spare batteries.	Y	EM & BP
Class rolls and visitor register (or equivalent) are readily accessible in an emergency to account for students, staff and visitors.	Y	EM & BP
First aid equipment is available and staff members trained in first aid have been identified.	Y	EM
Evacuation kit should be checked at least once per term.	Y	EM
Arrangements are in place in relation to school buses (notification of contractors if pre-emptive closure is invoked; availability of buses if off-site evacuation is required)	Y	
Procedures are in place to restrict use of machinery (e.g. angle grinders, mowers, and machinery with internal combustion engines) in close proximity to bushfire fuels where they may start a fire on severe fire danger days.	Y	
A Safer Location within the school building should be identified and prepared in the event that an off-site evacuation is not possible. See attached BP Map.	Y	BP
Asset Protection Zone (APZ) (20 metre radius), cleared of all rubbish, long dry grass, bark and flammable materials.	Y	DFES Assessment Term 4 2016

Appendix B: Catastrophic Event Flow Chart

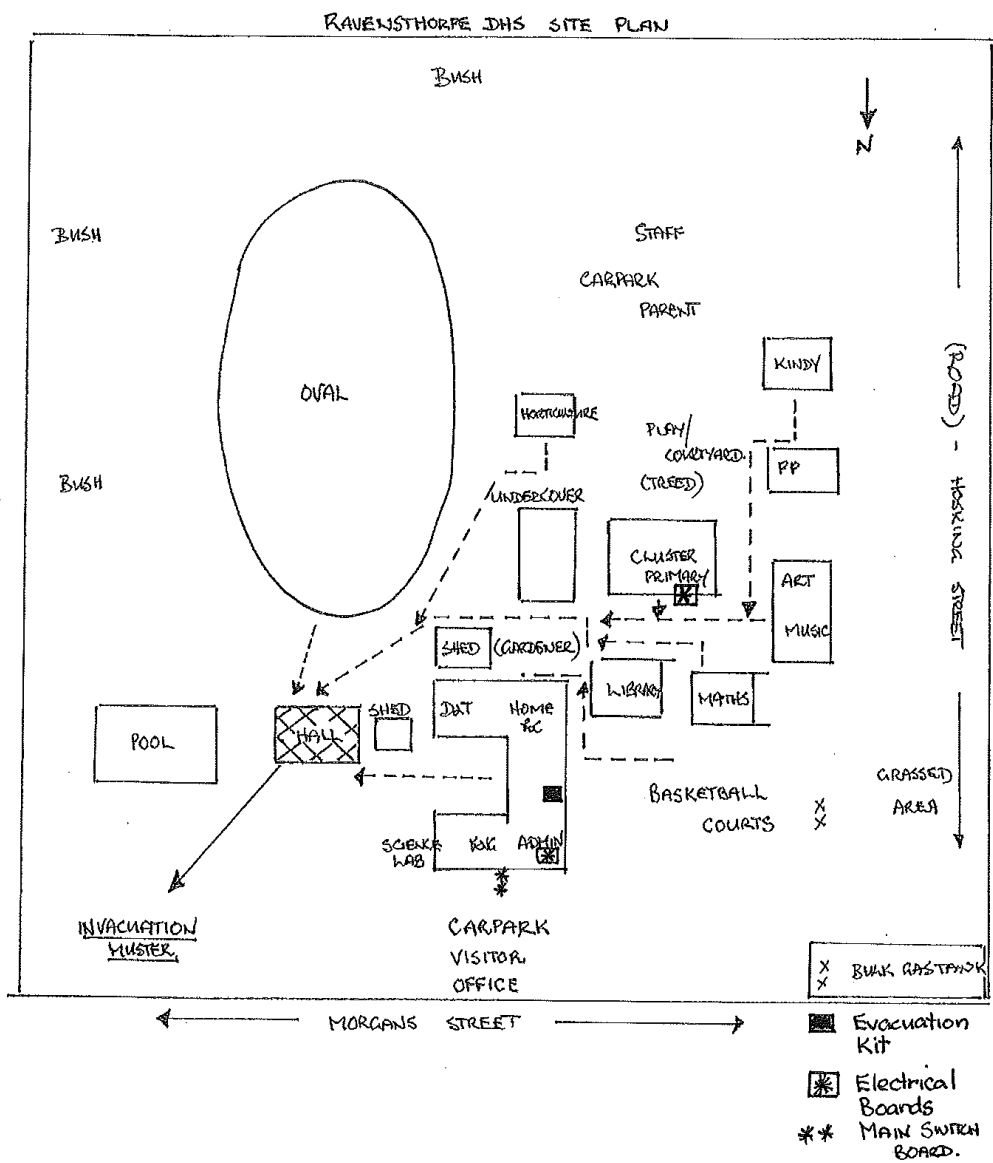
In the event of a catastrophic weather warning the **Bushfire Plan** will be invoked as per the following flow chart: (refer to *Principal's Guide to Bushfire* for all procedures and sample letters – attached to BP)

PRINCIPAL'S RESPONSE TO Catastrophic Fire Danger Rating

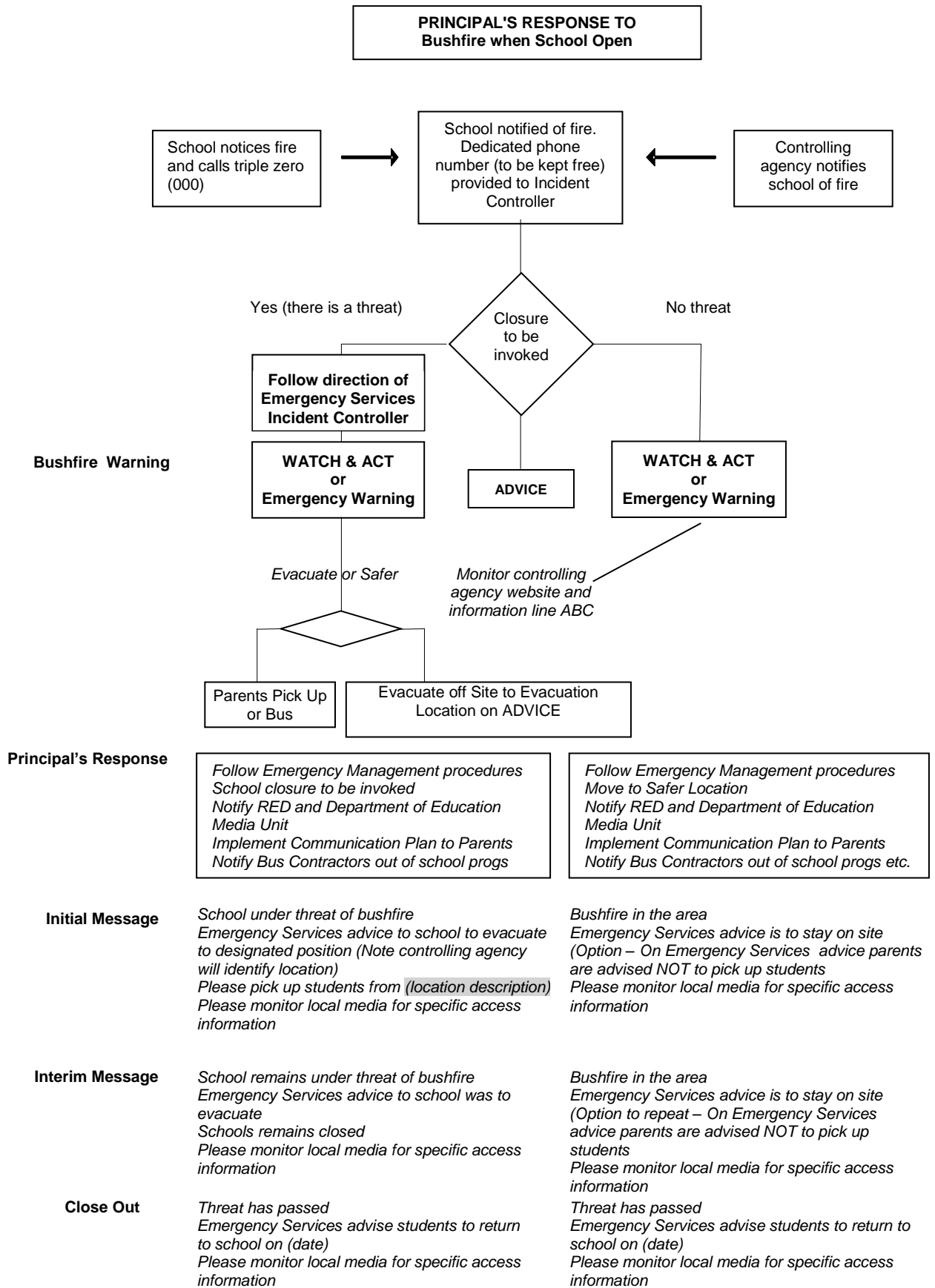


Appendix C: Sample School Site Plan and Evacuation Routes

Insert your school's map here – include the safer location/s, location of fire hydrants, electrical switch boards, phones and communication board, first aid and evacuation kits.



Appendix D: Communication Plan



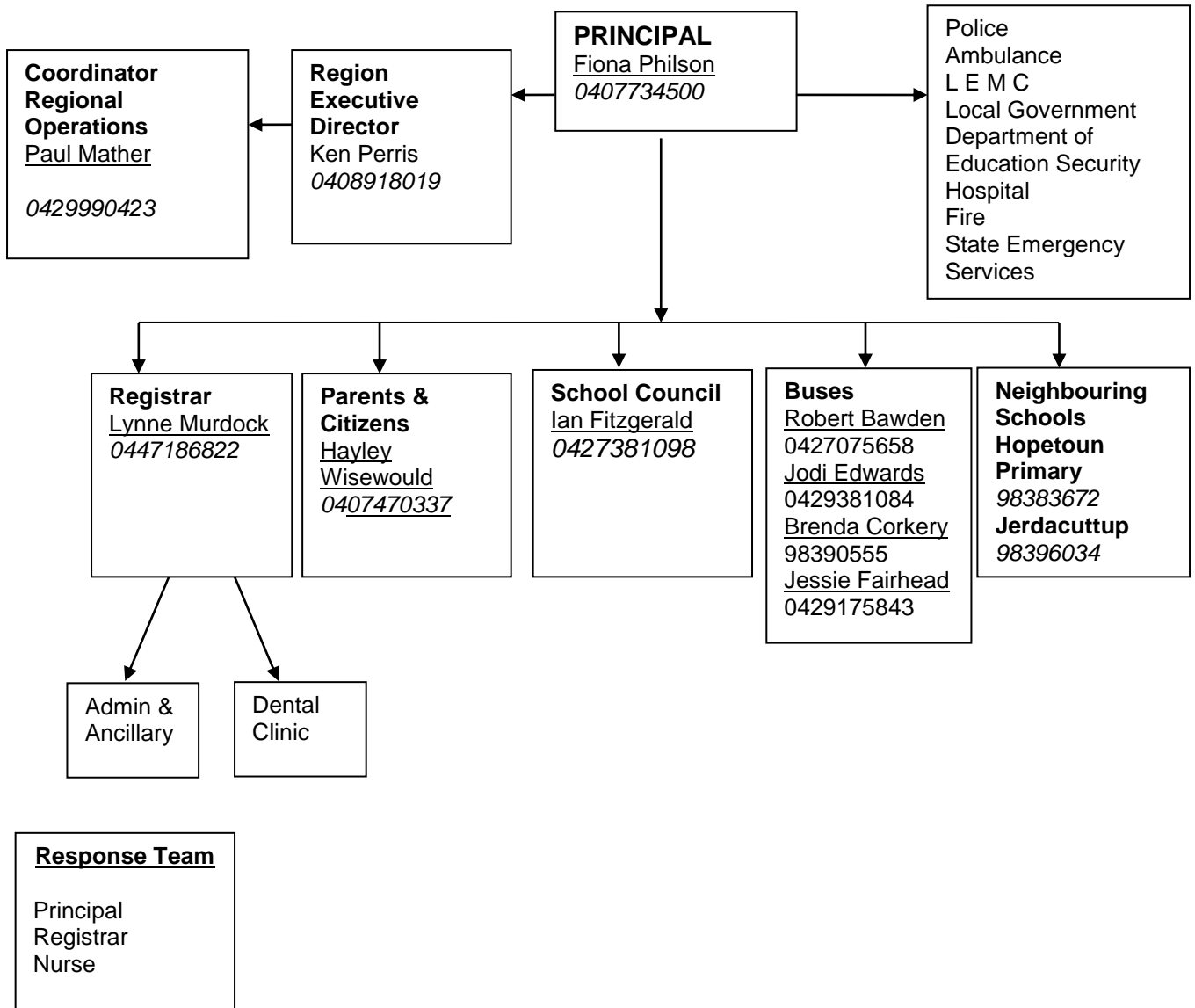
Appendix E: Emergency Response Contact List

 Assess
  Evacuate
  Inform
  Organise
  Undertake

EMERGENCY CONTACT & PHONE NUMBERS		ROLES AND RESPONSIBILITIES	
Police	Local: Ravensthorpe 98381004 Hopetoun 98383724	Evacuation: Principal Invacuation: Principal	Continuous siren or continuous blasts of hand held megaphone
Ambulance / Hospital	Local: 98382211	Checking Rooms First Aid	MCS /Principal Deputy principal
Ambulance	000		
Fire	W: M: Regional Office DFES 98454500 Emergency Services Coordinator 0438498221 Local Volunteer Fire Brigade Gary Webster 0427381114	Marshalling Evacuation: Invacuation: Classes Primary to Science Lab Secondary to English	Teachers All primary Teachers All secondary
Bus Contractors	Robert Bawden 0427075658 Jodi Edwards 0429381084 Brenda Corkery 98390555 Jessie Fairhead 0429175843		
Power Outage (Horizon Power or Western Power)	132351	Accredited FIRST AID Officers	Staff member Name(s)
State Emergency Service	132500	Communication	Principal /Registrar
Poisons Information	131 126	Next of Kin Notification	Principal (Police if death)
REGIONAL DIRECTOR	Ken Perris 0408918019	Reporting and Review	Principal
PRINCIPAL	Fiona Philson		98390555 mobile: 0407734500
Manager of Corporate Services	Lynne Murdock		98390555 mobile: 0447186822

In the case of an EMERGENCY
Call
000

Appendix F: Communication Tree



Draft Text for School Newsletter

Bushfire Zone Register

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

What does this mean for our school?

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

In the intervening period between the declaration of the pre-emptive closure and the day of planned closure, DFES will keep the Department informed of any change to the FDR forecast for the declared day. 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 planned closure. If the forecast changes after that deadline, the closure will stand, regardless of improvements to the weather conditions later in the afternoon of the day before the planned closure or overnight. The intention is to limit confusion or uncertainty for parents and to allow you ample time to make alternative child care arrangements.

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

How will I know when the school is reopening?

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

I ask that you monitor local media for current information about fire danger ratings and notification of schools reopening. Staying tuned to ABC Local Radio in your locality is advisable. You can also check with DFES on 13 DFES (13 33 37) or www.dfes.wa.gov.au. Alternatively you can call me on <insert principal's mobile phone number> or <insert region name> Education Regional Office on <insert number>. If any of the options listed above for finding out when to send your child back to school will prove problematic, please contact the school to arrange for us to phone you to advise you when the school will reopen.

Questions?

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

<Name>
Principal



RAVENSTHORPE DISTRICT HIGH SCHOOL

Locked Bag 555
RAVENSTHORPE WA 6346
Phone: (08) 9839 0555
Fax:(08) 9838 1032

BUSHFIRE ALERT NOTIFICATION OF TEMPORARY SCHOOL CLOSURE

Dear Parent

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

The Department of Fire and Emergency Services will keep the Department of Education (the Department) informed of any change to the FDR forecast for <insert date>. The final decision to pre-emptively close the school will be confirmed with me no later than 4.30pm on <insert date of the day before the declared day>. If the forecast changes after that deadline, the closure will stand, regardless of improvements to the weather conditions on the afternoon of <insert date of the day before the declared day> or overnight. The intention is to limit confusion or uncertainty for parents and to allow you ample time to make alternative child care arrangements.

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

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

I ask that you monitor local media for current information about fire danger ratings and notification of schools reopening. Staying tuned to ABC Local Radio in your locality is advisable. You can also check with DFES on 13 DFES (13 33 37) or www.dfes.wa.gov.au. Alternatively you can call me on <insert principal's mobile phone number> or <insert region name> Education Regional Office on <insert number>. If any of the options listed above for finding out when your child can return to school will prove problematic, please contact the school to arrange for us to phone you to advise you when the school will reopen.

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

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

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

This precautionary measure will maximise children's safety.

Thank you for your cooperation.

<Name> PRINCIPAL



NOTIFICATION OF TEMPORARY SCHOOL CLOSURE

MEMO TO STAFF

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

The Department of Fire and Emergency Services will keep the Department of Education (the Department) informed of any change to the FDR forecast for <insert date>. The final decision to pre-emptively close the school will be confirmed with me no later than 4.30pm on <insert date of the day before the declared day>. If the forecast changes after that deadline, the closure will stand, regardless of improvements to the weather conditions on the afternoon of <insert date of the day before the declared day> or overnight. The intention is to limit confusion or uncertainty for parents and to allow them ample time to make alternative child care arrangements.

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

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

I ask that you monitor local media for current information about fire danger ratings and notification of schools reopening. Staying tuned to ABC Local Radio in your locality is advisable. You can also check with DFES on 13 DFES (13 33 37) or www.dfes.wa.gov.au. Alternatively you can call me on <insert principal's mobile phone number> or <insert region name> Education Regional Office on <insert number>.

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

This precautionary measure will maximise staff and student safety.

Thank you for your cooperation.

<Name> PRINCIPAL



Notice of Planned Temporary School Closure

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

The final decision to close the school will be confirmed with the Principal no later than 4.30pm on <insert date of the day before the declared day>. If conditions have improved sufficiently by that time, the school will open as normal on <day, date>. If not, closure will go ahead.

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

Thank you for your cooperation.

<Name> PRINCIPAL



CONFIRMATION OF TEMPORARY SCHOOL CLOSURE

Dear Parent

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

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

I ask that you monitor local media for current information about fire danger ratings and notification of schools reopening. Staying tuned to ABC Local Radio in your locality is advisable. You can also check with DFES on 13 DFES (13 33 37) or www.dfes.wa.gov.au. Alternatively you can call me on <insert principal's mobile phone number> or <insert region name> Education Regional Office on <insert number>.

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

<Name> Principal

Template Letter to Parents Reversing Pre-emptive Closure BUSHFIRE ALERT REVERSAL OF TEMPORARY SCHOOL CLOSURE



Dear Parent

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

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

<Name> Principal



BUSHFIRE ALERT

NOTICE OF TEMPORARY SCHOOL CLOSURE

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

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

If you have any further questions or concerns about the threat of bushfire, call 13 DFES (13 33 37), visit www.dfes.wa.gov.au or stay tuned to ABC Local Radio.

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

Thank you for your cooperation.
<Name> PRINCIPAL