

Bushfire Policy – Dunsborough Campus

Policy Ref. #: 700-20190521

1. Purpose

This Stand-alone Bushfire Plan is for Cornerstone Christian College Dunsborough Campus and has been designed to assist staff to prepare for a total fire ban, catastrophic fire danger rating, or a bushfire. The safety and well-being of students, staff and visitors is at all times the College's priority. Staff are not expected to fight bushfires.

2. Scope

This Policy relates to all College staff, students and visitors.

3. Background

The preparation of this plan has been developed in accordance with the Emergency and Critical Incident Management Policy and the Department of Education WA Principal's Guide to Bushfire with input from local emergency management services.

4. Definitions

The following definitions will be found within this policy document:

"College": Cornerstone Christian College

"College Community": College staff, students, parents/guardians and visitors

"Campus Coordinator": The person responsible for coordinating a response to the crisis and advising the Principal

"DFES": Department of Fire and Emergency Services

"BP": Bushfire Plan

5. Policy

The policy of the College is to;

- 1. Act on advice through DFES immediately when a Bushfire threat presents*
- 2. Ensure that a timely and coordinated response is given to any bushfire threat and the College Community is made aware of the situation immediately*
- 3. Annually review the logistics of the Bushfire Plan through a consultative and participative process and update key personnel as required*
- 4. Always keep relevant information and documentation required for handling a Bushfire threat/crisis (building plans, maps, student/staff lists and photos etc) in a secure "cloud" environment*

6. Approved by

This policy has been approved by the Principal, Mr Garry Maynard, on the 21st day of May, 2019 and will be reviewed within 12 months of this date.

7. Review Schedule

DATE	REVIEW/ADJUSTMENT	APPROVED BY
12/10/20	Reviewed	Garry Maynard



**COVER DOCUMENT FOR: BUSHFIRE PLAN 2019 – CORNERSTONE CHRISTIAN COLLEGE,
DUNSBOROUGH CAMPUS**

Cornerstone Christian College (Dunsborough Campus) is located in a bushfire prone area, and with effect from the 2018/2019 fire season, has been included on the Bushfire Zone Register as a Category 1 school (highest risk).

This designation means that the school must have a published Bushfire Plan (this document). Part of this plan requires the College to be able to respond rapidly to a variety of situations, and contact parents as part of a communications strategy at short notice.

If a bushfire emergency requires communication with parents, the school will use some or all of the following strategies:

- SMS
- Email
- Telephone Messages
- Signage at the front of the campus
- Cornerstone Christian College (Dunsborough Campus) Facebook group

Parents are advised to also make use of the following external resources for regular updates during an emergency:

ABC Local Radio 684am

Department of Fire and Emergency Services WA (DFES) www.dfes.wa.gov.au

Emergency Warning and Incidents WA www.emergency.wa.gov.au



BUSHFIRE PLAN 2019 – CORNERSTONE CHRISTIAN COLLEGE, DUNSBOROUGH CAMPUS

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INTRODUCTION

This Stand-alone Bushfire Plan is for Cornerstone Christian College Dunsborough Campus and has been designed to assist staff to prepare for a total fire ban, catastrophic fire danger rating, or a bushfire. The safety and well-being of students, staff and visitors is at all times the College's priority. Staff are not expected to fight bushfires.

The Principal will include bushfire season reminders and information in newsletters/ College social media throughout the school year including detailed information about actions and procedures included in the Bushfire Plan. Letters to staff and parents, along with other draft communication documents are included in the appendix.

The preparation of this plan has been developed in accordance with the Emergency and Critical Incident Management Policy and the Department of Education WA Principal's Guide to Bushfire with input from local emergency management services.

Overview

General Information

This Bushfire Plan (BP) is to be reviewed annually at the end of term three to reflect any changes that may have taken place in:

- Department of Education WA or government policy
- Site facilities
- Personnel normally on site
- Members of the emergency services (Department of Fire and Emergency Services (DFES))

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').

The General Learning Area (GLA) block of classrooms has been nominated as the **Safer Building Location** building for this campus. This building has been prepared for a bushfire emergency and will safely accommodate all persons normally at the school.

Secondary Safer Locations will be used should the GLA block not be deemed safe by the Fire Warden.

Distribution

The Principal must prepare and update the BP in readiness for the bushfire season and then upload it on the College website.

The Principal or delegated officer will:

- Publish an up-to-date copy of the school's BP on the school's website no later than 31 August of each year;
- ensure details of the website are provided to families of new students during the enrolment process;
- ensure that all new staff members, relieving staff and visitors are briefed about the requirements of the BP during the site induction process.
- Include information in College newsletters/College social media throughout the school year including detailed information about actions and procedures included in the Bushfire Plan.

- Update the College’s handbooks in Term 1 each year, including detailed information about actions and procedures included in the BP.
- Provide all staff members with pre-bushfire 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.

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

The College will review (and update where appropriate) the BP on an annual basis.

Any bushfire advice received by the school from 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 2018	Mr Andy Thompson, Area Officer, Lower south West Region, DFES WA <ul style="list-style-type: none"> • The General Learning Area (GLA) block of classrooms closest to the Gym is deemed to be suitable for use as the first “Safer Location” within the College. • Staff education on bushfires/structural fires and resources available for staff to use with students and parents. Entered by E Maynard 	September 2018	August 2019
22 November 2018	Mr Andy Thompson, Area Officer, Lower south West Region, DFES WA <ul style="list-style-type: none"> • Met with Garry Maynard, Principal and Elle Maynard, Campus Coordinator to walk through campus identifying fire risks and hazards. • Items to be addressed as a result of meeting sent to Frik Stuart (Business Manager) and Mike Jordaan (Grounds and Maintenance) to manage/ schedule for completion. • List of items given to G Maynard. • A secondary “Safer Location” identified as the Early Learning Block, to be decided at the time of bushfire. 	List of works being completed over the course of 2019 – pre fire season.	August 2019

COMMUNICATION

There are several levels of communication requirements at Cornerstone Christian College (Dunsborough campus) before, during and after bushfire events.

Preparing for Bushfire Season

- The Principal must ensure all students and staff are aware of the College’s bushfire plan. It is also necessary to ensure that all relief staff and parents have been made aware of the BP.
- The Principal should establish contact with emergency services, including DFES, the local volunteer fire brigade, WA Police, State Emergency Services WA (SES) and the Association for Independent Schools WA (AISWA) at the start of each year.
- Schools located in bushfire prone areas need to incorporate key messages in their curriculum.



- Communication plans (including emergency contacts and SMS through SEQTA) need to be in place for evaluation 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 should be in place for situations such as a loss of power affecting the ability to use and print from electronic sources.
- Arrangements are in place in relation to school buses if appropriate (notification of contractors if pre-emptive closure invoked; the availability of buses in the event of an offsite evacuation).

Pre-emptive Closure

- The Principal will make the decision to close the Dunsborough campus based on advice from DFES, Emergency Services and/or the Association of Independent Schools Western Australia (AISWA).
- The Principal is to notify staff and parents of closure using emergency contacts and SMS through SEQTA.
- A Bushfire Response Information Letter to Parents (Appendix I) has been added to SEQTA. This will be used in addition to the SMS through SEQTA advising parents of pre-emptive closure.
- The Campus Coordinator will ensure 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, or holiday programs), community kindergartens, on site contractors, Parents and Friends group.
- If appropriate, bus contractors will be contacted to arrange for the evacuation of students to a designated area.
- The Campus Coordinator will arrange for the Notice of Planned Temporary School Closure as per The Principal's Guide to Bushfire, to be posted physically at the school and the Principal will have the notice electronically available on the College website.

During Evacuation

- The Campus Coordinator will contact Principal.
- The Campus Coordinator will contact parents via SMS 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 Campus Coordinator will engage the administration of the Busselton Campus to notify bus contractors, Out of School programs and any other external groups using the Campus facilities.
- The official broadcaster of Emergency Events is ABC Radio. The local station will be ABC Local Radio 684am. They will provide up to date information during a bushfire event in the area.
- The DFES website provides up to date information on fire events (www.dfes.wa.gov.au). Additional information can also be found at the Emergency WA website (www.emergency.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 makes any media communications. Staff should not comment directly to the media.

Reopening the School

- DFES are to advise the Principal when the Campus can re-open.
- A Bushfire Response Information Letter to Parents (Appendix I) has been added to SEQTA. This will be used in addition to the SMS through SEQTA advising parents of pre-emptive closure.
- The Campus Coordinator will physically remove the Notice of Planned Temporary School Closure from the Campus premises and the Principal will remove the notice from the College website.



- The Campus Coordinator will communicate with parties that were advised of closure (e.g. bus contractors, Out of Hours users, community kindergartens, P&C and school council) that the Campus has re-opened.

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.

DFES advise 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 may cause a fire.

It is also necessary to ensure:

- the equipment or machinery is mechanically sound; and
- 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

<https://www.emergency.wa.gov.au/#totalfirebans>.

https://www.dfes.wa.gov.au/safetyinformation/fire/bushfire/BushfireFactsheets/DFES_BushfireFactsheet-Total_Fire_Bans.pdf.

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 and [Emergency WA website: www.emergency.wa.gov.au](http://www.emergency.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 advice from AISWA and/or DFES
Extreme	75-99	Monitor DFES website
Severe	50-74	Monitor DFES website
Very High	32-49	Normal school operations
High	12-31	Normal school operations
Low-Moderate	0-11	Normal school operations

In the event of a catastrophic weather warning, the Bushfire Plan will be invoked.

2.1 Planned Pre-emptive Closure

The Principal will advise 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. The Campus will use SMS through SEQTA to provide this information at short notice or after hours.

Once advised that the Dunsborough Campus is to undertake pre-emptive closure, the Campus community will be notified that 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 Campus 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 Campus can therefore stand down its pre-emptive closure plans.

The Principal will make the final decision to close the Campus 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.

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

2.2 During a Planned Closure

The Principal and Campus Coordinator must stay informed of the 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 Parent Information letter (Appendix I) contains advice on how parents can monitor the situation. The College 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 will 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 Campus' hand-held siren (a long tone).

3.1. Bushfire – Warnings

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:

<https://www.dfes.wa.gov.au/safetyinformation/warningsystems/Pages/BushfireWarningSystem.aspx>

If the Campus 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 and monitor evaporative air conditioners, undertake regular checks, and patrol the Campus for bushfire activity.

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 will contact the controlling agency to seek instruction as to whether to move students, staff and visitors to their pre-determined Safer Building Location and not an open area on the site or evacuate.

If the decision is to evacuate, and contact cannot be made with the Emergency Services, the Campus Coordinator should ensure the safe movement of staff and students to a safer location off-site. Considerations should include the location of bushfire, ability to travel safely to the selected location 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 will contact the controlling agency to seek instruction as to whether to move students, staff and visitors to their pre-determined Safer Building Location and not an open area on the site or evacuate.



If the decision is to evacuate, and contact cannot be made with the emergency services, the Campus Coordinator should ensure the safe movement of staff and students to a safer location off-site. Considerations should include the location of bushfire, ability to travel safely to the selected location 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. Firefighters will still be working to put out the last remnants of the fire and making the area safe. Emergency services will advise when school students and/or staff can be released.

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 support staff.
- All other staff and visitors report to the Administration.
- 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 the fire warden.
- Fire wardens are designated to manage evacuation routes and liaise with staff.
- The Principal and fire wardens will control this response and must liaise with DFES or emergency services as soon as possible.
- 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.

3.2.1.2 Safer Building Location Procedure – if evacuation is not possible

- School to remain on site on advice from DFES.
- All classes remain with their teachers and support staff.
- All classes to relocate to the designated Safer Building Location (**General Learning Area Block**).
- All other staff and visitors report to the Administration.
- 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 the fire warden.
- Fire wardens are designated to manage evacuation routes and liaise with staff.
- The Principal and fire wardens will control this response and must liaise with DFES or emergency services as soon as possible.
- 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

The Principal will make a decision on school closure-based advice from emergency services.

The Principal is to notify staff and parents of the closure using the emergency contact list (Appendix G).

The Principal will identify alternative accommodation of students and staff, if required. The Principal will utilise media outlets to make public announcements of school closures, temporary alternative accommodation and contact number(s) for further information.

The Principal (in consultation with DFES) will make the decision when the Campus can re-open.

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 Campus and the routine following the bushfire.
- Undertake a check of any equipment or stock used and arrange for replacement/replenishment.
- Address any physical damage to the Campus, isolating areas if required and, if necessary, relocate to alternative accommodation. This will be undertaken by the Principal along with the Campus Coordinator and Groundsman.
- Attend to security if necessary.
- 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 any delegation be reassigned?
- If changes are made, incorporate them into the BP and advise the appropriate parties including staff and other authorities.
- Share the knowledge with other schools.
- Test the revised BP 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: Bushfire Preparation Check List Summer Months

Adapted from the DoE – Principal’s guide to Bushfire August 2015

Principals are thoroughly familiar with their current Emergency and Critical Incident Management Plan and all staff members are aware of their responsibilities in accordance with the plan.
The bushfire plan should be reviewed prior to each bushfire season (Term 3) and all Emergency Contacts updated. Schools to update data on AISWA website.
School’s Emergency and Critical Incident Management Plan includes bushfire response plan, and students and staff have been made aware of it. Confirm that relief staff and parents have been made aware of the school’s bushfire plan.
If school is in high bushfire risk locations area, principal (or a nominated staff member) has established contact with emergency services, including DFES Career Fire and Rescue Services, the local volunteer fire brigade, WA Police and your Local Emergency Management Committee (LEMC). Emergency Services must be informed of your nominated Safer Location as part of your Emergency Critical Incident Management Plan procedures.
Schools that are located in bushfire prone areas have incorporated key bushfire messages in their curriculum.
Evaporative air conditioners – ALL staff have awareness of the location of the switches and how to switch off the units.
Communication plans (including a ‘telephone tree’) are in place for evacuation or planned closure.
Practice evacuation drills are held prior to October and at least once per term during the bushfire season, October to March. (DoE Schools have a minimum of three (3) per year)
School has a correctly functioning emergency warning or alert system.
Emergency communications equipment is available (e.g. mobile telephones, hand-operated fire alarm (portable siren), portable radios and spare batteries).
Class rolls and visitor register are readily accessible.
First aid equipment is available and staff members trained in first aid have been identified.
Evacuation kit is checked at least once per term.
Arrangements are in place in relation to school buses (notification of contractors if pre-emptive closure is invoked; availability of buses if off-site evacuation is required)
Procedures are in place to restrict use of machinery (e.g. angle grinders, mowers, and machinery with internal combustion engines) in close proximity to bushfire fuels where they may start a fire on severe fire danger days.
A Safer Location within the school campus/buildings has been identified and prepared in the event that an off-site evacuation is not possible.



APPENDIX B

Bushfire Preparation and Response when Campus Open

(Adapted from the Department of Education- Principal's Guide to Bushfire Aug 2015)

Preparedness

Principal and Campus Coordinator are thoroughly familiar with their current Emergency and Critical Incident Management Plan and all staff members aware of their responsibilities in accordance with the plan.
Principal has tested Emergency and Critical Incident Management Plan.
Principal or Campus Coordinator has established contact with emergency services, including DFES Career Fire and Rescue Services, the local volunteer fire brigade, WA Police and your Local Emergency Management Committee (LEMC).
Regular checks of school are undertaken.
Communication plans are in place for evacuation or planned closure.
Emergency contact list for parents, staff, other agencies, etc. is up to date and readily available.
School has a correctly functioning emergency warning or alert system.
Emergency communications equipment is available (e.g. mobile telephones, hand-operated fire alarm (portable siren), portable radios and spare batteries).
Evacuation kit is established and readily available (check at least once per term).
Class rolls and visitor register are readily accessible (part of evacuation kit).
First aid equipment is available and staff members trained in first aid have been identified.
Confirm readiness of Safer Location.
Arrangements are in place in relation to school buses (availability of buses if off-site evacuation is required)
Mobile telephones' batteries are charged throughout the bushfire season.

Response

If you notice a bushfire before having received any advice from DFES, DEC or AISWA, emergency services should be notified (000) and provided with details. If the school is likely to be threatened by the fire, activate your Emergency and Critical Incident Management Plan immediately. Notify DFES Communication Centre of your decision and relocation point.
Information sought on level of threat from DFES on 1300 657 209 or www.dfes.wa.gov.au
If warning received by principal from DFES or AISWA - information sought on level of threat from DFES on 1300 657 209 or www.dfes.wa.gov.au
Situation assessed by Principal or Campus Coordinator.
Principal to inform the Board of the situation and, if required, DES and AISWA.
Arrangements may need to be made for the transport and relocation of students and staff off-site if required
ABC local radio broadcasts (updated at quarter to and quarter past the hour in addition to news bulletins) monitored for change in level of warning to WATCH AND ACT or EMERGENCY WARNING. www.dfes.wa.gov.au monitored for updates. Assign a member of staff to monitor local radio, TV, websites and emails for bushfire or weather alerts.
Class rolls checked to confirm absentees and visitor register checked for visitors currently in the school
Mobile telephones charged
Emergency contacts list for parents, staff, other agencies, etc accessed
Evacuation kit accessed
Confirm readiness of Safer Location
If DFES warning upgraded to Emergency Warning or Catastrophic Stage:
Principal's decision to relocate students, staff and visitors offsite should be based on assessment of known information, current circumstances and ONLY IF IT IS SAFE TO DO SO . This may include advice from emergency services or observations at the time of the event. If a decision is made to activate the relocation aspects of the Emergency and Critical Incident Management Plan then notify the DFES Communication Centre of your decision and relocation point.
The school should activate their Emergency and Critical Incident Management Plan in regards to evacuation. Consideration will include; location of fire and ability to travel safely to the selected relocation point. Notify the DFES Communication Centre of your decision and relocation point. RELOCATE OFF-SITE ONLY IF IT IS SAFE TO DO SO.



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If it is not safe to relocate students, staff and visitors to your selected relocation point, you will need to direct all students, staff and visitors to the pre-determined schools Safer Location. Notify DFES Communication Centre of your decision to stay and details of the Safer Location.

Class roll and visitor register rechecked after relocating staff, students and visitors off-site, and Emergency Services Incident Controller advised of anyone missing.

APPENDIX C**Bushfire Preparation and Response when Campus Closed**

(Adapted from the Department of Education- Principal's Guide to Bushfire Aug 2015)

Preparedness

Principal thoroughly familiar with their current Emergency and Critical Incident Management Plan and all staff members aware of their responsibilities in accordance with the plan.
Principal has tested Emergency and Critical Incident Management Plan.
Principal or Campus Coordinator has established contact with emergency services, including DFES Career Fire and Rescue Services, the local volunteer fire brigade, WA Police and your Local Emergency Management Committee (LEMC).
Communication plans are in place for evacuation or planned closure.
Emergency contact list for parents, staff, other agencies etc up to date and readily available (Part of Evacuation kit).
Emergency communications equipment is available (e.g. mobile telephones, hand-operated fire alarm (portable siren), portable radios and spare batteries).
Class rolls and visitor register are readily accessible (Part of Evacuation kit).
Alternate facilities where students and staff can be relocated safely have been identified.
Arrangements are in place in relation to school buses (availability of buses if alternate school location is required)

Response

If you notice a bushfire before having received any advice from DFES, DEC or AISWA, emergency services should be notified (000) and provided with details. If the school is likely to be threatened by the fire, activate your Emergency and Critical Incident Management Plan immediately. Notify DFES Communication Centre of your decision and relocation point.
Information sought on level of threat from DFES on 1300 657 209 or www.dfes.wa.gov.au
If warning received by principal from DFES or AISWA - information sought on level of threat from DFES on 1300 657 209 or www.dfes.wa.gov.au
Situation assessed by Principal or Campus Coordinator.
ABC local radio broadcasts (updated at quarter to and quarter past the hour in addition to news bulletins) monitored for change in level of warning to WATCH AND ACT or EMERGENCY WARNING. www.dfes.wa.gov.au monitored for updates. Assign a member of staff to monitor local radio, TV, websites and emails for bushfire or weather alerts.
If DFES warning upgraded to Emergency Warning or Catastrophic update sought from DFES regional office or 1300 657 209 or www.dfes.wa.gov.au
Principal to make decision on school closure based on advice from Emergency Services; Principal to inform Board and DES of closure;
Principal to notify staff and parents using emergency contact list of school closure. (Part of Evacuation kit)
School to arrange temporary alternative accommodation of students and staff if required;
Principal in consultation with DFES informs parents and DES when school can re-open.



APPENDIX D

Bushfire Response Checklist

(Adapted from the Department of Education- Principal's Guide to Bushfire Aug 2015)

BUSHFIRE

If a bushfire is judged to be a risk to the school or college site, the Principal/Campus Coordinator will:

- contact the Department of Fire and Emergency Services (DFES), to establish the status of the fire and degree of risk;
- ascertain the practicality of staying in a designated safer location within the school site or evacuating the site; and
- liaise with parents, if possible. SEQTA SMS Bushfire Templates (Duns)

Decision to stay

If the school or college decide to stay they should consider:

- Communicate the decision calmly to staff and students
- Collect class rolls and keep staff and students informed about the bushfire at all times
- Move to a designated fire safer location and check classroom rolls
- Keep one telephone line clear. Have mobile telephone as back-up if power is lost for a landline
- If it is possible to do so safely, consider evacuating asthmatics and children with disabilities or special needs
- Put into action the system for dealing with parents who want to remove their children (principal/site manager)
- Implement a communication strategy to advise parents and media of the evacuation. SEQTA SMS Bushfire Templates (Duns)
- Close windows and doors, and block draughts to prevent the entry of smoke and embers
- Remove combustible materials from verandahs and anything from internal walls, including curtains, posters etc
- Fill as many containers as possible with water to assist in extinguishing small spot fires
- Turn on sprinklers to wet area around the safer location
- Block gutters and fill them with water
- Deal with spot fires in roof spaces and around safer location
- Maintain contact with emergency services.

As the fire front passes:

- which can last up to 10 minutes, it may not be safe outside;
- be calm and defuse any signs of panic;
- instruct students to remain on the floor, away from windows; and
- restrict all movements.

After the fire front passes:

- reassure staff and students;
- assess exits and surroundings for safe passage to safer location;
- check buildings for signs of smoke;
- check grounds for burning trees and logs, as there is still a risk of injury;
- encourage people to drink water;
- attend to any injuries;
- arrange for parents and caregivers to collect students and formally sign them out;
- maintain contact with emergency services.

Decision to go



If the school or college decide to leave during a bushfire, they should consider:

- maintain communication with emergency services;
- decide to evacuate as early as possible, late evacuations are dangerous;
- implement contingency plans for transport;
- establish whether exit routes and safer locations can be reached safely. Confirm with emergency services;
- implement a communication strategy to advise parents and media of the evacuation; and
- take class rolls and drinking water.

Refer to 'Emergency Management' guidelines on AISWA website for further information

Appendix E: School Site Plan and Evacuation Routes

EVACUATION PLAN



EMERGENCY SIRENS



LEGEND



EVACUATION PLAN



EMERGENCY SIRENS



LEGEND



Appendix F

Campus Closure Action Plan

(Adapted from the Department of Education- Principal's Guide to Bushfire Aug 2015)

1. In Advance of Declaration of Closure

Principal familiar with school's Emergency and Critical Incident Management Plan and where applicable their bushfire plan. Furthermore is aware of sources for staying informed of current fire danger ratings or fire activity (local media – television and radio, especially ABC Local Radio; DFES - 1300 657 209 or www.dfes.wa.gov.au .)
Staff members are aware of their responsibilities in accordance with the plan, including that they are not to be on the school sites at any time during a day if the Principal has advised of a closure.
Staff aware media enquiries are to be directed to the Principal
Stand-down and leave arrangements discussed with staff (if required)
One or two staff members identified to be at the school from 8.00 am to 10.00 am on the day to communicate the school closure to the community. (These people should only attend if there is no fire in progress at the time.)
Contact lists for staff and parents up to date.
Letter to parents and memo to staff advising of planned closure prepared
Relevant signage ready for placement on external school access points.
Communication plan established, including telephone tree to notify school community of pre-emptive closure where lead time is too short for notification by letter.
<p>A School Action Plan includes mechanisms for advising the following of planned closure:</p> <ul style="list-style-type: none"> • Schools in close proximity and/or with siblings of your students • Parents, including making provision for parents from diverse backgrounds (e.g. multicultural, special needs) • Any staff, students, part-time staff, volunteers and parents of students who are absent on the day of declaration or confirmation of planned closure • Visitors planning to visit school on the day of planned closure • School Board and P&F • Community kindergartens and community hirers (community use including before and after school care and holiday programs) • School contractors (bus contractors, grounds maintenance, cleaners) • Building construction workers.

2. Upon Declaration of Closure

The bushfire plan is activated immediately upon declaration of closure.
<p>All necessary people are to be informed:</p> <ul style="list-style-type: none"> • Schools in close proximity and/or with siblings of your students • Parents, including making provision for parents from diverse backgrounds (e.g. multicultural, special needs) • Any staff, students, part-time staff, volunteers and parents of students who are absent on the day of declaration or confirmation of planned closure • Visitors planning to visit school on the day of planned closure • School Board and P&F • Community kindergartens and community hirers (community use including before and after school care and holiday programs) • School contractors (bus contractors, grounds maintenance, cleaners) • Building construction workers.



<p>Notice of Planned Temporary School Closure signs placed on the main notice board (at the front of the school), on main administration entrance doors and other entry/exit doors throughout the buildings, including kindergarten and pre-primary.</p>
<p>One or two staff members who are to be at the school from 8.00 am to 10.00 am on the day of the planned closure briefed, attendance confirmed and reminded to secure the facility and activate the electronic security system when leaving the site at 10.00 am (ONLY IF SAFE TO DO SO).</p>

3. On the day of Closure

<p>Undertake regular checks of school if it is safe to do so.</p>
<p>All necessary people are to be informed:</p> <ul style="list-style-type: none"> • Schools in close proximity and/or with siblings of your students • Parents, including making provision for parents from diverse backgrounds (e.g. multicultural, special needs) • Any staff, students, part-time staff, volunteers and parents of students who are absent on the day of declaration or confirmation of planned closure • Visitors planning to visit school on the day of planned closure • School Board and P&F • Community kindergartens and community hirers (community use including before and after school care and holiday programs) • School contractors (bus contractors, grounds maintenance, cleaners) • Building construction workers.
<p>Fire danger ratings or fire activity monitored (local media – television and radio, especially ABC Local Radio; DFES - 1300 657 209 or www.dfes.wa.gov.au.) ongoing</p>
<p>Notice of Temporary Closure notice on school website updated or revised to advise school reopens tomorrow or any other agreed date.</p>



Appendix G: Emergency Contact List, Roles and Responsibilities

EMERGENCY CONTACT & PHONE NUMBERS		ROLES AND RESPONSIBILITIES	
Police	Duns: 9781 3030 Bsn: 9754 9555 Bunbury: 9722 2111 Emergency 000	Evacuation: Principal/Campus Coordinator Invacuation: Principal/Campus Coordinator	Siren: Handheld horn: a long tone
Hospital Local Ambulance	Bsn: 9753 6000 Bunbury: 9722 1000 Bsn: 9752 3866 (8am-4pm) Emergency 000	Checking Rooms	Campus Coordinator (GLA) Pre-Primary EA (ELC)
Fire	Andy Thompson (DFES local) W: 9758 9704 M:0419 146 169 DFES Info: 13 3337 Duns Fire & Rescue (volunteer): 9756 8605 Bsn Fire & Rescue (volunteer): 9752 2713 Emergency 000	Evacuation: on-site assembly point when safe to evacuate off-site Area 1: Cornerstone Busselton (Grace Crt) Area 2: as directed by DFES Invacuation: classrooms Area 1: General Learning Area (GLA) Area 2: Early Learning Centre (ELC)	Teachers Campus Coordinator Teachers Campus Coordinator
Bus Contractors	Gannaways: 9752 3036 South West Coachlines: 9753 7708 PTA: 9326 2000 Swan Transit (Bsn): 9753 7501 Cape Tours (Henrietta): 0400 556 554	Accredited First Aid Officers	Ally Tocknell David Mullender Liz Bartley Elle Maynard Cindy Midgley Lyndel Lane Judy Nolan
Power Outage (Western Power)	131 351	Fire Wardens	Pre-Primary EA Year 6 Teacher
State Emergency Service	132 500	Communication	Principal Campus Coordinator
Poisons Information	131 126	Next of Kin Notification	Principal (Police if death)
Reporting and Review	Principal Campus Coordinator		
PRINCIPAL	Garry Maynard	W: 9754 1144 M: 0437 310 150	
Campus Coordinator	Elle Maynard	W: 9742 1133 M: 0408 092 006	
Head of Primary	Judy Nolan	W: 9754 1144 M: 0402 909 082	
Grounds & Maintenance	Mike Jordaan	W: 9754 1144 M: 0447 766 111	
Busselton Campus	2 Grace Court, Busselton	9754 1144	



Cornerstone
Christian College

Dunsborough Staff	Ally Tocknell (M-F) Lyndel Lane (M-F) Elle Maynard (M-F) Cindy Midgley (M&F) Heidi Mullender (M) David Bernabe (M,T,Th,F) Marnie Fulton (M) Larissa Posa (M) Liz Bartley (T,W,Th) David Mullender (T-F) Kayla Blennerhassett (T&Th) Shirley-Ann Hemmings (W) Pei-Ju Chien (W) Roger Burnley (F) Judy Nolan (M-F pm)	0430 072 769 0400 163 391 0408 092 006 0428 353 375 0412 659 249 0474 387 505 0437 318 704 0402 258 058 0409 119 702 0457 032 440 0498 185 382 0405 609 119 0402 909 082
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Appendix H: Parent Information Letter (Closure)

Bush Fire Response Information for Parents

Your school has a well-developed policy and procedure for responding to a bushfire or bush fire threat. Parents need to be aware of the following aspects of that policy.

If a Catastrophic Fire Weather Warning is declared, with sufficient warning, parents will be informed that the school will be closed until the warning is downgraded. Parents will be contacted to inform them of when the school will be closed and you should not return your children to the school until you have received notification that it is safe to do so.

If the Catastrophic Fire Weather Warning is declared with insufficient time for us to pre-emptively close the school, we will contact you and ask you to collect your children from school. Please **do not** attempt to come to the school to collect your child unless you have been asked to do so by the school.

Please have arrangements in place for the collection of your children if you are unlikely to be available in such a situation. Children will only be released to parents or to someone who you have given us permission to release them to. Children who are not collected will be taken by staff to the if there is possibility that a bush fire will threaten the school.

In the unlikely, but serious, event that a fire is approaching our school and we do not have time to evacuate safely, we have a well prepared safer location that will be used.

Your children will be safer in a safer location than on the roads and the less traffic there is to get in the way of emergency services the safer your children will be.

Please rest assured that the safety of your children is our first priority.

If you have any questions, please contact the Campus Coordinator.

Saved to SEQTA as an email template: *Duns: Bushfire Response Parent Information*

Appendix I

Issues to consider immediately following a fire

Schools should consider a number of issues immediately following a bush-fire or any fire that may cause damage to property. These have been detailed within the DFES 'After the Fire - A Guide to Bushfire Recovery' brochure: <http://www.dfes.wa.gov.au/safetyinformation/fire/bushfire/BushfireManualsandGuides/DFES-Bushfire-After-the-fire-bushfire.pdf>

1. First Aid:

An immediate priority would be the evacuation of staff and students to a safe clear space. They may need a drink. In addition, there may need to be provision of first aid to any child or staff member who has sustained some form of physical injury as a result of the fire. This may involve the Department of Fire and Emergency Service, the Police or an Ambulance service. Evacuation of the critically injured should be by helicopter. In general, all relevant emergency services should be updated on your situation. Staff need to take any medication that they may have for their students, taking note to carry any asthma/ anaphylaxis medication.

2. Roll Call:

Having accurate class lists and attendance data is essential if schools are to ascertain if all members of their community are safe and accounted for following a fire. It is recommended that there is access to this type of data in the event of a total evacuation and or access to a safe refuge. Each classroom teacher to take the printed roll and student emergency contact list with them. Campus Coordinator to take the printed whole campus roll along with student emergency contact list and first aid bags

3. Contact with parents:

Contact details and a known emergency number that may be accessed by parents in the event of a fire may assist schools in advising worried parents of the safety of their child/ren. Parents also 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. Use SEQTA to communicate with parents. In the event that power has been cut, engage the services of the administration team at the Busselton campus.

4. Student and Staff support

Schools will need plans to ensure that there are counselling services available as and when required for both students and staff.

5. Returning to the site:

Staff, students and parents need to take extreme care when moving around a fire affected area, as conditions may change. Trees damaged in the fire will drop branches or fall over. Burnt stumps and trees may still be smouldering and burnt ground may still be hot. Fires may also restart from hidden smouldering debris. It is not recommended for any members of a school community to re-enter a site if there is even the slightest suspicion of fire damage.

6. Building and site safety:

Be aware that some or all of the school buildings may not be structurally sound and going into any possibly affected building can be very dangerous. Walls, roofs and ceilings can give way without warning and floors or stairs may not be as stable as they appear. No-one should enter the school premises until it has been declared safe. A building inspector may be required to ensure the school buildings are structurally safe before anyone re-enters the campus. The school's insurance company may contact a building inspector or the local government's building inspector may be able to help. The fire or falling debris may have also damaged chemical containers in the laboratory and ground-shed areas. If staff are unsure about handling these chemicals, contact DFES during business hours on 9323 9300 for advice.

7. Electricity and gas supply:



Utilities such as gas, electricity and water may have been shut off or disconnected during the fire. The suppliers of the school's power, water and gas will need to send a qualified tradesperson to inspect and repair any damage to these services, and arrange for them to be reconnected.

8. The media has arrived:

The media often report on fires in their news bulletins. Staff should be advised that if a reporter approaches them for an interview, only the Principal should decide whether to speak with them or not.

9. Animals, livestock and pet welfare:

The Department of Agriculture and Food WA (DAFWA) will assess the health and nutritional requirements of livestock after a fire. Schools should contact their local DAFWA office for further information. It is the School's responsibility to address any injury or trauma of livestock and/or pets as soon as it is safe to access the animals, and to provide clean water and food.

10. Contact the Board, the Department of Education and AISWA:

If there has been considerable damage to classrooms and the school cannot be used at all for a period of time, Principals should first make contact with their Board and then contact DES to make arrangements for the continued education of the children. If a school is to be temporarily closed, AISWA should be advised, as a courtesy, so as to be able to provide support as and when required.

11. Contact insurance companies:

Schools should know if their insurance company will cover fire damage, re-housing of students and staff and so-forth. It is also advisable for schools to have plans in place for employees who may not be able to return to work as there are no classrooms or buildings left that are safe and the students may have been relocated through the assistance of DFES. The Business Manager will contact and coordinate with the College's insurer.

12. Staff

Where an employee's children are unable to attend their school or access to daycare because of a natural disaster, the employee is entitled to take Carer's Leave to look after them.

Appendix J

Parent Information Letter (re-Opening Campus)

Dear Parents

Cornerstone Christian College (Dunsborough Campus) has now been deemed safe to re-opening following the recent bushfire. Students can return from (date) as normal. Should the need arise to reassess the safety of our staff and students and close the Campus again we will notify you, as before, via SMS and email.

If you have any questions, please contact the Dunsborough Campus Coordinator

We thank you for your patience and understanding during this time.

Principal

Saved to SEQTA as an email template: *Duns: Campus Reopening after Bushfire*