



BUSHFIRE PLAN **EMERGENCY EVACUATION PLAN**

Established: 10/2016

Updated: 11/2017

Updated: 11/2019

To be updated each year

Background to Plan

In response to a directive from CEWA due to our high fire risk rating, we were required to update our Fire Plan utilizing the skills and direction of a suitably qualified Bushfire Protection Consultant.

Fortunately we had an established relationship with Gary McMahon from Ecosystem Solutions. He was a former parent in our school and knows our location very well, having supervised the installation of our water tanks.

The plan is detailed and extensive. This communication is to share a practical summary of the key parts of the plan for staff so they will be clear on how we should act in a bushfire situation. There will be an additional communication for all families so they are aware of their roles, and so that they are informed on how we are going to act to keep all children, staff and parents safe.

Emergency Planning/Incident Management Team

An Emergency Planning Committee (EPC) is made up of representatives of the school community who are responsible for the planning and development of this plan, and the implementation of this plan and procedures during a bushfire emergency.

The EPC is made up of the following members:

- Mr Eugene Lee – Principal;
- Mr Adrian Torrese – Assistant Principal;
- Mr John Hogan – Groundsman;
- Mr Louis De Chiera – Chairperson – OLC School Board;
- Gary McMahon – Member Dunsborough Volunteer Fire and Rescue (Bushfire Consultant); &
- Andrew Hunt – Fire Control Officer/Dunsborough Volunteer Bushfire Brigade.

Members will be added or substituted as deemed appropriate.





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Roles & Responsibilities of Emergency Management Team Members

During an emergency, not all of the EMC members are likely to be on site. During an emergency, roles and responsibilities will be allocated as follows:

- Chief Warden – Eugene Lee (Principal) ¹
- Deputy Chief Warden – Adrian Torrese (Assistant Principal) ²
 - These people are responsible for coordinating the emergency procedures and management of students and staff pending instructions from the Department of Fire and Emergency Service or the WA Police.
 - Responsibilities include:
 - Managing and overseeing the emergency procedures;
 - Accounting for all persons during the emergency;
 - Determining best action (Evacuate or Shelter in Place) in liaison with emergency services.
- Fire Wardens – all Teachers on site during emergency.
 - Wardens take direction from the Chief or Deputy Chief Warden during emergency.
 - Responsibilities include:
 - Maintaining a calm atmosphere among students and parents/visitors;
 - Following established procedures;
 - Assisting with moving of students as determined by Chief Warden.

¹ Or an appropriate appointee if absent from the school.

² Or an appropriate appointee if absent from the school.

Management of Risk – Emergency Evacuation

Three Step Process:

- **Fire Awareness** - school staff alerted to a fire by smoke or passing emergency vehicles or DFES.
 - **Inform** - Staff/Wardens to check DEFS website for more information.
 - **Act** - A decision is made to Evac or Invac.
 - Communication to parents (possible smoke impact) and assure them of regular communication. Wardens to make a decision on which car parks will be available depending on the location and proximity of the fire.
- The Chief Warden will remain in constant contact with the Chief Fire Officer and enact the evacuation if deemed necessary.





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Evac or Invac categories

- Advice - Communication to parents (possible smoke impact). Wardens to advise which car parks will be available depending on the location and proximity of the fire.
- Watch and Act - Invac or Evac.
- Emergency and Warning – Invac.
- If an Emergency Warning message is given by DFES, then an evacuation will commence if DFES indicate it is safe to do so.
- If evacuation is not possible or safe, the Shelter in Place options will be enacted (see next section).
- When safe to evacuate, parents (or emergency contacts if parents not contactable) will be contacted by a range of means – SMS (seqta) (a saved SEQTA is created to ensure prompt sending) email, text to phones and /or direct phone call.
- IF DFES notify that evacuation is no longer safe, all students, staff and parents on site will move to the emergency on-site shelter.

Evacuation

- A warden to make announcement over PA to inform staff about a Bushfire Evacuation.
- Set off Alert Alarm.
- Contact buses and day care centres.
- Students return to their classrooms.
- Parents are to collect their children from their classrooms.
- Class teachers record students that have been collected.
- Parent communication via SMS will make clear to parents:
 - All carparks will be available depending on the location and proximity of the fire.
- Wardens monitor parking areas to ensure calm and controlled flow of traffic.
- Office staff take phone calls from parents indicating if another parent will be collecting their child.
- This is to be documented by office staff including student names and the parent who is collecting. This information is then taken with office staff when leaving the school campus.

Staff Requirements

- Vests.
- Smoke Masks.
- Office distributing info to class teachers about students going home with other parents.





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Invacuation

- Fire Trucks are likely to be on Campus defending the school.
- All students in undercover area.

Equipment Required for Fire Wardens & Staff

- Fire Hose, Fire Wardens equipment (Helmet, clothing).
- Torches, smoke masks, medicals of students).

Shelter in Place Procedures

If DFES indicates it is too late to safely evacuate, the following procedures will be enacted:

- The Principal /Chief Warden will advise classes through PA or through individual notification in the class directly.
- The Chief Warden will maintain contact with DFES or emergency services (including calling 000 if required).
- Teachers are to account for each child, visitor or education assistant present and identify any with known respiratory conditions.
- All windows and doors are to be closed in each classroom and all air conditioners turned off.
- Teachers are to keep class groups together, bring water bottles if readily accessible and calmly evacuate classroom to the assembly/undercover area as indicated in Figure 7 via the shortest possible route.

Please Note

- Our Bushfire Protection Consultant has carried out the necessary considerations and calculations of risk and established that the School Covered Area is a safe shelter option.
- On site fire officers (Des, Adrian and John) will undergo annual training provided by Fire Services on the use of fire extinguishers and fire hose reels. Two hose reels are in close proximity to covered area (one in storeroom adjacent to covered area and the other in the hall).
- Drills will be conducted prior to fire season each year so everyone is familiar with the plan.
- Should shelter on-site be necessary, it is highly likely that a fire team or teams will be on site to mitigate the risk.

Once Shelter in Place is Organised

- The Deputy Warden should conduct a final check of the school for any staff or students and ensure that windows and doors are shut/locked and air conditioners switched off.





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- The roller doors to the both areas should be closed. (Emergency lighting is in place).
- The hose reels within the undercover assembly area should be rolled out and charged.
- Students and staff should sit on the ground and remain calm.
- The Chief Warden will take directions from DFES. (When safe, everyone will be evacuated in accordance with Evacuation Plan).

In the case of No Power

- Use of 4G (to Hotspot laptops or through iPads) to send out SEQTA message.

School Closures Reason.

- Catastrophic Days.
- On days of intensive smoke.

Days of Catastrophic Fire Danger

Days of Catastrophic Fire Danger will be available on the Emergency WA website in the Warning and Incidents Tab. The Chief and Assistant Chief Fire Wardens (Des, Adrian and Sandra) have this instantly available via an app on their mobile phones for fires within 47 km. Fire Warden and/or Assistant Warden to access information the Emergency WA website (www.emergency.wa.gov.au) if it is anticipated the next day might be a catastrophic day.

If a day of Catastrophic Risk is predicted, the school will be closed for the next day. Should this happen the Chief Warden will:

- a) Notify CEWA, DEFS and Local Fire Officers.
- b) Call on other Fire Wardens and admin staff to notify all students and staff via the communication system in place for evacuations.
- c) Bus contractors also to be notified.
- d) The Chief Fire Warden and other Fire Wardens will remain at the three entries to the school until 9.30am (if safe).
- e) Forecast for next day after the Catastrophic Day to be checked at 4.30pm and subject to reduced risk, all families and staff and bus contractors will be notified that classes will be recommence the next day.

