



## **BUSHFIRE PLAN** **EMERGENCY EVACUATION PLAN**

*Established: 10/2016*

*Updated: 11/2017*

*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 Des Wilkie – Principal;
- Mr Adrian Torrese – Assistant Principal;
- Mr John Hogan – Groundsman;
- Ms Eloise Jennings – 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 – Des Wilkie (Principal) <sup>1</sup>
- Deputy Chief Warden – Adrian Torrese (Assistant Principal) <sup>2</sup>
  - 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.

<sup>1</sup> Or an appropriate appointee if absent from the school.

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### **Management of Risk – Emergency Evacuation**

- If school is advised by DFES that a bushfire is within 5kms or 5 hours away on a day of Extreme or Catastrophic fire danger, then evacuation procedures will be enacted and Principal to notify CEWA.
- If the fire is closer than this, even on a less hazardous day, the Chief Warden will remain in constant contact with the Chief Fire Officer and enact the evacuation if deemed necessary.
- 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) email, text to phones and /or direct phone call.





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- Upon arrival at school, parents/carers must present at reception to account for children going home. Classroom teachers must also register when children are taken home.
- IF DFES notify that evacuation is no longer safe, all students, staff and parents on site will move to the emergency on-site shelter.

### **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 undercover area 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).

### **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](http://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 close 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.

