



St Luke's College Bushfire Plan

Lot 4469 Rosemary Road, Stove Hill

City of Karratha

Job Number: 190226

Report Date: 9 August 2019

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The measures contained in this Bushfire Management Plan are considered to be minimum standards and they do not guarantee that a building will not be damaged in a bushfire, persons injured, or fatalities occur either on the subject site or off the site while evacuating. This is substantially due to the unpredictable nature and behaviour of fire and extreme weather conditions. Additionally, the correct implementation of the required bushfire protection measures (and any associated response/evacuation plan if applicable) will depend, among other things, on the actions of the landowners or occupiers over which Bushfire Prone Planning has no control.

All surveys, forecasts, projections and recommendations made in this report associated with the project are made in good faith based on information available to Bushfire Prone Planning at the time.

All maps included herein are indicative in nature and are not to be used for accurate calculations.

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Document Control

Version	Version Details	Date Submitted
1.0	Initial Issue Document	12-Aug-19
1.1	Updated LEMA Arrangements and mapping	13-Nov-19

Reviewed/Approved	Accreditation	Signature
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Bushfire Prone Planning acknowledges the contribution of the Department of Education and the 'Departments' *The Principal's Guide To Bushfire* document, in the preparation of the Bushfire Plan for Catholic Education Western Australia Colleges.

DOCUMENT CONTROL 1

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Executive Summary

This Bushfire Plan (BP) has been prepared in consultation with St Luke's College and is developed to assist staff to prepare for total fire-ban days, severe to catastrophic fire danger ratings, or bushfire events in proximity to the College site. Catholic Education WA, in concurrence with the Department of Education, and the Department of Fire and Emergency Services (DFES) may decide, where appropriate warning is given, to close Colleges deemed to be at high risk in areas for which a Catastrophic Fire Danger Rating (FDR) has been forecast. The intent of a planned closure is to ensure maximum safety and minimum risk for students and staff.

The preparation of this Plan has been developed in accordance with the CEWA *Crisis Management Planning in Catholic Colleges* and the *Principal's Guide to Bushfire* with input from the CEWA. The Department of Education *School Bushfire Stand-alone Plan 2017-2018* has been utilised in the formation of this plan.

This Bushfire Plan has been developed in consultation with:

- Catholic Education of WA (CEWA)
- Members of the emergency services and/or other organisations as appropriate (e.g. DFES, Local Emergency Management Committee and/or Community Emergency Services Manager).

The Plan outlines required actions to prepare the College before the bushfire season as per the *Principal's Guide to Bushfire*.

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

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

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

- This building will be prepared for a bushfire emergency and will safely accommodate all persons normally at the College.

Safer Building Location is: Gymnasium

Consideration has been given to a bushfire Safer Location building that provides protection from radiant heat and embers, and is equipped with toilet facilities (attached to the building and accessible from inside) as a minimum. This would be a safe option where students, staff or visitors can seek shelter if they have not left the area early, or prior to, a known significant bushfire event.

Leaving early would be the primary strategy where clear and informed advice provided by DFES recommends to do so. Leaving early means leaving the area before there are any signs of a bushfire in proximity to the College, before the chosen route is compromised by fire, smoke or potential blockages – not when flame and radiant heat impact is imminent. Leaving early is likely to avoid community panic, people being trapped, and individuals making poor decisions resulting in the risk of serious injury or fatalities.

The Safer Location building (Gymnasium) would provide shelter from the imminent effects of a bushfire. The building is located so that it is subject to a maximum of 10kW/m^2 of radiant heat flux. This requires a minimum calculated separation distance of 35.0m from the 'Class E Mallee/Mulga' & Class G Grassland' areas abutting to and on the college grounds.

The Gymnasium building is to be provided with an Asset Protection Zone created by managed landscaping. This separation reduces potential fire spread between significant hazardous vegetation and the safer location building. 10kW/m^2 will enable fire-fighters wearing protective clothing to undertake operations for a short period of time to access the building, including supporting or evacuating occupants.

It is recommended that a 35 metre Asset Protection Zone (APZ) be applied to all habitable buildings on the college grounds. Additionally, a 20 metre APZ should be established around the existing Fire Water Tanks infrastructure.

Distribution

The Principal will ensure the BP is updated annually in readiness for the bushfire season and forward a copy of the site Bushfire Plan to the Regional Executive Director, to be held in the regional office.

The Principal or delegated officer will:

- Publish an up-to-date copy of the college's BP on the college'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 Bushfire Plan during the site induction process;
- Forward a copy of the site Bushfire Plan to the relevant local emergency services as determined in this plan, by 31 August of each year;
- Update the College's Information Booklet in Term 1 each year, including detailed information about actions and procedures included in the BP; and 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 Principal will also include bushfire season reminders and information in site newsletters at least three times each term when applicable. The College's Information Booklet, updated in Term 3 each year, includes detailed information about actions and procedures included in the Bushfire Plan.

All staff members are to receive fire season updates at the beginning of Term 3 and ongoing information and instruction about the contents and requirements of the Bushfire Plan during staff meetings.

Bushfire Preparation checklist (Refer to Appendix 3)

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 College will review (and update where appropriate) the 'Plan' on an annual basis.

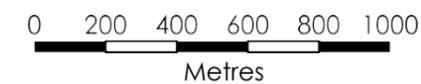
Bushfire advice received by the College from the Department of Fire and Emergency Services (DFES), the Local Emergency Management Committee (LEMC), Community Emergency Services Manager (CESM) or external experts shall be documented, identifying the date, source of the advice and action taken.

Figure 1.1
College Location Plan
Lot 4469 on Plan 216901
Rosemary Road
STOVE HILL

Legend

-  DFES Stations
-  Lot Boundary
-  Cadastre

-----Locality-----



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SCALE: 1:20,000 A3
CRS: GDA 94 MGA 50
AERIAL IMAGERY: Landgate/SLIP

2 Compliance

The development and content of this Bushfire Plan is aligned to the directions given through the following policies and guidelines:

- Evacuation Planning Handbook 4, 3rd edition (2013) AEMI;
- State Planning Policy 3.7 – Planning in Bushfire Prone Areas (December 2015);
- Guidelines for Planning in Bushfire Prone Areas WAPC 2017 v1.3;
- Australian Standards AS 3959-2018 Construction of buildings in bushfire prone- areas;
- Bush Fires Act 1954 (as amended);
- AS 3745-2010 Planning for Emergencies in Facilities;
- CEWA Crisis Management Planning in Catholic Colleges policy; and
- Department of Education - The Principal's Guide to Bushfire (June 2018)

3 Safe Evacuation Routes

The suitability of evacuation routes will vary depending on road conditions which might be normal or restricted and blocked. Therefore, it will be important to have an optional route planned. The suggested evacuation routes for this site are stated below and marked on the Bushfire Response Zones Map (**Appendix 5**).

Note: The City of Karratha evacuation/welfare centres are identified in their Local Emergency Management Arrangements. Evacuation centres are subject to change and should be confirmed annually. Locations listed below are for reference and may be utilised in relation to incidents or for other welfare and recovery purposes (at the direction of the Incident Controller or otherwise advised by the controlling agency/authority).

*FACILITY	*CAPACITY (PERSONS)	ADDRESS
*Karratha Leisureplex	*1000+	2 Broadhurst Road, off Dampier Road, STOVE HILL

**Details of evacuation/welfare centres sourced from the discussion with City of Karratha via CEWA and are subject to annual updates & location or facility changes.*

Evacuation Route East-1 – Karratha Leisureplex - Or a safer location as directed by the Incident Controller.

Exit College turn right onto Rosemary Road;

Turn right onto Dampier Road;

Turn right onto Broadhurst Road and follow driveway to Karratha Leisureplex.

4 Emergency Contacts

Emergency contact details are subject to change annually, including but not limit to contact person and telephone number. Emergency contacts shall be checked and updated as part of the annual review process. Refer (**Appendix 8**) for Emergency Contacts and (**Appendix 9**) for Communication Tree.

- Seek permission to use private phone numbers; and
- Check contact person and contact numbers regularly.

5 Communication

There are several levels of communication requirements at St Luke's College before, during and after bushfire events.

5.1 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 relief staff and parents have been made aware of the College's Bushfire Plan. A copy of the College's Bushfire Plan should be published on the College's website.

(Suggested draft text for the College newsletter as per Appendix B6 of the Principal's Guide to Bushfire is provided in the Bushfire Plan Addendum);

- The Principal should establish contact with the relevant local emergency services, including DFES, the local volunteer fire brigade, WA Police, the Local Emergency Management Committee (LEMC) and the Community Emergency Services Manager (CESM) or Chief Bushfire Control Officer (CBFCO);
- Colleges located in bushfire prone areas need to incorporate key bushfire messages in their 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 regard to bushfire survival plans or household preparedness assessments;
- Communication plans (including emergency contacts and a Communications Tree) need to be in place for evacuation or planned closure;

*(See **Appendix 7** for a Communication Plan, **Appendix 8** for Emergency Contacts List and **Appendix 9** for Communication Tree);*

- The College must have an effective working emergency warning or alert system and emergency communication equipment is available and operational;
- The College must have 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 print from electronic sources;
- Identify more than one suitable off-site location, in case one is in the area of the bushfire;
- Arrangements are in place in relation to College buses if appropriate (notification of contractors if pre-emptive closure is invoked; the availability of buses if off-site evacuation is required); and
- A bushfire can be a traumatic event that may include loud sirens, fire alarms, intense heat and reduced visibility in the form of smoke. Where possible, staff should prepare students both physically and mentally for such an event focusing on the conditions they may be exposed to should a bushfire impact the College, through practice drills and information sessions.

5.2 Pre-emptive Closure (As Advised by Emergency Services)

Pre-emptive Closure may be required where an incident or bushfire may directly or indirectly impact the College, although not imminent, and a precautionary approach should be taken to ensure the safety of Students, Staff and visitors to the College.

- The College shall be prepared prior to the bushfire season for Pre-emptive Closure;
- The Executive Director will make the decision to close a College 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 Communications Tree. Emergency contact details for parents/guardians should be checked and updated prior to the bushfire season;

(See also the draft letter to parents in Appendix B7 of the Principal's Guide to Bushfire advising of pre-emptive closure provided in the Bushfire Plan Addendum, being mindful of parents' level of literacy and understanding of English).

- All other necessary parties are to be advised including (but not limited to) other schools that may have siblings at the College, community users of the College facilities (including before and after College care, community kindergartens or holiday programs), on site contractors, Parents and Citizens Association (P & C) and college council;
- If appropriate, bus contractors will be contacted to arrange for the evacuation of students to a designated safer location;
- Notice of Planned Temporary College Closure should be posted as per the Principal's Guide to Bushfire, both physically at the College and electronically on the website; and
- The Principal to manage appropriate interim staffing of College to ensure any students that have not been informed of the Temporary College Closure, can be re-located to an off-site safer building location and parents/guardians notified. *(Provision for an endorsed method of student transport required and appropriate authorised supervision of students).*
- 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.

5.3 Re-opening the College

- The Regional Executive Director is to advise the Principal when the College can re-open. This may also be communicated via the Marketing & Communication Team;
- Parents are to be informed as to when the College is to be re-opened;

(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 B7, provided in the Bushfire Plan Addendum).

- The Notice of Planned Temporary College Closure should be physically removed from the College premises and website; and
- All parties that were advised of closure (e.g. bus contractors, out of hours users, (P&C) and school) should be advised of re-opening.

5.4 Planned Pre-emptive Closure (Fire Danger Rating/Weather conditions conducive to bushfire)

The Regional Executive Director will contact the principal 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. The College should have a Telephone tree in place to provide this information at short notice or after hours.

Once advised that the College is to undertake pre-emptive closure, you need to notify your College community that a closure is imminent. **The Principal is 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 College is on standby.** It may be that between declaration of the closure and the day of closure, weather conditions improve sufficiently to remove the need to close and the College can therefore stand down its pre-emptive closure plans.

The Regional Executive Director confirms with the Principal the final decision to close the College no later than **4.30 pm** the day before the planned closure. If weather conditions become less severe after **4:30 pm**, the closure goes ahead regardless, in order to provide a level of certainty to parents.

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

5.5 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.

5.6 Re-opening College (Fire Danger Rating/Weather conditions conducive to bushfire)

Parents need to know when the Catastrophic FDR has been downgraded and that it is therefore safe for their children to return to College after a planned closure.

The template letter to parents contains advice on how parents can monitor the situation. St Luke's College will put the communication plans in place, via placing a notice on the College website and providing a phone number for parents to call for information about the reopening of the College. (A SMS will be sent out to parents and a notice at the front of the College).

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.

6 Bushfire Emergency - Awareness

6.1 College Site Plan & Evacuation Routes

The College Site Plan & Evacuation Routes Map (**Appendix 6**) identifies:

1. The nominated Safer Building Location (**Gymnasium Building**); and
2. Directions to the safe evacuation routes.

6.2 Bushfire Response Zones Map

The Bushfire Response Zones Map (**Appendix 5**) identifies the two bushfire response zones and the safe evacuation routes from the College. The required response is detailed in Section 8.

The dimensions of the bushfire response zones have been determined with consideration of a bushfire's potential rate of spread in the surrounding vegetation. Key factors in this determination are the type and structure of vegetation that is present and the topography of the area.

The map is produced at a scale that enables the Bushfire Response Zones to be easily identified and is to be used to locate and monitor a bushfire to assist in determining the appropriate action to be taken.

1. Bushfire Awareness Zone

The purpose of the Bushfire Awareness Zone is to indicate an appropriate area surrounding the College within which you must:

- Be aware of the existence and to the best extent possible, the location and movement of a bushfire; and
- Confirm that the required property preparation has been conducted earlier and monitor.

2. Evacuation-Shelter in Place Zone

The purpose of the Evacuation-Shelter in Place Zone is to indicate an appropriate area surrounding the College within which:

- If a bushfire is present in the Evacuation-Shelter in Place Zone, the focus must be on executing safe evacuation; and
- Proceed to evacuate if safe to do so or shelter in place if evacuation routes are deemed not to be safe – Required actions are set out in Section 8.

6.3 Information Sources to Monitor

1. ABC Local Radio

- monitor regularly for local bushfire information (weather trends, warnings, locations).

2. BoM Website

- monitor regularly for fire danger ratings and weather conditions and trends.

3. DFES/Emergency WA Website

- monitor regularly for fire danger ratings, warnings bushfire locations / movement, and instructions. Source information and prepare requirements for sheltering from a bushfire within a building.

4. Mobile Phones

- monitor for emergency text messages.

7 Bushfire Warnings – Response (No Bushfire Identified)

Daily actions during the bushfire risk season

7.1 DFES Total Fire Ban

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

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; 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 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_Bushfire_Factsheet-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.

7.2 Bureau of Meteorology FDR Forecast 'Severe', 'Extreme' or 'Catastrophic'

Confirm or conduct the **bushfire preparedness checklist** either the day before or first thing in the morning (**Appendix 3**);

A briefing to be provided to all staff that addresses the forecast Fire Danger Rating and its implications for the day;

Assessment of planned activities to be conducted during the day and review based on bushfire risk;

Nominated personnel will consult and continue to monitor the Bushfire Awareness Zone for bushfires throughout the day. Monitoring will consist of checking websites, listening to the radio and general awareness of the College grounds and surrounding area by regular visual assessment throughout the day (e.g. late morning, midday and early afternoon).

7.2.1 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 (FDI)	ACTION
CATASTROPHIC	100+	Colleges on Bushfire Zone Register closed on instruction from Deputy Director General Colleges, through Executive Director. College 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 College operations
HIGH	12 – 31	Normal College operations
LOW TO MODERATE	0 – 11	Normal College operations

In the event of a catastrophic weather warning the Bushfire Plan will be invoked as per the flow chart at **Appendix 4**.

7.3 Bureau of Meteorology FDR Forecast 'Very High'

Confirm or conduct the **bushfire preparedness checklist** either the day before or first thing in the morning;

A briefing to be provided to all staff that addresses the forecast Fire Danger Rating and its implications for the day; and

Nominated personnel will consult and continue to monitor the Bushfire Awareness Zone for bushfires throughout the day. Monitoring will consist of checking websites, listening to the radio and general awareness of the College grounds and surrounding area by regular visual assessment throughout the day (e.g. late morning, midday and early afternoon).

7.4 Bureau of Meteorology FDR Forecast 'High' or 'Low-Moderate'

Carry on normal business; and

Monitor the Bushfire Awareness Zone for any signs of bushfire.

7.5 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.

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

The actions required are to turn off and monitor evaporative air conditioners, undertake regular checks, and patrol the College for bushfire activity.

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

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 Building Location (Gymnasium) and not an open area on the site, or to evacuate.

If the decision is to evacuate, and contact cannot be made with the Emergency Services, the Principal 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.

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 Building Location (Gymnasium) 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 Principal 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.

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 College students and/or staff can be released.

8 Bushfire Emergency – Response (Bushfire Identified)

8.1 Bushfire is Identified within the Bushfire Awareness Zone

A bushfire is identified within the Bushfire Awareness Zone, **but** it is not within the Evacuation-Shelter in Place Zone.

If the College is likely to be threatened by the fire, activate the *Emergency and Critical Incident Management Plan* immediately. In the event of a bushfire threatening the College, the College will notify DFES and the Bushfire Plan will be invoked by way of the College siren or hand-held siren.

St Luke's College alert method will be – Evacuation: 'Continuous Siren' or Lock Down: 'A set of short siren bursts over a 60 second period' (Following the St Luke's Evacuation and Lock Down Policy alarm method).

ACTION

1. Confirm completion or conduct the bushfire preparedness checklist;
2. Contact with local DFES Officers and/or DFES Communications Centre (Notify DFES of the relocation point);
3. Staff or occupants should, to the best extent possible, locate the bushfire on the Bushfire Response Zones Map and identify the direction of the fire movement (consider local wind direction and any information from the emergency services). Be aware there may be several bushfires;
4. Contact with parents/guardians will be informed when and where to pick up students upon advice from the College or through DFES or the Incident Controller.

If the bushfire location is unable to be determined with reasonable accuracy, assume the worst and prepare to evacuate.

5. Staff must identify the appropriate evacuation route to use should the decision be made to evacuate, and an alternative if available (**Appendix 5**); and
6. Monitor the situation closely, keep informed.

If the bushfire is identified within the Evacuation-Shelter in Place Zone.

MAKING THE DECISION TO EVACUATE

1. Be aware of your ongoing ability to evacuate safely and base the decision to evacuate on this ability or any emergency services directives received; and

If the Evacuation Routes are determined to no longer be safe, then SHELTERING-IN-PLACE will be the required action. Follow the procedures in Section 8.3.

EVACUATION PROCEDURE

College to evacuate off-site on advice from DFES.

Has the evacuation to the off-site safer building location been approved and how long will it take to get there? (The off-site safer building location may be determined by DFES based on incident location).

1. All classes remain with their teachers and support staff;
2. All other staff and visitors report to the Administration Building;
3. Teachers account for each child and identify students and support staff with known respiratory conditions;
4. Doors, roof vents and windows must be closed;
5. Students and staff are to remain in classrooms unless directed otherwise by the fire warden;
6. Fire wardens are designated to manage evacuation routes and liaise with staff;
7. The Principal and fire wardens will control this response and must liaise with DFES or emergency services as soon as possible; and
8. Students and adults with known respiratory conditions will be identified and given special consideration.

PARENT ACCESS

1. Parents will be informed when and where to pick up students upon advice from the College.

8.2 During Evacuation

- The College will contact the Regional Executive Director and the Department's Marketing & Communication Team. **Note: The Principal communicates directly with the Marketing & Communication Team including any media communications. Staff should not comment directly to media;**
- The Colleges designated Evacuation Wardens for each area to commence evacuation roles;
- The College will contact parents/guardians via phone, text message system or email, ensuring parents/guardians are provided a mobile phone contact number for the College/College representative as a point of contact. (It would be preferable that parents restrict calling the College at this time to emergency calls only);
- The College will notify bus contractors and out of College programs;
- The official broadcaster of 'Emergency Events' is ABC radio. Our local station will be ABC local radio. They will provide up to date information during a bushfire event in our area; and
- The DFES website provides up to date information on fire events. Refer to <http://www.emergency.wa.gov.au> NOTE: DFES uses the national Emergency Alert system to send community warning messages via mobile telephones in affected areas.

8.3 Shelter in Place Procedures

Shelter in the nominated Emergency Safer Building Location stated below and identified on the Site Response Map (**Appendix 6**).

IMMEDIATELY NOTIFY DFES BY DIALLING 000 AND GIVE THE FOLLOWING DETAILS

1. Nature of the incident and state that people are sheltering in place;
2. Location – **St Luke's College, Rosemary Road, STOVE HILL;**
3. Nearest cross roads – **Armstrong Drive, BAYNTON;**
4. Where sheltering – **Gymnasium Building;**
5. Entry point to shelter – **Rosemary Road, driveway to college;**
6. Number of people sheltering;
7. Number of special needs persons;
8. Can you see the fire front /estimate distance away; and
9. Can you see spot fires / are spot fires around the shelter?

SAFER BUILDING LOCATION: GYMNASIUM BUILDING

College to remain on site on advice from DFES:

1. All classes remain with their teachers and allocated education assistants;
2. All other staff and visitors report to the Administration Building;
3. All classes to relocate to the designated Safer Building Location (Gymnasium). See Appendix 6 for a safer location plan.
4. Teachers account for each child and identify students and support staff with known respiratory conditions;
5. Doors, roof vents and windows must be closed;
6. Fire wardens are designated to manage evacuation routes and liaise with staff.
7. Students and staff are to remain in Gymnasium unless directed otherwise by the fire warden;
8. The Principal and fire wardens will control this response and must liaise with DFES or emergency services as soon as possible.
9. Students and adults with known respiratory conditions will be identified and given special consideration.

PARENT ACCESS

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

SAFER BUILDING LOCATION – (IMPACTED BY BUSHFIRE)

1. If the nominated Safer Building Location is deemed unsafe or to be under direct threat, staff must evaluate the situation and make informed decisions. The choice will be to proceed to an alternative safer building location or an area of minimal fuel vegetation as a last resort and if it is safe to do so;
2. The latter action is not recommended but is an alternative if the current refuge is deemed to be not safe for occupants, no other building is deemed safe to shelter in and vehicle evacuation routes remain unsafe.

8.4 Response when a bushfire occurs, and the College is closed

If the Executive Director/Marketing & Communication Team makes a decision on College closure based upon advice from Emergency Services, the Executive Director will inform the Principal of closure.

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

The Executive Director/Marketing & Communication Team will identify alternative accommodation of students and staff if required. The Marketing & Communication Team will utilise media outlets to make public announcements of College closures, temporary alternative accommodation and contact number(s) for further information.

The Executive Director/Marketing & Communication Team in consultation with DFES will inform the Executive Director when the College can reopen, who will inform the Principal accordingly.

9 Return Procedures Post Evacuation

9.1 Recovery

The priorities for the College during recovery are:

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

1. 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 College and College routine following the bushfire;
- Undertake a check of any equipment or stock used and arrange for replacement or replenishment;
- Address any physical damage to the College, isolating areas if required and if necessary relocate to alternative accommodation;
- Attend to security if necessary; and
- Manage Administrative details including insurance.

2. 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 Colleges; and
- Test the revised bushfire plan and procedures.

10 Appendices – Resources and Maps

Appendix 1 – Information: Fire Danger Ratings (Decision Aid)

Appendix 2 – Information: Bushfire Warning Systems

Appendix 3 – Compliance: Bushfire Preparation Checklist

Appendix 4 – Catastrophic Event Flow Chart for Category 1 Colleges

Appendix 5 – Bushfire Response Zones Map

Appendix 6 – College Site Response Map with Safer Location Plan

Appendix 7 – Communication Plan

Appendix 8 – Emergency Response Contact List

Appendix 9 – Communications Tree

Appendix 10 – Preparedness: Bushfire Preparedness Checklist

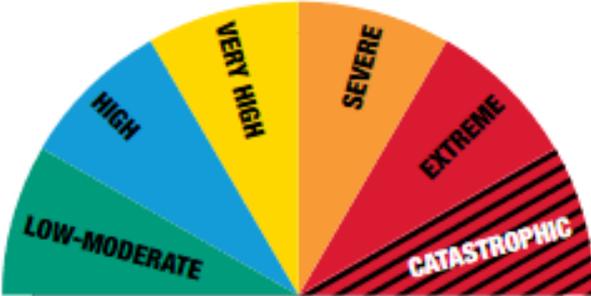
Note: Refer to 'The Principal's Guide to Bushfire' for additional checklist packages, letters, news-letter and College closure notice templates. Where templates are modified by the College for use locally, these should form an addendum to this stand-alone bushfire plan and reviewed/updated annually to suit local requirements.

Appendix 1 – Information: Fire Danger Ratings (Decision Aid)

FIRE DANGER RATINGS:

Use this tool daily during bushfire season to monitor conditions in your area.
 Based on forecast weather conditions, the higher the rating, the higher the risk of bushfire.

BEFORE A BUSHFIRE



CATASTROPHIC

The worst conditions for a fire. Homes are not designed or built to withstand a fire in these conditions. The only safe place is away from bushfire risk areas.

EXTREME SEVERE VERY HIGH

Seek out information and be ready to leave or stay and actively defend your property if a fire starts. Only stay if you are 100% prepared.

HIGH LOW-MODERATE

Be vigilant. Check your fire plan and continue to monitor conditions as they can change quickly.

WHERE TO FIND THESE TOOLS AND OTHER IMPORTANT INFORMATION

			
emergency.wa.gov.au dfes.wa.gov.au DFES Twitter & Facebook	Local news from the tv, radio and websites	DFES emergency information line: 13 3337	Your surroundings could be your best information source.

Source: Department of Fire and Emergency Services

Appendix 2 – Information: Bushfire Warning Systems

Bushfire Warning System

Bushfire Fact Sheet

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

There are **four levels of warning**. These change to reflect the increasing risk to your life or property, and the decreasing amount of time you have until the fire arrives.

Bushfire Warning System

-  **ADVICE**
-  **WATCH AND ACT**
-  **EMERGENCY WARNING**
-  **ALL CLEAR**

ADVICE

A fire has started but there is no immediate threat to lives or homes. Be aware and keep up to date.

WATCH AND ACT

There is a possible threat to lives or homes. You need to leave or get ready to defend – do not wait and see.

EMERGENCY WARNING

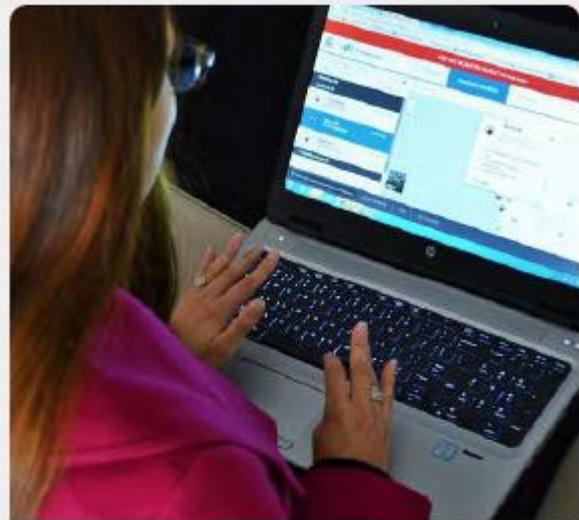
You are in danger and need to take immediate action to survive. There is a threat to lives or homes.

ALL CLEAR

Take care to avoid any dangers and keep up to date.

Your surroundings could be your best information source.

Stay alert to what is happening around you.
If you believe you may be in danger, act immediately to stay safe.



Where can you get information during a bushfire?

Know where to find information before the fire season starts. Work out what your local ABC radio station is and familiarise yourself with the DFES website.

Bushfire Warnings at www.emergency.wa.gov.au

DFES Information Line on 13DFES (13 3337)

Local radio and other local media



**Stay alert when a bushfire starts!
Do not wait and see, this can be deadly.**



**For more information visit dfes.wa.gov.au
or contact DFES Community Engagement – 9395 9816**

The information contained in this material is provided voluntarily as a public service by the Department of Fire and Emergency Services (DFES). This material has been prepared in good faith and is derived from sources believed to be reliable and accurate at the time of publication. Nevertheless, the reliability and accuracy of the information cannot be guaranteed and DFES expressly disclaims liability for any act or omission done or not done in reliance on this information and for any consequences whether direct or indirect, arising from such act or omission. This publication is intended to be a guide only and viewers should obtain their own independent advice and make their own necessary inquiries.



Government of Western Australia
Department of Fire & Emergency Services



**ARE YOU
BUSHFIRE
READY?**

Source: Department of Fire and Emergency Service

Appendix 3 – Compliance: Bushfire Preparation Checklist

	BUSHFIRE PREPARATION CHECKLIST (ALL YEAR ROUND)
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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 plan.

<u>MANAGEMENT ACTIVITIES</u>	
TICK WHEN TASK HAS BEEN COMPLETED, OR WRITE N/A IF NOT APPLICABLE	EVIDENCE/YES
The School <i>Emergency Management Plan</i> provides a plan for dealing with bushfires.	YES
Principal is thoroughly familiar with the Schools current <i>Emergency Management Plan</i> and the stand-alone bushfire plan.	YES
Students, staff, relief staff and parents/carers have been made aware of the School bushfire plan.	Yes – available on website and emailed to families
The bushfire plan has been reviewed prior to the bushfire season (Term 3 each year) and a copy forwarded to the CEWA head office.	Yes
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.	
The principal and liaison officer have established contact with local emergency services including DFES, the Department of Parks and Wildlife (if relevant), the VFRS, 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).	Yes. DFES visit 25/11 for site inspection.
Emergency Services, outlined above, are informed of your nominated pre-determined Safer Location as part of your Emergency Critical Incident Management Plan procedures.	

Schools on the Bushfire Zone Register understand the bushfire warning system (refer Appendix 2) and the Emergency WA Website & the National Emergency Alert telephone warning system www.emergencyalert.gov.au		Yes
Schools on the Bushfire Zone Register need to incorporate key bushfire messages in the curriculum.		
School staff know how to turn off evaporative air conditioner units, including awareness of the location of the switches, and how to close roof vents (if applicable).		N/A
Communication plans (including Communications Tree – see Appendix 9) are in place for directed evacuation or planned closure.		YES, as per cyclone planning
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 May to late October in northern WA. Note this is a minimum of three drills per year.		
School has a correctly functioning emergency warning or alert system.		Yes
Evacuation Kit has been checked at least twice per term.		Yes – admin staff
Emergency communications equipment is available e.g. mobile telephones, hand-operated fire alarm (portable siren), portable radios and spare batteries (check throughout the season).		Yes, as per evacuation policy
Class rolls and visitor register (or equivalent) are readily accessible in an emergency to account for students, staff and visitors.		Yes, as per evacuation
First aid equipment is available and staff members trained in first aid have been identified.		Yes
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).		Yes
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.		Yes
A Safer Building Location within the School buildings should be identified and prepared in the event that an off-site evacuation is not possible. (Appendix 6)		Yes - gymnasium
More than one suitable off-site location needs to be identified, in case one of the sites is under threat from the bushfire.		TBC. St Paul's Karratha
Asset Protection Zones (APZ) minimum 20 metre radius around all buildings, cleared of all rubbish, long dry grass, bark, dead fallen branches and flammable materials. An APZ of XXm around Safer Location Building (where APZ falls within School grounds), refer to Bushfire Risk Treatment notes if applicable for this distance.		Ongoing throughout season
Mitigation works as per bushfire consultant recommendations, have been implemented.		Commenced, ongoing

Appendix 4 – Catastrophic Event Flow Chart for Category 1 Colleges

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)

PRINCIPAL'S RESPONSE TO CATASTROPHIC FIRE DANGER RATING (FDR)

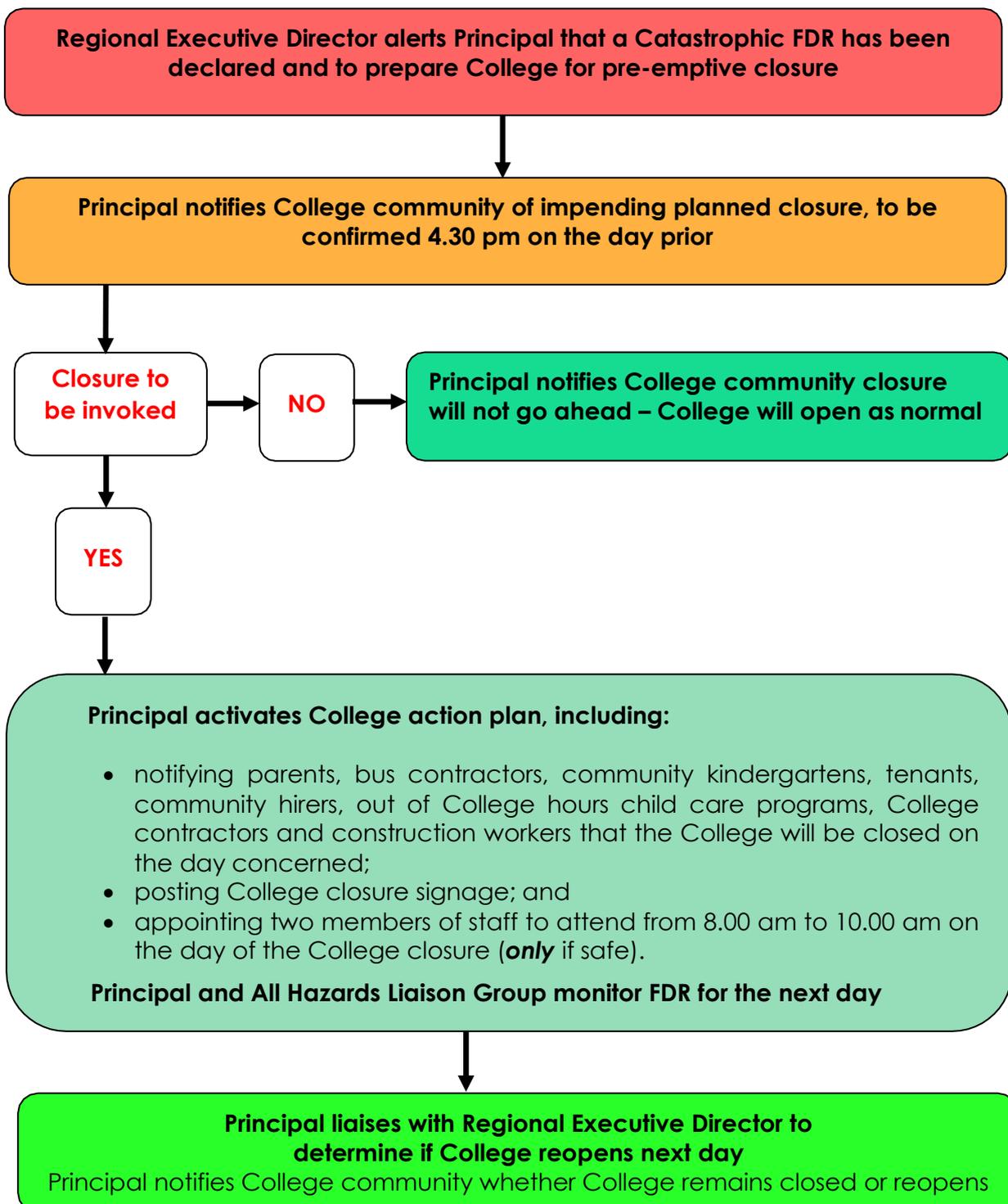




Figure 2
Bushfire Response Zones
Map
Lot 4469 on Plan 216901
Rosemary Road
STOVE HILL

Bushfire Warning System	
	ADVICE A fire has started but there is no immediate threat to lives or homes. Be aware and keep up to date.
	WATCH AND ACT There is a possible threat to lives or homes. You need to leave or get ready to defend – do not wait and see.
	EMERGENCY WARNING You are in danger and need to take immediate action to survive. There is a threat to lives or homes.
	ALL CLEAR Take care to avoid any dangers and keep up to date.
CONTACT	
Emergency	000
DFES (Emergency Info)	13 DFES (13 3337)
PHONE	

Legend

-  Shelter in Place-Evacuation Zone
-  Evac Route
-  School Site
-  Cadastre

-----EVACUATION ROUTE-----
KARRATHA LEISUREPLEX
 Right (north) onto Rosemary Road, right (east) onto Dampier Road, right (south) onto Broadhurst Road, veer left at roundabout (south-east) to Karratha Leisureplex.


 N

0 1000 2000 3000 4000 5000 6000 7000
 Metres



AUTHOR: Ian Macleod
 DATE: 13 November 2019
 SCALE: 1:110,000 A3
 CRS: GDA 94 MGA 50
 AERIAL IMAGERY: Landgate/SLIP

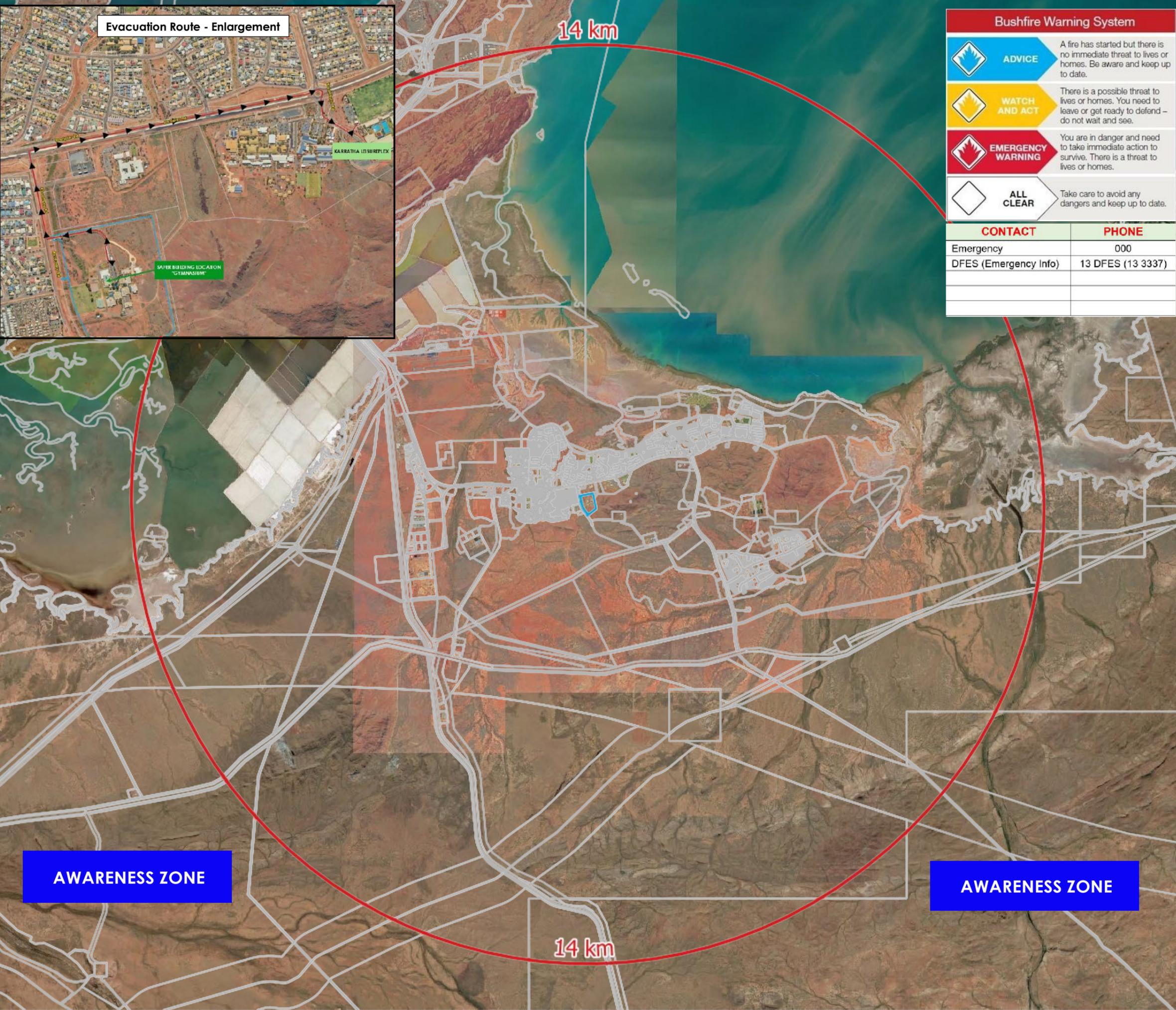




Figure 3
Site Response Map
 Lot 4469 on Plan 216901
 Rosemary Road
 STOVE HILL

Bushfire Warning System

	ADVICE	A fire has started but there is no immediate threat to lives or homes. Be aware and keep up to date.
	WATCH AND ACT	There is a possible threat to lives or homes. You need to leave or get ready to defend – do not wait and see.
	EMERGENCY WARNING	You are in danger and need to take immediate action to survive. There is a threat to lives or homes.
	ALL CLEAR	Take care to avoid any dangers and keep up to date.

CONTACT	PHONE
Emergency	000
DFES (Emergency Info)	13 DFES (13 3337)

Legend

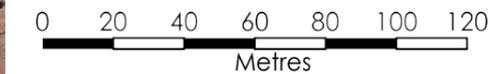
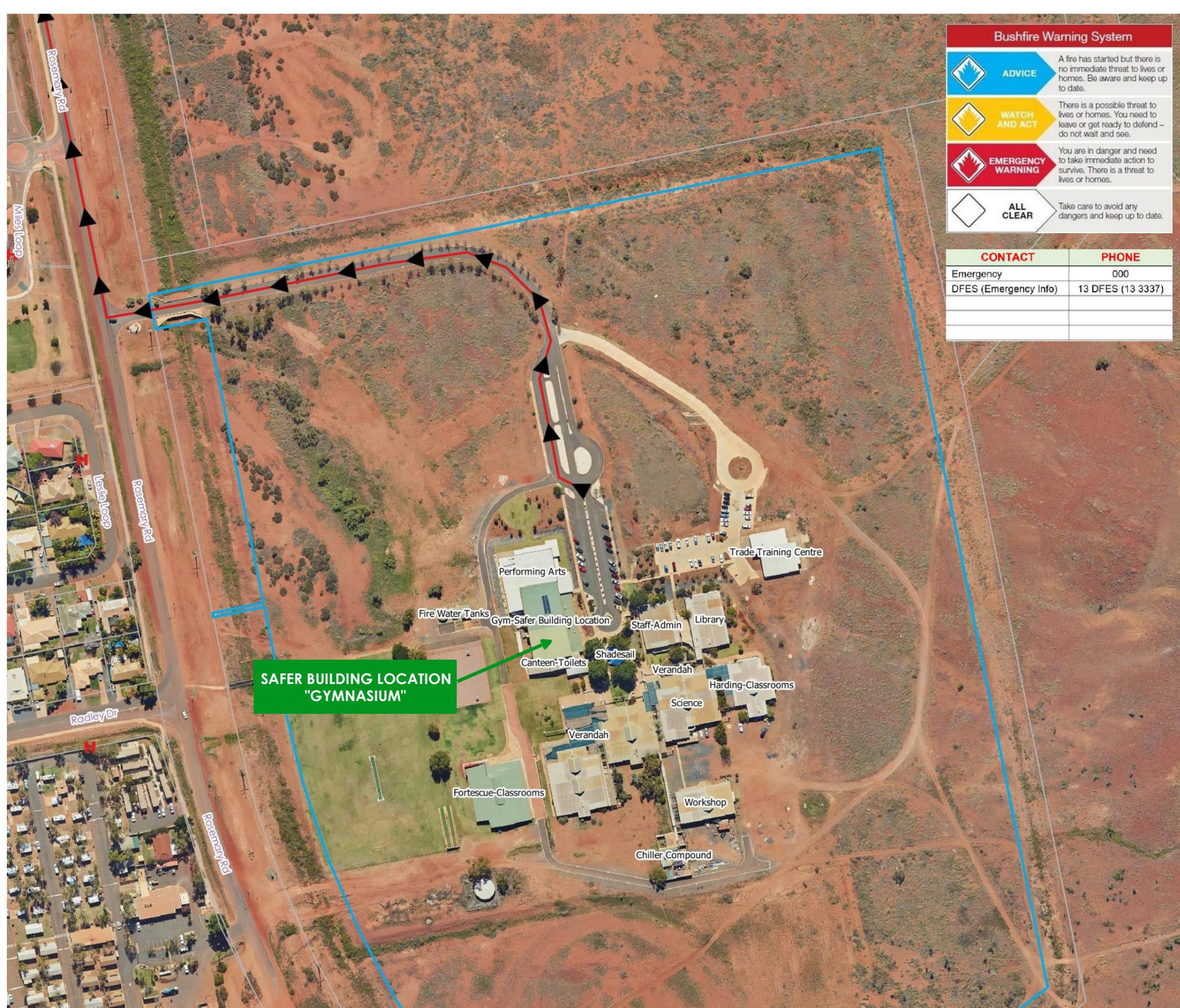
-  Hydrants
-  Evac Route
-  School Site
-  Cadastre

-----EVACUATION ROUTE-----

KARRATHA LEISUREPLEX

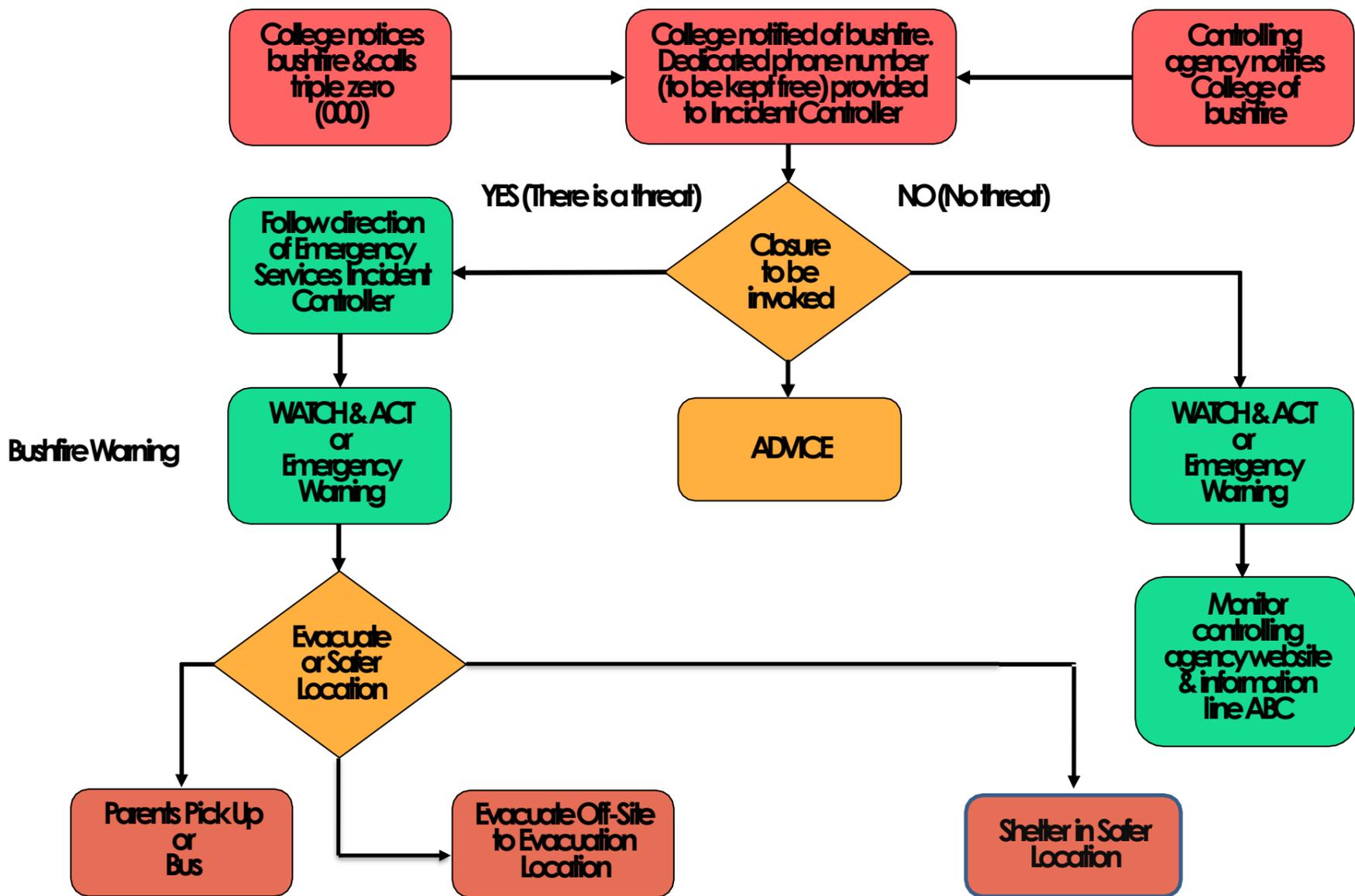
Right (north) onto Rosemary Road, right (east) onto Dampier Road, right (south) onto Broadhurst Road, veer left at roundabout (south-east) to Karratha Leisureplex.

SAFER BUILDING LOCATION "GYMNASIUM"



AUTHOR: Ian Macleod
 DATE: 13 November 2019
 SCALE: 1:2000 A3
 CRS: GDA 94 MGA 50
 AERIAL IMAGERY: Landgate/SLIP

PRINCIPAL'S RESPONSE TO BUSHFIRE WHEN COLLEGE IS OPEN



Principal's Response	<ul style="list-style-type: none"> Follow Emergency Management procedures; College closure to be invoked; Notify Regional Executive Director and Department of Education Media Unit; Implement Communication Plan to Parents; Notify Bus Contractors out of College programs. 	<ul style="list-style-type: none"> Follow Emergency Management procedures; Move to Safer Location; Notify Regional Executive Director and Department of Education Media Unit; Implement Communication Plan to Parents; Notify Bus Contractors out of school programs.
Initial Message	<ul style="list-style-type: none"> College under threat of bushfire; Emergency Services advice to College to evacuate to designated position (Note: Controlling agency will identify location); Please pick up students from College Please monitor local media for specific access information. 	<ul style="list-style-type: none"> Bushfire in the area; Emergency Services advice to stay on-site. (Option – On Emergency Services advice, parent are advised NOT to pick up students); Please monitor local media for specific access information.
Initial Message	<ul style="list-style-type: none"> College remains under threat of bushfire; Emergency Services advice to College was to evacuate; College remains closed; Please monitor local media for specific access information. 	<ul style="list-style-type: none"> Bushfire in the area; Emergency Services advice to stay on-site. (Option to repeat – On Emergency Services advice, parent are advised NOT to pick up students); Please monitor local media for specific access information.
Close Out	<ul style="list-style-type: none"> Threat has passed; Emergency Services advise students to return to College on (date); Please monitor local media for specific access information. 	<ul style="list-style-type: none"> Threat has passed; Emergency Services advise students to return to College on (date); Please monitor local media for specific access information.

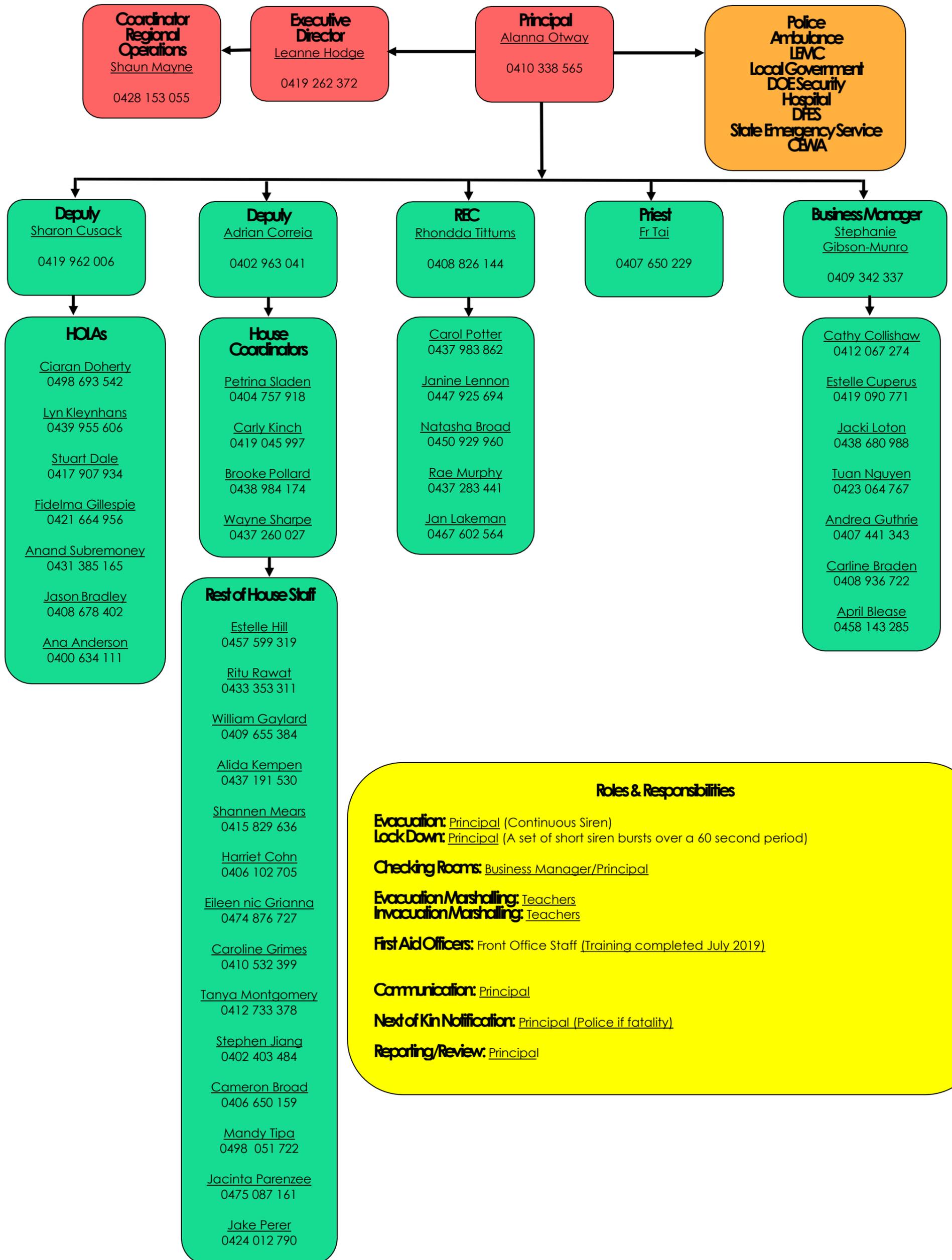
Appendix 8 – Emergency Response Contact List

NAME OF ORGANISATION	SERVICE	PHONE NUMBER WEB SITE
STATE CONTACTS		
Life-Threatening Emergencies	Fire / Ambulance / Police	000
Catholic Education of WA (CEWA)	Head Office	(08) 6380 5200
Department of Fire & Emergency Services (DFES)	Emergency Information	13 33 37 www.dfes.wa.gov.au
Department of Fire & Emergency Services (DFES)	Recorded Information Line	1300 657 209
Department of Fire & Emergency Services (DFES)	Head Office (Emergency Services Complex)	9395 3900
Department of Fire & Emergency Services (DFES)	Regional Office - Karratha	9159 1400
Poisons Information line	Advice on suspected poisonings 24hrs	13 11 26
Bureau of Meteorology (BOM)	Recorded Information Line	1300 659 213
State Emergency Service (SES)	Various Emergency Services	13 25 00 Karratha (08) 9144 1848
St John Ambulance	Emergency Medical/Transport	000 / 9185 1222
Red Cross	Emergency Humanitarian Assistance	9225 8888 (all hours)
Salvation Army	Social Services Care Line	1300 36 36 22
Karratha Health Campus	Medical Services	(08) 9144 7777
Sir Charles Gardiner Hospital	Medical Services	(08) 9346 3333
Fremantle Hospital	Medical Services	(08) 9431 3333
Princess Margaret Hospital	Medical Services	(08) 9340 8222
Western Power	Power outages, lines down	13 23 51
Department of Transport and Main Roads	Road Conditions	13 81 38
Department of Child Protection and Family Support	Crisis Care	9222 2555 After hours - 9223 1111
Catholic Education of WA (CEWA)	Shaun Mayne Marketing & Communication Team	0428 153 055/ 6380 5189

For all Life-Threatening Emergencies phone 000

NAME OF ORGANISATION	SERVICE	PHONE NUMBER WEB SITE
LOCAL CONTACTS		
Karratha Police	Local Police matters (Non-emergency)	(08) 9143 7200
City of Karratha	Administration	(08) 9186 8555
Bus Contractor (Fortescue Bus Service)	Student Transport	(08) 9185 4377
DEPARTMENT OF EDUCATION		
Regional Director (Leanne Hodge)		M: 0419 262 372
ST LUKE'S COLLEGE CONTACTS		
College Administration		(08) 9144 1081
Principal (Alanna Otway)		0410 338 565
Deputy (Sharon Cusak)		0419 962 006
Deputy (Adrian Correia)		0402 963 041
REC (Rhondda Tittums)		0408 826 144
Priest (Fr Tai)		0407 650 229
Business Manager (Stephanie Gibson-Munro)		0409 342 337

Appendix 9 – Communication Tree



Roles & Responsibilities

Evacuation: Principal (Continuous Siren)
Lock Down: Principal (A set of short siren bursts over a 60 second period)
Checking Rooms: Business Manager/Principal
Evacuation Marshalling: Teachers
Invacuation Marshalling: Teachers
First Aid Officers: Front Office Staff (Training completed July 2019)
Communication: Principal
Next of Kin Notification: Principal (Police if fatality)
Reporting/Review: Principal

Appendix 10 – Preparedness: Bushfire Preparedness Checklist

 <p>ST LUKE'S COLLEGE Seek Truth and Justice</p>	BUSHFIRE PREPAREDNESS CHECKLIST
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<u>TAKE ACTION IF THE COLLEGE IS OPEN WHEN A BUSHFIRE STARTS</u>	
IF YOU NOTICE A BUSHFIRE BEFORE RECEIVING OFFICIAL ADVICE, CALL TRIPLE ZERO (000) TO REPORT THE FIRE.	TICK WHEN TASK COMPLETED
IF THE COLLEGE IS LIKELY TO BE THREATENED BY THE BUSHFIRE, ACTIVATE THE STAND-ALONE BUSHFIRE PLAN IMMEDIATELY.	
All staff members have been briefed on the and are ready to activate in accordance with their responsibilities in the plans.	
The Principal or College liaison officer has made contact with the controlling agency to seek advice or further information on the College's required response to the bushfire.	
Communication plans (including Communication Tree) are ready for activation for directed evacuation.	
Emergency contact lists for parents, staff, other agencies etc. is prepared and ready to use.	
College emergency warning or alert system is ready to be sounded.	
Emergency communications equipment is ready for use (e.g. mobile telephones, hand-operated fire alarm (portable Siren), portable radios and spare batteries/batteries charged).	
Evacuation kit is ready to use.	
Class rolls and visitor register are available and ready to use (part of evacuation kit).	
Class rolls checked to confirm absentees and visitor register checked for visitors currently in the College.	
First aid equipment is ready to use and staff members trained in first aid have been activated.	
The Safer Building Location (not an outdoor open area) is ready for use.	
College buses are on standby or arrangements in place, if off-site evacuation is required.	
Monitor controlling agency website or information line for warnings (if DFES on 13 DFES (13 33 37) or www.dfes.wa.gov.au) and Emergency WA website: www.emergency.wa.gov.au . Assign a member of staff to monitor local radio, TV and websites for bushfire or weather alerts.	
Bushfire in awareness zone: Close roof/wall vents and doors. Undertake regular patrols/checks of College for bushfire activity, paying special attention to evaporative air conditioners. College bags, clothing & other flammable items should be removed from outside of classrooms & Safer Building Location.	
Principal thoroughly familiar with current Stand-alone Bushfire Plan & The Principal's Guide to Bushfire - additional 'situation' checklists.	