



Department of  
Education

**Shaping the future**

# Standalone bushfire plan 2025-2026

**Kelmscott Senior High School  
Hillside Farm**

## Purpose

The *Standalone bushfire plan* document is a detailed plan of how your school is to prepare and respond to a catastrophic fire danger rating alert or to a bushfire event.

As principal, you must complete this template to have a plan in place to respond to a bushfire emergency. This plan is to be read in conjunction with information on Ikon to [prepare for bushfire season at your school](#).

All staff, students, contractors and visitors on the school or facility site are to follow this completed plan in the event of a bushfire emergency. All other emergencies are to be managed in accordance with the school's incident management plan, as per the [Incident management manual](#).

Complete and lodge your plan online by 31 August.

# Contents

<b>1</b>	<b>School details</b> .....	<b>3</b>
<b>2</b>	<b>Emergency response contact list</b> .....	<b>5</b>
	2.1 Important bushfire emergency contact sources .....	7
<b>3</b>	<b>School Response Team</b> .....	<b>8</b>
<b>4</b>	<b>Bushfire response telephone tree</b> .....	<b>9</b>
<b>5</b>	<b>Emergency equipment</b> .....	<b>10</b>
<b>6</b>	<b>Bushfire preparation checklist</b> .....	<b>11</b>
<b>7</b>	<b>Bushfire action plan maps</b> .....	<b>13</b>
	7.1 Onsite 'safer building location(s)' .....	13
	7.2 Offsite evacuation locations .....	14
	<b>Appendix A - Bushfire warning stages</b> .....	<b>14</b>
	<b>Appendix B - Procedures in the event of a sudden bushfire</b> .....	<b>17</b>
	Relocate to onsite 'safer building location' .....	17
	Offsite evacuation procedures .....	19
	<b>Appendix C - Pre-emptive (planned) closure procedures</b> .....	<b>21</b>
	Flow chart – Principal's response to Fire Behaviour Index of 75 (Extreme Fire Danger Rating) or greater .....	22
	<b>Appendix D – After-hours or school holiday procedures</b> .....	<b>23</b>
	<b>Appendix E - Communication templates</b> .....	<b>24</b>

# 1 School details

To complete this plan, on the front cover of the document:

- insert your school name
- add the year for the new bushfire season
- add the date in the footer to show when the plan became active.

Enter information into the **grey** sections of this document, following the prompts in the square brackets where featured. You can add extra rows to tables where necessary.

When your plan is complete, follow the steps on Ikon to [lodge, update or access your standalone bushfire plan online](#).

School name (include name of co-located school or facilities if applicable)	Kelmscott Senior High School – Hillside Farm
School address	<b>LOT 41</b> Hayward Road MARTIN WA 6110 (Google Maps DOES NOT recognise Lot numbers, must type in <b>Hillside Farm Education Centre</b> for correct location)
Education Region	South Metropolitan
Number of students	2025. Maximum 10 students per day from Kelmscott Senior High School and other schools Additional students can be onsite for specialised curriculum activities 2026. Projected 12 students per day from Kelmscott Senior High School and other schools Additional students can be onsite for specialised curriculum activities
Number of students requiring extra support if evacuating	NIL
Number of staff	2025. Monday – Friday: Three permanent staff daily Additional two staff three days per week depending on roster Additional staff onsite for specialised curriculum activities
Estimated number of animals on site, if applicable	180
Estimated number of animals on site that would require evacuation, if applicable	N/A
Number of school sides bordered by bush	Two Eastern side of property bordered by Banyowla Regional Park and Western side of property by Pitt Road

Names of major roads bordering school	Hayward Road, Pitt Road and Gosnells Road East Close proximity to Tonkin Highway accessed via Gosnells Road East
School's site-specific alert, for example: <ul style="list-style-type: none"> <li>• siren/pause x 3</li> <li>• continuous handbell</li> <li>• continuous siren or short whistle blasts</li> </ul>	Portable hailer siren Siren/pause x 3 Call staff on mobiles

Plan prepared by (Principal's name)	Sue Alderdice - Administrative Support Coordinator On behalf of Mark Jeffery - Principal
Date prepared or reviewed	August 2025

## 2 Emergency response contact list

### IN ALL EMERGENCIES (EVEN IF UNSURE) CALL 000

Enter the contact details into the following table:

Organisation	Details	Phone number / website
Local police (for example, name of nearest police station)	<b>Gosnells Police Station</b> 2291 Albany Highway GOSNELLS WA 6110	<b>Emergencies: 000</b> Gosnells: 08 9398 000 Non-life threatening: 131 444
Local hospital (name of nearest hospital or medical emergency facility)	<b>Armadale Health Service</b> 3056 Albany Highway MOUNT NASURA WA 6112	<b>Emergencies: 000</b> 08 9391 2000
Department of Fire and Emergency Services regional contact	<b>Metro South East Region</b> 234 Jull Street ARMADALE WA 6112	<b>Emergencies: 000</b> 08 6424 1502
Local fire brigade (for example, name of nearest fire station)	<b>Maddington Fire &amp; Rescue</b> 1961 Albany Highway MADDINGTON WA 6109	<b>Emergencies: 000</b> Maddington: 6255 3110
Local bushfire brigade (for example name of nearest station)	<b>Kalamunda Volunteer Brigade</b> 20 Raymond Road WALLISTON WA 6076  <b>Gosnells Volunteer Fire Brigade</b> 16 Horley Road BECKENHAM WA 6107	<b>Emergencies: 000</b> <b>Information: 13 33 37</b> 08 9257 9999  Brigade Captain 08 6350 5910 brigade@gosnellsbfb.com.au
Bus contractors (ready for pre-emptive closure or offsite evacuation)	Own bus onsite	
Electricity provider - in the case of a power outage (for example, Horizon Power, Western Power)	<b>Western Power</b> <b>Emergencies and Outages</b>	<b>13 13 51</b>
State emergency service (if known)	<b>SES Emergency Assistance</b>  <b>Armadale SES</b> 53 Owen Road KELMSCOTT WA 6111  <b>Kalamunda SES</b> 22 Raymond Road WALLISTON WA 6076  <b>Gosnells SES</b> 16 Horley Road BECKENHAM WA	<b>13 25 00</b>  08 9497 1266  08 9257 1649 / 0419 969 006  08 6350 5930 / 0417 984 398
Poisons information (where relevant)	<b>WA Poisons Information Centre</b> Sir Charles Gairdner Hospital	<b>13 11 26</b>
Director of Education South Metro	Sue Cuneo	08 9336 9536

**For agricultural colleges and farm schools only:**

<b>Contact person or organisation</b>	<b>Details</b>	<b>Phone number or website</b>
Animal technicians	Steve Toghill (Livestock Manager)	0429 796 395
Local veterinarian or 24 hour emergency clinic	Murdoch University Vet (The Animal Hospital at Murdoch University)	1300 652 494
Person competent in humane euthanasia of livestock	Murdoch University Vet (The Animal Hospital at Murdoch University)	1300 652 494

## 2.1 Important bushfire emergency contact sources

### DIAL 000 in an emergency

- **Emergency WA**
  - Website: <https://www.emergency.wa.gov.au/>
- **Department of Fire and Emergency Services**
  - Information line: 13 33 37
  - Website: <https://www.dfes.wa.gov.au/>
  - Facebook: <https://www.facebook.com/dfeswa>
  - Twitter: [https://twitter.com/dfes\\_wa](https://twitter.com/dfes_wa)
- **ABC Emergency**
  - Website: <https://www.abc.net.au/emergency>
- **Local radio**
  - ABC local radio: Find your local radio station at <https://www.abc.net.au/local>
  - 6PR: Listen online at <https://www.6pr.com.au/listen-live/> or tune into AM 882 and Digital Radio

### 3 School Response Team

Enter the names and mobile numbers of the staff responsible for carrying out emergency procedures during a bushfire event. The principal coordinates the incident response to onsite or offsite locations (refer to Appendix B & C procedures).

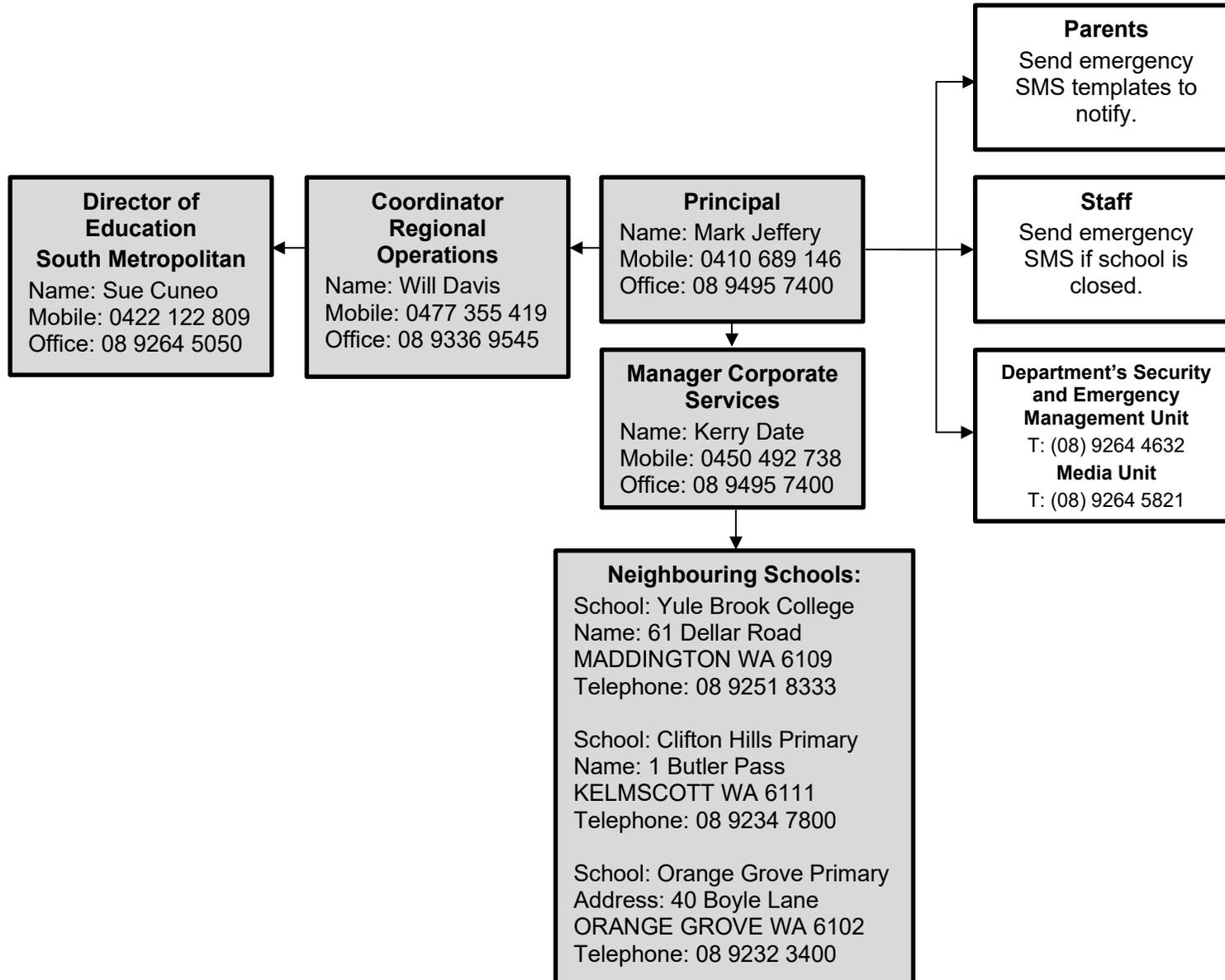
Examples of suggested duties include:

- fire warden duties
- checking all rooms
- keeping a copy of school registers for roll call
- monitoring the bushfires warnings stages (as per Appendix A)
- send out text alerts to parents
- liaising with emergency services, community members, parents and carers
- enacting plan for animal welfare in an emergency if applicable.

Consider making cards that outline the duties of the school response team. This can be useful to hand out at the start of the incident.

Position	Staff name	Duties	Mobile number
Principal	Mark Jeffery	Notification alerts as per Appendix F Coordinating incident response to onsite or offsite locations Oversee all relevant tasks	M: 0410 689 146 D: 08 9495 7401
Manager Corporate Services	Kerry Date	Sending text alerts to parents Communicating with base schools	M: 0450 492 738 D: 08 9495 7405
Livestock Manager	Steve Toghill	Monitoring bushfire warning stages as per Appendix A Preparing offsite evacuation location/s	M: 0429 796 395
Teachers	Claire Petrie	Student supervision	M: 0456 863 628
Accredited First Aid Officers	Claire Petrie Steve Toghill Forbes Spillman	First Aid as required	M: 0456 863 628 M: 0429 796 395 M: 0428 381 361
Animal Technicians (agricultural colleges)	Forbes Spillman	Allocated on day of event: Fire Warden duties Supervision of Assembly Point Sweep of school site Notification to visitors and other users on site	M: 0428 381 361
Other (if applicable)	Sue Alderdice (Administration Support Coordinator)	Duties as allocated on day of event Maintaining Attendance Registers	M: 0424 278 600

#### 4 Bushfire response telephone tree



## 5 Emergency equipment

Identify the location and the type of emergency equipment at your site.

<b>Equipment</b>	<b>Details</b> (include location/s, date checked and any other comments)
Evacuation kit (section 7 of the school <a href="#">Incident Management Plan</a> ).	Hillside Bus Checked: August 2025
First aid kit(s) - include masks in case some students are susceptible to smoke.	<ul style="list-style-type: none"> <li>• Office including Defibrillator</li> <li>• Hillside Bus</li> <li>• Shearing Shed</li> <li>• ATV Shed</li> </ul> Checked: August 2025
Animal emergency kit (refer to <a href="#">Department of Primary Industries and Regional Development</a> )	N/A
Emergency alert system and communication equipment, for example: <ul style="list-style-type: none"> <li>• mobile telephones (charged)</li> <li>• hand-operated fire alarm (portable siren)</li> <li>• megaphone/loud hailer</li> <li>• portable CB radios</li> <li>• spare batteries.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff mobile telephones (charged)</li> <li>• Hand operated fire alarm (portable siren)</li> <li>• Two ways</li> <li>• Spare batteries</li> </ul> Checked: August 2025
Registers for: <ul style="list-style-type: none"> <li>• students</li> <li>• staff</li> <li>• visitors.</li> </ul>	<ul style="list-style-type: none"> <li>• Student roll (access via Teams, phone, hard copy in office and classroom)</li> <li>• Staff attendance (Daily staff meeting)</li> <li>• Visitor sign in book (Hard copy in office)</li> </ul> Checked: August 2025
Standalone bushfire plan: <ul style="list-style-type: none"> <li>• hard copy in the evacuation kit</li> <li>• copy saved to an online platform for access offsite.</li> </ul>	<ul style="list-style-type: none"> <li>• Hard copy in office, classroom, bus, all staff, visitors</li> <li>• Soft copy online (KSHS website, DoE)</li> <li>• Soft copy to participating school and visitor groups</li> </ul> Checked: August 2025

## 6 Bushfire preparation checklist

Principals must:

- complete this bushfire preparation checklist annually
- inform all staff members of their responsibilities.

You can provide details of your preparation activities in the comments.

Management activities	<input checked="" type="checkbox"/> or N/A	Comments
The annual review of the Standalone bushfire plan has been completed before the start of bushfire season.	✓	Completed: August 2025
Consulted and received advice in preparing your Standalone bushfire plan from any of the following(as relevant): <ul style="list-style-type: none"> <li>• local Emergency Services</li> <li>• Department of Fire and Emergency Services</li> <li>• Department of Biodiversity, Conservation and Attractions – Parks and Wildlife Service</li> <li>• local volunteer fire brigade</li> <li>• WA Police Force</li> <li>• local emergency management committee (LEMC) or local government representative</li> <li>• community emergency services manager, if there is one for the area.</li> </ul>	✓	Maddington Fire Brigade Station Officer B Platoon Syd Davies 08 6255 3110
Staff have been made aware of the Standalone bushfire plan through: <ul style="list-style-type: none"> <li>• staff meetings</li> <li>• staff bushfire induction session that includes:               <ul style="list-style-type: none"> <li>– an overview of the Standalone bushfire plan</li> <li>– how to turn off evaporative air conditioner units, the location of switches</li> <li>– how to close roof vents</li> <li>– the types of <a href="#">bushfire warnings</a> issued by the Department of Fire and Emergency Services and the <a href="#">Emergency Alert</a> telephone warning system</li> <li>– to direct bushfire media enquiries to the Department’s media unit (08) 9264 5821.</li> </ul> </li> </ul>	✓	Staff input to Bushfire Plan Completed: August 2025  Staff Induction Session – Annually at publishing of Bushfire Plan Completed: August 2025
Students and parents or carers have been made aware of the Standalone bushfire plan through: <ul style="list-style-type: none"> <li>• key bushfire safety messages incorporated into the curriculum</li> <li>• newsletters</li> <li>• school information booklet (include actions and procedures)</li> <li>• school website.</li> </ul>	✓	Fire Safety component included in curriculum in Term 1 Student refresher in Term 4  Soft copy to participating schools VET Managers Confirmed: August 2025

Principals must:

- complete this bushfire preparation checklist annually
- inform all staff members of their responsibilities.

You can provide details of your preparation activities in the comments.

Management activities	☑ or N/A	Comments
<p>Communication plans are in place:</p> <ul style="list-style-type: none"> <li>• Emergency response contact list completed (section 2).</li> <li>• Bushfire response telephone tree completed (section 4).</li> <li>• communication templates for sample emergency text message, newsletter content and school notice text are complete (refer to Appendix D).</li> </ul> <p>Contact lists for staff and parents must be current.</p>	✓	<p>Contact lists circulated and communicated</p> <p>School notice signs prepared and laminated</p> <p>Text message templates prepared and circulated to required staff</p> <p>Confirmed: August 2025</p>
<p>Emergency equipment available and checked (section 5):</p> <ul style="list-style-type: none"> <li>• evacuation kit checked at least once per term</li> <li>• emergency warning or alert system works</li> <li>• emergency communications equipment available</li> <li>• first aid kit(s) available</li> <li>• registers for students, staff and visitors readily accessible for roll call.</li> </ul>	✓	Checked: August 2025
<p>Practise drills moving to your onsite 'safer building location(s)':</p> <ul style="list-style-type: none"> <li>• before the start of the bushfire season</li> <li>• at least once per term during the bushfire season.</li> </ul> <p>You must do at least 2 drills per year.</p>	✓	<p>Bushfire Plan Drill – Term 1 and 4 annually</p> <p>Confirmed: August 2025</p>
<p>The asset protection zone, which is a minimum distance of 20 metres surrounding the main school buildings, is checked and is:</p> <ul style="list-style-type: none"> <li>• clear of all rubbish, long dry grass, bark, flammable and combustible materials, including leaf litter and unused piles of mulch</li> <li>• maintained routinely throughout the year.</li> </ul> <p>For information on the asset protection zone, refer to <a href="#">Prepare for bushfire season at your school</a> on Ikon.</p>	✓	<p>Maintained routinely throughout the year</p> <p>Confirmed: August 2025</p>

## 7 Bushfire action plan maps

### 7.1 Onsite 'safer building location(s)'

Do not use an open area such as a school oval or non-enclosed building that may expose people to heat or other conditions.

Insert your school map and make sure it is marked with:

- the onsite 'safer building location(s)'. Include the name of the building, such as 'library'
- routes to access the location
- fire hydrants
- electrical switchboards
- phones and communication board
- first aid kits
- evacuation kits
- any other relevant details.

Information to help select your offsite evacuation location and a sample map is available on Ikon in [Prepare for bushfire season at your school.](#)

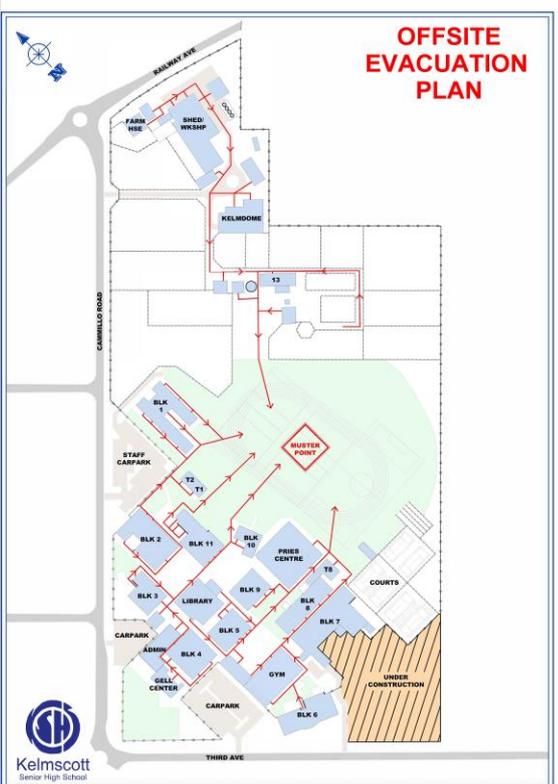
	<p><b>Emergency, dial 000</b></p> <p><b>Primary action:</b> Determine if the bushfire is a threat to the school. Monitor official sources listed in section 2.</p> <p><b>Secondary action:</b> Refer to Appendix B for the procedures to relocate to onsite 'safer building location(s)'. Main classroom</p>
	<p>Map last updated: August 2025</p>

## 7.2 Offsite evacuation locations

Insert the school site map and make sure it is marked with:

- an assembly area
- 2 offsite evacuation locations. These locations cannot be a park, reserve, oval or other open space that may expose people to heat or other conditions.
- suitable routes to access the 2 locations.

Information to help select your offsite evacuation location and a sample map is available on Ikon in [Prepare for bushfire season at your school.](#)

	<p><b>Emergency, dial 000</b></p> <p><b>Primary action:</b> Determine if the bushfire is a threat to the school. Monitor official sources listed in section 2.</p> <p><b>Secondary action:</b> Refer to Appendix B for the procedures to Relocate to an offsite evacuation location</p>
	<p>Kelmscott Senior High School – Foothills Farm Cammillo Road Entry Gate 1 Kelmscott WA 6110 Classroom 13</p> <p>Yule Brook College 61 Dellar Road Maddington WA 6109 08 9251 8333</p> <p>Map last updated: August 2025</p>

### PREFERRED OFFSITE EVAUACATION LOCATION OPTION 1 (DEPENDANT ON FIRE LOCATION)

#### Directions to Kelmscott Senior High School – Foothills Farm (Cammillo Road Entry)

- Turn **RIGHT** out of Hillside Farm and head **SOUTH WEST** on Hayward Road towards Pitt Road
- Turn **RIGHT** onto Pitt Road
- Turn **LEFT** onto Gosnells Road East
- Turn **LEFT** onto Tonkin Highway
- Exit highway **LEFT** towards Corfield Street exit
- **LEFT** onto Corfield Street
- Continue on Corfield Street which becomes Lionheart Road

- **RIGHT** at roundabout onto Westfield Road
- **LEFT** at roundabout onto Cammillo Road
- Continue **STRAIGHT** through roundabout (intersection of Third Ave) 40m
- Turn **RIGHT** into Kelmscott Senior High School – Foothills Farm entrance GATE 1 (Limestone block entry)

**OFFSITE EVAUACATION LOCATION OPTION 2 (DEPENDANT ON FIRE LOCATION)**  
**Directions to Yule Brook College – 61 Dellar Road, Maddington**

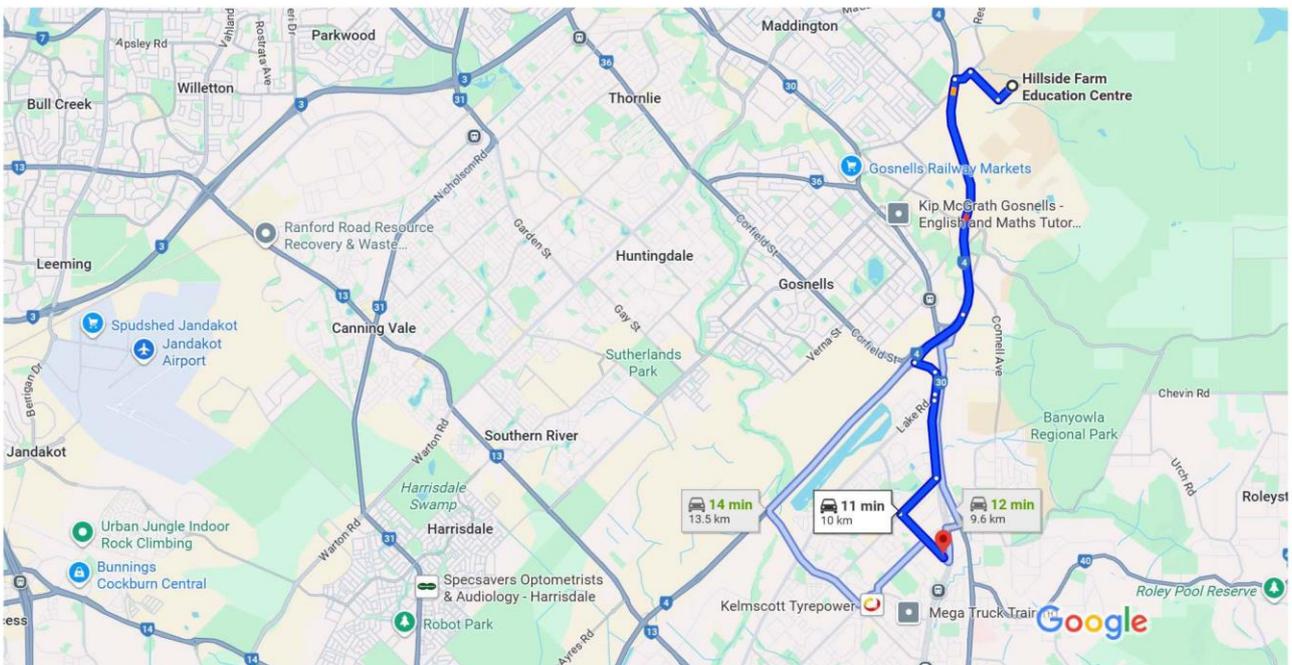
- Turn **RIGHT** out of Hillside Farm and head **SOUTH WEST** on Hayward Road towards Pitt Road
- Turn **RIGHT** onto Pitt Road
- Turn **LEFT** onto Gosnells Road East
- Turn **LEFT** onto Tonkin Highway BUT go to INSIDE LANE
- Turn **RIGHT** onto Gosnells Road West
- Turn **RIGHT** at roundabout onto Alcock Street
- Turn **RIGHT** at roundabout onto Dellar Road
- Continue on Dellar Road for 700m
- Turn **LEFT** into entrance of Yule Brook College

25/08/2025, 10:32

Hillside Farm Education Centre to 222 Cammillo Rd, Kelmscott WA 6111 - Google Maps



Hillside Farm Education Centre, Lot 41 Drive 10.0 km, 11 min  
 Hayward Rd, Martin WA 6110 to 222 Cammillo Rd, Kelmscott WA 6111



Map data ©2025 Google 1 km

## Appendix A - Bushfire warning stages

Emergency services communicate information in a number of ways during a bushfire event. Use these warnings to understand when your need to activate your bushfire procedures (refer to Appendix B).

<b>Bushfire warning stages</b>	
<p><b>ADVICE</b></p> 	<p><b>A fire has started, be aware and keep up to date.</b></p> <p>This is general information to keep principals informed and up to date with developments.</p> <p>Principals must:</p> <ul style="list-style-type: none"> <li>• turn off evaporative air conditioners and ensure roof vents are closed.</li> <li>• check and patrol the school regularly for bushfire activity, paying particular attention to the evaporative air conditioners.</li> </ul>
<p><b>WATCH AND ACT</b></p> 	<p><b>There is a possible threat to lives and property. Conditions are changing.</b></p> <p>Principals must prepare to:</p> <ul style="list-style-type: none"> <li>• evacuate; or</li> <li>• move students, staff and visitors to their pre-determined onsite 'safer building location'. They must not be moved to an open area.</li> </ul> <p>Evacuation orders are:</p> <ul style="list-style-type: none"> <li>• issued by the Incident Controller or Emergency Services if required.</li> <li>• relayed via official sources such as <a href="#">Emergency WA</a>.</li> </ul> <p>It is vital that the principal:</p> <ul style="list-style-type: none"> <li>• accesses bushfire information from official sources</li> <li>• makes an informed decision to stay onsite or evacuate offsite based on advice from the Incident Controller or Emergency Services.</li> </ul>
<p><b>EMERGENCY</b></p> 	<p><b>A school is in danger as its area will be impacted by fire. Take immediate action to survive.</b></p> <p>The principal will be advised whether staff, students and visitors can leave the area or if they must shelter where they are as the fire burns through the area.</p> <p>A siren, called the State Emergency Warning Signal (<a href="#">SEWS</a>), may accompany an emergency warning.</p> <p>Evacuation orders are:</p> <ul style="list-style-type: none"> <li>• directed by the Incident Controller or Emergency Services.</li> <li>• relayed via official sources, such as <a href="#">Emergency WA</a>.</li> </ul> <p>It is vital that the principal:</p> <ul style="list-style-type: none"> <li>• accesses bushfire information from official sources</li> <li>• makes an informed decision to stay onsite or evacuate offsite based on the advice.</li> </ul>

## Appendix B - Procedures in the event of a sudden bushfire

### Relocate to onsite 'safer building location'

You may be instructed to relocate to your onsite 'safer building location(s)'. Do not use an open area such as a school oval or non-enclosed building.

Initiate this procedure if either of the following occurs:

- a 'Watch and Act' or 'Emergency Warning' alert is issued on the [Emergency WA](#) website (refer to Appendix A for details about the alerts)
- instruction from the Department of Fire and Emergency Services, Emergency Services or your Director of Education.

Follow these procedures to relocate to the onsite safer building location(s).

Action	Notes (if required)
<p>Dial 000 for emergency services and request fire brigade.</p> <p>When connected to Department of Fire and Emergency Services, advise:</p> <ul style="list-style-type: none"> <li>• your school name and address</li> <li>• the fire situation</li> <li>• how many students and staff are being impacted</li> <li>• if moving to a 'safer building location' and where it is located</li> <li>• if anyone requires medical attention</li> <li>• CB radio channel, if being used.</li> </ul> <p>Remain in contact with the Department of Fire and Emergency Services.</p> <p>Monitor official bushfire emergency information contact sources in section 2.1.</p>	
<p>Activate your school response team to carry out their responsibilities (section 3).</p>	
<p>Use your emergency response contact list to contact stakeholders (section 2).</p>	
<p>Follow your bushfire response telephone call tree (section 4) to communicate with the school community.</p> <p>Ensure parents receive emergency text message alerts to:</p> <ul style="list-style-type: none"> <li>• inform them of relocation</li> <li>• keep them updated (use the emergency text message alert templates, refer to <a href="#">Manage bushfire incident communications</a> on Ikon).</li> </ul> <p>Parents must not collect students until instructed.</p>	

<p>Confirm:</p> <ul style="list-style-type: none"> <li>• evaporative air conditioners are turned off</li> <li>• all building roof vents, windows and doors are closed before anyone enters the onsite safer building location(s).</li> <li>• where possible and safe to do so, relocate vehicles or other combustible items (school bags, rubbish bins etc) at least 20 metres from safer building locations.</li> <li>• monitor embers for possible ignition.</li> </ul>	
<p>Take emergency equipment (section 5):</p> <ul style="list-style-type: none"> <li>• registers for students, staff and visitors</li> <li>• evacuation kit</li> <li>• water</li> <li>• mobile phones (charged)</li> <li>• student medication</li> </ul>	
<p>Sound the school emergency warning or alert system.</p>	
<p>Follow advice from the incident controller, emergency services, the Manager Security and Emergency Management or the director of education to move to the onsite safer building location(s) (section 7.1)</p> <p>Students and staff must remain in classrooms unless they are directed to move to an onsite safer building location.</p>	
<p>Check student, staff and visitor registers after moving to an onsite safer building location (roll call). Advise the police if anyone is missing.</p> <p>You must give special consideration to students with known respiratory conditions.</p>	
<p>Wait for emergency services to arrive or the incident controller to provide you with information.</p> <p>Ongoing advice will also be provided by the Manager, Security and Emergency Management or the director of education.</p> <p>Continue to monitor official bushfire information sources listed in section 2.1.</p>	
<p>The Department will consult the incident controller or emergency services and notify you when it is safe to return to classrooms or for students to be collected by parents. You will receive advice from the director of education.</p>	

## Offsite evacuation procedures

You may be instructed to relocate to your offsite evacuation location.

Initiate your offsite evacuation procedure if a 'watch and act' or 'emergency warning' bushfire warning alert on the [Emergency WA](#) website is invoked (refer to the bushfire warnings listed in Appendix A) and you receive direction from either:

- Department of Fire and Emergency Services, incident controller or emergency services or
- the director of education.

Follow these procedures if you need to evacuate to an offsite evacuation location during a bushfire event.

Action	Notes (if required)
<p>Dial 000 for emergency services and request fire brigade.</p> <p>When connected to Department of Fire and Emergency Services, advise:</p> <ul style="list-style-type: none"> <li>• your school name and address</li> <li>• the fire situation</li> <li>• how many students and staff are being impacted</li> <li>• if moving to a 'safer building location' and where it is located</li> <li>• if anyone requires medical attention</li> <li>• CB radio channel, if being used.</li> </ul> <p>Remain in contact with Department of Fire and Emergency Services and your director of education.</p> <p>Monitor official bushfire emergency information contact sources listed in section 2.1.</p>	
<p>Activate your School response team to carry out their responsibilities (section 3).</p>	
<p>Refer to the Emergency response contact list to contact stakeholders (section 2).</p>	
<p>Follow advice from the emergency services or the Manager, Security and Emergency Management or the director of education to decide which of the school's offsite evacuation location(s) is the safest to use (section 7.2).</p>	
<p>If safe to do so, muster at the identified assembly area where staff, students and visitors can gather to prepare for offsite evacuation.</p> <p>Use an alternative assembly area if your first identified assembly area is unsafe.</p> <p>Note: Students and staff must remain in classrooms unless they are directed to move to an onsite safer building location and/or onsite assembly area.</p>	

<p>Follow the Bushfire response telephone call tree to communicate with the school community (section 4).</p> <p>Ensure parents and carers receive emergency SMS alerts to:</p> <ul style="list-style-type: none"> <li>• inform them of relocation</li> <li>• keep them updated (use the emergency text message alert templates, refer to <a href="#">Manage bushfire incident communications</a> on Ikon).</li> </ul> <p>Note: Parents must not collect students until instructed.</p>	
<p>Confirm:</p> <ul style="list-style-type: none"> <li>• evaporative air conditioners are turned off</li> <li>• building roof vents and doors are closed.</li> </ul>	
<p>Take emergency equipment (section 5):</p> <ul style="list-style-type: none"> <li>• registers for students, staff and visitors</li> <li>• evacuation kit</li> <li>• mobile phones (charged).</li> <li>• student medication.</li> </ul> <p>Sound the school emergency warning or alert system.</p>	
<ul style="list-style-type: none"> <li>• Notify bus operators</li> <li>• Notify other contractors scheduled to visit the site</li> <li>• Move all students, staff and visitors from the assembly area to the offsite evacuation location.</li> </ul>	
<p>Check registers after evacuating staff, students and visitors (roll call). Advise the police if anyone is missing.</p>	
<p>The Manager, Security and Emergency Management or the director of education will provide ongoing advice. Continue to monitor official bushfire information sources listed in section 2.1.</p>	
<p>The Department will consult the incident controller or emergency services and notify you when it is safe to return to classrooms or for students to be collected by parents. You will receive advice from the director of education.</p>	

## Appendix C - Pre-emptive (planned) closure procedures

You may be instructed to pre-emptively close your school due to a fire behaviour index of 75 (extreme fire danger) or greater being forecast.

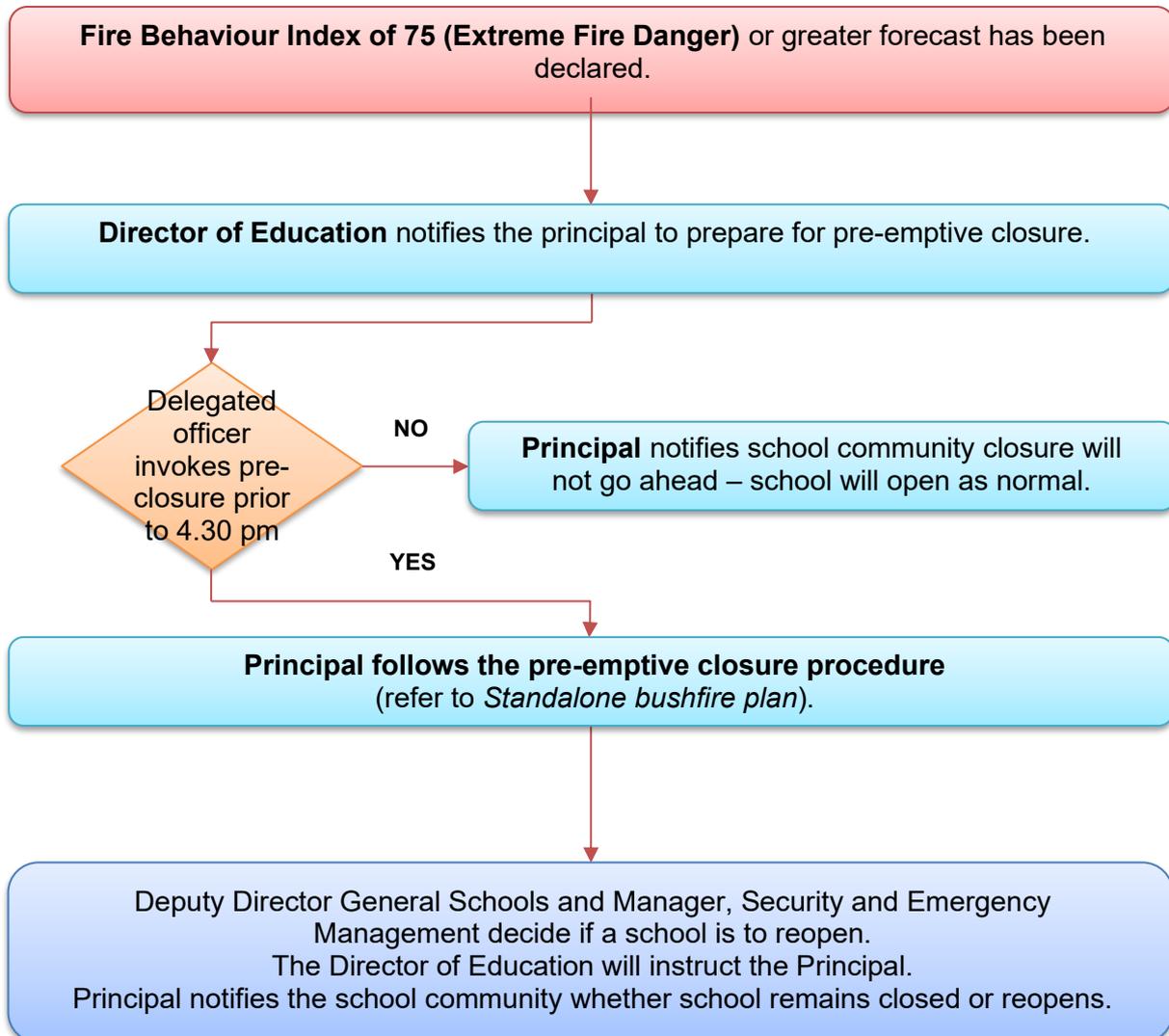
Initiate the closure procedure if you receive advice from the Director of Education or the Security and Emergency Management unit.

Follow these procedures for a planned school closure.

Action	Notes (if required)
Monitor official bushfire emergency information contact sources listed in section 2.1.	
Activate your School response team to carry out their responsibilities (section 3).	
<p>Communicate the pre-emptive closure, continued closure or school reopening:</p> <ul style="list-style-type: none"> <li>• use your Emergency response contact list to contact stakeholders (section 2)</li> <li>• use your Bushfire response telephone tree (section 4)</li> <li>• use communication templates in <a href="#">Manage bushfire incident communications</a> for SMS, social media posts and Connect notices to keep the school community informed</li> <li>• place the notice of temporary closure on external school access points and on the school website.</li> </ul> <p>Note: Contact lists for staff, parents and carers must be current.</p>	
<p>Confirm:</p> <ul style="list-style-type: none"> <li>• windows and doors are closed</li> <li>• evaporative air conditioners are turned off</li> <li>• roof vents closed</li> <li>• money is removed from the school premises</li> <li>• expensive items of equipment secured.</li> </ul>	
<p>Secure school premises and activate security system.</p> <p>Before departing, email <a href="mailto:AssetPlanningServices.SecurityEM@education.wa.edu.au">AssetPlanningServices.SecurityEM@education.wa.edu.au</a> or call 9264 4632 to confirm:</p> <ul style="list-style-type: none"> <li>• all security systems armed</li> <li>• site is secure.</li> </ul>	
When the pre-emptive closure is cancelled, remove the notice of temporary closure from external school access points.	

Refer to the following Flow chart – Principal's response to fire behaviour index of 75 (extreme fire danger) or greater forecast.

## Flow chart – Principal’s response to Fire Behaviour Index of 75 (Extreme Fire Danger Rating) or greater



## Appendix D – After-hours or school holiday procedures

You may be instructed to keep your school closed during the school holidays or after hours during a bushfire event.

Initiate the below procedure if both of the following occur:

- A 'Watch and act' or 'Emergency warning' bushfire warning alert on the [Emergency WA](#) website is invoked (refer to the bushfire warnings listed in Appendix A)  
AND
- Direction received from the Deputy Director General, Schools or the Manager, Security and Emergency Management. The director of education will relay the decision to you.

Follow these procedures if a bushfire starts during the school holidays or after hours.

Action	Notes (if required)
Remain in contact with your director of education and monitor official bushfire emergency information contact sources listed in section 2.1.	
Use your emergency response contact list to contact stakeholders (refer to section 2).	
Follow the bushfire response telephone call tree to communicate with the school community.  Send parents and carers and staff emergency text message alerts to inform them of the school closure. To access sample SMS text, refer to <a href="#">Manage bushfire incident communications</a> .	
Work with the director of education to seek alternative school and transport arrangements (if required).	
The Department's Media Unit and Incident Support Unit uses media outlets and <a href="#">Emergency WA</a> to make public announcements of: <ul style="list-style-type: none"> <li>• the school closure</li> <li>• temporary alternative accommodation.</li> </ul>	
The Department will consult the incident controller or emergency services and notify you when it is safe for the school to reopen. You will receive advice from the director of education or the Manager, Security and Emergency Management.	
Send parents, carers and staff emergency text message alerts to inform them when school can reopen.	

## Appendix E – Communication templates

### Emergency text message alert templates

You can use these sample text templates update parents, carers and staff about a response to a bushfire. These texts are also located on Ikon – refer to [Manage bushfire and emergency incident communications](#).

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### Public schools to close tomorrow due to catastrophic fire danger rating

<p><i>Hillside Farm (Kelmscott SHS) will be closed tomorrow [date] due to a catastrophic fire danger rating for the area. See <a href="#">emergency.wa.gov.au/#firedangerratings</a> for more information. There will be no staff on site. Please ensure that you make arrangements for your child.</i></p>
---

### Students are safe and still on school site

<p><i>Students attending Hillside Farm (Kelmscott SHS) today are safe and being supervised at Hillside. We will follow the instructions of emergency services and update you if the situation changes. Monitor <a href="#">emergency.wa.gov.au</a> or call your education regional office on 08 9336 9563 for more information.</i></p>
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### Students have been relocated

<p><i>Students attending Hillside Farm (Kelmscott SHS) today have been relocated for their safety. Please collect your children from the relocation centre at [Kelmscott SHS] or [Yule Brook College]. Follow the instructions of emergency personnel and monitor <a href="#">emergency.wa.gov.au</a> or call your education regional office on 08 9336 9563 for more information.</i></p>
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### Not safe to pick up children

<p><i>Students from Hillside Farm (Kelmscott SHS) today are safe and [are still at Hillside Farm / have been relocated for their safety]. Please wait for further instructions before attempting to collect your child. We are working with emergency services and will advise when it is safe to do so. Monitor <a href="#">emergency.wa.gov.au</a> or call your education regional office on 08 9336 9563 for more information.</i></p>
---

### School to reopen on [day]

<p>Hillside Farm (Kelmscott SHS) will reopen tomorrow/day [date].</p>
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## School newsletter sample text

You can use this sample text below can be used to provide the school community with information about a pre-emptive closure.

### **Pre-emptive (planned) school closure during the bushfire season**

*Hillside Farm (Kelmscott SHS) has been placed on the Department of Education bushfire zone register as it is located in a designated bushfire risk area.*

*If a 'Catastrophic' fire danger rating has been declared for the City of Gosnells, Hillside Farm (Kelmscott SHS) **MAY** be required to invoke a pre-emptive (planned) closure. A 'Catastrophic' fire danger rating poses a significant threat to the school if a fire starts, it is likely to be uncontrollable, unpredictable and fast moving.*

*Parents will receive a text message to inform them of a possible Pre-emptive closure of the school.*

*The final decision to pre-emptively close the school will be confirmed with the principal no later than 4.30pm on the day before the pre-emptive closure. If the forecast changes after the 4.30pm deadline, the school remains closed to limit confusion within the school community.*

*Parents will receive a text message to either confirm or reverse a Pre-emptive closure of the school.*

*Typically, schools will only be required to close for a day at a time. However, this will depend on changing weather conditions. Parents will receive a text message to advise if the school will reopen the day after the pre-emptive closure, or whether it will remain closed.*

*Parents are encouraged to monitor official bushfire information sources for current information about fire danger ratings:*

1) [Emergency WA website](https://www.emergency.wa.gov.au/) - <https://www.emergency.wa.gov.au/>

2) **Department of Fire and Emergency Services**

Information line – 13 33 37

Twitter - [https://twitter.com/dfes\\_wa](https://twitter.com/dfes_wa)

3) **Local radio** ○ [ABC](#)

[Emergency WA](#) ○ ABC

local radio ○ 6PR

*Please contact Hillside Farm on 08 9495 7470 **or** Kelmscott SHS on 08 9495 7400 with any concerns relating to Pre-emptive closures during the bushfire season.*

Mark Jeffery

Principal

**Sample text for a notice of temporary school closure**

*The sample text below can be used in a notice to be placed on:*

- *the school main notice board at front of the school*
- *main administration entrance doors, other entry/exit doors throughout the buildings, kindergarten and pre-primary, where relevant.*

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# ***BUSHFIRE ALERT***

## ***NOTICE OF TEMPORARY SCHOOL CLOSURE***

*As the result of a 'Catastrophic' fire danger rating, this school is temporarily closed.*

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

*For more information about the bushfire threat:*

- *call 13 DFES (13 33 37)*
- *visit [www.dfes.wa.gov.au](http://www.dfes.wa.gov.au) and [Emergency WA](#) ▢ stay tuned to ABC local radio.*

*For more information about the school, contact the Principal on 9495 7400 or the South Metropolitan Regional Education Office on 9336 9563.*

*Thank you.*

*Mark Jeffery  
Principal*