

ST MARY'S SCHOOL - NORTHAMPTON

BUSHFIRE PLAN (2017-2018)

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Introduction

This plan is for **St Mary's School, Northampton**, and has been designed to assist staff to prepare for a total fire ban, catastrophic fire danger rating, or a bushfire. Letters to staff and parents are included in the appendix as well as notices regarding the plans of closures of St Mary's School.

This plan was developed in accordance with the *Emergency and Critical Incident Management Policy* and the *Principal's Guide to Bushfire* with input from local emergency management agencies.

St Mary's School is a small, co-educational facility with composite classes from Kindy to Year Six. The Presentation Sisters established St Mary's School in 1868. St Mary's School has a strong relationship with the St Mary's Parish, working together to enact and embed St Mary's School's vision of providing an education that endeavours to equip each child with the Christian values and life skills necessary to meet the challenges of a changing world.

Number of Students: 50

Number of Staff: 15

Number of Classrooms: 4

Neighbours of Interest: BP, Northampton Newsagency, St Mary's Church, the Shire of Northampton Offices, Nagle Centre, Volunteer Fire Brigade and residential dwellings

The students live within the town site or on farms, accessing St Mary's School by bus which creates another degree of complexity. The relatively small staff lives in the town, on farms, at Horrocks or in Geraldton. On occasions, the Principal is not present at school due to attending meetings etc. In this situation, the Senior Teacher steps into the leadership role.

In terms of geography, St Mary's School is situated in the town site of Northampton. It is bordered by residential and commercial properties and on two sides, vacant blocks with bush. One of the neighbouring commercial properties is a petrol station. There is police and medical presence in the town. There is Volunteer Fire Service in the town with the depot being in close proximity to St Mary's School. There are no evaporative air conditioners in St Mary's School.

Overview

General Information

This Bushfire Plan (BP) has been developed during Term Three of each year after consultation with:

- families of students attending St Mary's School;
- members of the emergency services (e.g. DFES, Local Emergency Management Committee and/or Community Emergency Services Manager).

The BP outlines required actions to prepare St Mary's School before the bushfire season as per the *Principal's Guide to Bushfire* (refer Appendix A).

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

- on days of Total Fire Ban;
- catastrophic fire danger rating;
- when there is a fire in the local district;
- when a bushfire is threatening or impacting on the site; and
- during the period immediately after a bushfire has impacted on the site (known as the 'Recovery Phase').

Where applicable, a building is nominated as the **Safer Location** building for St Mary's School. The nominated Safer Location is Northampton RSL Hall.

- This building has been prepared for a bushfire emergency and will safely accommodate all persons normally at St Mary's School.

Distribution

The Principal will forward a copy of the site BP to the Regional Director to be held at the Catholic Education Western Australia Geraldton Office.

The Principal or delegated officer will forward a copy of the site BP to the emergency services by Week Two of Term Three each year in the region.

The Principal or delegated officer will publish a copy of St Mary's School's Bushfire Plan on the St Mary's School website at the beginning of Term One each year.

- Details of the website to be provided to families of new students by the Principal or delegated officer during the enrolment process.
- The Principal will ensure that all new staff members, relieving staff and visitors are briefed about the requirements of the BP during the site induction process.

The Principal will also include bushfire season reminders and information in school newsletters at least three times each term when applicable. St Mary's School's Parent Information Booklet, updated in Term One each year, includes detailed information about actions and procedures included in the BP.

All staff members are to receive pre fire season updates during Term Three and ongoing information and instruction about the contents and requirements of the BP during Term Four and Term One Staff Meetings

Bushfire Preparation Checklist (refer to Appendix A)

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

St Mary's School will review (and update where appropriate) the plan on an annual basis.

Any bushfire advice received by St Mary's School from the Department of Fire and Emergency Services (DFES), the Local Emergency Management Committee (LEMC), Community Emergency Services Manager (CESM) or external experts needs to be documented identifying the date and source of the advice.

Date of Review	Reviewing Officer	Date Submitted	Next scheduled Review
October 2018	Mrs Melissa Marquis, Principal, St Mary's School		
31/10/17	Meeting with Gordon Purvis – Geraldton DFES		
04/12/17	Bushfire Plan submitted to CEWA		
12/12/17	Bushfire Plan presented and reviewed with staff of St Mary's School		
14/12/17	Bushfire Plan emailed to Chameleon Logic for website uploading		
14/12/17	Bushfire Plan emailed to CEWA Geraldton Regional Director/SIA – Leanne Hodge		

Communication

There are several levels of communication requirements at the St Mary's School level before, during and after bushfire events.

Preparing for Bushfire Season

- The Principal must ensure all students and staff are aware of St Mary's School's Bushfire Plan. It is also necessary to ensure that relief staff and parents have been made aware of St Mary's School's Bushfire Plan. A copy of the St Mary's School's Bushfire Plan has been published on St Mary's School website.
- The Principal should establish contact with emergency services, including DFES, the local volunteer fire brigade, WA Police, the LEMC and CESM.
- Schools 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 regards to bushfire survival plans or household preparedness assessments.)
- Communication plans (including emergency contacts and a telephone tree) need to be in place for evacuation or planned closure. See Appendix D for the Communication Plan, Appendix E for Emergency Contacts and Appendix F for the Telephone Tree.
- St Mary's School has an effectively working emergency warning or alert system and emergency communication equipment is available and working. The school has an emergency communications system that uses sirens (alarms), UHF radios and mobile phones. The small size of the school also permits rapid messaging by shouting alarms or using runners.
- St Mary's School has in place systems to account for students, staff and visitors in an emergency, such as class rolls (or equivalent) and visitor registers. Consideration is in place for situations such as a loss of power affecting the ability to print from electronic sources. The Administration Officer at St Mary's School is responsible for accessing and collecting the following in the event of evacuation:
 - Printing the SEQTA Emergency Absentee List
 - Collecting the Visitor Sign In Book
 - Collecting the Student Sign In/Out Book
 - Collecting the Staff Sign In Book
 - In the event of loss of power, the SEQTA Absentee List can be accessed via mobile phones.
- St Mary's School has the contact numbers of the school bus companies should a pre-emptive closure be invoked and buses are required for off-site evacuation.

Pre-emptive Closure

- CEWA Directors/Regional Officer will make the decision to close a school based upon advice from Emergency Services and this will be relayed to the Principal via the CEWA Directors/Regional Officer.
- The Principal is to notify staff and parents of closure using emergency contacts and the telephone tree.
- All other necessary parties are advised including (but not limited to) other schools that may have siblings at your school, community users of St Mary's School facilities, on site contractors, the School Board and Parents and Friends Association (P&F).
- If appropriate, bus contractors will be contacted to arrange for the evacuation of students to a designated area.
- Notice of Planned Temporary School Closure will be posted as per the *Principal's Guide to Bushfire*, both physically at St Mary's School, electronically on the website and Facebook page, and via text message

During Evacuation

- St Mary's School will contact the Regional Officer and the CEWA Communication's Officer.
- St Mary's School will contact parents via phone or email, ensuring they have a mobile phone contact number for St Mary's School (It would be preferable that parents restrict calling St Mary's School at this time to emergency calls only).

- St Mary's School will notify bus contractors and any related out of school programs.
- The official broadcaster of Emergency Events is ABC radio. The 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. (Information can be obtained from <http://www.dfes.wa.gov.au/pages/default.aspx>).

The Principal communicates directly with CEWA personnel including any media communications. Staff should not comment directly to media.

Reopening St Mary's School

- The CEWA Directors/Regional Officer is to advise the Principal when St Mary's School can re-open.
- Parents need to know when St Mary's School is reopened. 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 A7).
- The Notice of Planned Temporary School Closure should be physically removed from St Mary's School premises and website.
- All parties that were advised of closure (e.g. bus contractors, School Board, P&F) should be advised of reopening.

Types of Fire Event

In the event of a Total Fire Ban, catastrophic weather warning, or bushfire, the Bushfire Plan will be activated.

1. Total Fire Ban

In the event of a Total Fire Ban the Bushfire Plan will be invoked: (refer to *Principal's Guide to Bushfire* for all procedures).

This means:

- no fires must be lit or used in the open air;
- all open fires for the purpose of cooking or camping are not allowed; and
- 'hot work' such as metal work, grinding, welding, soldering, gas cutting or similar is not allowed unless there is an exemption.

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.
- All reasonable precautions are taken to prevent a bushfire starting.

It is recommended postponing the activity altogether to minimise the risk of fire.

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 www.dfes.wa.gov.au/totalfirebans/Pages/TotalFireBanWhatCantIDo.aspx.

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.

The Principal of St Mary's School will be made aware of a Total Fire Ban through directives from CEWA Office, by listening to local ABC radio, and through communications with the Shire of Northampton Office and the local SES coordinator.

A total fire ban will primarily affect St Mary's School's Groundsman. The following will be implemented to ensure that the Groundsman is aware of the Bushfire Plan and the correlating implications:

- The Groundsman will be provided with a copy of the St Mary's School Bushfire Plan
- The Groundsman will be required to become familiar with the St Mary's School Bushfire Plan
- When a Total Fire Ban has been issued, the Groundsman will be advised and instructed to comply with all regulations and updates

2. Catastrophic Fire Danger

The Catastrophic Fire Danger Index (FDR) has been added to the Australia-wide FDR system since the 2009 bushfires in Victoria. If a fire starts in catastrophic conditions, its impact potential includes death or injury to people and destruction of buildings.

Category	Fire Danger Index (FDR)	Action
Catastrophic	100+	Schools on Bushfire Zone Register closed on instruction from CEWA Directors/Regional Officer. St Mary's School 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 school operations
High	12-31	Normal school operations
Low-Moderate	0-11	Normal school operations

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

2.1 Planned Pre-emptive Closure

CEWA Directors/Regional Officer will contact Principals of affected schools 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. Schools should have telephone trees in place to provide this information at short notice or after hours.

Once advised that your school is to undertake pre-emptive closure, you need to notify your school community that a closure is imminent. The Principal needs to send letters to parents and provide each staff member with a memo that clearly states when the closure is planned to occur and that St Mary's School 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 St Mary's School can therefore stand down its pre-emptive closure plans. The CEWA Directors/Regional Officer confirms with the Principal the final decision to close St Mary's School 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 DFES is the final authority on advice about which schools are in danger and the level of risk at the time. The CEWA Directors/Regional Officer makes the final decision as to whether or not a planned closure of St Mary's School is to proceed, based on DFES's advice.

2.2 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.

2.3 Re-opening School

Parents need to know when the Catastrophic FDR has been downgraded and that it is therefore safe for their children to return to St Mary's School after a planned closure. The template letter to parents contains advice on how parents can monitor the situation. St Mary's School will need to put communication plans in place, such as placing a notice on St Mary's School website and providing a phone number for parents to call for information about the reopening of St Mary's School. Consideration will be given to how parents who do not have internet access or who have diverse needs (e.g. multicultural, special needs) will be provided with information.

3. Bushfire

In the event of a bushfire threatening St Mary's School, St Mary's School will notify DFES and the Bushfire Plan will be invoked by way of St Mary's School siren (or hand held siren). St Mary's School is notified of a bushfire via:

- DFES
- Volunteer Fire Brigade
- Police
- Shire of Northampton
- Parent Community Members
- Local community members

3.1. Bushfire – Watch community

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

There are three levels of warning:

- **ADVICE;**
- **WATCH AND ACT;** and
- **EMERGENCY WARNING.**

These change to reflect the increasing risk to life and the decreasing amount of time you have until the fire arrives. Download a copy of DFES bushfire warning table from:

http://www.dfes.wa.gov.au/safetyinformation/fire/bushfire/BushfireChecklists/DFES_Bushfire-Warning_Levels.pdf

If St Mary's School is likely to be threatened by the fire, activate the Crisis Management Plan and Bushfire Plan immediately.

3.1.1 Advice

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

The actions for St Mary's School are undertake regular checks, patrol the school grounds for bushfire activity, stay indoors, close windows and doors, set the air-conditioner to the recycle air option and monitor students with respiratory medical conditions.

3.1.2 Watch and Act

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

The Principal or delegate should contact the controlling agency to seek instruction as to whether to move students, staff and visitors to their pre-determined Safer Location on the site or evacuate.

The direction to evacuate by the Emergency Services Incident Controller will consider the location of the bushfire, the ability to travel safely to the selected evacuation point and the safest route to get there. In some circumstances, it may not be safe to evacuate.

3.1.3 Emergency Warning

An **EMERGENCY WARNING** is the highest level of warning and indicates **immediate** danger. In some circumstances it may start with a siren sound called the Standard Emergency Warning Signal (SEWS) to get your attention as the fire is about to arrive. SEWS is a distinctive sound that is broadcast immediately prior to major emergency announcements on radio, television and other communication systems. SEWS tells people 'you need to listen – there is an emergency in your area and you need to take action now'. It is used like a siren and is strictly controlled for use by an authorised hazard management agency only.

The Principal or delegate should contact the controlling agency to seek instruction as to whether to move students, staff and visitors to their pre-determined Safer Location on the site or evacuate.

The direction to evacuate by the Emergency Services Incident Controller will consider the location of the bushfire, the ability to travel safely to the selected evacuation point and the safest route to get there. In some circumstances it may not be safe to evacuate.

3.1.4 All Clear

An **ALL CLEAR** is issued when the threat has passed and the fire is under control. Fire-fighters will still be working to put out the last remnants of the fire and making the area safe, so it is important to remain vigilant in case the situation changes. It may still not be safe to leave to school to return home. Emergency services will advise when school students and/or staff can be released to go home.

3.2. Bushfire – Act

3.2.1 Response when a bushfire starts and St Mary's School is open

3.2.1.1 Evacuation Procedure

School to evacuate off-site on advice from DFES

Has the evacuation to the off-site safer location been approved and how long will it take to get there?

- All classes remain with their teachers and allocated Education Assistants.
- All other staff and visitors report to the School Office.
- Teachers account for each child and identify students and support staff with known respiratory conditions.
- Doors, roof vents and windows must be closed.

Students and staff are to remain in classrooms unless directed otherwise by their Evacuation Warden.

- Evacuation Wardens are designated to manage evacuation routes and liaise with staff.
- The Principal and Evacuation Wardens, will control this response until the arrival of DFES or emergency services who will then take over.
- Students and adults with known respiratory conditions will be identified and given special consideration.

Parent Access

Parents will be informed when and where to pick up students upon advice from St Mary's School or through DFES or the Incident Controller.

3.2.1.2 Safer Location Procedure – if evacuation is not possible

School to remain on site on advice from DFES.

- All classes remain with their teachers and allocated Education Assistants.
- All other staff and visitors report to the School Office.
- Teachers account for each child and identify students and support staff with known respiratory conditions.
- Doors, roof vents and windows must be closed.
- Students and staff are to remain in classrooms unless directed otherwise by their Evacuation Wardens.
- Evacuation Wardens are designated to manage evacuation routes and liaise with staff.
- The Principal and Evacuation Wardens, will control this response until the arrival of the DFES or emergency services who will then take over.
- Students and adults with known respiratory conditions will be identified and given special consideration.

The Northampton RSL Hall was chosen as a Safer Location because of the:

- location and distance from St Mary's School
- size of the building
- readily available access
- available resources – toilets, kitchen, power etc
- ease of access for parents and carers

Parent Access

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

3.2.2 Response when a bushfire starts and St Mary's School is closed

If the CEWA makes a decision on school closure based upon advice from Emergency Services the CEWA Directors/Regional Officer will inform the Principal of closure.

The Principal is to notify staff and parents of the closure using the emergency contact list (see Appendix D for a Sample Communication Plan).

CEWA will, in consultation with the CEWA Directors/Regional Officer, identify alternative accommodation of students and staff if required. CEWA's Media Unit will utilise media outlets to make public announcements of school closures, temporary alternative accommodation and contact number(s) for further information.

CEWA's Incident Controller in consultation with DFES will inform the CEWA Directors/Regional Officer when St Mary's School can reopen, who will inform the Principal accordingly.

3.2.3 Recovery

The priorities for St Mary's School during recovery are

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

General

- When possible, return to normal routine as soon as possible.
- Attend to staff and student welfare, considering counselling support.
- Provide information for families and the community of any impact (including if there is none) on St Mary's School and school routine following the bushfire.
- Undertake a check of any equipment or stock used and arrange for replacement/replenishment.
- Address any physical damage to St Mary's School, isolating areas if required and if necessary relocate to alternative accommodation. Contact Resources to commence repairs. CEWA should be advised of any damage caused by the bushfire.
- Attend to security if necessary.
- Manage administrative details including insurance.

Debrief

- What worked, what didn't?
- Was anything overlooked?
- What could you and your staff do better next time?
- Should 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 schools.
- Test the revised bushfire management plan and procedures.

For further details and contacts refer to the Recovery Section of the *Emergency and Critical Incident Management Plan* and *The Principal's Guide to Bushfire*.

APPENDICES

Appendix A: COMPLIANCE: Bushfire Preparation Checklist

 <p>CATHOLIC EDUCATION WESTERN AUSTRALIA</p>	<p>Bushfire Preparation Check List for the Summer Months</p>
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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 plans.**

MANAGEMENT ACTIVITIES

Tick when task has been completed, or write NA if not applicable(□)

Evidence

<p>St Mary's School <i>Emergency and Critical Incident Management Plan</i> provides a plan for dealing with bushfires. Schools on the Bushfire Zone Register must also have a separate stand-alone bushfire plan.</p>	<p>✓</p>	<p>C:\Users\melissa.marquis\Desktop\Crisis Management Plan.docx BP</p>
<p>Principal is thoroughly familiar with St Mary's Schools current <i>Emergency and Critical Incident Management Plan</i> and where applicable the stand-alone bushfire plan.</p>	<p>✓</p>	<ul style="list-style-type: none"> • November 2017
<p>Students, staff, relief staff and parents/carers have been made aware of St Mary's School bushfire plan.</p>	<p>✓</p>	<ul style="list-style-type: none"> • Staff Meeting during Week Ten 2017 • Staff Meeting 29/01/18 • Newsletter sent to parents/carers with bushfire information each term 2018 • Sent to CEWA 04/12/17
<p>The bushfire plan has been reviewed prior to the bushfire season (Term 3 each year) and a copy forwarded to CEWA.</p>	<p></p>	<ul style="list-style-type: none"> • Term Three 2018
<p>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 St Mary's School and the controlling agency.</p>	<p>✓</p>	<ul style="list-style-type: none"> • Mrs Melissa Marquis
<p>The Principal and liaison officer have established contact with local emergency services including DFES, the Department of Parks and Wildlife (if relevant), the local volunteer fire brigade, WA</p>	<p>✓</p>	<p>Contact made with:</p> <ul style="list-style-type: none"> • DFES – Gordon Purvis • Local Volunteer Fire Brigade – Michael Morris

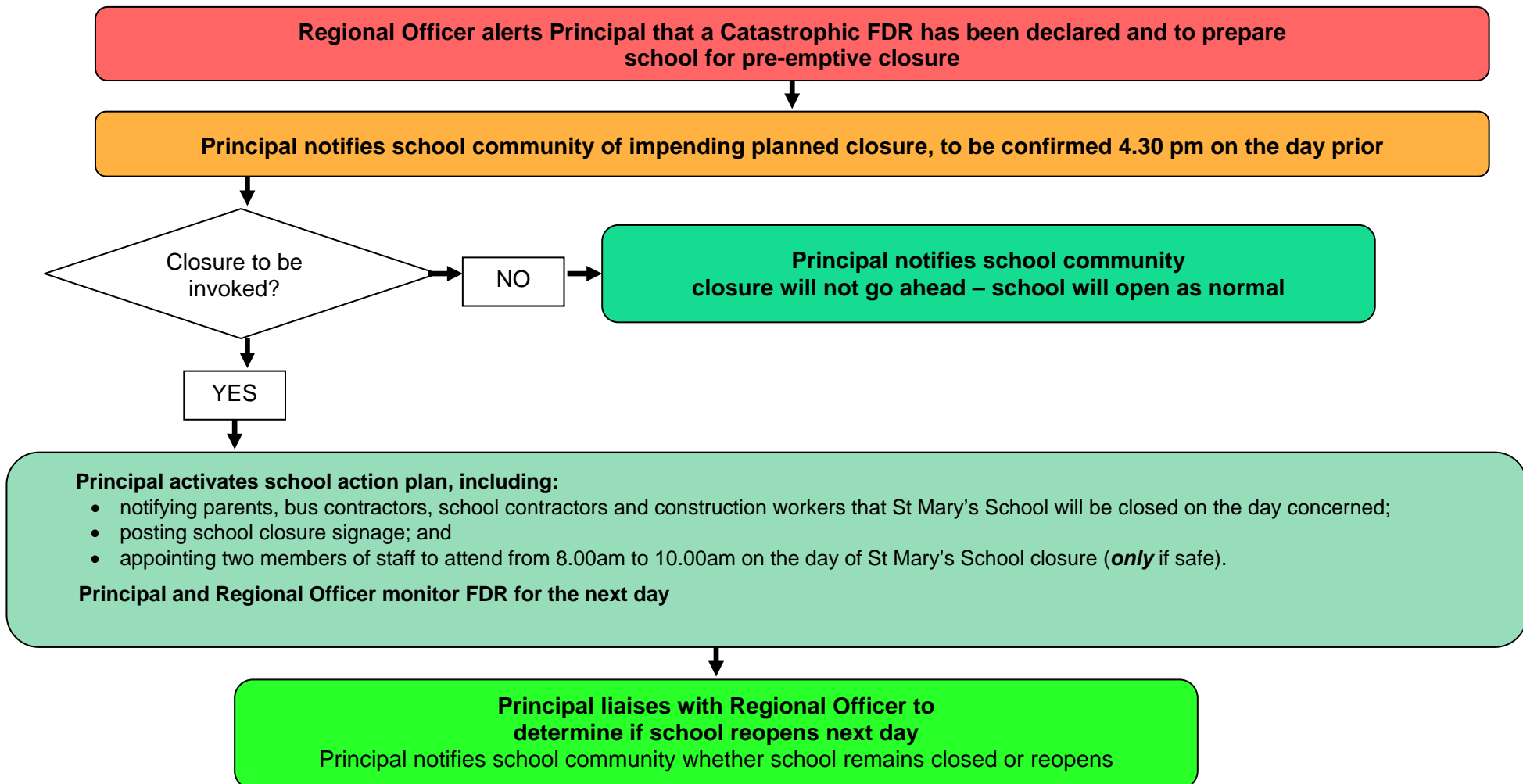
Police, Local Emergency Management Committee (LEMC), local government representative or Community Emergency Services Manager (CESM) (if there is one for the area), and incorporated their feedback into the plans (as required).		<ul style="list-style-type: none"> Shire of Northampton – Gary Keeffe
Emergency Services, outlined above, are informed of your nominated pre-determined Safer Location as part of your Emergency Critical Incident Management Plan procedures.		<ul style="list-style-type: none"> Notification in progress
Schools on the Bushfire Zone Register understand the bushfire warning system (refer DFES website page 8) and the Emergency Alert telephone warning system (www.emergencyalert.gov.au).	✓	<ul style="list-style-type: none"> Read by Principal, Melissa Marquis To be discussed with staff during Pupil Free Days in Term Four 2017 & 29/01/18
Schools on the Bushfire Zone Register need to incorporate key bushfire messages in the curriculum.	✓	<ul style="list-style-type: none"> Documented in Curriculum Overview
Schools know how to turn off evaporative air conditioner units, including awareness of the location of the switches, and how to close roof vents.	NA	
Communication plans (include telephone tree – see Appendix D1) are in place for directed evacuation or planned closure	✓	<ul style="list-style-type: none"> Documented in Bushfire Plan & Crisis Management Plan
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 June to late October in northern WA. Note this is a minimum of three drills per year.	✓	<ul style="list-style-type: none"> Schedule documented in Crisis Management Plan
School has a correctly functioning emergency warning or alert system.	✓	<ul style="list-style-type: none"> Tested during various drills conducted over the course of the year as per Crisis Management Plan Tested annually when HSS are on site for yearly maintenance
Emergency communications equipment is available e.g. mobile telephones, hand-operated fire alarm (portable siren), portable radios and spare batteries.	✓	<ul style="list-style-type: none"> All staff have mobiles phones School has hand held air horn Two way radios currently being trialled
Class rolls and visitor register (or equivalent) are readily accessible in an emergency to account for students, staff and visitors.	✓	<ul style="list-style-type: none"> Class rolls available through SEQTA print off during emergency situations Class rolls available through SEQTA on mobile devices Student, Staff & Visitor Sign In Files located in School Office

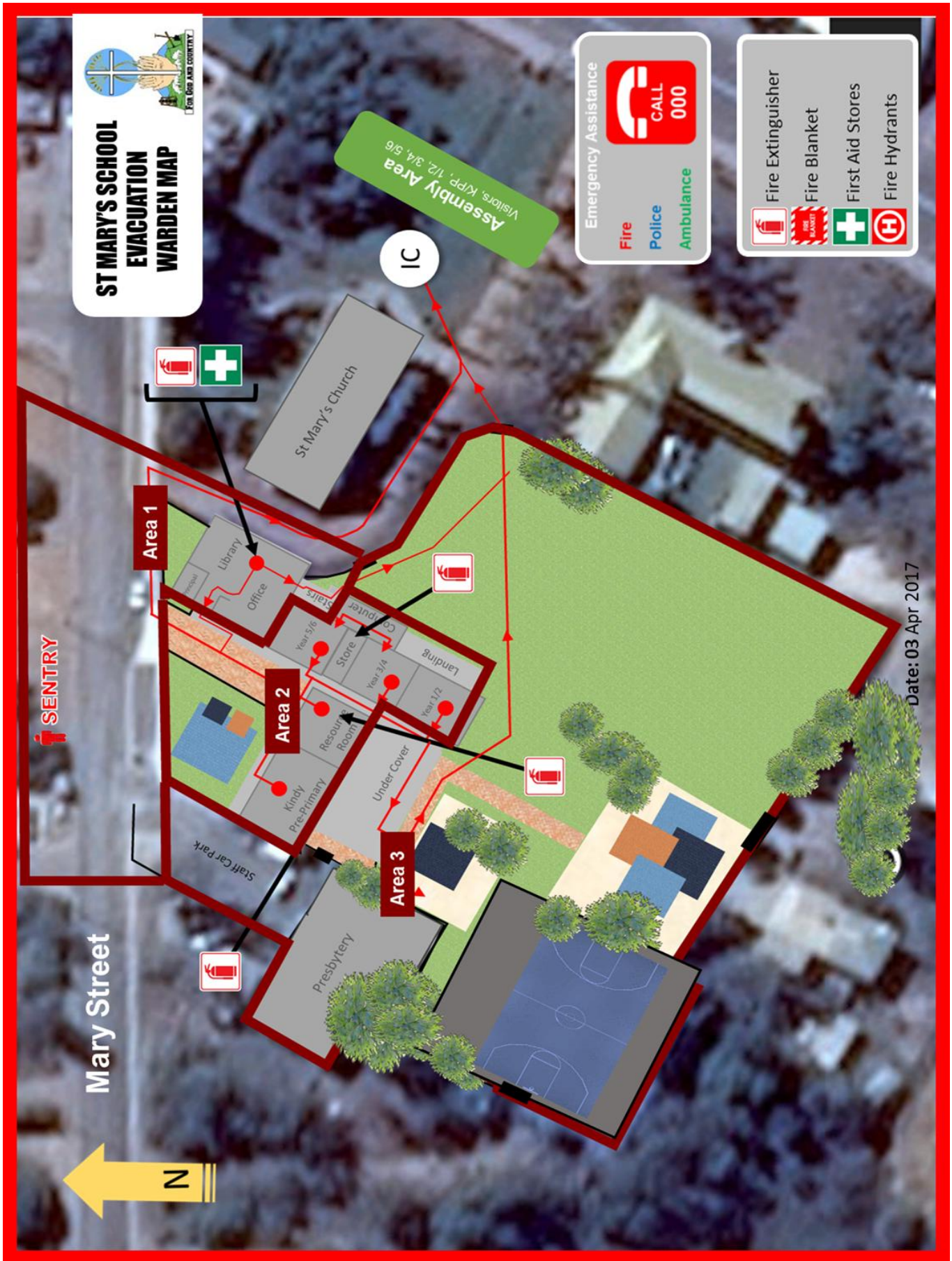
First aid equipment is available and staff members trained in first aid have been identified.	✓	<ul style="list-style-type: none"> • School has First Aid back pack available in emergency situations • All staff are trained in First Aid
Evacuation kit should be checked at least once per term.	✓	<ul style="list-style-type: none"> • Responsibility of Administration Officer • Checklist to record dates in kit
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)	✓	<ul style="list-style-type: none"> • Phone numbers readily available • Phone numbers in Principal's mobile phone
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.	✓	<ul style="list-style-type: none"> • Principal to liaise with part time groundsman/gardener
A Safer Location within St Mary's School building should be identified and prepared in the event that an off-site evacuation is not possible (Refer page 4 of the Guide).	✓	<ul style="list-style-type: none"> • Northampton RSL
Asset Protection Zone (APZ) (20 metre radius), cleared of all rubbish, long dry grass, bark and flammable materials.	✓	<ul style="list-style-type: none"> • Work currently being undertaken with St Mary's parish, School Board, School Community and Northampton Volunteer Fire Brigade

Appendix B: Catastrophic Event Flow Chart

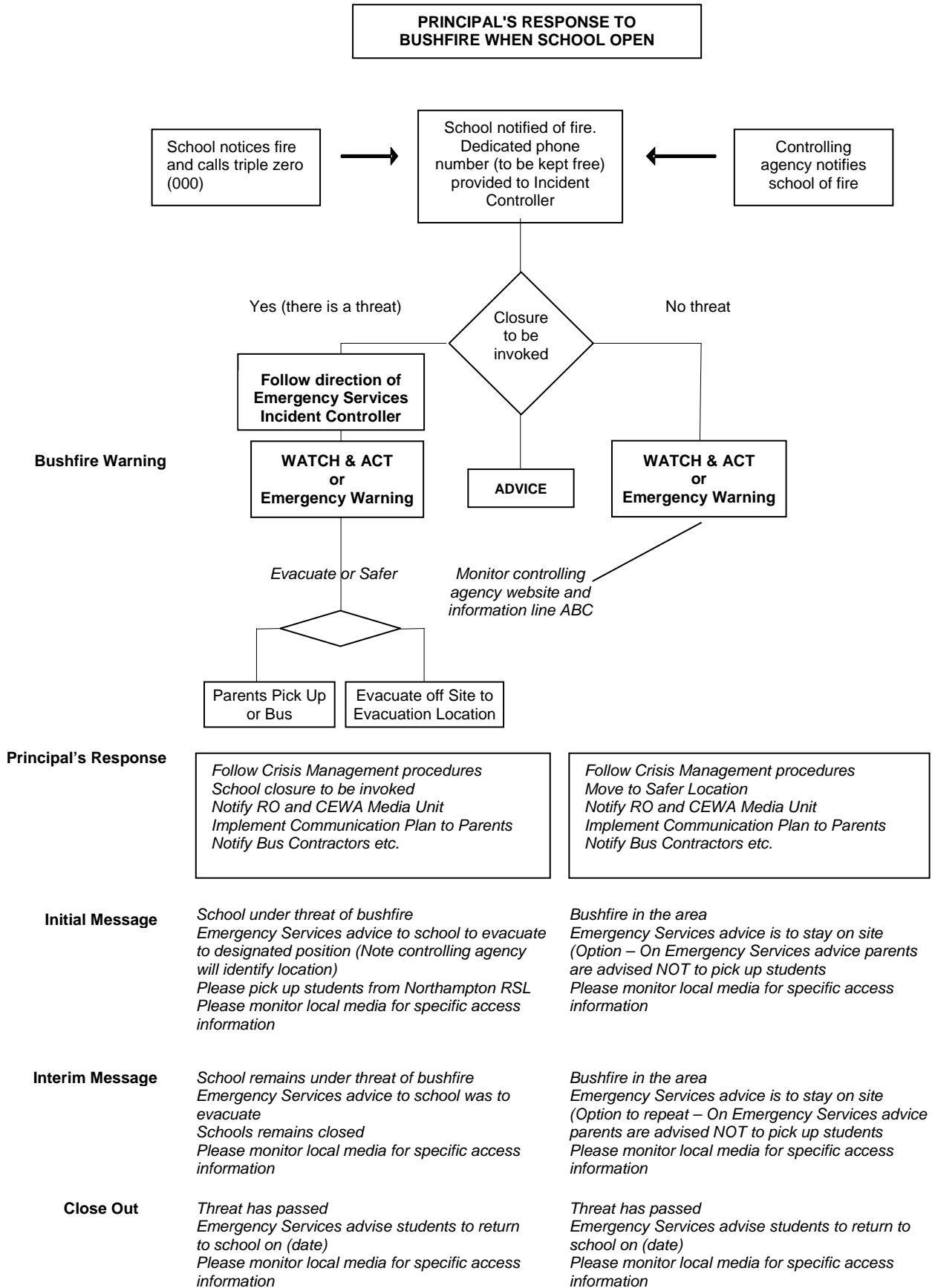
In the event of a catastrophic weather warning the **Bushfire Plan** will be invoked as per the following flow chart: (refer to *Principal's Guide to Bushfire* for all procedures and sample letters)

PRINCIPAL'S RESPONSE TO Catastrophic Fire Danger Rating






Appendix D: Communication Plan



Appendix E: Sample Emergency Response Contact List

Assess
Evacuate
Inform
Organise
Undertake

Role	Primary		Alternate	
Incident Controller	Melissa Marquis	██████████	Daniela Miotti	██████████
	Responsible for managing all aspects of the emergency, delegation of duties.			
Communications Coordinator	Daniela Miotti	██████████	Rebekah Lucas	██████████
	Responsible for coordinating and managing outgoing communications, drafting holding statements, management of media and all non-emergency stakeholder communications. <ul style="list-style-type: none"> All messaging to be approved by the IC. Act as the 2IC to the IC. 			
Parent Liaison	Bethwyn Smith	██████████	Laura Kennedy	██████████
	Responsible for all parent related tasks: communicating to parents; coordinating P&F; managing parents on site; and developing the parent reunification plan.			
Evac Warden Area 1 Front School	Bethwyn Smith	██████████	Laura Kennedy	██████████
	Responsible for clearing Area 1: Administration Building, Car Park, Church			
Evac Warden Area 2 Middle School	Matthew Nicholson	██████████	Laura Kennedy	██████████
	Responsible for clearing Area 2: Classrooms, Storeroom, Workroom & K/PP Front Playground			
Evac Warden Area 3 Back School	Natarsha Mitchell	██████████	Laura Kennedy	██████████
	Responsible for clearing Area 3: UCA, Staff Car Park, Presbytery, Naturescape Playground, Basketball Courts, Sports Shed and Oval			
Group				Phone Number
Police 	Life-threatening or time critical emergency			000
	Non-life threatening incident requiring Police response			131 444
	Local Police Station (Northampton)			9934 7600
Ambulance				000
Fire				000
State Emergency Service (SES)				132 500
Poisons Information Centre				131 126
Gas				131 352
Electricity Western Power				131 351
Water Corporation				131 375
Health Direct				1800 022 222
Geraldton District Office (Ranger)				9956 6643
Pollution Watch				1300 784 780
Security HSS 24/7 Control Room				1300 303 227
Department for Child Protection and Family Support				9223 1111
Crisis Management Consultant - Steven Dunn				0488 011 176
Group				Phone Number

Executive Director of Catholic Education	██████████
Director of the Psychology Team, Catholic Education WA	██████████
CEWA Employment and Community Relations	██████████
CEWA Front Office	██████████
Father Tai Trinh	██████████
Trauma Support Organisation – School Psychologist	██████████
Notify Director General within 48 hours of all 'critical and emergency incidents'. This task to be coordinated by CEWA.	
Nagle Centre (Maureen Drage)	██████████ ██████████
Regional Officer/School Improvement Advisor (Leanne Hodge)	██████████
Bus Company (Reynolds)	██████████ ██████████ ██████████
Bus Company (Cragan)	██████████
Director Learning and Teaching : Gabrielle Doyle	██████████
Other schools: St Francis Xavier Primary School Geraldton St Lawrence's Primary School Bluff Point Our Lady of Mount Carmel School Mullewa Nagle Catholic College St John's School	9921 4166 9923 1047 9961 1120 9920 0500 9921 4166
Support Agencies	
Department for Child Protection (Local)	9965 9500
Centacare (Local)	9921 1433
Children & Adolescent Mental Health Service (Local)	9956 1999 1800 051 999
Alcohol & Drug Information Service	9442 5000 (24 Hours) Country 1800 198 024
Crisis Care	9223 1111 (24 hours) Country 1800 199 008
Family Helpline	9223 1100 (24 hours) Country 1800 643 000
Kids Helpline	1800 551 800
Lifeline	13 11 14
Mental Health Emergency Response Line	1300 555 788 Country 1800 676 822
Sexual Assault Resource Centre	9340 1828 (24 hours) Country 1800 199 888
Samaritans Crisis Line	9381 5555

Samaritans Youth line	9388 2500 Country 1800 198 313
Parent Drug Information Service	9442 5050 Country 1800 653 203
Relationships Australia	1300 364 277
Kinway	Country 1800 812 511

In the case of an EMERGENCY

**Call
000**

Appendix F: Sample Communication Tree

