

EMERGENCY MANAGEMENT PLAN

It is the aim and intent of Child Side School that emergencies and crises can be prevented by having comprehensive policies that are informed by a careful risk management process. This is carried out at the Governing Council and School Management levels. Once policies and procedures have been developed and ratified they are communicated to all staff and many are available on the school website. Emergency scenarios and procedures are discussed with staff and processes such as Evacuation, Lock-In and Snake Safety are practised with staff and students.

Legislation and Standards relating to this policy:

- The Educational Services for Overseas Students Act 2000 (ESOS Act)
- National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (The National Code 2007)
- AS 3745-2010 Planning for emergencies in facilities
- Emergency Management Act 2005
- Emergency Management Regulation 2006
- School Education Act 1999
- School Education Regulations 2000
- Disability Discrimination Act 1992
- Occupational Safety and Health Act 1984
- Occupational Safety and Health Regulations 1996
- Privacy Act 1998
- Industrial Relations Act 1979
- Standards Australia AS/NZS ISO 31000:2009 Risk Management Guidelines
- Standards Australia AS 3745:2010 Emergency Control Organisation and Procedures for Buildings, Structures and Workplaces
- Standards Australia HB 221:2004 Business Continuity Management
- Standards Australia HB 292:2006 A practitioners guide to business

Other related Policies include:

Child Protection Policy
Access to Students Procedure
Bullying Behaviour Policy
Child Abduction Response Plan
Code of Conduct

Excursions
Facility Hire Policy
General Duty of Care Policy
General Occupational Health and safety Policy
Guiding Children's Behaviour
Maintenance Procedures
Playground Supervision
Risk Management Policy
Sickness and Accident Policy
Snake Safety Plan
Zero Tolerance for Uncontrolled Anger and Physical or Emotional Destruction and Force Policy

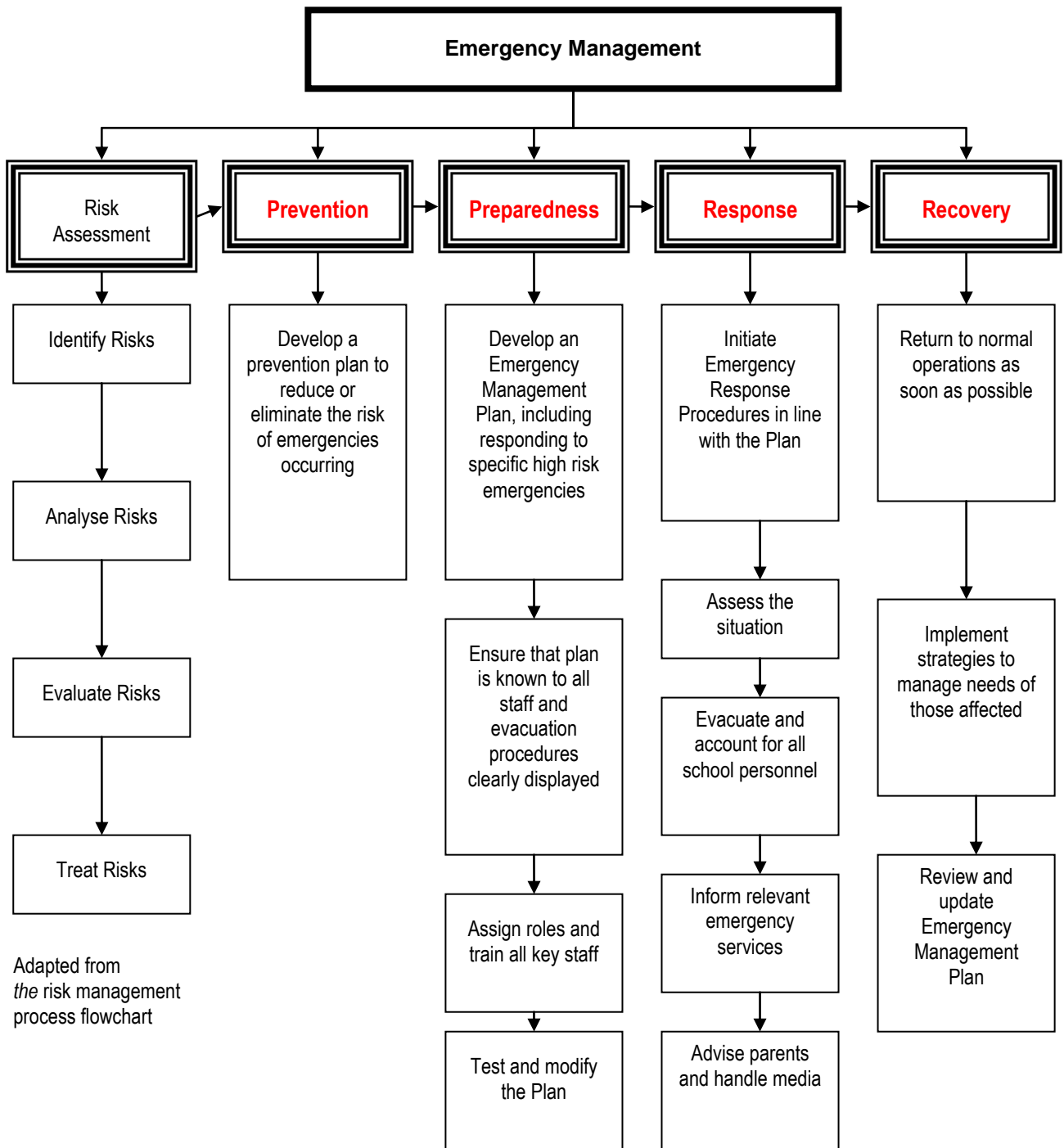
This policy outlines processes or procedures for responding to some specific emergencies listed below:

- Evacuation Procedure
- Lock-Down Procedure
- Bomb Threat Procedure
- Handling of Suspect Mail and Packages
- Hazardous Chemical Release Procedure
- Building Fire Procedure
- Armed Holdup Procedure
- Sieges/Hostage Situation Procedures
- Bush Fire Management Procedure

Emergency Management involves 5 layers of planning and action:

1. Risk Assessment processes
2. Prevention
3. Preparedness
4. Response
5. Recovery

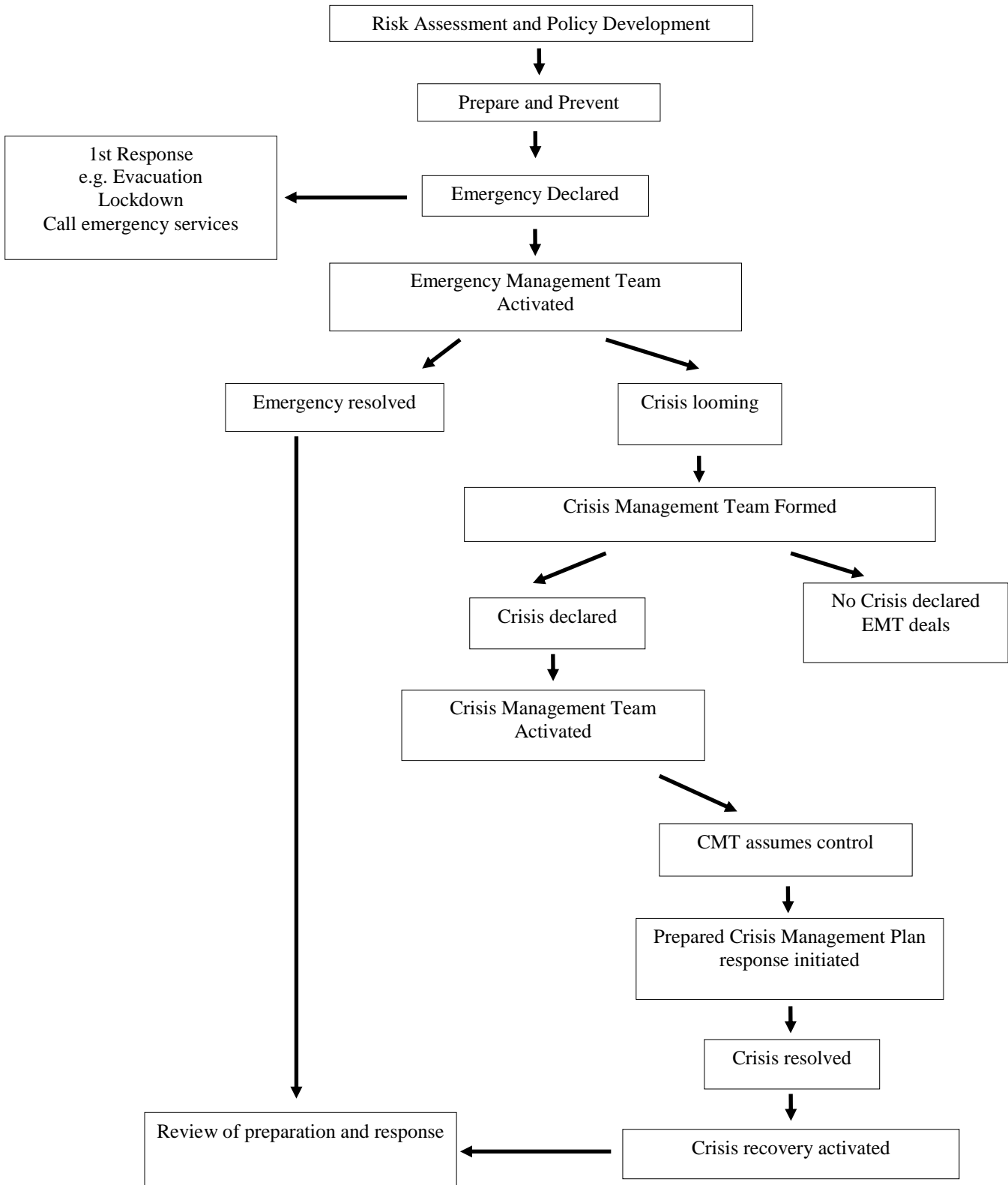
Refer to Flow Chart on following page



Adapted from
the risk management
process flowchart

Adapted from Australian Standards AS4360 Risk Management, AS3745 Emergency control organisation and procedures for buildings, structures and workplaces, and HB292 Handbook: A practitioner's guide to business continuity management.

Emergency and Crisis Management Flow Chart



In the case of any emergency the **Senior Educator In Charge** or delegated Educator in Charge in their absence, is the appointed Incident Manager and assumes responsibility for the overall control of the emergency. The Incident Manager assumes decision making authority when an emergency response is initiated.

An Emergency Telephone Contact List is located at the office telephone as well as a Bomb Threat Checklist. All teaching staff have parent emergency contact numbers on their mobile phones.

After the event of an emergency, it is recognised that people may have experienced trauma and recovery support will be needed. The Senior Educator and School Administrator will be responsible for organising support for children, staff and parents and will access outside agencies to assist with this process eg School Psychologist, Maggie Dent (Emotional Resiliency Specialist), AISWA and any other agencies that can be of help.

EVACUATION PROCEDURE

IN CASE OF AN EVACUTATION THE MEGAPHONE HORN OR WHISTLE NEEDS TO BE BLOWN IN ONE LONG BLAST TO ALERT PEOPLE THAT THERE IS AN EMERGENCY AND AN EVACUATION NEEDS TO TAKE PLACE. (LONG AND LOUD JOIN THE CROWD)

There are four types of Evacuation that can take place and the Educator In Charge will determine which Evacuation is required.

4 Types of Evacuation

1. **Evacuation within the building** may occur when the danger is confined to one section of a building.
2. **Evacuation to another building** may occur when the danger is confined to one of the school buildings.
3. **Evacuation within the school ground** may occur if the danger zone extends to all school buildings, but not to open areas elsewhere around the school (eg Evacuation Assembly Area on school oval)
4. **Evacuation beyond the school** may be required if the emergency affects the whole school or district (In this case the Evacuation Assembly Area will be nominated by Local Government Personnel – Hugh Kilpatrick Hall on SW Highway Boyanup)

PROCEDURE FOR EVACUATIONS

- Educator In Charge raises the alarm (blowing the Megaphone horn ONE LONG BLAST and sending a runner to other classrooms if deemed necessary) and determines a safe place to gather away from the danger or hazard. The GRAVEL LOADING ZONE is the designated Evacuation Assembly Area unless the danger or hazard is on the gravel loading zone then the Educator In Charge needs to choose another safe location to gather and notify everyone else (through a runner, mobile phone).
- Educators are responsible for the safe and orderly evacuation of students and any other classroom visitors when the evacuation signal sounds or instructed to do so by a runner or Educator In Charge. Educators will take their attendance roll with them and ensure that students are

accounted for and check toilets and storerooms within their own classrooms. Appliances need to be turned off and doors and windows shut before leaving the room IF TIME PERMITS.

- Educators must supervise their students at all times. If directed to another job by the Educator In Charge, it is the responsibility of the class Educator to arrange alternative supervision before leaving the students.
- The Educator of the ECC (1&2) years students needs to take a first aid kit on the way to the Evacuation Assembly Area.
- The Educator of the MCC years students needs to take the diabetes and anaphylaxis bags to the Evacuation Assembly Area .
- Educator In Charge Telephones 000 and requests attendance and assistance by emergency services or delegates this job to someone else.
- School Administrator will be responsible for telephone communications including notification to parents. (All staff members have emergency contact numbers of all parents on their mobile phones in case School Administrator is not available in which case Senior Educator or Educator In Charge will delegate someone)

PRACTICE EMERGENCY EVACUATIONS WILL BE CONDUCTED TWICE A YEAR AND ARE RECORDED ON THE TERMLY SHOOL CALENDAR MAINTAINED BY THE SCHOOL ADMINISTRATOR. EVACUATION PLANS ARE DISPLAYED IN ALL CLASSROOMS.

LOCK-DOWN PROCEDURE

A school Lock-Down procedure may occur where a situation is construed as a threat to the safety of the children or staff at Child Side School (EG snake in yard, storm, high winds/cyclone, threatening person on site etc. If a Lock-Down procedure is required, **ALL** personnel on site must participate in the Lock-Down. **THE EDUCATOR IN CHARGE WILL DETERMINE IF A LOCK-DOWN PROCEDURE IS DEEMED NECESSARY AND NOTIFY EVERYONE VIA MOBILE TELEPHONE OR THREE SHORT BASTS ON THE MEGAPHONE HORN OR WHISTLE. (RING RING RING STAY IN)**

The following actions need to take place in a Lock-Down:

- All people must be locked internally in the school building and move to the safest part of that building.
- Educators are required to check that all children are accounted for, using their attendance rolls.
- Ensure that all doors and windows are locked internally.
- Close blinds etc through which intruders may see inside the building.
- Educator In Charge Phone police or other services for assistance.
- No person is permitted to leave the secured area until an all-clear is given by the Educator In Charge.

PRACTICE EMERGENCY LOCK-DOWN'S WILL BE CONDUCTED TWICE A YEAR AND WILL BE RECORDED ON THE TERMLY SCHOOL CALENDAR BY THE SCHOOL ADMINISTRATOR.

BOMB THREAT PROCEDURE

- All bomb threats real or hoax, are offences. Police should be notified immediately by staff when a bomb threat is received.
- Bomb threats can be made received in written or telephone form. Written threats need placed in a plastic envelope with minimal handling and given to police.
- Telephone threats need to be recorded on a Bomb Threat Checklist by the receiver of the call. The receiver needs to keep the caller on the line as long as possible and get as much information out of the caller as possible. (Refer to Bomb Threat Checklist).
- The threat needs to be evaluated by police and staff and appropriate action taken. The following actions can be taken depending on level of threat:
 1. take no further action
 2. search without evacuation
 3. evacuate and search
 4. evacuate immediately (without search)
- If an evacuation takes place people need to take any personal possessions with them, this will help in identifying suspicious objects that may be in the evacuated area.
- The best qualified people to carry out a thorough search in any given area are the occupants. These people have a good understanding of what belongs or not in a location at any given time. Staff may be asked to assist police in a search.

Handling of Suspect Mail and Packages

It is appropriate that staff handling mail remain vigilant and cautious at this time, but it should be remembered that most reports of suspicious packages are false alarms. All staff handling mail should be made aware of the emergency procedures for responding to and reporting a suspicious article.

Where possible, the sorting and processing of mail and packages should be conducted in an area that is separate from the main area of business.

The procedures outlined below are to be followed should staff receive a suspicious package or mail item.

If a package or envelope has not been opened:

- Place the item in a plastic bag, seal it: place it in a second plastic bag and seal it again
- Keep your hands away from your face and avoid contaminating your eyes, nose and mouth
- Wash your hands if it is possible to do so without leaving your work area
- Stay in your office or immediate work area. This also applies to your co-workers in the same room.
- Prevent others from entering the area and becoming contaminated
- Call police on 000 (principal/site manager)

If the package or mail item has been opened:

- Do not disturb, move or touch the item any further. If any material has spilt from the item, do not try to clean it up, or brush it from your clothing.
- Keep your hands away from your face to avoid contaminating your eyes, nose or mouth.
- If possible, without leaving your work area, wash your hands.
- Stay in your office or immediate work area - this also applies to co-workers in the same room – and prevent others from entering the area and becoming contaminated. Remember – you are not in immediate danger.
- Call the WA Police for help on 000. Inform the WA Police operator about:
 - exact location of the incident – street address, building floor;
 - number of people potentially exposed;
 - package/device; and
 - action taken.
- Wait for help to arrive.
- If there is suspicion that the mail item may contain an **EXPLOSIVE DEVICE**:
 - follow your normal emergency procedures.
 - ring 000 and report the package to the WA Police.
 - evacuate the area.

HAZARDOUS CHEMICALS RELEASE PROCEDURE

Hazardous chemicals can be released by accident or by a deliberate criminal act. They range from household chemicals and more toxic industrial chemicals through to Highly toxic chemical warfare agents.

Exposure can cause serious or fatal injury. Emergency services will identify the hazard and tell you what to do. You may be asked to either remain in the protection of the school building and seal windows and doors, or to evacuate the area.

For your safety, in all circumstances, listen to advice from emergency services.

If a spill or other chemical release occurs it is important to:

- Stay away from the scene
- Attempt to get upwind of the contaminated area
- Call 000 and ask for fire.

IF YOU ARE ASKED TO STAY INSIDE FOLLOW THE 'LOCK-DOWN' PROCEDURE IF ASKED TO EVACUATE FOLLOW THE EVACUATION PROCEDURE

BUILDING FIRE PROCEDURE

Fire extinguishers are located in all classrooms, kitchens and on the main storage shed. Fire blankets are located in all kitchens.

In case of Fire carry out the following actions:

R RESCUE. Rescue any person/s in immediate danger only if it is safe to do so and grab the roll so that a roll call can be carried out.

A ALARM. Raise the alarm and follow the evacuation plan.

C CONTAIN. Close doors to contain the fire only if it is safe to do so.

E EXTINGUISH. Attempt to extinguish the fire only if you are trained and it is Safe to do so.

When using a fire extinguisher follow the actions below:

P pull the pin.

A aim low.

S squeeze the handle.

S sweep from side to side.

Armed Holdup Procedure

- Comply with the instructions given by the offender at all times. Try to remain calm
- Calmly do what you are told to do: NO MORE, NO LESS
- DO NOT argue with, threaten or stare at the offender
- DO NOT attempt to disarm or otherwise apprehend the offender
- Assume the offender is armed, even if a weapon cannot be seen
- If the offender is carrying a firearm, it should be regarded as being loaded
- Raise the alarm only when it is safe to do so
- Answer any question when asked
- Avoid any sudden movements that could panic the offender
- If students are present, try to shift the offender's attention away from them
- Observe as many details of the offender as possible
- Note any items and surfaces touched by the offender
- Immediately after the incident, the principal/site manager is to:
- Secure the immediate vicinity (for example, lock the office/room in which the hold-up occurred; do not allow anyone to approach the area in which the offender was located)
- Notify police
- Attend to the post-incident needs of students and staff
- Ensure students who are not in the immediate vicinity of the hold-up are kept away from it.

Sieges/Hostage Situation Procedures

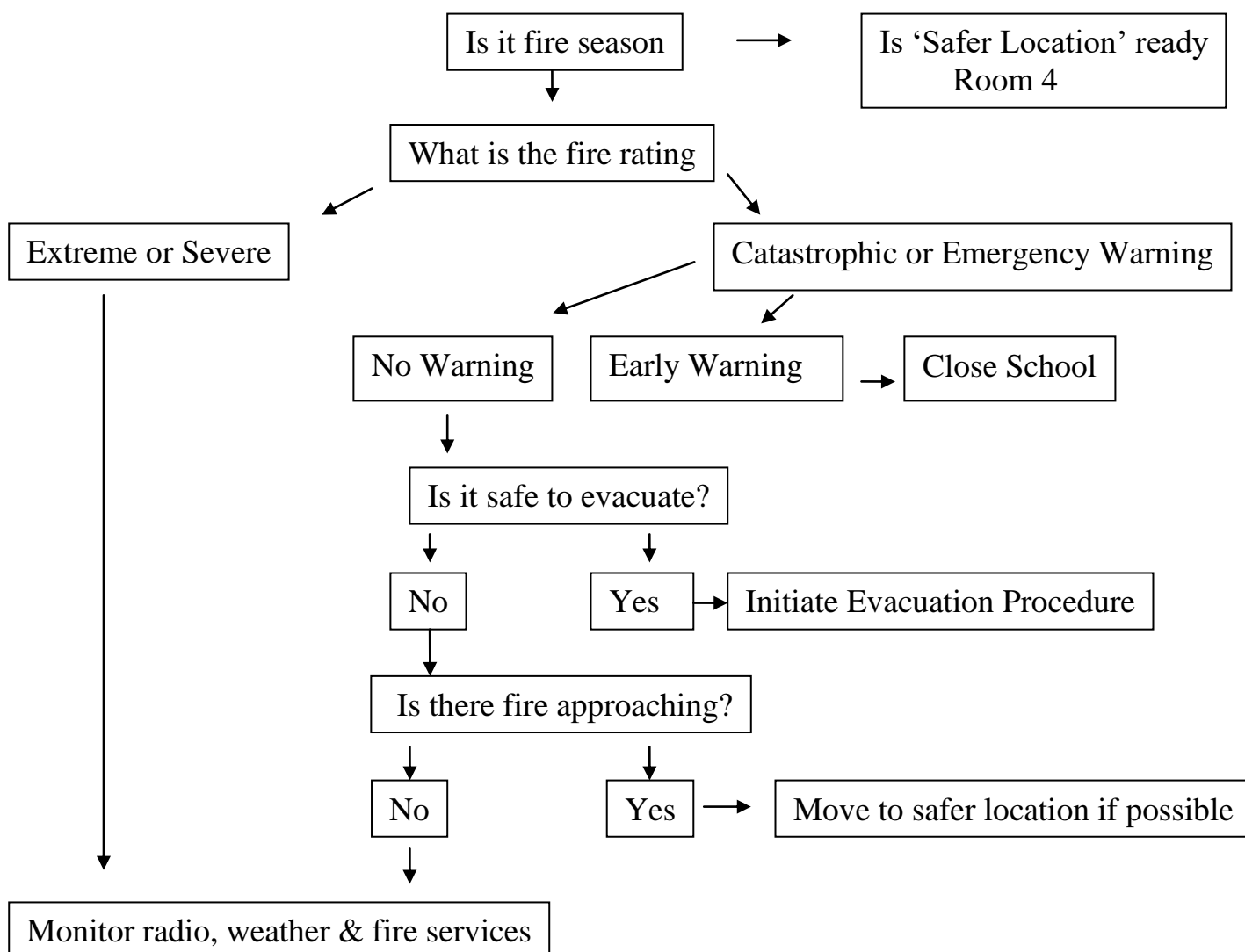
Siege and hostage situations are two of the most significant emergencies or critical incidents that a school may encounter. They often develop with unpredictability, speed and lethality. These events may involve armed or unarmed people, using a carefully planned or completely unplanned method. Many of these situations are over within several minutes. It is essential that, if the safety of students or staff is at immediate risk, decisive actions are taken to reduce access to additional victims. This includes immediate notification of the WA Police.

- Before the arrival of emergency services, the decision to instigate lockdown or to evacuate all or part of the school premises is a decision to be taken by the Principal. Where time permits this decision should be made in consultation with the WA Police.
- Large scale evacuation will always be a last resort. The decision will need to balance the risks as to whether students and staff are afforded better protection by remaining where they are or by evacuation. If a decision to evacuate is made, the aim will be to evacuate the optimum number of people expeditiously and safely.
- Parents and other persons who arrive on a school site during a siege or hostage situation should be mustered to a safe location.
- The preservation of life will take precedence. Perpetrators should not be approached or challenged.

BUSHFIRE MANAGEMENT PROCEDURE

Child Side School is in a High Risk area for bush fire and will implement PRE-EMPTIVE CLOSURE when a **CATASTROPHIC FIRE DANGER RATING** is declared. AISWA has asked schools in areas that are rated at High Risk of bushfire attack to supply contact details for people who can initiate a PRE-EMPTIVE EVACUATION for CATASTROPHIC FIRE DANGER RATED days. AISWA has contact details for the Senior Educator, Administrator, Educator of 3-6 class and GC Chairperson. Senior Educator and Administrator will also be following latest warnings given on radio and DFES website at www.dfes.gov.au and DFES information line on 1300 657 209. During the fire season (October – March) staff are asked to pay particular attention to looking for smoke as they move through the school. Student and staff safety is prioritised above defending buildings. In the event of a bush fire starting during the school day, and the school has not already received a 'StateAlert' or a message from the Local Fire Personnel, the Senior Educator and or Administrator would seek communication with the Local Government Personnel (Shire of Capel 9727 0222 Brian Smith 97315618) and seek direction and instructions which would then be carried out with the school community. The most probable danger to the school in the event of a bush fire in the surrounding area is ember attack.

RESPONSE FLOW CHART



The school will undertake preparatory measures prior to and during the bushfire season using a set of guiding checklists outlining steps that follow.

Bushfire Preparation Check List for the Summer Months

(Adapted from the Department of Education- Principal's Guide to Bushfire Nov 2013)

School Management staff are thoroughly familiar with their current Emergency Management Plan and all staff members are aware of their responsibilities in accordance with the plan.

If possible place metal fly wire mesh on windows or vents to keep sparks and embers out	
If possible block any gaps under floor spaces, in floor space, under eaves, external vents, skylights, evaporative air conditioners, chimneys and wall cladding	
Create and maintain a minimum 2m gap between school buildings and tree branches	
Rake up leaf litter and twigs under trees (Part of maintenance plan)	
Remove shrubs and small trees under and between larger trees	
Keep garden mulch away from buildings (or at least wet if under threat of fire) and grass kept short	
If possible gaps in external wall claddings are sealed	
Keep roof gutters and valleys clear of leaves and bark	
Keep LP gas cylinders on the side of the school furthest away from the likely direction of bushfires	
If possible block any gaps in roof space	
Remove flammable materials and store them away from school buildings	
Prune lower branches (up to 2m off the ground) to stop a ground fire spreading into the canopy of the trees	
Make sure you meet your local government's firebreak requirements	
Cut long grass and dense scrub	
Clear obstacles and trees from driveways and access points	

The bushfire plan should be reviewed prior to each bushfire season (Term 3) and all Emergency Contacts updated. Schools to update data on AISWA website.
School's Emergency Management Plan includes bushfire response plan, and students and staff have been made aware of it. Confirm that relief staff and parents have been made aware of the school's bushfire plan.
Establish contact with emergency services, including DFES Career Fire and Rescue Services, the local volunteer fire brigade (Brian Smith 9731 5618), WA Police, Shire of Capel. Emergency Services must be informed of your nominated Safer Location as part of Emergency Management Plan procedures.
Key bushfire messages incorporated in curriculum.
Communication plans are in place for evacuation or planned closure.
Practice evacuation drills are held prior to October and at least once per term during the bushfire season, October to March.
School has a correctly functioning emergency warning (megaphone-siren).
Emergency communications equipment is available (e.g. mobile telephones, hand-operated fire alarm (megaphone siren), portable radios and spare batteries).
Class rolls and visitor register are readily accessible.
First aid equipment is available and staff members trained in first aid have been identified.
Evacuation kit is checked at least once per term.
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.
A Safer Location within the school (room 4) has been identified and prepared in the event that an off-site evacuation is not possible.

School Closure- steps to follow

(Adapted from the Department of Education- Principal's Guide to Bushfire Nov 2013)

1. In Advance of Declaration of Closure

School Management Staff familiar with school's Emergency Management Plan and bushfire response plan. They are aware of sources for staying informed of current fire danger ratings or fire activity (local media – television and radio, especially ABC Local Radio; DFES - 1300 657 209 or www.dfes.wa.gov.au .)
Staff members are aware of their responsibilities in accordance with the plan, including that they are not to be on the school site at any time during a day if the School Management Staff have advised of a closure.
Staff aware media enquiries are to be directed to the School Management Staff.
Stand-down and leave arrangements discussed with staff (if required)
One or two staff members identified to be at the school from 8.00 am to 10.00 am on the day to communicate the school closure to the community. (These people should only attend if there is no fire in progress at the time.)
Contact lists for staff and parents up to date.
Letter to parents and memo to staff advising of planned closure prepared.
Relevant signage ready for placement on external school access points.
Communication plan established to notify school community of pre-emptive closure where lead time is too short for notification by letter.

2. Upon Declaration of Closure

The bushfire plan is activated immediately upon declaration of closure.
All necessary people informed: <ul style="list-style-type: none">• parents, including making provision for parents from diverse backgrounds (e.g. multicultural, special needs)• any staff, students, part-time staff, volunteers and parents of students who are absent on the day of declaration or confirmation of planned closure• visitors planning to visit school on the day of planned closure;• School Board and P&F;• Community hirers (Playgroup, FLA and Mankind);• school contractors (grounds maintenance, cleaners); and• building construction workers.
Notice of Planned Temporary School Closure signs placed on the main notice board (on middle building), on entrance doors and other entry/exit doors throughout the buildings.
One or two staff members who are to be at the school from 8.00 am to 10.00 am on the day of the planned closure briefed, attendance confirmed and reminded to secure the facility when leaving the site at 10.00 am (ONLY IF SAFE TO DO SO).

3. On the day of Closure

All necessary people informed:

- parents, including making provision for parents from diverse backgrounds (e.g. multicultural, special needs)
- any staff, students, part-time staff, volunteers and parents of students who are absent on the day of declaration or confirmation of planned closure
- visitors planning to visit school on the day of planned closure;
- School Board and P&F;
- Community hirers (playgroup, FLA and Mankind);
- school contractors (grounds maintenance, cleaners); and
- building construction workers.

Fire danger ratings or fire activity monitored (local media – television and radio, especially ABC Local Radio; DFES - 1300 657 209 or www.dfes.wa.gov.au.)
ongoing

Notice of Temporary Closure notice on school website updated or revised to advise school reopens tomorrow or any other agreed date.

Bushfire Preparation and Response if School is Open when a Bushfire Starts

(Adapted from the Department of Education- Principal's Guide to Bushfire Nov 2013)

Preparedness

School Management Staff thoroughly familiar with their current Emergency Management Plan and all staff members aware of their responsibilities in accordance with the plan.
School Management Staff have established contact with emergency services, including DFES Career Fire and Rescue Services, the local volunteer fire brigade (Brian Smith 97315618), WA Police and Shire of Capel.
Regular checks of school are undertaken.
Communication plans are in place for evacuation or planned closure.
Emergency contact list for parents, staff, other agencies, etc. is up to date and readily available.
School has a correctly functioning emergency warning system (Megaphone siren).
Emergency communications equipment is available (e.g. mobile telephones, hand-operated fire alarm (megaphone siren), portable radios and spare batteries).
Evacuation kit is established and readily available (check at least once per term).
Class rolls and visitor register are readily accessible.
First aid equipment is available and staff members trained in first aid have been identified.
Confirm readiness of Safer Location .
Arrangements are in place in relation to transportation (if off-site evacuation is required)

Response

If you notice a bushfire before having received any advice from DFES, DEC or AISWA, emergency services should be notified (000) and provided with details. If the school is likely to be threatened by the fire, activate Emergency Management Plan immediately. Notify DFES Communication Centre of your decision and relocation point.
Information sought on level of threat from DFES on 1300 657 209 or www.dfes.gov.au
If warning received by School Management from DFES or AISWA - information sought on level of threat from DFES on 1300 657 209 or www.dfes.gov.au
Situation assessed by School Management Staff
Undertake regular checks of school
School Management to inform the Board of the situation and, if required, DES and AISWA.
Arrangements may need to be made for the transport and relocation of students and staff off-site if required
ABC local radio broadcasts (updated at quarter to and quarter past the hour in addition to news bulletins) monitored for change in level of warning to WATCH AND ACT or

EMERGENCY WARNING. www.dfes.wa.gov.au monitored for updates. Assign a member of staff to monitor local radio, TV, websites and emails for bushfire or weather alerts.
Class rolls checked to confirm absentees and visitor register checked for visitors currently in the school
Mobile telephones charged
Emergency contacts list for parents, staff, other agencies, etc accessed
Evacuation kit accessed
Confirm readiness of Safer Location
If DFES warning upgraded to Emergency Warning or Catastrophic Stage :
School Management Staff decision to relocate students, staff and visitors offsite should be based on assessment of known information, current circumstances and ONLY IF IT IS SAFE TO DO SO . This may include advice from emergency services or observations at the time of the event. If a decision is made to activate the relocation aspects of the Emergency Management Plan then notify the DFES Communication Centre of your decision and relocation point.
The school should activate their Emergency Management Plan in regards to evacuation. Consideration will include; location of fire and ability to travel safely to the selected relocation point. Notify the DFES Communication Centre of your decision and relocation point. RELOCATE OFF-SITE ONLY IF IT IS SAFE TO DO SO .
If it is not safe to relocate students, staff and visitors to your selected relocation point, you will need to direct all students, staff and visitors to the pre-determined schools Safer Location. Notify DFES Communication Centre of your decision to stay and details of the Safer Location.
Class roll and visitor register rechecked after relocating staff, students and visitors off-site, and Emergency Services Incident Controller advised of anyone missing.

Bushfire Preparation and Response if School is Closed when a Bushfire Starts

(Adapted from the Department of Education- Principal's Guide to Bushfire Nov 2013)

Preparedness

School Management Staff thoroughly familiar with their current Emergency Management Plan and all staff members aware of their responsibilities in accordance with the plan.
School Management Staff (or a nominated staff member) has established contact with emergency services, including DFES Career Fire and Rescue Services, the local volunteer fire brigade (Brian Smith 97315618), WA Police and Shire of Capel.
Communication plans are in place for evacuation or planned closure.
Emergency contact list for parents, staff, other agencies etc up to date and readily available.
Emergency communications equipment is available (e.g. mobile telephones, hand-operated fire alarm (megaphone siren), portable radios and spare batteries).
Class rolls and visitor register are readily accessible.
Alternate facilities where students and staff can be relocated safely have been identified.
Arrangements are in place in relation to transportation (availability of transport if alternate school location is required)

Response

If you notice a bushfire before having received any advice from DFES, DEC or AISWA, emergency services should be notified (000) and provided with details. If the school is likely to be threatened by the fire, activate Emergency Management Plan immediately. Notify DFES Communication Centre of your decision and relocation point.
Information sought on level of threat from DFES on 1300 657 209 or www.dfes.gov.au
If warning received by School Management Staff from DFES or AISWA - information sought on level of threat from DFES on 1300 657 209 or www.dfes.gov.au
Situation assessed by School Management Staff
ABC local radio broadcasts (updated at quarter to and quarter past the hour in addition to news bulletins) monitored for change in level of warning to WATCH AND ACT or EMERGENCY WARNING. www.dfes.wa.gov.au monitored for updates. Assign a member of staff to monitor local radio, TV, websites and emails for bushfire or weather alerts.
If DFES warning upgraded to Emergency Warning or Catastrophic update sought from DFES regional office or 1300 657 209 or www.dfes.wa.gov.au
School Management Staff to make decision on school closure based on advice from Emergency Services and inform Board and DES of closure;
School Management Staff to notify staff and parents using emergency contact list of

school closure.

School to arrange temporary alternative accommodation of students and staff if required;

School Management Staff in consultation with DFES informs parents and DES when school can re-open.

If Faced with the situation of needing to stay in our ‘Safer Location’ Building the following is a checklist of measures to help protect the people inside the building.

Turn off air conditioners and any other electrical appliances	
Close all doors and windows Take down all curtains and move furniture away from windows	
Fill sinks, basins and buckets with water	
Make sure children’s water bottles are all full	
Soak towels and rugs in water, and lay along the inside of external doorways	
Soak blankets and keep handy for protection against radiant heat	
Drink water to stay hydrated	

**Checklist to help DEFEND BUILDINGS from Ember Attack
(ONLY IF SAFE TO DO SO)**

Put on protective clothing while outside (gloves, broad brimmed hat, sturdy shoes, loose shirt, overalls, face mask, goggles or glasses)	
Remove flammable materials from deck (mats, outdoor furniture)	
Fill all available containers with water (wheelie bins, buckets, tubs)	
Turn sprinklers on around building to wet down mulch and lawns	
Metal rakes and shovels can be used to break up piles of burning material and for covering embers with sand	
Cotton mops can hold a lot of water & can be used to put out embers	
Buckets allow you to move water easily	
Wet down side of the building and surrounding garden area that is facing the fire.	
Block downpipes with gutter plugs/nappies and fill gutters with water	

Issues to consider immediately following a fire

Schools should consider a number of issues immediately following a bush-fire or any fire that may cause damage to property. These have been detailed within the DFES 'After the Fire - A Guide to Bushfire Recovery' brochure; <http://www.dfes.wa.gov.au/safetyinformation/fire/bushfire/BushfireManualsandGuides/DFES-Bushfire-After-the-fire-bushfire.pdf>

1. First Aid:

An immediate priority would be the evacuation of staff and students to a safe clear space. They may need a drink. In addition, there may need to be provision of first aid to any child or staff member who has sustained some form of physical injury as a result of the fire. This may involve the Department of Fire and Emergency Service, the Police or an Ambulance service. Evacuation of the critically injured should be by helicopter. In general, all relevant emergency services should be updated on your situation

2. Roll Call:

Having accurate class lists and attendance data is essential if schools are to ascertain if all members of their community are safe and accounted for following a fire. It is recommended that there is access to this type of data in the event of a total evacuation and or access to a safe refuge.

3. Contact with parents:

Contact details and a known emergency number that may be accessed by parents in the event of a fire may assist schools in advising worried parents of the safety of their child/ren. Parents also need to know when the Catastrophic FDR has been downgraded and that it is therefore safe for their children to return to school after a planned closure.

4. Student and Staff support

Schools will need plans to ensure that there are counselling services available as and when required for both students and staff.

5. Returning to the site:

Staff, students and parents need to take extreme care when moving around a fire affected area, as conditions may change. Trees damaged in the fire will drop branches or fall over. Burnt stumps and trees may still be smouldering and burnt ground may still be hot. Fires may also restart from hidden smouldering debris. It is not recommended for any members of a school community to re-enter a site if there is even the slightest suspicion of fire damage.

6. Building and site safety:

Be aware that some or all of the school buildings may not be structurally sound and going into any possibly affected building can be very dangerous. Walls, roofs and ceilings can give way without warning and floors or stairs may not be as stable as they appear. No-one should enter the school premises until it has been declared safe. A building inspector may be required to ensure the school buildings are structurally safe before anyone re-enters the campus. The school's insurance company may contact a building inspector or the local government's building inspector may be able to help. The fire or falling debris may have also damaged chemical containers in the laboratory and ground-shed areas. If staff are unsure about handling these chemicals, contact DFES during business hours on 9323 9300 for advice.

7. Electricity and gas supply:

Utilities such as gas, electricity and water may have been shut off or disconnected during the fire. The suppliers of the school's power, water and gas will need to send a qualified

tradesperson to inspect and repair any damage to these services, and arrange for them to be reconnected.

8. The media has arrived:

The media often report on fires in their news bulletins. Staff should be advised that if a reporter approaches them for an interview, only the Principal (or delegate) should decide whether to speak with them or not. Schools may also wish to ask a fire officer to help and act as a facilitator.

9. Animals, livestock and pet welfare:

The Department of Agriculture and Food WA (DAFWA) will assess the health and nutritional requirements of livestock after a fire. Schools should contact their local DAFWA office for further information. It is the School's responsibility to address any injury or trauma of livestock and/or pets as soon as it is safe to access the animals, and to provide clean water and food.

10. Contact the Board, the Department of Education Services (DES) and AISWA:

If there has been considerable damage to classrooms and the school cannot be used at all for a period of time, Principals should first make contact with their Board and then contact DES to make arrangements for the continued education of the children. If a school is to be temporarily closed, AISWA should be advised, as a courtesy, so as to be able to provide support as and when required.

11. Contact insurance companies:

Schools should know if their insurance company will cover fire damage, re-housing of students and staff and so-forth. It is also advisable for schools to have plans in place for employees who may not be able to return to work as there are no classrooms or buildings left that are safe and the students may have been relocated through the assistance of DES.



Dear Parents,

Child side School has a Bushfire Response Procedure which is part of our Emergency Management Policy which is available on our website at www.childsidesschool.wa.edu.au Parents need to be aware of the following aspects of that policy.

If a Catastrophic Fire Weather Warning is declared, with sufficient warning, parents will be informed that the school will be closed until the warning is downgraded. Parents will be contacted to inform them of when the school will be closed and you should not return your children to the school until you have received notification that it is safe to do so.

If the Catastrophic fire Weather Warning is declared with insufficient time for us to pre-emptively close the school we will contact you and ask you to collect your children from school. Please have arrangements in place for the collection of your children if you are unlikely to be available in such a situation. Children will only be released to parents or to someone who you have given us permission to release them to. Children who are not collected will be taken by staff if there is possibility a bush fire will threaten the school and parents will be notified of the location.

In the unlikely, but serious event, that a fire is approaching our school and we do not have time to evacuate safely we have a well prepared safe refuge and procedures that will used.

Please **do not** attempt to come to the school to collect your child unless you have been asked to do so by the school.

Your children will be safer in a refuge than on the roads and the less traffic there is to get in the way of emergency services the safer your children will be.

Please rest assured that the safety of your children is our first priority.

If you have any questions please contact the school.

Tips for Communication and the Media

AISWA NEEDS TO BE CONSULTED AND ADVICE NEEDS TO BE SOUGHT FROM AISWA BEFORE ANY INFORMATION IS RELEASED TO THE MEDIA.

The following should be considered:

- The person responsible for talking or responding to the media should be trained.
- Never say “no comment” as most people will assume that means you are hiding something.
- Don’t use jargon or technical terms. Clear communication reduces misinformation and it doesn’t appear you are trying to confuse.
- The media person should be confident, able to speak clearly and fluently, have good eye contact and not appear nervous.
- Some responses can be discussed and pre-drafted (seek help from AISWA).
- Communication should be quick, accurate and consistent.
- Have the intranet and school website prepared to accept crisis information and be easily updated.
- Always speak with one voice. Make sure everyone is getting and passing on the same information.
- Express concern, empathy and sympathy with or for those involved. Avoid placing blame.
- Make sure staff are kept up to date. Meet with them as soon as possible after crisis.
- Deliver all information promised.
- Talk to media off site if possible.
- Issue an accurate, factual, basic initial statement as quickly as possible.
- Designate a media area where all briefings will be held. Secure those areas you do not want media to enter.
- Check legislation with authorities before releasing information.
- Develop 2 or 3 key messages that are honest and consistent. Try to be positive and proactive.
- Never guess or predict the future. Only release information that you have verified. Never go ‘off the record’.
- Hold regular media briefings. Keep to time. Make brief statements and then answer a few questions. Don’t answer off topic questions.
- Respect people’s privacy. Be careful of allowing the release of photos.

Be aware of how the media will operate. They tend to operate in the following manner

- First hours of the crisis: The media will make a mad scramble for information. Reporters will interview anyone willing to talk, often without verifying accuracy of information. The more information released, the less the media will have to rely on rumour and hearsay.
- What and who: The media will want to know exactly what happened and who was involved — victims and perpetrators.
- Why and how: The media will ask why the crisis occurred and how it evolved. There will be a step-by-step dissection of the crisis.
- Analysis of emergency response: The media will analyse how the crisis response functioned. Did first responders react appropriately? Did the school’s crisis plan work?
- How could it happen? As the situation stabilises, the media will begin to look for causes of the tragedy and whether it could have been avoided. For example, they’ll ask if proper security measures were in place.

- Second-day stories: The media will begin to look for a different spin or angles, emerging issues and people to interview. The media will also want to cover special events after an incident such as funerals

Community Phone Numbers

Group		Phone Number
WA Police	Life-threatening or time critical emergency	000
	Non-life threatening incident requiring Police response	131 444
	Local Police Station	97222111
Ambulance		000
Fire and Emergency Services Authority		000
State Emergency Service		132 500
Hospital(s)		97221000
Poisons Information Centre		131 126
Gas (regional schools need to check for local number)		131 352
Electricity (regional schools need to check for local number)		131 351
Water Corporation (regional schools need to check for local number)		131 375
Health Direct		1800 022 222
Local Government (Shire of Capel)		97270222
Pollution Watch		1300 784 780

VERSION	DATE REVIEWED	DATE RATIFIED	CHANGES MADE	AUTHOR OF CHANGES
1	March 2012	2/5/2012	Policy Created	KM
2	April 2015	29/7/2015	Information updated in line with AISWA emergency management guidelines and bushfire guidelines-further checklists added	KM