Index

Introduction ........................................................................................................................................... 2

Overview ............................................................................................................................................... 2
Bushfire Preparation checklist (refer to Appendix A) ................................................................. 3

Communication .................................................................................................................................... 4

Preparing for Bushfire Season ........................................................................................................... 4
Pre-emptive Closure .............................................................................................................................. 4
During Evacuation ................................................................................................................................. 4
Reopening the School .............................................................................................................................. 5

Types of Fire Event ............................................................................................................................... 6

1. Total Fire Ban ................................................................................................................................... 6
2. Catastrophic Fire Danger ................................................................................................................. 7
   2.1 Planned Pre-emptive Closure ...................................................................................................... 7
   2.2 During a Planned Closure ........................................................................................................... 7
   2.3 Re-opening School ...................................................................................................................... 7
3. Bushfire ............................................................................................................................................. 8
   3.1. Bushfire – Watch community ..................................................................................................... 8
      3.1.1 Advice .................................................................................................................................... 8
      3.1.2 Watch and Act ...................................................................................................................... 8
      3.1.3 Emergency Warning ........................................................................................................... 8
      3.1.4 All Clear ............................................................................................................................... 9
   3.2. Bushfire – Act ............................................................................................................................ 9
      3.2.1 Response when a bushfire starts and the school is open ..................................................... 9
         3.2.1.1 Evacuation Procedure .................................................................................................. 9
         3.2.1.2 Safer Location Procedure – if evacuation is not possible .............................................. 9
      3.2.2 Response when a bushfire starts and the school is closed ................................................. 10
      3.2.3 Recovery ............................................................................................................................ 10

APPENDICES ......................................................................................................................................... 11

Appendix A: COMPLIANCE: Bushfire Preparation Checklist .......................................................... 11
Appendix B: Catastrophic Event Flow Chart ..................................................................................... 13
Appendix C: School Site Plan and Evacuation Routes ....................................................................... 14
Appendix D: Communication Plan ..................................................................................................... 16
Appendix E: Emergency Response Contact List ................................................................................ 17
Appendix F: Communication Tree ..................................................................................................... 18
Appendix G: List of Evaporative Air-Conditioners .......................................................................... 19
Appendix H: JTC Accredited First Aid Officers at Term 3, 2016 ...................................................... 20
Appendix I: JTC Bushfire Plan 2016/17 Enrolment Information ......................................................... 21
Appendix J: JTC Bushfire Plan 2016/17 Staff/Relief/Visitor Information ............................................ 22
Appendix K: JTC Bushfire Plan 2016/17 School Newsletter Information ........................................... 23
Introduction

This plan is for John Tonkin College 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 the school.

The preparation of this plan should be 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.

Overview

General Information

This Bushfire Plan (BP) has been developed during Term 3 of each year after consultation with:
- families of students attending the 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 the 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 this school.
- This building has been prepared for a bushfire emergency and will safely accommodate all persons normally at the school.

Distribution

The Principal will forward a copy of the site BP to the Regional Executive Director to be held in the regional office.

The Principal or delegated officer will forward a copy of the site BP to the emergency services by Week 2 of Term 3 each year in the region.

The Principal or delegated officer will publish a copy of the school's bushfire plan on the schools website at the beginning of Term 1 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 site newsletters at least three times each term when applicable. The School’s Information Booklet, updated in Term 1 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 3 and ongoing information and instruction about the contents and requirements of the BP during Term 4 and Term 1 staff meetings.
The safety and wellbeing of students, staff and visitors is at all times the Department’s main priority. Staff are not expected to fight bushfires.

The school will review (and update where appropriate) the plan on an annual basis.

Any bushfire advice received by the 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.

<table>
<thead>
<tr>
<th>Date of Review</th>
<th>Reviewing Officer</th>
<th>Date Submitted</th>
<th>Next scheduled Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>19 09 14</td>
<td>Jo Plater</td>
<td>19 09 14</td>
<td>12 07 15</td>
</tr>
<tr>
<td>19 09 14</td>
<td>Greg Williams</td>
<td>19 09 14</td>
<td>12 07 15</td>
</tr>
<tr>
<td>22 09 14</td>
<td>Kim Savins</td>
<td>22 09 14</td>
<td>01 09 15</td>
</tr>
<tr>
<td>18 03 15</td>
<td>Greg Williams</td>
<td>18 03 15</td>
<td>01 09 15</td>
</tr>
<tr>
<td>25 07 16</td>
<td>Greg Williams</td>
<td></td>
<td>01 07 16</td>
</tr>
<tr>
<td>11 10 16</td>
<td>Greg Williams</td>
<td>28 10 16</td>
<td>01 07 17</td>
</tr>
</tbody>
</table>
Communication
There are several levels of communication requirements at school level before, during and after bushfire events.

Preparing for Bushfire Season
- The Principal must ensure all students and staff are aware of the school’s bushfire plan. It is also necessary to ensure that relief staff and parents have been made aware of the school’s bushfire plan. A copy of the school’s bushfire plan should be published on the schools website. Suggested draft text for the school newsletter is available in Appendix A6 of the Principal’s Guide to Bushfire.
- 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 Communication Plan, Appendix E for emergency contacts and Appendix F for telephone tree.
- The school has an effectively working emergency warning or alert system and emergency communication equipment is available and working.
- Schools have in place systems to account for students, staff and visitors in an emergency, such as class rolls (or equivalent) and visitor registers. Consideration should be in place for situations such as a loss of power affecting the ability to print from electronic sources.
- Arrangements are in place in relation to school buses if appropriate (notification of contractors if pre-emptive closure is invoked; the availability of buses if off-site evacuation is required).

Pre-emptive Closure
- The Department of Education Incident Controller (normally the Deputy Director General Schools or delegated 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 Regional Executive Director.
- The Principal is to notify staff and parents of closure using emergency contacts and the telephone tree. See also the draft letter to parents in Appendix A7 of the Principal’s Guide to Bushfire advising of pre-emptive closure, being mindful of parents’ level of literacy and understanding of English. Draft letters can be found on the shared drive, 409 Risk management/JTC Bushfire plan/BFP General information).
- All other necessary parties are advised including (but not limited to) other schools that may have siblings at your school, community users of the school facilities (including before and after school care, community kindergartens or holiday programs), on site contractors and Parents and Citizens Association (P & C).
- If appropriate, bus contractors will be contacted to arrange for the evacuation of students to a designated area. (The off-site safer location is at the Tindale Campus).
- Notice of Planned Temporary School Closure should be posted as per the Principal’s Guide to Bushfire, both physically at the school and electronically on the website.

During Evacuation
- The school will contact their Regional Executive Director and the Department’s Media Unit.
- The school will contact parents via phone, email, Skoolbag App or Facebook ensuring they have a mobile phone contact number for the school (It would be preferable that parents restrict calling the school at this time to emergency calls only).
- The school will notify bus contractors and out of school programs.
The official broadcaster of Emergency Events is ABC radio. Your local station will be ABC local radio. They will provide up to date information during a bushfire event in your area.

The DFES website provides up to date information on fire events. Refer to http://www.dfes.wa.gov.au/.

NOTE: DFES uses the national Emergency Alert system to send community warning messages via mobile telephones in affected areas. (Information can be obtained from http://www.dfes.wa.gov.au/pages/default.aspx).

The Principal communicates directly with Regional and Central Office personnel including any media communications. Staff should not comment directly to media.

Reopening the School

- The Regional Executive Director is to advise the Principal when the school can re-open.
- Parents need to know when the 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 the school premises and website.
- All parties that were advised of closure (e.g. bus contractors, out of hours users, P&C) should be advised of reopening.
Types of Fire Event

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

1. Total Fire Ban

In the event of a Total Fire Ban the BP 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.

If a Harvest and Vehicle Movement Ban has not been implemented by your Local Government Authority the school/college is able to harvest or move vehicles across paddocks for agricultural purposes.

Individuals could be fined up to $25,000 or jailed for 12 months or both if the Total Fire Ban is ignored.

For information on activities that can or cannot be carried out during a Total Fire Ban visit [www.dfes.wa.gov.au/totalfirebans/Pages/TotalFireBanWhatCantIDo.aspx](http://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](http://www.dfes.wa.gov.au).
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.

<table>
<thead>
<tr>
<th>Category</th>
<th>Fire Danger Index (FDR)</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catastrophic</td>
<td>100+</td>
<td>Schools on Bushfire Zone Register closed on instruction from Deputy Director General Schools, through Regional Executive Director. School to invoke communication plan and cancel bus services.</td>
</tr>
<tr>
<td>Extreme</td>
<td>75-99</td>
<td>Monitor DFES website</td>
</tr>
<tr>
<td>Severe</td>
<td>50-74</td>
<td>Monitor DFES website</td>
</tr>
<tr>
<td>Very High</td>
<td>32-49</td>
<td>Normal school operations</td>
</tr>
<tr>
<td>High</td>
<td>12-31</td>
<td>Normal school operations</td>
</tr>
<tr>
<td>Low-Moderate</td>
<td>0-11</td>
<td>Normal school operations</td>
</tr>
</tbody>
</table>

In the event of a catastrophic weather warning the BP will be invoked as per the flow chart at Appendix B (refer to Principal’s Guide to Bushfire for all procedures and sample letters).

2.1 Planned Pre-emptive Closure
Regional executive directors 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 the 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 the school can therefore stand down its pre-emptive closure plans. The Regional Executive Director confirms with the principal the final decision to close the 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 Deputy Director General Schools makes the final decision as to whether or not a planned closure of public schools 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 school after a planned closure. The template letter to parents contains advice on how parents can monitor the situation. The school will need to put communication plans in place, such as placing a notice on the school website and providing a phone number for parents to call for information about the reopening of the school. Consideration needs to be given to how parents who do not have internet access or who have diverse needs (e.g. multicultural, special needs) will be provided with information.
3. Bushfire
In the event of a bushfire threatening the school, the school will notify DFES and the BP will be invoked by way of the school siren (or hand held siren).

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:

If the school is likely to be threatened by the fire, activate the *Emergency and Critical Incident Management* 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 required are to, turn off evaporative air conditioners, undertake regular checks, patrol of the school for bushfire activity and pay special attention to the evaporative air conditioners.

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. **If it is not**
safe to evacuate, direct all students, staff and visitors to the school's Safer Location which is the Canteen/Library Area.

3.1.4 All Clear
An ALL CLEAR is issued when the threat has passed and the fire is under control. Firefighters will still be working to put out the last remnants of the fire and making the area safe, 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 the school is open

3.2.1.1 Evacuation Procedure
School to evacuate off-site on advice from DFES
- All classes remain with their teachers and allocated education assistants.
- All other staff and visitors report to the Admin office (Building C)
- Teachers account for each child and identify students and support staff with known respiratory conditions.
- Doors, roof vents and windows must be closed and evaporative air coolers turned off.
- Students and staff are to remain in classrooms unless directed otherwise by their fire warden.
- Fire wardens are designated to manage evacuation routes liaise with staff.
- The Principal and fire 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.
- Off-site safer location is situated at the Tindale Campus.

Parent Access
Parents will be informed when and where to pick up students upon advice from the 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 classes in transportable buildings to be relocated to Canteen/Library Area. See Appendix C for a sample safer location evacuation plan.
- All other staff and visitors report to the Admin office (Building C).
- Teachers account for each child and identify students and support staff with known respiratory conditions.
- Doors, roof vents and windows must be closed and evaporative air coolers turned off (List at Appendix G). Students and staff are to remain in classrooms unless directed otherwise by their fire warden.
- Fire wardens are designated to manage evacuation routes liaise with staff.
- The Principal and fire 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.

Parent Access
Parents advised NOT to pick up students and to monitor local media for specific access information as some roads around the campus may be closed and only accessible for emergency vehicles only.
3.2.2 Response when a bushfire starts and the school is closed
If the Department of Education Incident Controller makes a decision on school closure based upon advice from Emergency Services the Regional Executive Director 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 Communication Plan).

The Department of Education Incident Controller will, in consultation with the Regional Executive Director, identify alternative accommodation of students and staff if required. The Department’s Media Unit will utilise media outlets to make public announcements of school closures, temporary alternative accommodation and contact number(s) for further information.

The Department’s Incident Controller in consultation with DFES will inform the Regional Executive Director when the school can reopen, who will inform the Principal accordingly.

3.2.3 Recovery
The priorities for the 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 the 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 the school, isolating areas if required and if necessary relocate to alternative accommodation. Contact Building Management and Works to commence repairs. The Department should be advised of any damage caused by the bushfire.
- Attend to security if necessary (Contact Head of Security at Central Office on 9264 4825).
- 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*.
## Appendix A: COMPLIANCE: Bushfire Preparation Checklist

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.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Schools on the Bushfire Zone Register must also have a separate stand-alone bushfire plan.</strong></td>
<td></td>
</tr>
<tr>
<td>Principal is thoroughly familiar with the schools current <em>Emergency and Critical Incident Management Plan</em> and where applicable the stand-alone bushfire plan.</td>
<td>Plan reviewed and endorsed by FACRM (Finance Audit Compliance &amp; Risk Management Committee) 25/08/16</td>
</tr>
<tr>
<td>Students, staff, relief staff and parents/carers have been made aware of the school bushfire plan.</td>
<td>Staff meeting Jan 2015 and newsletter sent to parents/carers with bushfire information Oct 2016 Sent to RED 28/10/16</td>
</tr>
<tr>
<td>The bushfire plan has been reviewed prior to the bushfire season (Term 3 each year) and a copy forwarded to the local education regional office.</td>
<td>Sent to CRO 28/10/16</td>
</tr>
<tr>
<td>Schools on the Bushfire Zone Register have appointed a school emergency liaison officer. The appointed liaison officer may be required to relocate during an emergency, to the Incident Control Point to provide an information conduit between the school and the controlling agency.</td>
<td>Facilities Coordinator</td>
</tr>
<tr>
<td>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 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).</td>
<td>Contact with Mandurah Fire Station who inspected Safe Locations and provided feedback on the plan 18/03/15.</td>
</tr>
<tr>
<td>Emergency Services, outlined above, are informed of your nominated pre-determined Safer Location as part of your Emergency Critical Incident Management Plan procedures.</td>
<td>Contact with Mandurah Fire Station who inspected Safe Locations and provided feedback on the plan 18/03/15.</td>
</tr>
<tr>
<td>Task</td>
<td>Status</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>Schools on the Bushfire Zone Register understand the bushfire warning system (refer DFES website page 8) and the Emergency Alert telephone warning system (<a href="http://www.emergencyalert.gov.au">www.emergencyalert.gov.au</a>).</td>
<td>✔</td>
</tr>
<tr>
<td>Schools on the Bushfire Zone Register need to incorporate key bushfire messages in the curriculum.</td>
<td>✔</td>
</tr>
<tr>
<td>Schools know how to turn off evaporative air conditioner units, including awareness of the location of the switches, and how to close roof vents.</td>
<td>✔</td>
</tr>
<tr>
<td>Communication plans (include telephone tree – see Appendix D1) are in place for directed evacuation or planned closure</td>
<td>✔</td>
</tr>
<tr>
<td>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.</td>
<td>✔</td>
</tr>
<tr>
<td>School has a correctly functioning emergency warning or alert system.</td>
<td>✔</td>
</tr>
<tr>
<td>Emergency communications equipment is available e.g. mobile telephones, hand-operated fire alarm (portable siren), portable radios and spare batteries.</td>
<td>✔</td>
</tr>
<tr>
<td>Class rolls and visitor register (or equivalent) are readily accessible in an emergency to account for students, staff and visitors.</td>
<td>✔</td>
</tr>
<tr>
<td>First aid equipment is available and staff members trained in first aid have been identified.</td>
<td>✔</td>
</tr>
<tr>
<td>Evacuation kit should be checked at least once per term.</td>
<td>✔</td>
</tr>
<tr>
<td>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)</td>
<td>✔</td>
</tr>
<tr>
<td>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.</td>
<td>✔</td>
</tr>
<tr>
<td><strong>A Safer Location</strong> within the school building should be identified and prepared in the event that an off-site evacuation is not possible (Refer page 4 of the Guide).</td>
<td>✔</td>
</tr>
<tr>
<td>Asset Protection Zone (APZ) (20 metre radius), cleared of all rubbish, long dry grass, bark and flammable materials.</td>
<td>✔</td>
</tr>
</tbody>
</table>
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

Regional Executive Director alerts Principal that a Catastrophic FDR has been declared and to prepare school for pre-emptive closure

Principal notifies school community of impending planned closure, to be confirmed 4.30 pm on the day prior

Closure to be invoked?

NO

Principal notifies school community closure will not go ahead – school will open as normal

YES

Principal activates school action plan, including:
- notifying parents, bus contractors, community kindergartens, tenants, community hirers, out of school hours child care programs, school contractors and construction workers that the school will be closed on the day concerned;
- posting school closure signage; and
- appointing two members of staff to attend from 8.00 am to 10.00 am on the day of the school closure (only if safe).

Principal and Regional Executive Director monitor FDR for the next day

Principal liaises with Regional Executive Director to determine if school reopens next day

Principal notifies school community whether school remains closed or reopens
Appendix C: School Site Plan and Evacuation Routes

Location of fire hydrants, electrical switch boards, phones and communication board, first aid and evacuation kits.
Fire Hydrant
Fire Hydrant Cupboard
Electrical Switch Boards
Phones & Communication Boards
First Aid Kits
Safe Location
Evacuation kit (opposite CG24 under the desk)
Emergency Mobile CG24 (Right hand unit, bottom shelf)
Appendix D: Communication Plan

PRINCIPAL'S RESPONSE TO Bushfire when School Open

School notices fire and calls triple zero (000)

School notified of fire. Dedicated phone number (to be kept free) provided to Incident Controller

Controlling agency notifies school of fire

Yes (there is a threat)

Closure to be invoked

Follow direction of Emergency Services Incident Controller

No threat

Follow advice of Bushfire Warning

WATCH & ACT or Emergency Warning

Evacuate or Safer

Monitor controlling agency website and information line ABC

Parents Pick Up or Bus

Evacuate off Site to Tindale Campus

Principal's Response

Follow Emergency Management procedures
School closure to be invoked
Notify RED and Department of Education
Media Unit
Implement Communication Plan to Parents
Notify Bus Contractors out of school progs

Follow Emergency Management procedures
Move to Safer Location
Notify RED and Department of Education
Media Unit
Implement Communication Plan to Parents
Notify Bus Contractors out of school progs etc.

Initial Message

School under threat of bushfire
Emergency Services advice to school to evacuate to designated position (Note controlling agency will identify location)
Please pick up students from (Bus lane or Western car park)
Please monitor local media for specific access information

Bushfire in the area
Emergency Services advice is to stay on site
(Option – On Emergency Services advice parents are advised NOT to pick up students)
Please monitor local media for specific access information

Interim Message

School remains under threat of bushfire
Emergency Services advice to school was to evacuate
Schools remains closed
Please monitor local media for specific access information

Bushfire in the area
Emergency Services advice is to stay on site
(Option to repeat – On Emergency Services advice parents are advised NOT to pick up students)
Please monitor local media for specific access information

Close Out

Threat has passed
Emergency Services advise students to return to school on (date)
Please monitor local media for specific access information

Threat has passed
Emergency Services advise students to return to school on (date)
Please monitor local media for specific access information
## Appendix E: Emergency Response Contact List

<table>
<thead>
<tr>
<th>EMERGENCY CONTACT &amp; PHONE NUMBERS</th>
<th>ROLES AND RESPONSIBILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Police</strong></td>
<td></td>
</tr>
<tr>
<td>Local: 9581 0222 or 131 444</td>
<td>Evacuation: Principal</td>
</tr>
<tr>
<td></td>
<td>Invacuation: Principal</td>
</tr>
<tr>
<td></td>
<td>EWIS system produces a siren and voice over to evacuation. Loud hailer will also be used.</td>
</tr>
<tr>
<td><strong>Ambulance / Hospital</strong></td>
<td></td>
</tr>
<tr>
<td>Local Ambulance</td>
<td>Checking Rooms</td>
</tr>
<tr>
<td>Local: 9531 8000 or 000 000</td>
<td>Mgr Corporate Services</td>
</tr>
<tr>
<td></td>
<td>Facilities Coordinator</td>
</tr>
<tr>
<td></td>
<td>Principal</td>
</tr>
<tr>
<td><strong>Fire</strong></td>
<td></td>
</tr>
<tr>
<td>W: 9535 6966 or 000</td>
<td>Marshalling Evacuation: oval</td>
</tr>
<tr>
<td></td>
<td>Invacuation: classrooms</td>
</tr>
<tr>
<td></td>
<td>Teachers</td>
</tr>
<tr>
<td><strong>Bus Contractors</strong></td>
<td></td>
</tr>
<tr>
<td>Name: Mandurah Bus Charters</td>
<td>Teachers</td>
</tr>
<tr>
<td>Ph: 9581 6555</td>
<td>Teachers</td>
</tr>
<tr>
<td><strong>Power Outage (Horizon Power or Western Power)</strong></td>
<td>Accredited FIRST AID Officers</td>
</tr>
<tr>
<td>13 13 51</td>
<td>List at Appendix H</td>
</tr>
<tr>
<td><strong>State Emergency Service</strong></td>
<td>Communication</td>
</tr>
<tr>
<td>132 500</td>
<td>Principal / Manager Corporate Services</td>
</tr>
<tr>
<td><strong>Poisons Information</strong></td>
<td>Next of Kin Notification</td>
</tr>
<tr>
<td>131 126</td>
<td>Principal (Police if death)</td>
</tr>
<tr>
<td><strong>REGIONAL DIRECTOR</strong></td>
<td></td>
</tr>
<tr>
<td>Name: Sue Cuneo</td>
<td>Reporting and Review</td>
</tr>
<tr>
<td>Ph 9336 9539</td>
<td>Principal</td>
</tr>
</tbody>
</table>

### In the case of an EMERGENCY

Call 000

<table>
<thead>
<tr>
<th>PRINCIPAL</th>
<th>Name: Kim Savins</th>
<th>mobile: 0431 162 604</th>
</tr>
</thead>
<tbody>
<tr>
<td>MANAGER CORPORATE SERVICES</td>
<td>Name: Greg Williams</td>
<td>mobile: 0427 184 172</td>
</tr>
<tr>
<td>FACILITIES COORDINATOR</td>
<td>Name: Brian Kalsi</td>
<td>mobile: 0477 360 812</td>
</tr>
</tbody>
</table>
Appendix F: Communication Tree

PRINCIPAL: Kim Savins
M 0431 162 604

Region Executive Director: Sue Cuneo
Ph 9336 9563

Manager Corporate Serv:
Greg Williams
0427 184 172

Parents & Citizens:
Emma Bridger
0401 739 077

School Board:
Rhys Williams
0433 576 771

Associate Principal:
Jan Stone
0408 938 554

Response Team
Principal
Manager Corporate Services
Facilities Coordinator
Nurse

Coordinator Regional Operations:
Brian Sampson
Ph 0409 502 520

City of Mandurah (9550 3777)
DoE Security (9264 4771)
Peel Health Campus (9531 8000)
6MM/Coast FM Radio (9581 2666)
ABC Radio (9220 2700)
Murdoch University (0407 472 511)
Challenger Institute (9586 7402)
JTC Ed Supt Cent (0417 008 852)

Police (000)
Ambulance (000)
Fire (000)
State Emerg Serv (132 500) / (000)

Buses
Mandurah Bus Charters
9581 6555

Neighbouring Schools:
Frederick Irwin Anglican School
9581 6777

Facilities Coordinator

Teaching staff & EAs

- Gardeners & Cleaners
- Community users
- Contractors
- BMW
- Programmed Maintenance
## Appendix G: List of Evaporative Air-Conditioners

### John Tonkin College – MET Campus
#### Evaporative Air Conditioning 2016

<table>
<thead>
<tr>
<th>Building</th>
<th>Rm #</th>
<th>Split</th>
<th>Brand</th>
<th>Model #</th>
<th>Installed By</th>
</tr>
</thead>
<tbody>
<tr>
<td>E Block</td>
<td>EF04</td>
<td>Evaporative</td>
<td>Bonnaire</td>
<td>B18</td>
<td>Ductworks</td>
</tr>
<tr>
<td></td>
<td>EF05</td>
<td>Evaporative</td>
<td>Bonnaire</td>
<td>B23</td>
<td>Ductworks</td>
</tr>
<tr>
<td></td>
<td>EF06</td>
<td>Evaporative</td>
<td>Bonnaire</td>
<td>B18</td>
<td>Ductworks</td>
</tr>
<tr>
<td></td>
<td>EF07</td>
<td>Evaporative</td>
<td>Bonnaire</td>
<td>B18</td>
<td>Ductworks</td>
</tr>
<tr>
<td>F Block</td>
<td>FF08</td>
<td>Evaporative</td>
<td>Bonnaire</td>
<td>B18</td>
<td>Ductworks</td>
</tr>
<tr>
<td></td>
<td>FF09</td>
<td>Evaporative</td>
<td>Bonnaire</td>
<td>B18</td>
<td>Ductworks</td>
</tr>
<tr>
<td></td>
<td>FF10</td>
<td>Evaporative</td>
<td>Bonnaire</td>
<td>B18</td>
<td>Ductworks</td>
</tr>
<tr>
<td></td>
<td>FF12</td>
<td>Evaporative</td>
<td>Bonnaire</td>
<td>B18</td>
<td>Ductworks</td>
</tr>
<tr>
<td></td>
<td>FF13</td>
<td>Evaporative</td>
<td>Bonnaire</td>
<td>B18</td>
<td>Ductworks</td>
</tr>
<tr>
<td>J Block</td>
<td>JF05</td>
<td>Evaporative</td>
<td>Bonnaire</td>
<td>B18</td>
<td>Ductworks</td>
</tr>
<tr>
<td></td>
<td>JF06</td>
<td>Evaporative</td>
<td>Bonnaire</td>
<td>B18</td>
<td>Ductworks</td>
</tr>
<tr>
<td></td>
<td>JF07</td>
<td>Evaporative</td>
<td>Bonnaire</td>
<td>B18</td>
<td>Ductworks</td>
</tr>
<tr>
<td></td>
<td>JF08</td>
<td>Evaporative</td>
<td>Bonnaire</td>
<td>B18</td>
<td>Ductworks</td>
</tr>
<tr>
<td></td>
<td>JF09</td>
<td>Evaporative</td>
<td>Bonnaire</td>
<td>B18</td>
<td>Ductworks</td>
</tr>
</tbody>
</table>
Appendix H: JTC Accredited First Aid Officers at Term 3, 2016

John Tonkin College
Accredited First Aid Officers
As at Term 3, 2016

Vicky Lilly
Emma Bridger
Hayley Hill
Phillippa Whitney
Jane Derrell
Julie Harris
Karen Swale
Judy Murphy
Brian Kalsi
Gavin Farbey
Kim Davies
Wayne Bell
Geoff Hayes
Evelyn Dawe
Amanda Flood
Julie Higham
Ramona Meredith
Andrew Bleach

Sarah Carter
Karl Cording
Ali Miller
Tamara Gorman
Annette Hamilton
Lorri Harris
Pater Tacko
Che Heeley
Chris Love
Greg Munday
Jan Stone
Appendix I: JTC Bushfire Plan 2016/17 Enrolment Information

JOHN TONKIN COLLEGE MET CAMPUS
BUSHFIRE PLANS 2016/2017
ENROLMENT INFORMATION

Bushfire zone register - John Tonkin College has been added to the Bushfire Zone Register. This means, the MET Campus, Years 10-12 may be required to evoke pre-emptive closure on a day for which a Catastrophic Fire danger rating (FDR) has been declared. This means that if a fire starts, it is likely to be uncontrollable, unpredictable and fast moving.

What does this mean for our school? - When given advance warning that an FDR has been forecast for a given day, the Deputy Director General of schools, may direct the closure of JTC MET Campus. If the MET Campus receives such a direction, you will be informed of the possible planned closure by letter sent home with your child. Parents of students absent on the day this letter is sent home will be contacted by phone. Please ensure up to date contact details. DFES will monitor weather patterns to keep the department and school informed of any changes to the forecast for the declared day. The final decision to pre-emptively close the school will be informed by the department with the principal no later than 4:30pm on the day before the declared day. If the forecast changes after this, the closure will stand. The intention is to limit confusion or uncertainty for parents and allow you to make alternative childcare arrangements.

How will I know when the school is reopening? It is anticipated that the school will only need to close for a single day at a time, but this will depend on the weather. JTC will use SMS, Facebook and Skoolbag app to keep parents informed: JTC web site will contain a notice to advise you of the current status of the closure and when it is expected to reopen. Please monitor local media for current information about fire danger ratings and notice of schools reopening. Staying tuned to local ABC radio for regular updates is advisable.

Contact:  DFES on 1300 657 209 or  www.dfes.wa.gov.au
South Metro Educational Regional Office: 9336 9563
  Kim Savins:  0431 162 604 / Jan Stone: 0408 938 554
JTC MET Campus: 9583 7373
Appendix J: JTC Bushfire Plan 2016/17 Staff/Relief/Visitor Information

Bushfire zone register - John Tonkin College has been added to the Bushfire Zone Register. This means, the MET Campus, Years 10-12 may be required to evoke pre-emptive closure on a day for which a Catastrophic Fire danger rating (FDR) has been declared. This means that if a fire starts, it is likely to be uncontrollable, unpredictable and fast moving.

What does this mean for our school? - When given advance warning that an FDR has been forecast for a given day, the Deputy Director General of schools, may direct the closure of JTC MET Campus. If the MET Campus receives such a direction, you will be informed of the possible planned closure the day before the declared day, no later than 4.30pm. Any staff member absent on the day will be contacted by phone. Please ensure up to date contact details. DFES will monitor weather patterns to keep the department and school informed of any changes to the forecast for the declared day. The final decision to pre-emptively close the school will be informed by the department with the principal no later than 4:30pm on the day before the declared day. If the forecast changes after this, the closure will stand. The intention is to limit confusion or uncertainty for staff / relief staff / visitors.

How will I know when the school is reopening? It is anticipated that the school will only need to close for a single day at a time, but this will depend on the weather. JTC will use SMS, Facebook and Skoolbag app to keep parents and staff informed: JTC web site will contain a notice to advise you of the current status of the closure and when it is expected to reopen. Please monitor local media for current information about fire danger ratings and notice of schools reopening. Staying tuned to local ABC radio for regular updates is advisable.

Contact: DFES on 1300 657 209 or www.dfes.wa.gov.au
South Metro Educational Regional Office: 9336 9563
Kim Savins: 0431 162 604 / Jan Stone: 0405 938 554
JTC MET Campus: 9583 7373
JOHN TONKIN COLLEGE
BUSHFIRE PLANS 2016/2017
SCHOOL NEWS LETTER INFORMATION

Bushfire zone register - John Tonkin College MET Campus has been added to the Bushfire Zone Register. This means, the MET Campus, Years 10-12 may be required to evoke pre-emptive closure on a day for which a Catastrophic Fire danger rating (FDR) has been declared. This means that if a fire starts, it is likely to be uncontrollable, unpredictable and fast moving.

What does this mean for our school? - When given advance warning that an FDR has been forecast for a given day, the Deputy Director General of schools, may direct the closure of JTC. If the MET Campus receives such a direction, you will be informed of the possible planned closure by letter sent home with your child. Parents of students absent on the day this letter is sent home will be contacted by phone. Please ensure up to date contact details. DFES will monitor weather patterns to keep the department and school informed of any changes to the forecast for the declared day. The final decision to pre-emptively close the school will be informed by the department with the principal no later than 4:30pm on the day before the declared day. If the forecast changes after this, the closure will stand. The intention is to limit confusion or uncertainty for parents and allow you to make alternative childcare arrangements. How will I know when the school is reopening? It is anticipated that the school will only need to close for a single day at a time, but this will depend on the weather. JTC will use SMS, Facebook and Skoolbag app to keep parents informed: JTC web site will contain a notice to advise you of the current status of the closure and when it is expected to reopen. Please monitor local media for current information about fire danger ratings and notice of schools reopening. Staying tuned to local ABC radio for regular updates is advisable.

Contact: DFES on 1300 657 209 or www.dfes.wa.gov.au
South Metro Educational Regional Office: 9336 9563
JTC 9583 7373
Kim Savins
Principal