



Bush Fire Stand Alone Emergency Management Plan

2026

Version	Date Review Due	Responsible persons
8.	Annual Review	School Executive/School Board

Introduction

Bushfires occur on a regular basis in Western Australia, often with little warning. A bushfire may pose a serious threat to students, staff and property.

Typically, Western Australia's high bushfire risk in the Southwest starts in November and continues through to April. Seasonal changes and conditions may vary this time frame.

Yallingup Steiner School observes the current pre-emptive closure guidelines as they apply to the Australian Fire Danger Rating System. (appendix 1)

- Moderate – Plan and prepare
- High – Be ready to act
- Extreme – Act now to protect your life and property
- Catastrophic – For your survival leave bushfire risk areas

The site is classified Category 1: Rural, under the City of Busselton's Firebreak and Fuel Hazard Reduction Notice. The Site is located within a bushfire prone area and has a high BAL-29 rating.

The School Executive will monitor the fire ratings daily during bushfire season via the Emergency WA/DFES website and BOM website. The school also receives AISWA emails regarding ratings.

Excursions in bush areas are assessed and cancelled on Extreme BOM fire rated days. The School Executive reserves the right to pre-emptively close the school in the event of perceived fire danger.

This plan is designed to assist staff in all facets of bushfire

- PREVENTION,
- PREPARATION,
- RESPONSE,
- RECOVERY
- REVIEW.

Abbreviations

EMC - Emergency Management Co-ordinator(s) – School Executive

EMT - Emergency Management Team – Jacqui Morris, Jane Huxley, Jane Watts, Chelsea Hardy

EMP - Emergency Management Plan

DFES - Department of Fire and Emergency Services

AFDRS – Australian Fire Danger Rating System

FDR – Fire Danger Rating

Overview

The Bushfire Stand Alone EMP is to be reviewed annually before, bushfire season, and adjusted to reflect any changes that may have taken place in:

- site facilities
- Personnel normally on site
- Emergency Services directives
- Department of Education directives

Key considerations for the EMP are;

- Days of Total Fire Ban
- Extreme and Catastrophic rated days
- Fire in the local vicinity
- Threat or impact of fire
- Recovery after a fire

The School Hall is nominated as the Safer Location in the event of a fire, when evacuation is not immediately possible.

- It can accommodate all persons normally at school.
- Is adjacent to a supply of bottled water
- Has a fire extinguisher and blankets
- Is close to the evacuation point while awaiting transport
- Has an adjacent toilet

Distribution

A copy of this EMP is on the school website and seasonal reminders are scheduled in newsletters and on the Schoolstream app.

All staff members receive fire season updates and participate in emergency evacuation drills with students

PREVENTION

The school site receives regular maintenance and fuel reduction to reduce the risk of fire spreading through the site. Particular attention is paid to:

- Gutters
- Firebreaks
- Tree maintenance
- Storage sheds

Solutions), that outlines site requirements for building and development plans made in the future.

This plan includes:

- City of Busselton's Firebreak and Fuel Hazard Reduction Notice
- BAL Assessment
- Risk Analysis
- Bushfire Emergency Evacuation guidelines

Total Fire Ban

In the event of a Total Fire Ban the school will observe the following:

- No fires in open air
- No 'Hot work' such as metal work, grinding, welding, soldering, gas cutting, lawn mowing or similar
- No other activities that may start a fire. This includes use of a vehicle off road on land which contains vegetation, (eg. paddocks or bushland).

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

For information on activities that can or cannot be carried out during a Total Fire Ban visit <https://www.dfes.wa.gov.au/hazard-information>

Total Fire Ban Information Line 1800 709 355.

DFES bushfire prevention and preparation advice is also available at:

<https://www.dfes.wa.gov.au/bushfire/prepare/>

PREPARATION

- The School Executive Committee is to ensure all students staff and parents are aware of this EMP (website, newsletters, Schoolstream application).
- Drills to be conducted annually.
- Communication plans, including emergency contacts, are maintained for evacuation or planned closure and kept next to the fire bell.
- The school has an emergency warning network with local fire station, police and SES. • Emergency Services Manager: Peter Stark (BCC) 0427 202 717
- Fire Control Officer for the Yallingup area is Mark Fisher 0419 945 348

- Dunsborough Police Station: 97 81 3030
- Systems are in place to account for students, staff and visitors in an emergency, ie: paper class rolls and visitor registers in event of loss of power.
- The local bus company is aware that it may be called on to provide a bus at the school if evacuation is necessary. If bus is not available, staff cars will be used for evacuation purposes.
- The safer location (hall) is checked for readiness before each bushfire season along with other fire equipment.
- Teacher's car keys are tagged for easy reference during a fire response.
- Students to have footwear and bags in case of evacuation

Location of Equipment

- FIRE BLANKETS & EXTINGUISHERS LOCATED AT ENTRY DOORS IN ALL CLASSROOMS AND BUILDINGS
- WATER HOSES LOCATED OUTSIDE THE CLASS THREE CLASSROOM, BARN CLASSROOM, KINDERGARTENS AND THE OFFICE BUILDING
- FIRE BELL LOCATED IN OFFICE BUILDING ON THE OPEN BOOKSHELF
- THE SCHOOL ADDRESS FILE, WHICH IS TO BE LEFT ON THE STREET NUMBER, IS LOCATED WITH THE FIRE BELL.
- MAP IN FIRE TUBE LOCATED WITH LOCATION NUMBER SIGN 1721
- COUPLING ON WATER TANKS MATCHES LOCAL FIRE TRUCKS
- SAFER LOCATION HAS BLANKETS AND WATER READY

Equipment is inspected prior to bushfire season when drill is conducted.
Any necessary upgrades are carried out by Bell Fire or the school.

Pre-emptive Closure

- The School Executive Committee will make the decision to close the school based upon advice from Emergency Services, during a Catastrophic FDR, or in the case of a third Extreme FDR within a five-day period.
- The EMT will notify parents of closure using Schoolstream, SMS or email
- The Department of Education will be notified via the Critical Incident notification portal ngsregulation.Criticalincidents@education.wa.edu.au
- All other necessary parties will be advised including playgroups, community users of the school facilities and site contractors.
- Bus contractors will be contacted to arrange evacuation of students to a designated area if applicable.

- Notice of a planned temporary school closure will be posted physically at the school and electronically on the website and Schoolstream.
- The lead time for a planned closure varies depending on weather patterns, but every attempt is made to give as much notice as possible to parents.
- During a pre-emptive closure the EMT will maintain communications with DFES and monitor local radio and media.

Re-opening School

Parents will be notified when the Catastrophic FDR or other trigger event has been downgraded and it is therefore safe for children to return to school.

The EMT will:

- Utilise the Schoolstream app
- Alter the website message
- Email

*Refer to [Appendix 2 – Preparation Checklist](#)

RESPONSE

Evacuation

Students, staff and visitors will be alerted of an evacuation by a bell or air horn, repeatedly, until all are mustered.

When moving to a designated muster point, students must be directed away from the danger zone and not towards or through the affected area.

The EMC will direct evacuation activity to the hall.

The EMC will specify the type of evacuation required from one of the following:

- To another building when danger is localised in one area of the school
- Within the school grounds when danger is associated with school buildings not grounds
- Beyond the school if the whole school is in danger

Teachers will be directed by the EMC during the evacuation and should not initiate any unnecessary action related to the emergency without authorisation.

- Teachers are responsible for the safe and orderly movement of students when instructed by the EMC to evacuate.

- The attendance roll, Individual Care Plans and Emergency Procedures cards, located on clipboards inside classrooms, are to be taken to the evacuation assembly area.
- Windows and doors are to be closed if time permits.
- Teachers must inform the EMT of students not accounted for during the muster.

The EMT will check storerooms, toilets and classrooms.

Under no circumstances are children to be used as messengers or to find other children.

As time permits the EMT will;

- Turn off all appliances, including stoves, heaters, pilot lights and light switches.
- Contact parents via Schoolstream App, SMS or email.
- Notify bus contractors and out of school programmes (eg camps).
- One member of the EMT will be the last to leave the school.

Bushfire – Act

Response when a bushfire starts and the school is open

Evacuation Procedure

Evacuate on advice from DFES or in direct response to immediate fire threat

PHONE 000 and
PHONE BUS COMPANY IMMEDIATELY

Designated safe locations: (depending on the direction of the fire):

Primary location: Busselton welfare Centre

1 Recreation Lane, West Busselton.

Secondary Location: Margaret River Welfare Centre

51 Wallcliffe Road, Margaret River

THE PRIMARY ACTION TO FOLLOW WITH AN IMMINENT BUSHFIRE THREAT IS **EVACUATE**.

If emergency services arrive onsite before students have been evacuated, the EMT will follow instructions given by the co-ordinator.

Fire Bell has sounded:

- All classes remain with their teachers and allocated education assistants.
- All other staff and visitors report to the muster point.
- Teachers account for each child and identify students and assistants with known respiratory conditions.
- Doors and windows to be closed.
- Teachers pick up class rolls, care plans and car keys and ask children with medications to bring their bag. *Bag to stay with the child.*
- If time permits, children to wear covered shoes
- Students and staff muster IN THE HALL or designated alternative, in class groups. (See diagram 1)
- EMT to manage evacuation routes and liaise with staff.
- The EMC will control the response until the arrival of bus, DFES or emergency services.
- Car keys to be placed in front office

If Fire Bell has *not sounded* and you are aware of fire:

- Notify the front office.
 - EMT will sound the fire bell or horn (kept in office on top of bookshelf)
 - Classes to move to the assembly area as above.

If Loading the Bus

- Fit as many children on the bus as possible.
- There is no limit to the number of children boarding in an emergency.
- A bus is always preferable to a car as visibility is greater.

Contacting Parents

- EMT to contact parents after the evacuation has been implemented.
- Do NOT encourage parents to collect children.
- Maintain Duty of Care even if parents are present.

No Duff

- If during a practice Fire Drill a real emergency happens or someone is injured call out "NO DUFF"
- This term is used by police and other emergency services.

Diagram 1

Muster Plan

TEACHERS AND AIDES STAND WITH THEIR CLASS

Muster point is the hall if possible.

- The EMT to check that all children are accounted for.
- Escort students to the bus via the oval steps.
- Load bus as swiftly as possible from youngest to oldest.
- Bus departs for the designated evacuation centre.

IF BUS CANNOT ACCOMMODATE ALL STUDENTS

- Load students into staff cars.
- Use as few cars as possible.
- Cars must follow immediately behind the bus to increase visibility.
- EMT record names of students in cars

LAST TO LEAVE

If possible, all leave together in as few vehicles as possible.

- EMT ties Fire Evacuation Tag to Wildwood Road number sign.
- Tag indicates to Fire and Emergency services that all have departed.
- Tag prevents further risk to lives.
- Cars travel at the rear of bus and stay close.
- All remaining staff were informed of designated evacuation centre.
- All proceed to the evacuation centre.

Driving in an Emergency

- Before driving, encourage calm and quiet.
- Headlights and hazard lights on
- Close windows
- Turn air-con to recycle
- Drive slowly - 50km/hr especially if no seat belts
- In smoke put LH wheel on to the gravel verge and use edge of bitumen as guide
- Stop only if you see flame to prevent pile up.

Be aware that fire fighters may be attending another fire if conditions are severe

Parents will be informed when and where to pick up students upon advice from DFES or the EMT

Safer Location Procedure – if evacuation is not possible

School to remain on site on advice from DFES.

- All classes remain with their teachers and education assistants.
- All relocate to the school hall.
- All other staff and visitors report to the school hall.
- Teachers account for students and report to EMT
- The EMT will control the response until the arrival of emergency services.

Parent Access

- Parents are advised NOT to pick up students
- Parents to monitor local media await further information from the EMT.
- The official broadcaster of Emergency Events is ABC radio.
- Local station is ABC 684 AM. <http://abc.net.au/southwestwa/>
- The DFES website provides up to date information on fire events. Refer to <http://www.dfes.wa.gov.au/>.
- 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>) and the Emergency WA website, <https://www.emergency.wa.gov.au/>

BASIC RESPONSE

Message from Emergency Services or Fire Threat Call: 000

1. Call bus driver Robert: 0459861396
2. ring bell/horn around the school.
3. Take contact details and phones.
4. Muster on hardball court or location directed by EMT.
5. EMT check toilets and classrooms.
6. Proceed to bus/cars.
7. Drive to evacuation centre.
8. Notify Parents as soon as practicable.
9. Notify the Director General of Education when possible.

Reopening the School

- Taking advice from DFES, the EMT will decide when the school can re-open.
- Parents will be advised as soon as possible.
- Any notice of planned temporary school closure will then be removed from the school premises and website.
- All parties that were advised of closure will in turn be advised of reopening.

Media

- **Only the Executive are to communicate with the media.**
- **Other staff should not comment directly to media.**

RECOVERY

Emergency services will need to ensure conditions within the site and surrounding area are safe and all services including power, water and access can be guaranteed prior to allowing the use of the building as a school is to resume.

The EMT will take direction from emergency services personnel regarding any activity on site after a fire.

NOTE: If potable water was accessed by firefighters, the tanks will need to be drained and cleaned to ensure that no firefighting residue contaminates the water.

- Satisfy the short and long-term needs of the people involved.
- Utilise the AISWA psychology services.
- Carry out any necessary repairs.
- Return to regular routine as soon as possible.
- Document the incident to allow for review and modification of the EMP.
 - *Ensure that any changes are communicated to all parties
 - *Carry out revised drills
- Manage administrative detail (insurance etc.)

To Support Those Affected by the Critical Incident (as determined by the assessment of the situation)

ACTIONS CO-ORDINATED BY: EMT

• Offer immediate comfort and support to those most affected.
• EMT to contact affected staff or families (<i>In the case of a death, WA Police contact the family</i>)
• Prepare statements to address parents and students and determine method of delivery.
• Brief staff of known facts.
• Set up a recovery room.
• Send the inconsolable to recovery area and the support team.
• Plan for students / siblings / parents to be re-united.

• Prepare a written statement for incoming enquiries and for students to take home to parents
• Consider staff and students absent or off-site and relief staff that need to be informed
• Identify and notify others who need early advice
• Consider staff in need

APPENDICIES

Appendix 1

Australian Fire Danger Rating System



What is the Australian Fire Danger Rating System?

The Australian Fire Danger Rating System (AFDRS) is a new, simplified and nationally consistent Fire Danger Rating System. It launched across Australia on 1 September 2022 and forecasts fire danger using the latest science, bushfire knowledge and a better reflection of Australian fuel types than ever before. This enhances the accuracy behind fire danger predictions and improves how fire danger is communicated.

What are Fire Danger Ratings?

Fire Danger Ratings (FDR) describe the potential level of danger should a bushfire start. They provide important information so you can take action to protect yourself and others from the potentially dangerous impacts of a bushfire. Ratings are calculated using a combination of weather forecasting and vegetation information. They do **not** indicate the chance of a fire occurring.

Why did we change to the AFDRS?

The science underpinning the old Fire Danger Rating System was more than 60 years old. It applied only two fire behaviour models, despite these fuels only applying to one-third of WA. Additionally, it did not account for other fuel values such as fuel load distribution, condition and continuity, which can significantly influence fire behaviour. The change to the AFDRS was informed by one of Australia's largest social research projects which found that most Australians did not understand the old system and would prefer a simpler, action-oriented set of FDR.

What are the benefits of the AFDRS?

Previously, there were inconsistencies in how jurisdictions determined and communicated FDR. By implementing a national system, wherever people are in Australia they will see and access consistent fire danger advice, maximising their ability to appropriately respond to conditions. The AFDRS considers 22 different fuel types and applies eight of the most contemporary fire behaviour models across the country. This sees us move to a Fire Behaviour Index (FBI) that provides a much more accurate scale of potential fire behaviour based on weather conditions and the applicable model. This enables emergency services to be better prepared, make improved decisions and provide better advice to the community.

Its design is simpler, with four levels and clear messages to encourage people to take action. It also introduces 'No Rating' (white bar under Moderate) for days when conditions present minimal fire risk. This does not mean that fires cannot start, but that they are not expected to act in a dangerous or life-threatening way. The new rating names and key messages are:

- **Moderate:** Plan and prepare.
- **High:** Be ready to act.
- **Extreme:** Take action now to protect your life and property.
- **Catastrophic:** For your survival, leave bushfire risk areas.



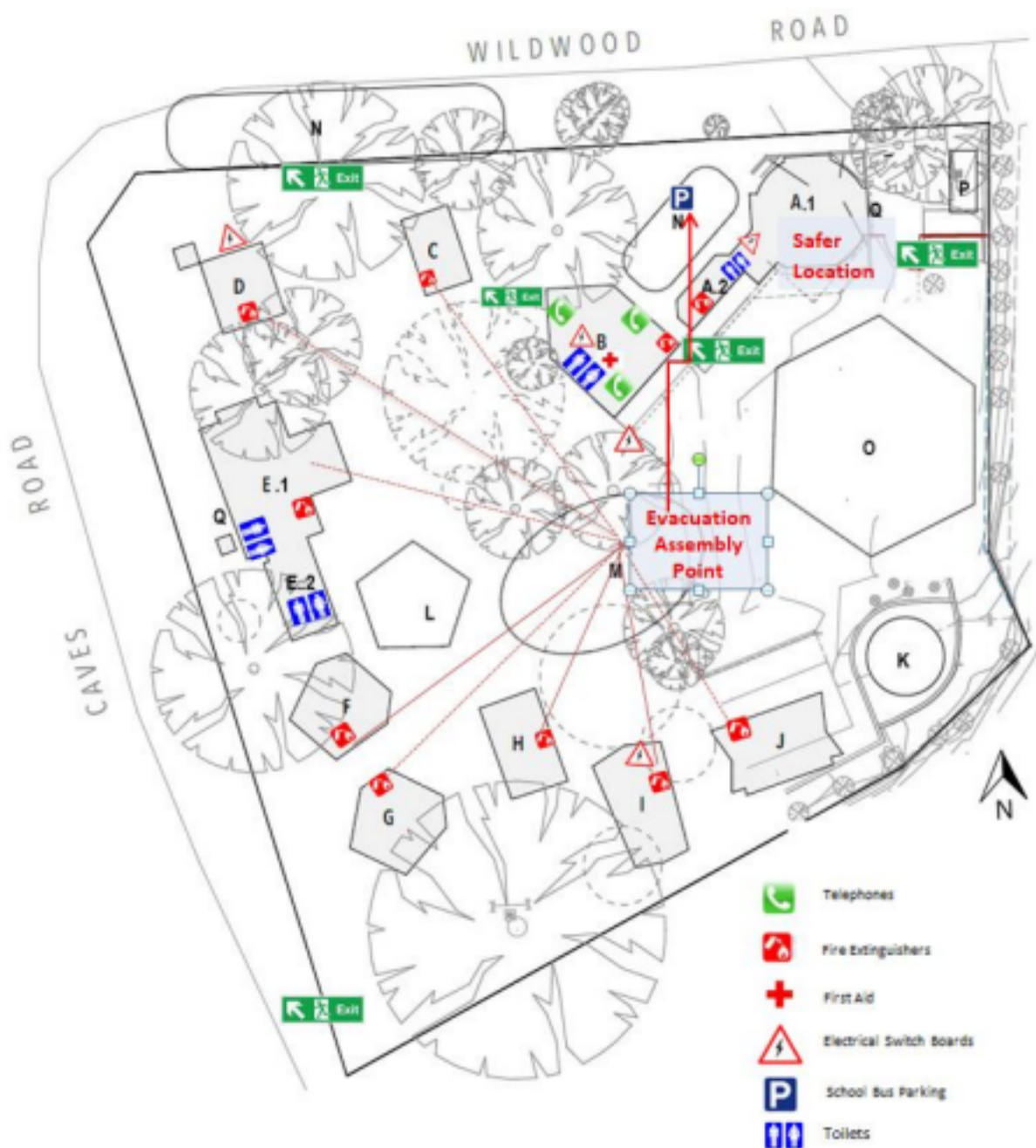
Appendix 2

Preparation Checklist	Check	Evidence
EMT familiar with Emergency and Critical Incident Management Plan	✓	
Students, staff, relief staff and parents/carers have been made aware of Bushfire Plan.		
The bushfire plan has been reviewed prior to the season (Term 4 each year).		
The <u>EMT</u> have established contact with local emergency services including DFES		
Emergency Services are informed of pre-determined Safer Location (Hall)		
Mutual Understanding of AFDRS		
Communication plans are in place for planned closure		
Evacuation drills practised prior to the start of the bushfire season and at least once during Term 1 and Term 4.		
Functioning emergency warning or alert system. (bell/horn)		
Emergency communications equipment is available: mobile telephones with Schoolstream Administration capacity, radio, walkie talkies.		

Class rolls and visitor register (or equivalent) are readily accessible in paper form		
First aid kit is accessible with care plans		
Arrangements are in place for school buses (notification of contractors if pre-emptive closure is invoked; availability of bus if off-site evacuation is required)		
Procedures are in place to restrict use of machinery on extreme fire danger days.		
The Safer Location has been made ready		
Fire breaks cleared and gutters cleaned		

Appendix 3

Site Plan



Appendix 4: Communication Templates

Fire and School is Open

INITIAL MESSAGE- Preloaded to Schoolstream App

School under threat of bushfire

Please DO NOT attempt to pick up students from school

EMERGENCY SERVICES ADVICE IS TO EVACUATE TO SAFER LOCATION

Please monitor local media for specific access information.

SAFER LOCATION IS **BUSSELTON / MARGARET RIVER** (insert) for student pick up

INTERIM MESSAGE- Preloaded to Schoolstream App

School remains under threat of bushfire

School remains closed

Please continue to monitor local media for continued updates

School will resume when Emergency Services determine the site is safe

CLOSE OUT- Preloaded to Schoolstream App

Threat has passed

Emergency Services advise that students may return on **(date)**

Please monitor local media for continued updates

Temporary School Closure

For Schoolstream/website/email

BUSHFIRE ALERT NOTIFICATION OF TEMPORARY SCHOOL CLOSURE

Dear Parent

Based on advice from the Department of Fire and Emergency Services (DFES), the Emergency Management Team are directing temporary closure of the Yallingup Steiner School on **<insert day, date>**, due to Fire Danger Ratings in the local area. If a fire starts, it is likely to be uncontrollable, unpredictable and fast moving.

DFES will keep the school informed of any change to the FDR forecast for **<insert date>**. The final decision to pre-emptively close the school will be confirmed no later than 4.30pm on **<insert date of the day before the declared day>**.

If the forecast changes after that deadline, the closure will stand, regardless of improvements to the weather conditions on the afternoon of **<insert date of the day before the declared day>** or overnight. The intention is to limit confusion or uncertainty for parents and to allow you ample time to make alternative childcare arrangements.

It is anticipated that the school will only be required to close for a single day at a time, but this will depend on the weather. A Schoolstream notice will be sent to advise you of the status of the school closure and when we expect to reopen.

Please monitor local media for up-to-date information about fire danger ratings. Staying tuned to ABC Local Radio is advisable. You can also check with DFES on 13 DFES (13 33 37) or www.dfes.wa.gov.au.

Some children may experience concern due to the closure. You are encouraged to reassure your children that a safe environment will await their return.

This precautionary measure aims to maximise safety for everyone.

Thank you for your co-operation.

Yallingup Steiner School

Appendix 5

Evacuation and Zone Search Completed

SCHOOL ROOMS

K4/5/6 Rainbow YES / NO

K5/6- Dolphin YES / NO

Heritage room YES / NO

Class 1 YES / NO

Class 2 YES / NO

Class 3 YES / NO

Class 4 YES / NO

Class 5 YES / NO

Class 6 YES / NO

Office YES / NO

Kitchen YES / NO

Toilets x 2 YES / NO

Hall YES / NO