



Word Inserts for School Bushfire Plan Updates

St Joseph's Catholic Primary School Pinjarra

Prepared for Catholic Education Western Australia

Prepared:

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Disclaimer

The measures contained in this Bushfire Management Plan are considered to be minimum standards and they do not guarantee that a building will not be damaged in a bushfire, persons injured, or fatalities occur either on the subject site or off the site while evacuating. This is substantially due to the unpredictable nature and behaviour of fire and extreme weather conditions. Additionally, the correct implementation of the required bushfire protection measures (and any associated response/evacuation plan if applicable) will depend, among other things, on the actions of the landowners or occupiers over which Bushfire Prone Planning has no control.

All surveys, forecasts, projections and recommendations made in this report associated with the project are made in good faith based on information available to Bushfire Prone Planning at the time.

All maps included herein are indicative in nature and are not to be used for accurate calculations.

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2 Response when Catastrophic Fire Rating Danger Forecast

In response to the recent bushfire catastrophes, Catholic Education Western Australia Limited has been advised that, whenever a Catastrophic Fire Danger Rating has been forecast, schools should close, irrespective of their determined Very High or High risk rating. The intention of this planned closure is to ensure maximum safety and minimum risk for students and staff. This advice is consistent with the Department of Education and other States' approach for pre-emptive closure for schools, during a bushfire event.

In the event of a Catastrophic Fire Danger Rating day or imminent bushfire event, please refer to the school's Stand-Alone Bushfire Management Plan. This plan should have been designed and approved by a Bushfire Planning & Design (BPAD) Level 3 Bushfire Practitioner.

Appendix 3 – Compliance: Bushfire Preparation Checklist

BUSHFIRE PREPARATION CHECKLIST (ALL YEAR ROUND)

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 plan.

MANAGEMENT ACTIVITIES

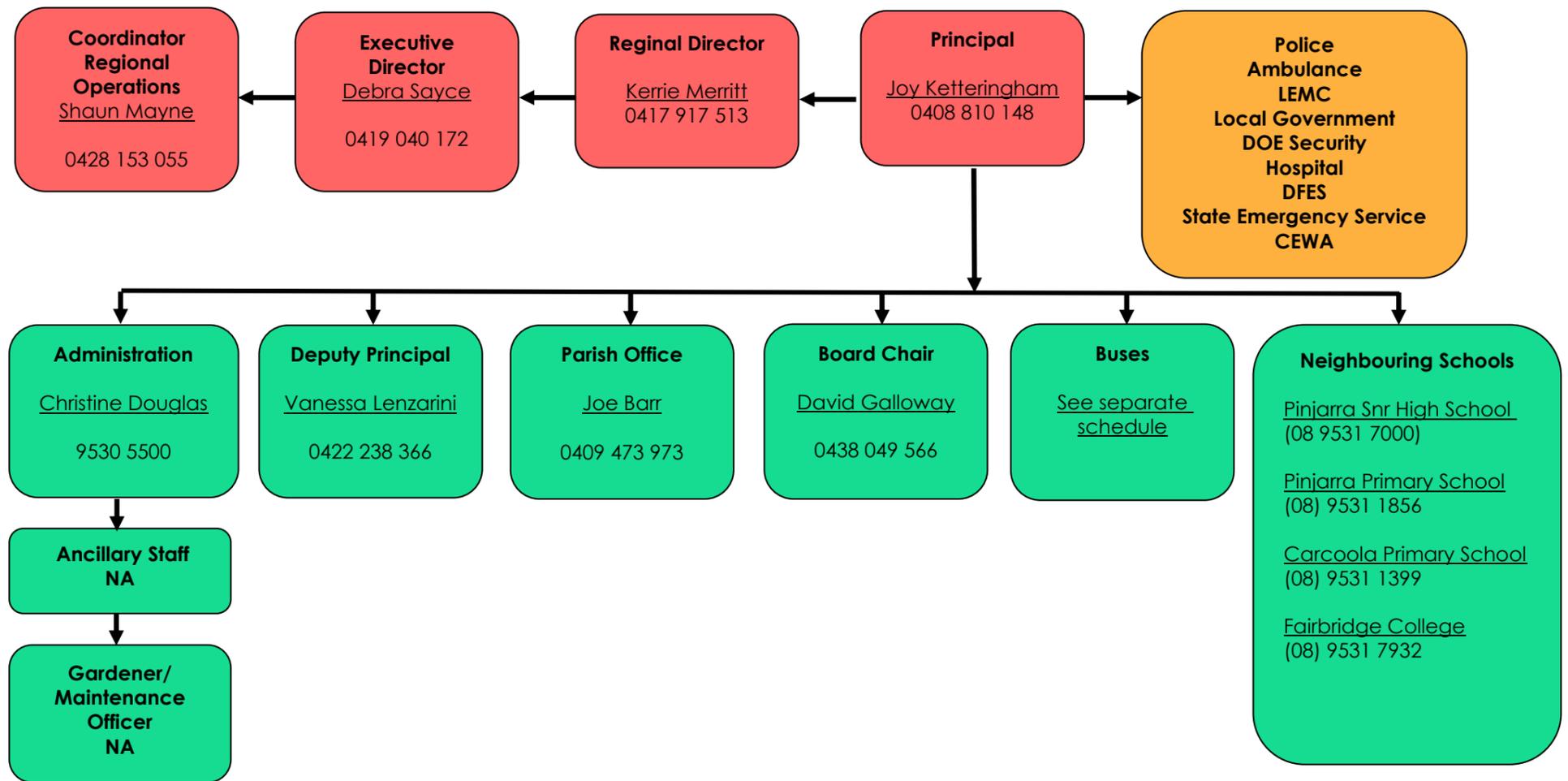
TICK WHEN TASK HAS BEEN COMPLETED, OR WRITE N/A IF NOT APPLICABLE	EVIDENCE/YES
The School <i>Emergency Management Plan</i> provides a plan for dealing with bushfires.	Yes
Principal is thoroughly familiar with the Schools current <i>Emergency Management Plan</i> and the stand-alone bushfire plan.	Yes
Students, staff, relief staff and parents/carers have been made aware of the School bushfire plan.	Yes
The bushfire plan has been reviewed prior to the bushfire season (Term 3 each year) and a copy forwarded to the CEWA head office.	Yes, carried out start Term 4
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.	Register only for Government Schools
The principal and liaison officer have established contact with local emergency services including DFES, the Department of Parks and Wildlife (if relevant), the VFRS, 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).	Yes
Emergency Services, outlined above, are informed of your nominated pre-determined Safer Location as part of your Emergency Critical Incident Management Plan procedures.	Yes
Schools on the Bushfire Zone Register need to incorporate key bushfire messages in the curriculum.	Looking into

School staff know how to turn off evaporative air conditioner units, including awareness of the location of the switches, and how to close roof vents (if applicable).		No evaporative air conditioners in use
Communication plans (including Communications Tree – see Appendix 9) are in place for directed evacuation or planned closure.		Yes
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 May to late October in northern WA. Note this is a minimum of three drills per year.		Yes
School has a correctly functioning emergency warning or alert system.		Yes
Evacuation Kit has been checked at least twice per term.		Yes
Emergency communications equipment is available e.g. mobile telephones, hand-operated fire alarm (portable siren), portable radios and spare batteries (check throughout the season).		Yes
Class rolls and visitor register (or equivalent) are readily accessible in an emergency to account for students, staff and visitors.		Yes
First aid equipment is available and staff members trained in first aid have been identified.		Yes
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).		Yes
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.		Yes
A Safer Building Location within the School buildings should be identified and prepared in the event that an off-site evacuation is not possible. (Appendix 6)		Yes
More than one suitable off-site location needs to be identified, in case one of the sites is under threat from the bushfire.		Yes
Asset Protection Zones (APZ) minimum 20 metre radius around all buildings, cleared of all rubbish, long dry grass, bark, dead fallen branches and flammable materials. An APZ of XXm around Safer Location Building (where APZ falls within School grounds), refer to Bushfire Risk Treatment notes if applicable for this distance.		Yes
Mitigation works as per bushfire consultant recommendations, have been implemented.		All but mesh to vents in Hall

Appendix 8 – Emergency Response Contact List

NAME OF ORGANISATION	SERVICE	PHONE NUMBER WEB SITE
LOCAL CONTACTS		
Police	Local Police matters (Non-emergency)	(08) 9531 7111
Shire of Murray	Emergency Services (Non-life-threatening emergency)	(08) 9531 7777
Shire of Murray	Ranger Services (Non-life-threatening emergency)	(08) 9531 7777
CATHOLIC EDUCATION WESTERN AUSTRALIA LIMITED		
Executive Director (Deborah Sayce)		0419 040 172
Co-Ordinator Regional Operations (Shaun Mayne)		0428 153 055
Regional Director (Kerrie Merritt)		0417 917 513
SCHOOL CONTACTS		
School Emergency Phone		0439 349 801
School Office		08 9530 5500
Principal (Joy Ketteringham)		0408 910 148
Assistant Principal (Vanessa Lenzarini)		0422 238 366
Registrar (Bridget Bolt)		0402 948 262
First Aid (Christine Douglas)		0428 453 340
School Advisory Committee Chair (David Galloway)		0438 049 566
Parents and Friends Chair (Natalie Marriott)		0418 919 560

Appendix 9 – Communication Tree



Response Team

Principal
Joy Ketteringham

Deputy Principal
Vanessa Lenzarini

Administration Officer
Christine Douglas

Roles & Responsibilities

Evacuation: Principal
Invacuation: Principal

Checking Rooms: Wardens

Evacuation Marshalling: Teachers & Education Assistants
Invacuation Marshalling: Teachers & Education Assistants

First Aid Officers: Administration Officer (plus all full time staff trained in first aid)

Communication: Principal/Response Team (Communication Officer)

Next of Kin Notification: Principal (Police if fatality)

Reporting/Review: Principal

Appendix 10 – Preparedness: Bushfire Preparedness Checklist

BUSHFIRE PREPAREDNESS CHECKLIST

TAKE ACTION IF THE SCHOOL IS OPEN WHEN A BUSHFIRE STARTS

IF YOU NOTICE A BUSHFIRE BEFORE RECEIVING OFFICIAL ADVICE, CALL TRIPLE ZERO (000) TO REPORT THE FIRE.	TICK WHEN TASK COMPLETED
IF THE SCHOOL IS LIKELY TO BE THREATENED BY THE BUSHFIRE, ACTIVATE THE STAND-ALONE BUSHFIRE PLAN IMMEDIATELY.	
All staff members have been briefed on the and are ready to activate in accordance with their responsibilities in the plans.	
The Principal or School liaison officer has made contact with the controlling agency to seek advice or further information on the Schools required response to the bushfire.	
Communication plans (including Communication Tree) are ready for activation for directed evacuation.	
Emergency contact lists for parents, staff, other agencies etc. is prepared and ready to use.	
School emergency warning or alert system is ready to be sounded.	
Emergency communications equipment is ready for use (e.g. mobile telephones, hand-operated fire alarm (portable Siren), portable radios and spare batteries/batteries charged).	
Evacuation kit is ready to use.	
Class rolls and visitor register are available and ready to use (part of evacuation kit).	
Class rolls checked to confirm absentees and visitor register checked for visitors currently in the School.	
First aid equipment is ready to use and staff members trained in first aid have been activated.	
The Safer Building Location (not an outdoor open area) is ready for use.	
School buses are on standby or arrangements in place, if off-site evacuation is required.	
Monitor controlling agency website or information line for warnings (if DFES on 13 DFES (13 33 37) or www.dfes.wa.gov.au) and Emergency WA website: www.emergency.wa.gov.au . Assign a member of staff to monitor local radio, TV and websites for bushfire or weather alerts.	
Bushfire in awareness zone: Close roof/wall vents and doors. Undertake regular patrols/checks of School for bushfire activity, paying special attention to evaporative air conditioners, where applicable. School bags, clothing & other flammable items should be removed from outside of classrooms & Safer Building Location.	
Principal thoroughly familiar with current Stand-alone Bushfire Plan & The Principal's Guide to Bushfire - additional 'situation' checklists.	