

# Bushfire Risk Management Plan and Evacuation Procedures

## LESCHENAULT CATHOLIC PRIMARY SCHOOL

457 Mardo Ave, Australind

25 November 2022

Updated for:

Leschenault Catholic

Primary School



# Limitations Statement

This report has been prepared in accordance with the Agreement between Ecosystem Solutions Pty Ltd and Leschenault Catholic Primary School (“Client”). It has been solely prepared for a Bushfire Hazard Management Plan and Evacuation Procedures at 457 Mardo Road, Leschenault (“Site”).

## Information

In undertaking this work the authors have made every effort to ensure the accuracy of the information used. Unless otherwise stated in the report, Ecosystem Solutions Pty Ltd has not independently verified such information and cannot guarantee its accuracy or completeness.

## Conclusions

Within the limitations imposed by the scope of work, preparation of this report has been undertaken and performed in a professional manner, in accordance with generally accepted practices and using a degree of skill and care ordinarily exercised by reputable bushfire consultants under similar circumstances. No other warranty, expressed or implied, is made.

## Reliance

This report is solely for the use of the Client and any reliance on this report by third parties will be **at such party’s sole** risk. This report must only be presented in full and may not be used to support any other purpose than those set out in the report and the Agreement, except where prior written approval with comments are provided by Ecosystem Solutions Pty Ltd. All intellectual property rights in documents created by Ecosystem Solutions Pty Ltd remain the property of Ecosystem Solutions Pty Ltd.

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Ecosystem Solutions Pty Ltd will not be liable to update or revise the report to take into account any events or emergent circumstances or facts occurring or becoming apparent after the date of this report.

## Other limitations

The measures contained in this report cannot guarantee that a structure or building will not be damaged or would survive a bushfire event on every occasion. This is due to the degree of vegetation management, the unpredictable nature of fire behaviour (knowledge in this field continues to develop) and the unpredictable nature of extreme weather conditions.

The growth, planting or removal of vegetation, poor maintenance of any fire prevention/mitigation measures, addition of structures not included in this report, or other activity can and will change the bushfire threat to all properties detailed in this report. The implementation of fire precautions will depend on the actions of the landowner or occupiers of the land, over which Ecosystem Solutions Pty Ltd has no control. Should changes be made to the Site, a new Bushfire Management Plan is required. Ecosystem Solutions Pty Ltd accepts no Liability, including Liability for any Loss in connection with:

- a Claim, damage, or injury to property, or persons caused by fire;
- further growth, planting or removal of vegetation on the Site;
- poor maintenance of any fire protection measures;
- additional structures not included in this assessment; or
- any other activity that may change the bushfire threat level.

The Client and owner of the Site each acknowledge that they have been made aware of the exclusions above and that such exclusion of Liability is reasonable in all the circumstances.

This report is valid for a period of two years only from the date of its issue. All BAL ratings identified in this report are indicative and are required to be verified at the time of construction of individual buildings to ensure appropriate setbacks identified in the Site/building have been achieved.

STATEMENT OF CONFORMITY - *PLANNING AND DEVELOPMENT ACT 2005*



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The signatory declares that this Bushfire Management Plan meets the requirements of State Planning Policy 3.7 and the Guidelines for Planning in Bushfire Prone Areas V1.3.

## DISCLAIMER

*\*All capitalised terms used in the Limitations Statement above that are not defined are defined in the Agreement between Ecosystem Solutions Pty Ltd and the Client.*

*\*\* The limitations above are subject to any relevant rights or remedies that the Client may be entitled to under legislation, including Schedule 2 of the Competition and Consumer Act 2010 (Cth).*

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# 1 Introduction

Leschenault Catholic Primary School is a Catholic co-educational school for years Pre- Kindergarten to 6, located in Leschenault in the south west of Western Australia. Leschenault is 150 km south of Perth and has a population of approximately 3,000 people. The School has 516 students from Pre- Kindergarten to Year 6. There are 55 staff members within the School.

The School is in a Bushfire Prone Area (Figure 1), and as such is considered a vulnerable land use within a bushfire risk area.



Figure 1 Map of Bushfire Prone Areas with Leschenault Catholic Primary School within the blue polygon

This plan is designed specifically for Leschenault Catholic Primary School and is designed to inform the staff and parents of the potential risk of bushfire within the school, to outline measures to minimise risk and to assist the principal and the staff for procedures and practices should a bushfire event occur within the vicinity of the school.

This document is prepared under the emergency management principles of PPRR:

- Prevention of;
- Preparedness for;
- Response to;
- Recovery from;

**The PPRR approach is adopted by the Department of Education’s *Emergency and Critical Incident Management Policy* and is reinforced in the Departments’ *Principal’s Guide to Bushfire (2016)*.**

## 1.1 Emergency Planning / Incident Management Team

An Emergency Planning Committee (EPC) is made up of representatives from the school community who are responsible for the planning and development of this plan and the implementation of this plan and procedures during a bushfire emergency.

The EPC is made up of the following members:

<i>Role</i>	<i>Name</i>
Principal	Daniel Graves
Assistant Principal	Bree Dudek
Assistant Principal	Brigid Bryce
Groundsman	David Meredith / Russell Perkins
Finance Officer	Anne Davis

Members will be added or substituted as deemed appropriate.

These members represent those in the school and neighbouring community with the skills and authority to develop and implement this plan.

The role of the planning committee is to:

- Establish emergency plans and procedures;
- Identify duties and responsibilities of positions;

- Formulate emergency procedures;
- Educate and train staff (or arrange external training);
- Make all aware of the emergency procedures; and
- Conduct annual training of emergency procedures for review and modification (Back, 2011)

During an emergency, not all the EPC members are likely to be on site. Members present will however be assigned roles and responsibilities as follows:

- Chief Warden - (Principal)<sup>1</sup>
- Deputy Chief Wardens - (Assistant Principals)<sup>2</sup>
  - These people are responsible for co-ordinating the emergency procedures and management of students and staff pending instructions from the Department of Fire and Emergency Services or the WA Police.
  - Responsibilities include:
    - Managing and overseeing emergency procedures;
    - Accounting for all persons during an emergency;
    - Determining best action (Evacuate or Shelter in Place) in liaison with emergency services.
- Fire Wardens - all Teachers on site during an emergency.
  - Wardens take directions from the Chief or Deputy Chief wardens during an emergency
  - Responsibilities include:
    - Maintaining a calm atmosphere among students and parents/visitors;
    - Following emergency procedures;
    - Assisting with moving of students as determined by the Chief Warden.

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<sup>1</sup> Or an appropriate appointee if absent from the school

<sup>2</sup> Or an appropriate appointee if absent from the school

## 2 Bushfire Risk Management Plan

This Bushfire Risk Management Plan aims to minimise the risk of adverse impacts of bushfire on life, property and the environment, however, given the vulnerability of the young students, the focus of this plan is life and property.

The objectives of this plan are to:

- Highlight the fire risk within the School grounds and the surrounding landscape;
- Outline the fire management methods and actions that will reduce the intensity and spread of bushfires in and around the School; and
- Reduce the School **community's** vulnerability to bushfire by improving its preparedness and understanding.

The plan also outlines elements of consultation, monitoring and review to ensure awareness is maintained and risk minimisation efficiency is kept current.

### 2.1 Context and Scope

The Bushfire Risk Management Process used in this plan is based on the Australian Standard / New Zealand Standard ISO 31000 Risk Management and follows the procedures outlined in that standard as shown in Figure 2.

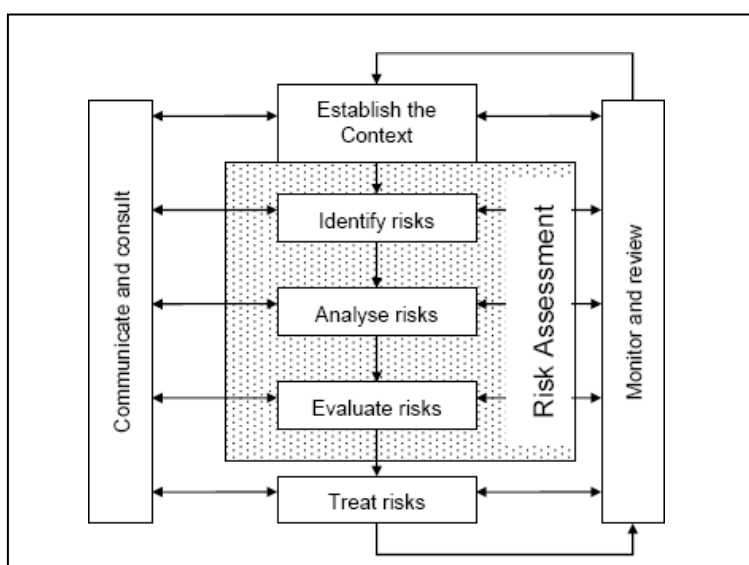


Figure 2 Emergency Risk Management Framework - Overview (ISO 31000)



This section of the plan, identifies the issues, quantifies the hazard and establishes the scope of the management framework for bushfire hazards within the School grounds and within the overall landscape surrounding the school.

This plan will address the risks from bushfire to the Leschenault Catholic Primary School community. While the overall landscape contains the bushfire risk, the management actions and responsibilities are bounded by the grounds and buildings within the school. This includes office buildings, classrooms, open common areas, sporting grounds and carparks (Figure 8 & Map 1).

This plan is designed for five years, from 2020 to 2025, however it is to be reviewed annually in August / September prior to the bushfire season to reflect any changes that may have taken place within the:

- Shire of Harvey Firebreak Order;
- State Planning or Emergency Services Legislation;
- Department of Education or other government policy;
- Catholic Education Commission policy;
- New buildings or structures within the school; and
- Personnel within the site.

The direct responsibility for the implementation of this plan lies with the School Principal and the Leschenault Catholic Primary School Board as the management authority of the school.

## 2.2 Bushfire Risks

The School is located at 457 Mardo Road, Australind, approximately 5 m above sea level (AHD). Most of the landscape surrounding the school has been developed into residential lots, with small areas of forest located within a reserve to the east of the school. Most of the School grounds are maintained in a low fuel or managed state (Figure 5), with some small areas of forest (Figure 3) and woodland (Figure 4). Map 2 shows the dominant vegetation classes within and surrounding the school landscape.

The Forest and Woodland areas are considered an Extreme Fire Hazard under the Guidelines for Planning in Bushfire Prone Areas (WAPC, 2015) while managed gardens and grasses are considered a low fire hazard. These are shown in Map 3.

The school has not been exposed to a bushfire event in its history.



Figure 3 Forest vegetation within the School



Figure 4 Woodland vegetation within the school



*Figure 5 Managed areas within the school*

Bushfire behaviour is significantly affected by weather conditions. Bushfires will burn more aggressively when high temperatures combine with low humidity and strong winds. Generally, the greatest fire risk occurs from summer through to autumn, when the moisture levels in the soil and vegetation are low.

The Site is located within the southern area of south-west Western Australia, which experiences hot dry summers and cool wet winters (commonly called a Mediterranean Climate). Data from the Bureau of Meteorology at Bunbury, approximately 11 km south west of the School, confirms that the area experiences hot dry summers with an average December to February temperature of 27 - 30°C with 6 - 17 mm of rain per month over summer. Winters are cooler with a mean maximum temperature through June, July and August of 18°C and an average July rainfall of 140 mm (Figure 6 - BOM, Accessed January 2020).



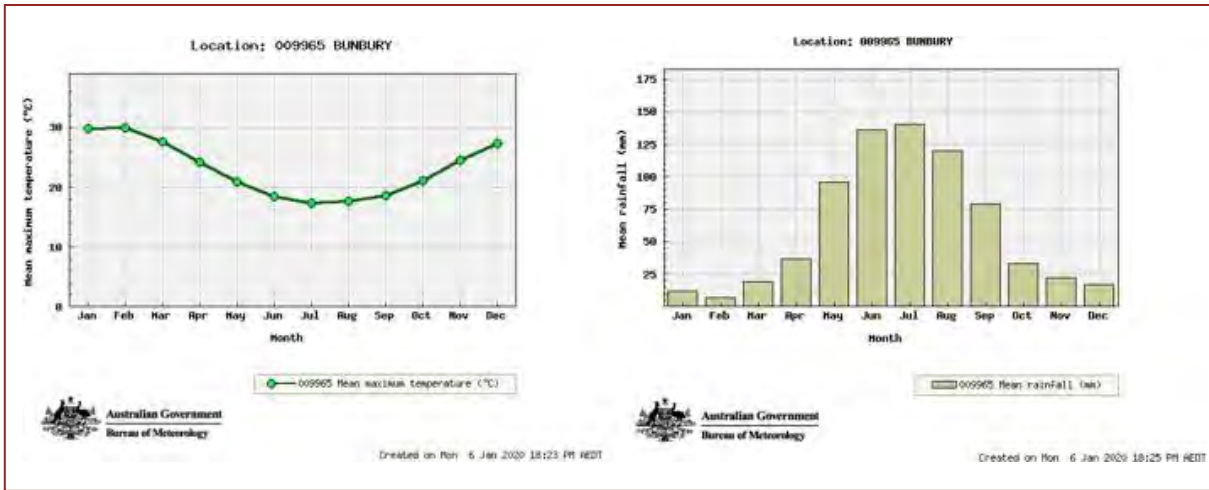


Figure 6 Mean Maximum recorded temperatures and Monthly rainfall for Bunbury

The 3pm December and January wind rose for Bunbury show that the afternoon breeze from the west dominates 40-50% of the time at 22 km/h (Figure 7).

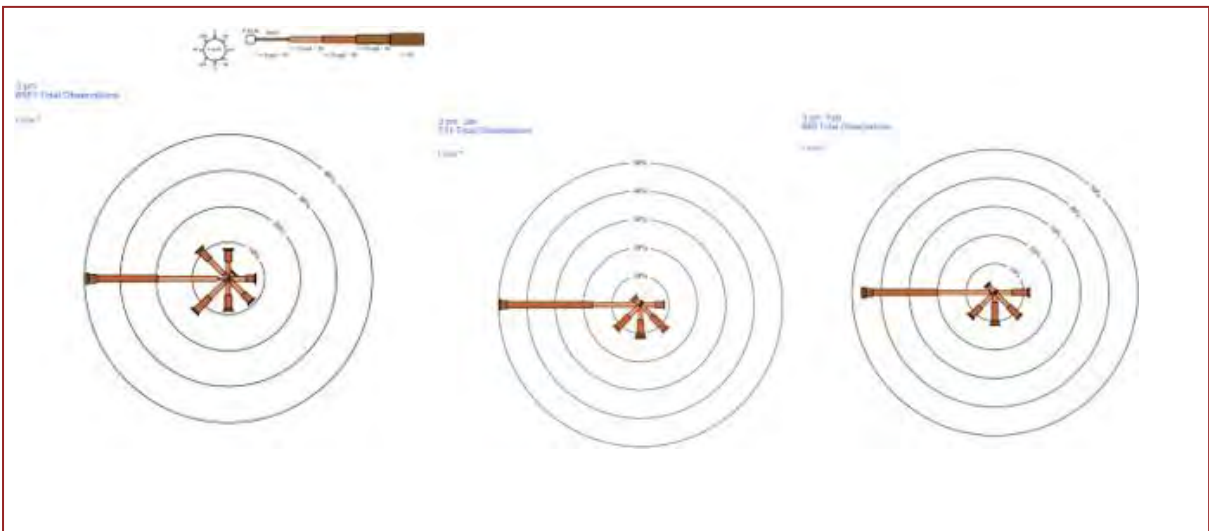


Figure 7 Wind Rose for Bunbury in Km/hr for December, January and February

While the combination of hot dry summers and prevailing winds pose a fire risk, the presence of large areas of vegetation within the proximity of the School increase this risk through threat of ember attack on the School.

The School oval while maintained as managed grassland, under 100 mm in height still has the potential to burn and support spot fires which can impact on the assets in the School.

The amount of heat generated in a bushfire can be modelled and approximated. Using the models described in AS 3959-2018 Construction of Buildings in Bushfire Prone Areas (Standards Australia, 2018), the amount of potential radiant heat is determined using the type of vegetation, the slope under that vegetation in relation to the ‘viewer’ or building, and the distance between the fire hazard and the ‘viewer’.

There are small areas of Forest vegetation within the school. The closest area of Forest vegetation is upslope/flat (0 degrees) elevation in relation to the school and is 23 m from the school buildings. The potential radiant heat based on the models would be approximately 26.78 kW/m<sup>2</sup>. The closest area of Woodland vegetation is upslope/flat and is 13 m from the school buildings, this results in a radiant heat potential of 31.11 kW/m<sup>2</sup>. This is presented in Map 4.

The Undercover Area has been selected as the Shelter in Place (Last Resort). The closest vegetation to the Undercover Area is the Forest to the west of the school buildings, which is upslope/flat. At the closest point, the separation distance is 49 m, this results in a radiant heat potential of 3.89 kW/m<sup>2</sup><sup>1</sup>. The Woodland vegetation on the northern boundary of the school, is upslope/flat and at the closed point to the Undercover Area has a separation distance of 58 m, which results in a radiant heat potential of 0.61 kW/m<sup>2</sup>.

This prediction is based on probability and fire behaviour and is a direct line of heat exposure that does not consider the sheltering effect that the buildings themselves will provide. Should shelter be required somewhere within the school grounds (for example the Undercover Area) this heat exposure would be significantly reduced.

While radiant heat sheltering can occur within the school, most fires in structures will occur due to embers from the fire smouldering and igniting flammable objects. This is addressed in this plan.

## 2.3 Risk Analysis & Evaluation

Risk is a product of the consequences and likelihood of an event occurring. Predicted consequences and likelihood of risk should be estimated based on the hazard, the vulnerability and the cause of the risk (Douglas, 2016). A qualitative approach can be used to determine likelihood and consequence. These can then be used to provide an overall risk rating for each of the elements of risk.

Douglas (2016) provides tables for this approach, which are used in this analysis. They are shown in Tables 1, 2 & 3 below.

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<sup>3</sup> when using the DFES short fire run calculator to determine the most appropriate flame width value for a Method 2 calculation



Table 1 Likelihood Ratings for Risk Analysis (Douglas, 2016)

Likelihood Rating	
Descriptor	Comment
Almost Certain	<ul style="list-style-type: none"> <li>• Event is expected to occur in most circumstances (every year)</li> <li>• High level of known incidents (records/experience)</li> <li>• Strong likelihood of re-occurring, with high means to occur</li> </ul>
Likely	<ul style="list-style-type: none"> <li>• The event will probably occur in most circumstances (2-5 years)</li> <li>• Regular incidents known</li> <li>• Considerable opportunity and means to occur</li> </ul>
Possible	<ul style="list-style-type: none"> <li>• The event would occur at some time (5-10 years)</li> <li>• Few, infrequent, random occurrences</li> <li>• Some opportunity and means to occur</li> </ul>
Unlikely	<ul style="list-style-type: none"> <li>• The event could occur at some time (&gt;10 years)</li> <li>• No known incidents recorded or experienced</li> <li>• Little opportunity and means or reason to occur</li> </ul>
Rare	<ul style="list-style-type: none"> <li>• The event may only occur in exceptional circumstances (&gt;30 years)</li> <li>• Unheard of</li> <li>• Almost no opportunity to occur</li> </ul>

Table 2 Consequence Rating for Risk Analysis (Douglas, 2016)

Consequence Rating	
Descriptor	Comment
Very Low	<ul style="list-style-type: none"> <li>• No injury or fatalities, little or no personal support required</li> <li>• Inconsequential or no physical damage, short duration</li> <li>• Little or no disruption to the community</li> <li>• Little or no financial loss</li> </ul>
Low	<ul style="list-style-type: none"> <li>• Minor injuries, no fatalities, first aid treatment required</li> <li>• Some physical damage</li> <li>• Some community disruption for less than 24 hours</li> <li>• Some financial loss</li> </ul>
Medium	<ul style="list-style-type: none"> <li>• Medical treatment, no fatalities</li> <li>• Localised physical damage which is rectified routinely</li> <li>• Normal community functioning with some inconvenience 24 to 48 hours</li> <li>• Major financial loss - assistance required</li> <li>• Attracts media attention</li> </ul>
High	<ul style="list-style-type: none"> <li>• Extensive injuries, hospitalisation, possible fatalities, long term disabilities</li> <li>• Significant physical damage - requires external assistance</li> <li>• General widespread community impact on functioning</li> <li>• Major financial loss, can only continue with substantial and ongoing financial assistance</li> <li>• Media concern</li> </ul>
Catastrophic	<ul style="list-style-type: none"> <li>• Many injuries, fatalities and widespread medical attention required</li> <li>• Extensive physical damage requiring extended external assistance</li> <li>• Community impact severe and lasting, not functioning without support</li> <li>• Huge financial loss</li> <li>• Media outrage</li> </ul>

Table 3 Risk Rating Matrix for determining levels

Risk Rating Matrix					
Likelihood	Consequence				
	<i>Catastrophic</i>	<i>High</i>	<i>Medium</i>	<i>Low</i>	<i>Very Low</i>
Almost Certain	Extreme	Extreme	Major	Moderate	Minor
Likely	Extreme	Major	Moderate	Moderate	Minor
Possible	Extreme	Major	Moderate	Minor	Insignificant
Unlikely	Major	Moderate	Moderate	Minor	Insignificant
Rare	Major	Moderate	Minor	Insignificant	Insignificant

In assessing the risk to the School, the vulnerability of the school community needs to be acknowledged as highly vulnerable as defined in State Planning Policy 3.7 (WAPC, 2015) being a land use where persons may be less able to respond in a bushfire emergency.

Table 4 is a register of the potential risk that could occur with bushfire exposure to the School. The hazard rating is based on vegetation in the surrounding landscape, with a High rating assigned based on the presence of Forest vegetation within the school grounds.

Table 4 Risk Register

Risk Element	Hazard	Consequence	Likelihood	Assessed Risk
Loss of Buildings	High	High	Possible	Major
Loss of Life	High	Catastrophic	Possible	Extreme
Injury (including smoke)	High	High	Possible	Major
Isolated (road closure by fire)	High	Moderate	Possible	Major

Risk Elements from the Risk Register (Table 4) can be prioritised as follows:

1. Loss of Life.
2. Injury (Including smoke inhalation).
3. Loss of buildings.
4. Isolation - Note that this risk element may be the precursor of the other elements.

## 2.4 Bushfire Risk Treatment

The purpose of treating risks is to reduce their likelihood and harmful consequences, through a process of selecting and implementing risk treatment options that modify the characteristics of the hazard (Douglas, 2016).

Many of the specific strategies to minimise the risks to the School assets overlap and will be considered under specific strategic actions or treatments. These are outlined in Table 5.

*Table 5 Risk Treatment Options*

Strategy	Task	Actions	Responsibility
Ignition Management	Limit, restrict or manage access to potential areas of ignition	<ul style="list-style-type: none"> <li>• Restrict access to bushland areas within School on total fire ban days or on Severe, Extreme and Catastrophic fire danger days</li> </ul>	Principal & Teachers
		<ul style="list-style-type: none"> <li>• No use of machinery on the oval, or nearby on total fire ban days or on severe, extreme and catastrophic fire danger days</li> </ul>	Principal
Hazard Reduction	Ensure Fuel Loads are maintained to low levels over summer fire period	<ul style="list-style-type: none"> <li>• Maintain grasses under 100 mm from November to March</li> </ul>	Groundskeeper
		<ul style="list-style-type: none"> <li>• Clear away fallen leaves and fine fuels under 6 mm in width in vegetated areas across the site over fire season</li> </ul>	Groundskeeper
		<ul style="list-style-type: none"> <li>• Ensure all gutters, roof and building junctions are clear of litter</li> </ul>	Groundskeeper & external contractor
		<ul style="list-style-type: none"> <li>• Investigate installing gutter and valley guards on the school buildings</li> </ul>	School Board

		<ul style="list-style-type: none"> <li>Ensure all objects attached to the buildings are non-combustible or easily removable, and the removing mechanism is in working order.</li> </ul>	Groundskeeper
Education	Conduct School Education programme for bushfire awareness	<ul style="list-style-type: none"> <li>Develop bushfire education programme as part of the curriculum</li> </ul>	Principal & Teachers
		<ul style="list-style-type: none"> <li>Arrange visit from local Fire Brigades</li> </ul>	Principal
	Conduct drills for bushfire emergencies	<ul style="list-style-type: none"> <li>Conduct biannual drills for bushfire evacuation processes</li> </ul>	Principal
		<ul style="list-style-type: none"> <li>Conduct regular training for fire wardens on fire extinguisher use</li> </ul>	Principal & Fire Wardens
Preparedness	Ensure processes and procedures are documented and known by all staff, including any relief teachers.	<ul style="list-style-type: none"> <li>Annual review and update of Bushfire Management Plan</li> </ul>	Principal & Assistant Principals
		<ul style="list-style-type: none"> <li>Update contact list for key personnel (Fire Brigades, Control Offices etc.)</li> </ul>	Principal & Assistant Principals
		<ul style="list-style-type: none"> <li>Ensure Evacuation alerts and plan is known by all staff and students</li> </ul>	Principal
		<ul style="list-style-type: none"> <li>Ensure access and egress ways are maintained during summer and have adequate vertical and horizontal clearance for a fire truck (4m x 4m)</li> </ul>	Principal & Groundskeeper
	Ensure suppression equipment is working and staff are skilled in their use	<ul style="list-style-type: none"> <li>Annual inspection and testing of hydrants, hose reels and extinguishers</li> </ul>	Principal & External Contractor
		<ul style="list-style-type: none"> <li>Conduct regular training on hose reels and extinguishers</li> </ul>	Principal & Fire and Rescue or External Contractor



## 2.5 Monitoring and Review

For the Bushfire Risk Management Plan to maintain its relevance, this document should be reviewed annually. This will ensure the plan remains current in the protection of the school community and its assets.

A register of actions based on Table 5 should be maintained by the school and information noted as each action is completed or conducted. This will form the basis of the review to be conducted in Term 3 (August or September) every year prior to the fire season.

Elements that need to be considered in the review include:

- What has changed in the overall context of the Plan?
  - New Legislation
  - New policy
  - New responsibilities
  - New Building/Staff
- What has changed in the hazard assessment?
  - Has land use changed nearby?
  - Have fuel reduction burns been conducted recently?
  - Has there been any clearing nearby or intensification due to revegetation?
- Emergency Management
  - Who are the key contacts for the brigades and local government fire officers?
  - Have the resources of the stations or locality changed (permanent fire station officers for example?)
  - Is there sufficient extinguishers and hose reels?
  - What was the outcome of the previous training exercises, what are the deficiencies, where should the priorities focus this year?
- Experience from any events
  - What were the lessons learnt from any incidents or comparable issues that occurred in the year? Were estimates of risk undertaken, were consequence and likelihood correct?

## 2.6 Consultation and Communication

Consultation and communication are key elements within the plan. The risks, likelihood and consequences need to be understood by the school community and those key stakeholders involved in assisting to minimise risks.

Communication should continue with the emergency services officers throughout the year.

Two workshops should be facilitated in Term 3, prior to the fire season to review the elements of the plan and to obtain endorsement (buy in) from the school community.

The first workshop should be targeted at the school board and teachers, ideally at a designated Professional Development Day. This audience has a direct management responsibility to the students and overall implementation of the management plan. This review should be conducted for all the elements of the plan as mentioned in Section 5 above.

The second workshop should be an information session, providing the school community (students and parents) with the outcomes of the initial workshop and should facilitate input from them into a new iteration of the plan.

The plan itself should be made available through the school website during Term 3. The school newsletter should highlight key elements of the plan on a weekly basis to keep the risk of bushfire in **the forefront of staff, students and parents' minds. This will help to reflect that the school is up to date and has measures in place should a bushfire eventuate.**

Each variation of the plan should be version controlled, dated and signed off by the Principal and the School Board.

# 3 Emergency Evacuation Plan

This Bushfire Emergency Evacuation Plan outlines the potential issues that will arise in a bushfire event and specify the most appropriate emergency actions to minimise the potential risk to both students and staff and the built assets of the school.

## 3.1 Bushfire Emergency Situation

This school is open from 8.30 am to 3.30 pm weekdays, though some community and sporting events occur in the school grounds out of these hours. The students range in age from 3 to 12 and there are currently 516 students enrolled. There are 55 teachers and staff members within the school, which equates to a staff to student ratio of approximately 9 students per staff member. The layout of the school is shown in Figure 8.

Some students will have allergy or asthma issues and the school may also have students with physical and mental disabilities.

The school grounds are well managed in a low fuel state, especially over the summer period. The Asset Protection Zone around the school buildings is well maintained. Predominantly, school buildings are constructed with brick walls and colour bond roofs. The school buildings were constructed prior to the requirements of AS3959-2018 and earlier standards currently being enforced, therefore it is not recommended to shelter within these buildings.

The Undercover Area, whilst being constructed prior to the requirements of AS3959-2018, has brick walls, a continuous sheet metal roof and will provide some shielding from radiant heat.

The Undercover Area in the centre of the school (Figure 8, Map 5) has been designated as the Emergency Assembly Point and Shelter in Place (as a last resort). This area is shielded from radiant heat. Note that smoke and embers would still impact on the school depending on wind and other variables.

The roads bordering the school have several hydrants, providing ready access for fire appliances (Map 5).

The school is approximately 6 km north east of the Eaton Fire Station, which houses the Eaton Volunteer Fire and Rescue Services.

It would be anticipated that fire fighters would be on the site within 15 minutes of any emergency call. This, however, cannot be guaranteed as these units may be engaged at other events prior to the school being involved, although a fire near the school would be prioritised if possible.

## 3.2 Decision / Primary Actions

Given the vulnerable nature of the school and the age of the students, the primary action should a bushfire event occur within the direct vicinity of the school, would be to Evacuate (i.e. moving the students and staff away from the possible effects of a bushfire). This would require prior knowledge of the fire event and considerable logistics to arrange. This is discussed in more detail below.

Should a bushfire emergency occur where evacuation was not possible due to the proximity of the fire event or road blockages, a secondary / back up plan of Shelter in Place will be enacted. This is the process of moving students and teachers into a place at the site which is away from the most serious effects of the bushfire.

## 3.3 Emergency Triggers

There are a number of triggers that will initiate the enactment of the stages in the Emergency Plan (Flowchart 1):

1. Given that the site is vulnerable, with children from 3 years old, with potential disabilities, within a moderate bushfire risk area, the school should be closed on days of Catastrophic Fire Danger Index. This information can be obtained from the Emergency WA website ([www.emergency.wa.gov.au](http://www.emergency.wa.gov.au)) in the Warnings and Incidents tab. In most situations, this will be known at approximately 4.30 pm the day before. This allows time for the Principal to implement the closure. If this occurs, the Principal is to follow the Communication Plan to advise parents and staff (through the SEQTA system) and is to cancel bus services. The Principal and Assistant Principal will remain in the car park until 9.00 am of that day and advise any parents and students that could not be contacted that the school is closed. A Closure Alert Notice (Appendix B) should be placed at all entries to the school when the Principal leaves.
2. If advised by DFES that a bushfire is within 5 kms or 5 hours away on an Extreme or Catastrophic (unplanned) Fire Danger Index day, then the evacuation procedures should be enacted. The Catholic Education Western Australia (CEWA) will also be advised by the principal.
3. On days where an Extreme or Severe Fire Danger Index is achieved, the Principal is to monitor the DFES website.
4. If the school is advised that a bushfire is in the area but not threatening life or property (An ADVICE Warning), smoke may be an issue and all doors and windows should be closed and liaison with the Area Officer of DFES (refer to contact sheet) maintained to keep informed

on the bushfires status. The groundskeeper should undertake regular inspections of the school grounds for any bushfire activity.

5. If the warning is increased to WATCH AND ACT, the principal should instigate evacuation procedures as this indicates fire conditions are changing and there is a possible threat to lives or the school. In this case, it is prudent to evacuate if possible, under advice from emergency services.
6. If an EMERGENCY WARNING message is given, the Principal will liaise with DFES to ensure that evacuation is possible, if so, then proceed with evacuation actions. If advised that evacuation is not possible then the Shelter in Place actions should be implemented.
7. If a bushfire is directly threatening the school, the Principal will notify emergency services through 000 if an emergency or through DFES if not and take directions based on their advice.
8. If an ALL CLEAR is issued, the threat has passed, and the bushfire is under control. Remnants of the fire may still exist, and it is important to remain vigilant should the situation change. It may still not be safe to evacuate the school. The Principal will liaise with DFES for advice on when it is safe to evacuate the school.

These procedures are shown in Flowchart 1.



## 3.4 Evacuation Procedure

The following procedures outline the steps in the event of an evacuation where a DFES Watch and Act has been issued and this is described further in Flowchart 2.

1. If advised of a bushfire event that triggers an evacuation event, this plan is invoked.
2. The Principal / Chief Warden will advise classes through PA or through individual notification of each class directly.
3. The Principal / Chief Warden will maintain contact with DFES or emergency services (including calling 000 if required).
4. The Principal / Chief Warden will instigate the communication plan which will include the use of SEQTA, to notify parents that the school will be closed and for them to come and collect their child/children. If parents are unable to readily collect their children, then a bus will collect children, and parents can meet at the designated evacuation point, as advised by DFES.
5. The Assistant Principals / Deputy Wardens will notify bus contractors to come immediately to the school and be on standby to take remaining students to the designated evacuation point, as advised by DFES.
6. Teachers / Wardens are to account for each child, visitor or education assistant present and identify any with known respiratory conditions.
7. All windows and doors are to be closed in each classroom and all air conditioners turned off.
8. Teachers / Wardens are to keep each class group together, bring water bottles and fire extinguishers if readily accessible, collect the **day's** attendance record and calmly evacuate the classroom to the Undercover Area as indicated in (Figure 8, Map 5) through the shortest possible route. Once at the Undercover Area, teachers are to again ensure that all students are accounted for. Any discrepancies are to be reported to the Principal / Chief Warden immediately.
9. Any students that have been identified with known respiratory conditions are to be moved into Room 4G, with the doors and windows closed, and air conditioners turned off.
10. The Assistant Principals / Deputy Wardens and the office support staff are to liaise directly with parents where possible.
11. The Office Staff are to ensure that the daily attendance record, **visitors'** register, First Aid Kit, EpiPens, Ventolin inhalers, mobile phone and emergency contact list are taken to the Undercover Area.

12. All rooms are to be checked by Principal / Chief Warden and Assistant Principals / Deputy Wardens, prior to meeting in the Undercover Area.
13. The Principal / Chief Warden will be in the Undercover Area and will explain to the teachers / wardens the severity of the situation.
14. The Principal / Chief Warden will remain in direct contact with DFES regarding the current situation.
15. Teachers will keep records of each student as parents collect them. Staff may be required to attend the carparks to direct traffic smoothly and keep parents calm.
16. If any students remain and it is advised by DFES that the window for safe evacuation is limited, all remaining students should be transported to the **Shire's** designated evacuation area (The location of the evacuation area will be available from DFES, and may vary depending on the location of the Bushfire) or as advised by emergency services, by the school bus or private vehicle, depending on numbers.

## 3.5 Emergency Evacuation Procedure

The following procedures outline the steps in the event of an emergency evacuation where a DFES Emergency Warning has been issued, this is described further in Flowchart 3.

1. If advised of a bushfire event that triggers an evacuation event, this plan is invoked.
2. The Principal / Chief Warden will advise classes through PA or through individual notification of the class directly.
3. The Principal / Chief Warden will maintain contact with DFES or emergency services (including calling 000 if required).
4. The Principal / Chief Warden will instigate the communication plan which will include the use of SEQTA to notify parents that the school will be closed and to not come and collect their child/children. Advise a bus will collect all children and parents can meet at the designated evacuation point advised by DFES.
5. Assistant Principals / Deputy Wardens will notify bus contractors to immediately come to the school to take all students to the designated evacuation point advised by DFES.
6. Teachers / Wardens are to account for each child, visitor or education assistant present and identify any with known respiratory conditions.
7. All windows and doors are to be closed in each classroom and all air conditioners turned off.
8. Teachers / Wardens are to keep each class group together, bring water bottles and fire extinguishers if readily accessible, collect the **day's** attendance record and calmly evacuate the classroom to the Undercover Area (Figure 8, Map 5) through the shortest possible route, to wait until the buses have arrived. Once at the Undercover Area, teachers are to again ensure that all students are accounted for. Any discrepancies are to be reported to the Principal / Chief Warden immediately.
9. Any students that have been identified with known respiratory conditions are to be moved into Room 4G, with the doors and windows closed, and air conditioners turned off.
10. The Assistant Principals / Deputy Wardens and the office support staff are to liaise directly with parents where possible.
11. **The Office Staff are to take the daily attendance record, visitors' register, First Aid Kit, EpiPens, Ventolin inhalers, mobile phone and Emergency Contacts List to the Undercover Area.**
12. All rooms are to be checked by the Principal / Chief Warden, and Assistant Principal / Deputy Warden prior to meeting at the Undercover Area.

13. The Principal / Chief Warden will be at the Undercover Area and will explain to the teachers / wardens the nature of the situation.
14. The Principal / Chief Warden will remain in direct contact with DFES of the situation.
15. Once buses arrive, all students and staff are to board the bus and evacuate and Teachers / Wardens should record and account for all students.

## 3.6 Shelter in Place (As a Last Resort) Procedure

If Shelter in Place needs to be enacted (Flowchart 4):

1. If advised of a bushfire event in proximity to the Site that does not allow for safe evacuation, the Shelter In Place plan is invoked.
2. The Principal / Chief Warden will advise classes through PA or through individual notification of the class directly.
3. The Principal / Chief Warden will maintain contact with DFES or emergency services (including calling 000 if required).
4. The Principal / Chief Warden will instigate the communication plan which will include the use of SEQTA to notify parents that the school will be closed and to not come and collect their child/children.
5. Teachers are to account for each child, visitor or education assistant present and identify any with known respiratory conditions.
6. All windows and doors are to be closed in each classroom and all air conditioners turned off.
7. Teachers are to keep each class group together, bring water bottles and fire extinguishers, if readily accessible, collect the **day's** attendance record and calmly evacuate the classroom to the Undercover Area (Figure 8, Map 5) through the shortest possible route. Once at the Undercover Area, teachers are to again ensure that all students are accounted for. Any discrepancies are to be reported to the Principal / Chief Warden immediately.
8. Any students that have been identified with known respiratory conditions are to be moved in Room 4G, with the doors and windows closed, and air conditioners turned off.
9. The office staff are to **take to absentee list, visitors' book, First Aid Kit, EpiPens, Ventolin** inhalers, mobile phone and Emergency Contacts List to the Undercover Area.
10. The Assistant Principal/ Deputy Warden should conduct a final check of the school for any staff or students and ensure that windows and doors are shut, and air conditioners are switched off.
11. Students and Staff should sit on the ground and remain calm.
12. The Principal / Chief Warden will take directions from DFES.

## 3.7 Recovery

The following procedure outlines the steps for reopening the school once an ALL CLEAR has been issued, and DFES have advised that it is safe to do so:

1. Return to normal routine as soon as possible.
2. Attend to staff and **student's** welfare, counselling support should be offered.
3. Provide the school community details of any impact (including if there is none) on the school, and the school routine.
4. Address any physical damage to the school, isolating areas if required.
5. Restock First aid kits as required.
6. Test and replace any fire extinguishers that may have been used.

## 3.8 Debrief

A review of the evacuation should occur by the EMC to identify issues and learnings. Update the Emergency Evacuation Plan to address any issues and include learnings.

Issues and learnings should be shared with other schools through the Catholic Education System.



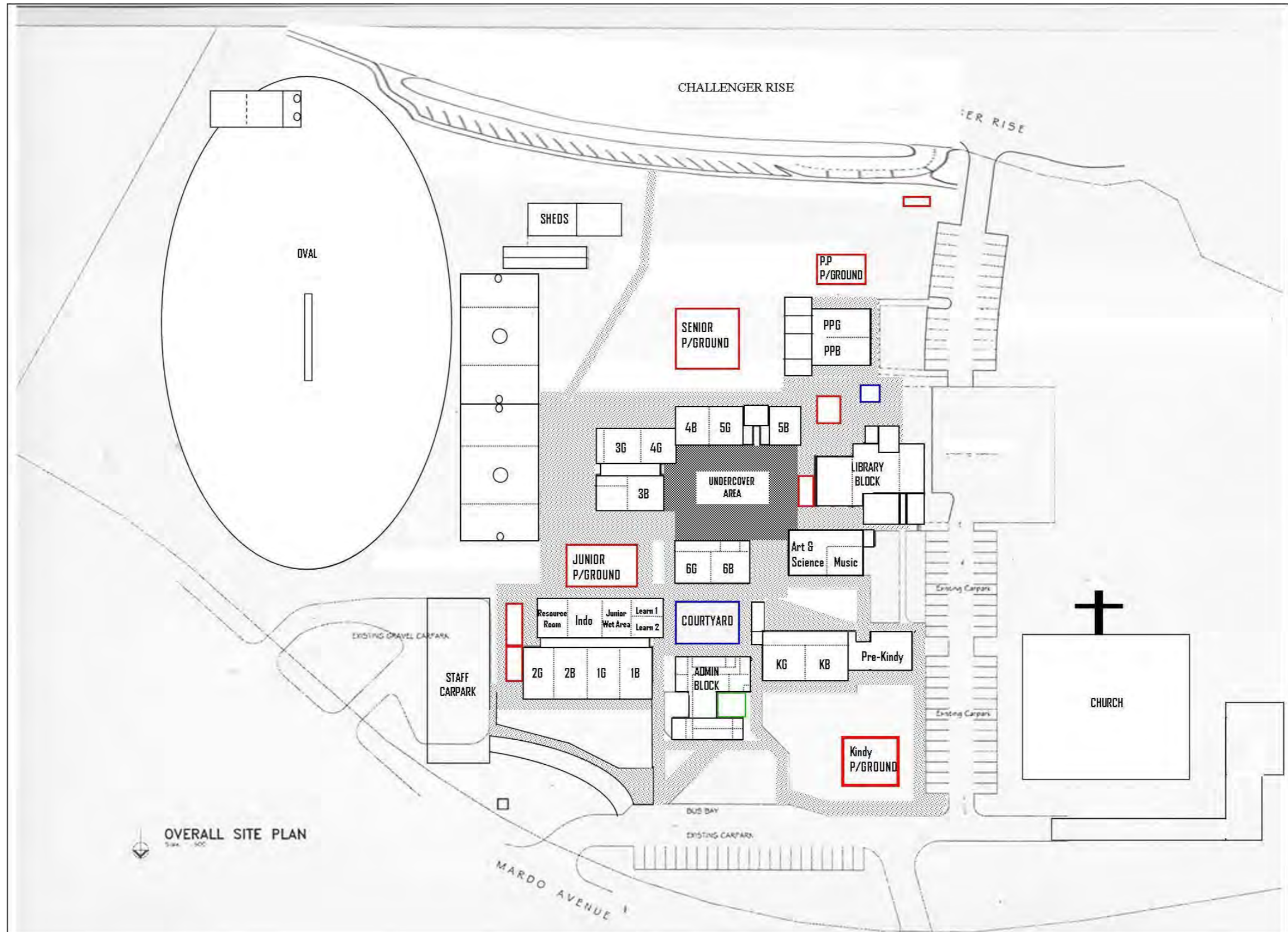


Figure 8 Site Plan for Leschenault Catholic Primary School, Australind

### 3.9 Training / Communication / Engagement

All teachers and staff involved as wardens will be trained on the procedures within this plan. This includes annual training on:

- Evacuation and Shelter In Place Procedures;
- Use of fire extinguishers

This will be conducted in conjunction with the Australind Volunteer Fire and Rescue Services or through a private training provider.

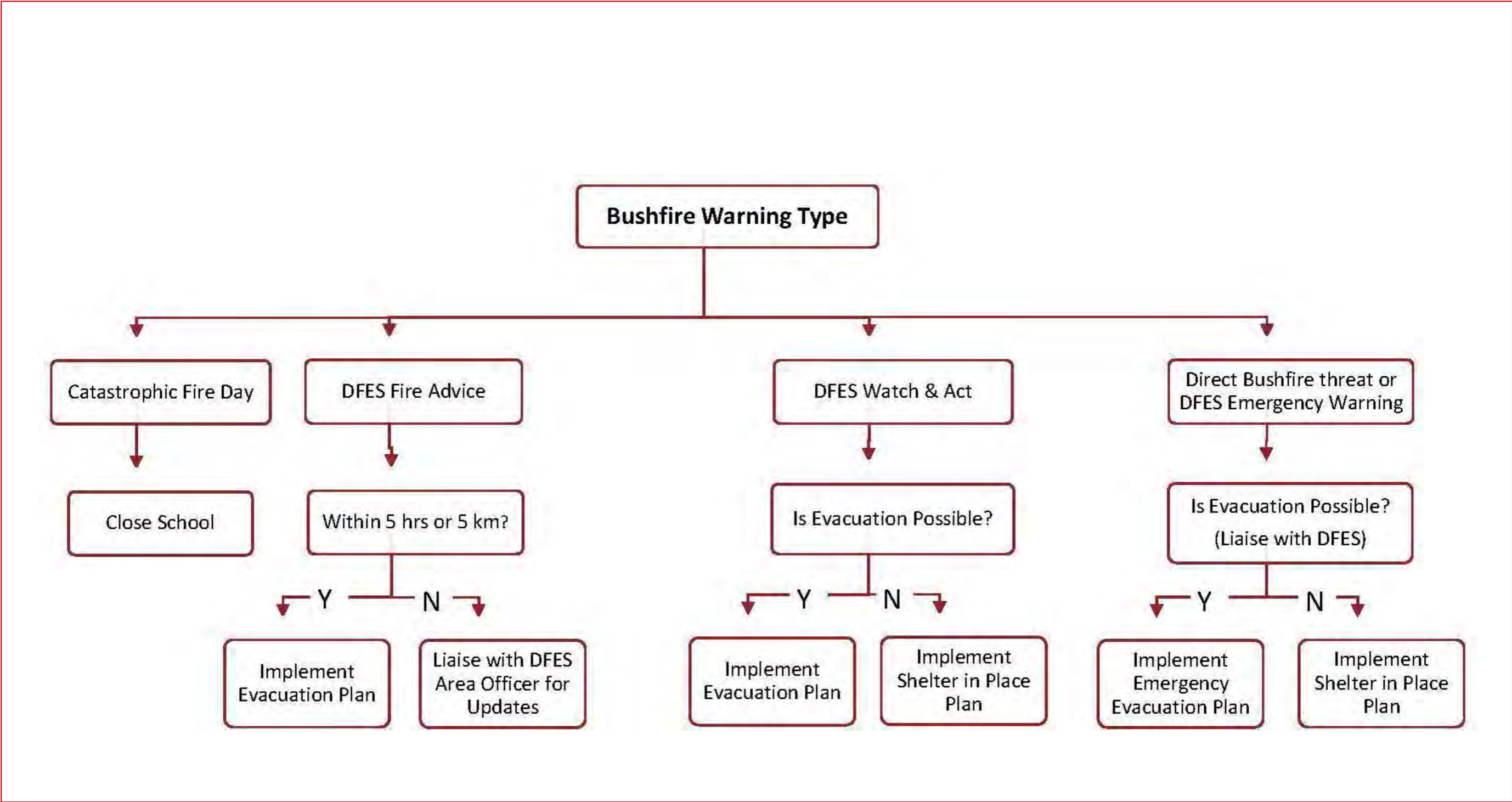
Procedure drills will be conducted bi-annually. The first drill is to be carried out prior to the fire season (August / September) each year, with a second drill to be carried out at the start of the School year (January / February).

A communication plan will be prepared outlining the pathway of communications for a bushfire emergency, this will highlight the procedures required for the Principal / Chief Warden to advise the parents/carers, bus contractors, emergency services, the Education Department, the Catholic Education Office and adjoining schools. A list of contacts is included in Appendix A.

Each winter, the contents of this plan will be reviewed by the EMC and any amendments discussed and implemented. Any events during the year where the plan was invoked, will be analysed and discussed. Any shortcomings will be addressed, and the plan updated as required.

All parents of the school will be advised of the contents of this emergency plan. A briefing session will be conducted each year in Term 3 for the school community to review and discuss the actions outlined in this plan. This provides an opportunity for the school community to understand and learn both the risks and actions to minimise the impact on the school and its students.

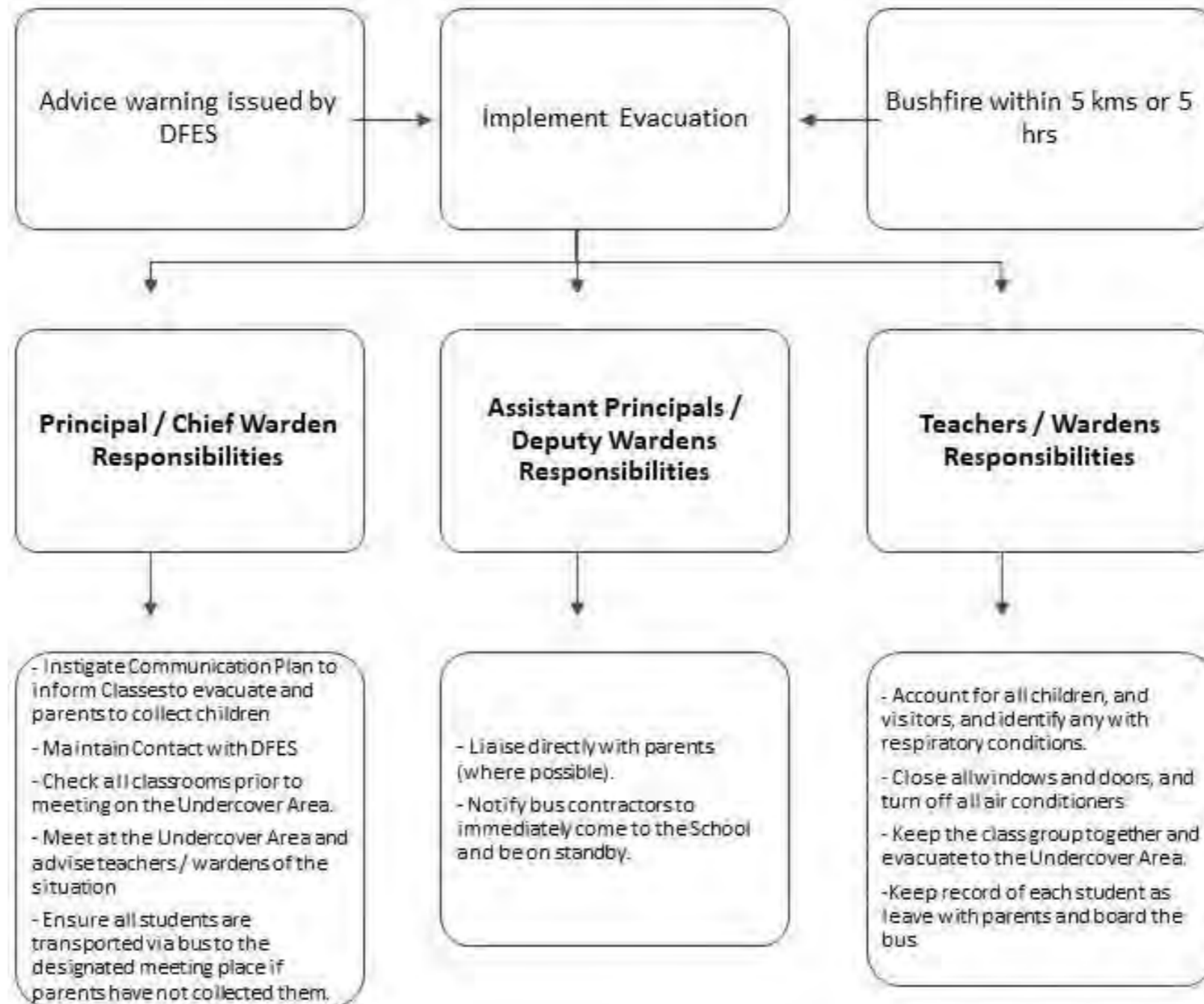
## 4 Flowcharts



Flowchart 1 Emergency Procedure Triggers

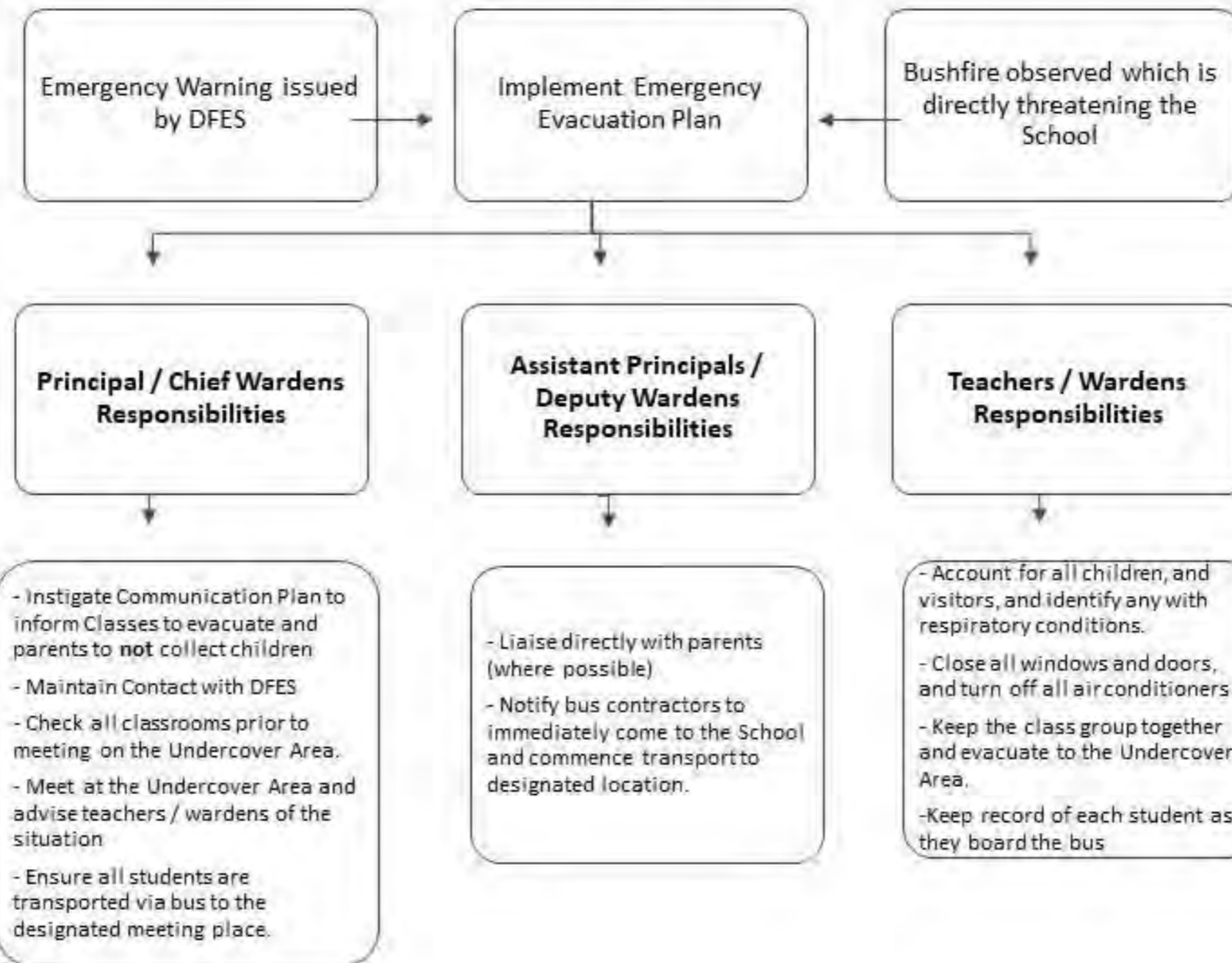


## Evacuation Plan triggered by Advice or Fire within 5 kms or 5 hrs



Flowchart 2 Evacuation Plan

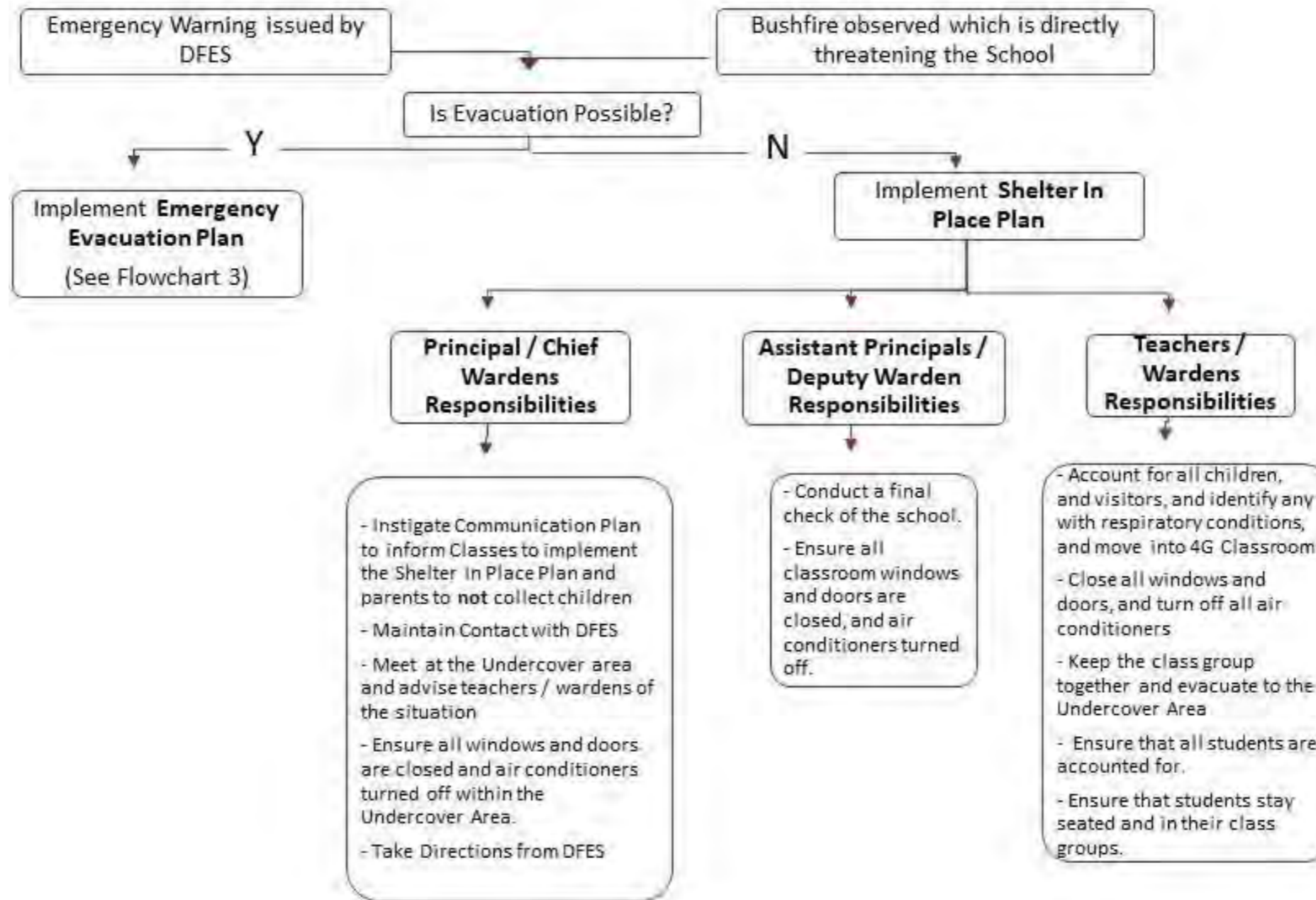
## Emergency Evacuation Plan triggered by DFES Emergency Warning or Direct Bushfire



Flowchart 3 Emergency Evacuation Plan



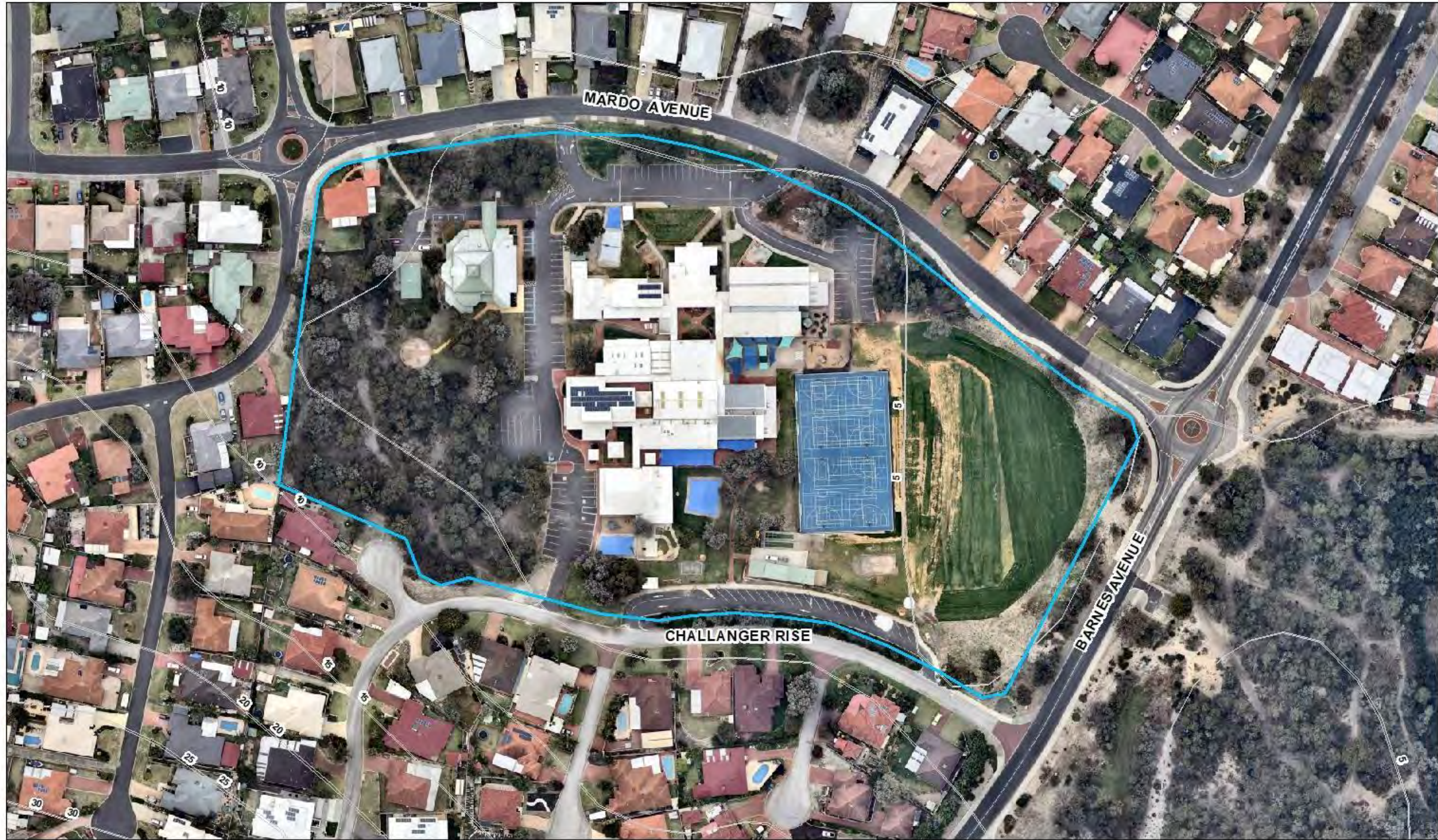
## Shelter In Place Plan



Flowchart 4 Shelter In Place (Last Resort)

## 5 Maps





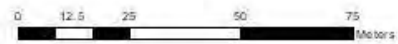


Location details: Leschanault Catholic Primary School  
 Project: 19808  
 Prepared by: D Cuthbert, Accreditation level: Level 1  
 Accreditation number: 48409, Accreditation expiry date: Feb 20  
 Date aerial photo: October 2019

**Map 1 Site Location**

**Legend**

-  Lot Boundary
-  Elevation AHD (m)



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Location details: Leschanault Catholic Primary School  
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 Assessment date: January 2020  
 Prepared by: D Cuthbert, Accreditation level: Level 1  
 Accreditation number: 48409, Accreditation expiry date: Feb 20  
 Date aerial photo: October 2019

**Map 2 Vegetation**



- Lot Boundary
- Elevation AHD (m)
- Forest
- Woodland







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**Map 3 Bushfire Risk Map**



- Lot Boundary
- Elevation AHD (m)
- Hazard Level**
- Extreme
- Low



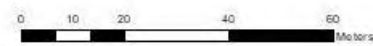




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 Prepared by: D Cuthbert, Accreditation level: Level 1  
 Accreditation number: 48409, Accreditation expiry date: Feb 20  
 Date aerial photo: October 2019

**Map 4 Indicative BAL Rating Map**

- Lot Boundary
  - Elevation AHD (m)
- | Indicative BAL Rating |          |
|-----------------------|----------|
|                       | BAL-12.5 |
|                       | BAL-19   |
|                       | BAL-29   |
|                       | BAL-40   |
|                       | BAL-FZ   |



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**Map 5 Site Summary Map**



- Lot Boundary
- ★ Shelter Buildings
- ✱ Exit Point
- ⚓ Hydrant

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## 6 References

Department of Education (2011) *Emergency and Critical Incident Management Policy*. Government of WA.

Department of Education (2016). *Principal's Guide to Bushfire*. Government of WA.

Douglas, G (2016) Emergency Management for Bushfire Prone Areas. Course Notes - Module 4: Identify the Risk. University of Western Sydney.

Ellis, S, Kanowski, P & Whelan, R (2004). *National Inquiry on Bushfire Mitigation and Management*. 31 March 2004. Council of Australian Governments.

National Emergency Management Committee (2010) *National Emergency Risk Assessment Guidelines*. Tasmanian State Emergency Guidelines.

Guidelines for Planning in Bushfire Prone Areas (2017)

Western Australian Planning Commission (2015) State Planning Policy 3.7 Planning in Bushfire Prone Areas. Department of Planning.

## Appendix A: Contact List

<b>Police</b>	<b>(Emergency 000)</b>
Australind Police Station	9797 0222
<b>Fire and Rescue</b>	<b>(Emergency 000)</b>
DFES	133 337
Australind Fire and Rescue	9725 2361
Western Power	13 13 54
SES	132 500
<b>Ambulance</b>	<b>(Emergency 000)</b>
St John Ambulance - Bunbury	9791 4999
Bunbury Hospital	9722 1000
<b>Catholic Education of WA</b>	
Executive Director CEO - Debra Sayce	6380 5210 Fax: 9381 3201
Principal Schools Advisor - Kerrie Merritt	0417 917 513
<b>Leschenault Catholic Primary School</b>	<b>9720 3737</b>
Principal - Daniel Graves	0433 843 994 / 9720 3737
Finance Officer - Anne Davis	0419 934 467 / 9720 3737
<b>Bus Contractors</b>	
TransBunbury	9722 7800
Roelands Bus Service	0418 920 249 / 0407 992 870

# Appendix B: School Closure Notice

# BUSHFIRE ALERT

## NOTICE OF TEMPORARY SCHOOL CLOSURE

Please be advised that as a result of a Catastrophic Fire Danger Rating, this school has been temporarily closed.

The school will re-open on advice from the Department of Fire and Emergency Services (DFES).

If you have any further questions or concerns about the threat of bushfire, call 13 DFES (13 33 37), visit [www.dfes.wa.gov.au](http://www.dfes.wa.gov.au) or stay tuned to ABC Local Radio.

For further information please contact me on 0433 843 994 or the Catholic Education Regional Office on 9726 7200.

Thank you for your cooperation.

Daniel Graves

PRINCIPAL