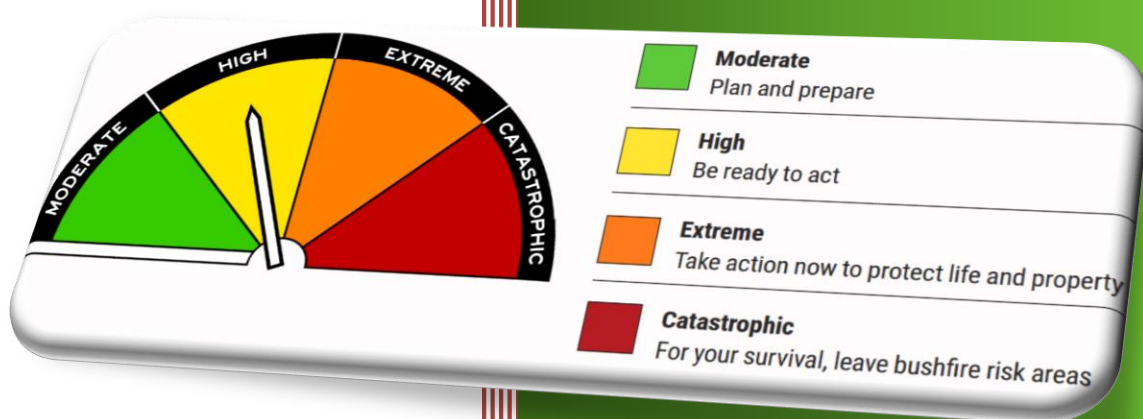


Bushfire Plan

The Operational Document for Onsite Personnel Responsible for Emergency Management



PREVENT | PREPARE | RESPOND | RECOVER

55 Gladys Road, Lesmurdie WA

City of Kalamunda

ATTENTION

It is important that all relevant persons at this facility/premises receive formal training in the application of this Bushfire Plan, as established in the associated Bushfire Management Plan.

Report Date: 19 November 2025

Job Reference No: 190671

TABLE OF CONTENTS

1. COLLEGE DETAILS	3
2. PURPOSE AND SCOPE.....	4
3. REVIEW AND UPDATE.....	4
4. ROLES AND RESPONSIBILITIES	5
5. PREPARING FOR BUSHFIRE SEASON	6
5.1 PREPARING STAFF AND STUDENTS FOR A BUSHFIRE EVENT.....	6
5.2 MAINTENANCE OF COLLEGE GROUNDS AND BUILDINGS	6
5.2.1 ASSET PROTECTION ZONE	7
5.2.2 COMPLYING WITH COUNCIL FIRE REDUCTION STRATEGIES	7
5.2.3 LANDSCAPING DESIGN AND CONSTRUCTION PRINCIPLES	7
6. BUSHFIRE WARNING SYSTEMS	10
6.1 FIRE DANGER RATINGS SYSTEM (FDR) – BEFORE A BUSHFIRE	10
6.1.1 DAILY ACTIONS DURING THE BUSHFIRE RISK SEASON	10
6.1.2 DFES TOTAL FIRE BAN	10
6.2 AUSTRALIAN WARNING SYSTEM – DURING A BUSHFIRE	11
7. RESPONDING TO A HIGH FIRE DANGER RATING OR BUSHFIRE.....	12
7.1 BUSHFIRE RESPONSE ZONES.....	13
7.1.1 BUSHFIRE AWARENESS (MONITOR) ZONE	13
7.1.2 EVACUATION AWARENESS (PREPARE) ZONE.....	13
7.2 LEAVE EARLY (PRIMARY STRATEGY)	13
7.3 SHELTER IN PLACE (SECONDARY STRATEGY)	13
7.4 ALTERNATE OFF-SITE EVACUATION CENTRES	13
8. COMMUNICATION TEMPLATES.....	14
8.1 PARENT AND CARER - BUSHFIRE RESPONSE UPDATES	14
8.2 PRE-EMPTIVE COLLEGE CLOSURE – COMMUNICATIONS	14
8.3 NOTICE OF TEMPORARY COLLEGE CLOSURE - COMMUNICATION	15
APPENDIX 1: EMERGENCY AND LOCAL CONTACTS	16
APPENDIX 2: EMERGENCY INFORMATION SOURCES	18
APPENDIX 3: COLLEGE RESPONSE TEAM	19
APPENDIX 4: EMERGENCY EQUIPMENT LIST	20
APPENDIX 5: BUSHFIRE PREPARATION CHECKLIST	21
APPENDIX 6: BUSHFIRE TELEPHONE RESPONSE TREE	24

APPENDIX 7: PRE-EMPTIVE CLOSURE PROCEDURE (PLANNED)	25
APPENDIX 8: BUSHFIRE ACTION PROCEDURE (REMAIN ONSITE)	27
APPENDIX 9: BUSHFIRE EVACUATION PROCEDURE (RELOCATION OFFSITE)	29
APPENDIX 10: EVACUATION ROUTES	31
APPENDIX 11: RECOVERY PROCEDURE	32
APPENDIX 12: BUSHFIRE RESPONSE MAPS	33
APPENDIX 13: ADVICE FROM OTHER AGENCIES LOG	36
APPENDIX 14: BUSHFIRE MITIGATION ACTION REGISTER	37
APPENDIX 15: COLLEGE INTERNAL TELEPHONE LIST	38

LIST OF FIGURES

Figure 1: Fire Danger Rating	10
Figure 2: Australian Warning System for Bushfire	11
Figure 3: Bushfire Telephone Response Tree	24
Figure 4: College Locality Map	33
Figure 5: College Safer Building Location	34
Figure 6: Bushfire Response Zones	35

1. COLLEGE DETAILS

COLLEGE DETAILS	
College Name and Address	Mazenod College 55 Gladys Road, Lesmurdie WA 6076 (Nearest crossroad – Pindara Place)
Education Region	Perth Hills North
DFES Region	Metro South-East
Local Bushfire Brigade	Kalamunda Volunteer Fire and Rescue Brigade
Local Fire Station	Forrestfield Police Station
Bushfire Rating	Extreme / High
# Students	Approx 900 including around 90 boarders
# Students requiring support on evacuation	< 10
# Staff	170
# College boundaries bordered by bushfire prone vegetation	1
Names of major roads bordering College	Gladys Road, Pindara Place, Kershaw Avenue and George Road
College Site Specific Alerts	Shelter in place: PA announcement “Shelter in place....” Evacuation: Whoop, whoop, whoop tone – “this is an evacuation alert, move to the assembly area on the oval ..” Lockdown: Klaxon tone – “this is a lockdown alert, move to the nearest classroom and follow the lockdown procedure”
SAFER BUILDING LOCATION (shelter in place)	Design and Technology Provence Centre (entry from Gladys Road, College carpark entrance)

2. PURPOSE AND SCOPE

This standalone Bushfire Plan (BP) has been prepared for the **Mazenod College** (the College) and is developed to assist staff:

- Prepare for total fire-ban days, extreme to catastrophic fire danger ratings, or bushfire events in proximity to the College site.
- Ensure the safety of every person on the College site.
- Outline bushfire strategies for sheltering on site or leaving early to ensure the safety of every person at the College site.

The BP has been developed in accordance with:

- Catholic Education WA (CEWA) Crisis Management Planning in Catholic Colleges.
- Department of Education - Principal's Guide to Bushfire with input from the CEWA.
- The Department of Education Standalone Bushfire Plan 2022-2023.
- AS 3745:2010 Planning for emergencies in facilities.
- AS 3959:2018 Construction of buildings in bushfire prone areas.
- State Planning Policy (SPP) 3.7 – Planning in Bushfire Prone Areas (September 2024).
- Safe Work Australia – Emergency Plans Fact Sheet (February 2012).
- Department of Fire and Emergency Services (DFES) – Bushfire Preparedness Toolkit.
- City of Kalamunda – Local Emergency Management Arrangements 2020.
- City of Kalamunda – 2025/26 Fire Hazard Reduction Notice.

3. REVIEW AND UPDATE

The BP should be viewed as a living document and should be reviewed annually, reflecting changes in technology, personnel, and procedures.

4. ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITIES
Principal (or delegate)	• Publish a copy of the College's Bushfire Plan on the College's website, with details of the website to be provided to families of new students by the Principal or delegated officer during the enrolment process. • Ensure that all new staff members, relieving staff and visitors are briefed about the requirements of the Bushfire Plan during the site induction process. • Include bushfire season reminders and information in College staff newsletters each term when applicable. The College's Staff Handbook is to include information about actions and procedures included in the Bushfire Plan. • Ensure a copy of the plan, Site Response Map and Bushfire Response Zones Map, clearly displayed within the Safer Building Location. • Ensure all staff members receive pre-fire season updates during Term 3, prior to the bushfire season (Southern WA - October to April) and ongoing information to any changes to process or instruction about the contents and requirements of the Bushfire Plan pre-bushfire season at scheduled staff meetings.
College Response Team	Refer to Appendix 3.

5. PREPARING FOR BUSHFIRE SEASON

5.1 Preparing Staff and Students for a Bushfire Event

Staff (includes relief staff), students at the College and parents/carers, must be prepared for a bushfire event through the provision of information and instruction, conducting practice drills for familiarity with processes and the provision and maintenance of emergency equipment that may be required in a bushfire event.

The Principal (or delegate) is responsible for:

Information and Instruction	Providing awareness of the College BP to staff, students and parents. Incorporating bushfire messages in newsletters and curriculum. Establishing a relationship with emergency services groups so they are aware of the College BP, such as: • DFES • Local fire brigade – including volunteer groups • Local police • Local emergency services – Bushfire Control Officer, Community Emergency Services, etc. Establishing emergency contacts (Appendix 1 and 2). Establishing the communication plan (Appendix 6). Maintaining the internal College phone list (Appendix 15). Ensuring the Bushfire Preparedness Checklist and Emergency Equipment List is completed annually (Appendix 4 and 5). Ensuring familiarity with roles and responsibilities within the BP (Appendix 3). Ensuring familiarity with procedures for closing the College, remaining onsite in a bushfire, relocating offsite in a bushfire, evacuation and recovery (Appendix 7-12). Systems to account for students, staff and visitors in an emergency (e.g. class rolls and visitor registers) Ensuring arrangements are in place for transport if required (e.g. College buses)
Drills	Conducting periodic evacuation / shelter drills.
Equipment and Buildings	Completing maintenance of college grounds and buildings (refer section 5.2). Maintaining emergency equipment (Appendix 4), such as: • Emergency warning alert system • Emergency communication equipment • Onsite buildings used for shelter. Establishing multiple offsite shelter locations that can be used in an emergency given consideration of a bushfire location and path.

Also refer to [Section 4 Roles and Responsibilities](#).

5.2 Maintenance of College Grounds and Buildings

Maintenance of College grounds and any combustible materials within it is critical to reducing the risk of fire at the College. Combustible materials that are open to the elements or are located where embers can penetrate are at risk of fire. Similarly, combustible materials that are located so that they can be impacted by radiant heat, are also at risk of fire. Lastly, where there is a fire, smoke can impact those who are exposed to it from superheated air (lung injuries) or suffocation.

Ember Attack	Embers consist of burning bark, leaves or twigs and can start new fires up to 25km ahead of the fire front. Embers can: • Set alight flammable items such plants, leaves in gutters or outdoor furniture. • Occur before, during and after a fire front passes.
Radiant Heat	Bushfires can generate an incredible amount of heat, known as radiant heat. It is important to consider flammable material near and around the College. Radiant heat can: • Dry and ignite fuels even before the flames have reached them. • Cause injury and death from burns, heat exhaustion and health conditions.

Building maintenance and construction plays an important role in ensuring that embers and smoke do not enter buildings. At risk building areas include doors, windows, air conditioners, gutters, roof eaves, wooden structures and multi-purpose storage locations.

A risk assessment should be completed annually to identify at-risk areas and mitigate any fire risks.

5.2.1 Asset Protection Zone

The College must maintain a 20m asset protection zone around buildings to protect it from fire, and this must be maintained in perpetuity.

To manage the asset protection zone the following activities must be completed.

Maintaining the APZ	• Remove all rubbish, long dry grass, ground fuels (leaves / bark / branches) and any other flammable material. • Remove garden mulch or wood piles from around buildings. • Clear obstacles and overhanging branches from driveways and access points. • Keep grass below 10cm in height. • Cut dense scrub around buildings. • Prune lower branches to 2m from the ground. • Create a minimum of a 2m gap between tree branches and walls / roof tops. • Maintain a distance between shrubs and buildings of 3 x the height of the shrub at maturity. • Secure liquid propane gas cylinders to the side of the College furthest away from the likely direction of a bushfire and vent them away from the building.
----------------------------	--

5.2.2 Complying With Council Fire Reduction Strategies

Under the Bushfires Act 1954, section 33, councils issue a Fire Hazard Reduction Notice annually, which outlines bushfire reduction measures that the College must apply to reduce the fuel load on College grounds. Reduction strategies should be exercised throughout the year.

Refer to: City of Kalamunda, [Fire Hazard Reduction Notice](#)

5.2.3 Landscaping Design and Construction Principles

Where the landscaping of grounds surrounding the College is done, apply the following measures to the greatest extent possible. For additional guidance, refer to:

- Guidelines for Planning in Bushfire Prone Areas within the Explanatory Notes for Element 2 of the Bushfire Protection Criteria and Schedule 1: Standards for Asset Protection Zones (WAPC 2021); and
- DFES '[Bushfire Preparation Toolkit](#)' publication.

Use of Non-Vegetated Areas	Reduce exposure to direct and indirect threats of bushfire by incorporating low threat uses of land. For example: • Non-vegetated areas (e.g. footpaths, paved areas, roads, driveways, parking, drainage, swimming pools). • Maintained and irrigated areas of vegetation. • Services installed in a common section of non-vegetated land.
Landscaping – Non-Combustible Construction	Use non-combustible materials are used for fencing and any other landscaping construction, including retaining walls.
Landscaping – and Plant Species Selection	Utilise trees and plants with characteristics that are more resistant to burning. Refer to Guidelines for Planning in Bushfire Prone Areas for initial guidance. Avoid planting trees with ribbon or stringy barks (ember/firebrand production) – select smooth bark varieties.
Landscaping – Tree and plant separation from buildings	Trees (greater than 6 metres in height) Minimise the potential for tree strike damage (falling or blown) into buildings, which allowing flames, radiant heat and ember entry to internal spaces, and debris accumulation on, in and around the College premise. • Separate trees from buildings and structures by a distance of at least 1.5 times the height of the tallest tree. • Tree trunks at maturity should be at least 6 metres from all elevations of the building • Tree branches at maturity should not touch or overhang a building or powerlines. • Mature tree canopies should be separated at least 5m with total canopy cover not exceeding 15% and not connected to tree canopy outside the asset protection zone. • Species of trees that produce significant quantities of debris (fine fuels) during the bushfire season should be located a sufficient distance away from vulnerable exposed elements to ensure debris cannot drop and accumulate within at least 4m of buildings and structures or be likely to be relocated by wind to closer than 4m to buildings and structures. Shrubs and scrub (0.5 metres to 6 metres in height) • Should not be located under trees or within 3 metres of buildings. • Should not be planted in clumps greater than 5 sqm in area. • Clumps of shrubs should be separated from each other and any exposed window or door by at least 10 metres (unless they can be classified as low flammability plants). • Shrubs greater than 6 metres in height are to be treated as trees. Ground covers (less than 0.5 metres in height) • Can be planted under trees but and no closer than two metres from a structure but 3 metres from doors or windows if greater than 100 mm in height. • Ground covers greater than 0.5 metres in height are to be treated as shrubs. Grass – utilise irrigated perennial species where possible Mulch - should be non-combustible e.g., stone, gravel and crushed rock. Where wood mulch is used it should be greater than 6mm in thickness.
Separation -	Establish sufficient separation distance between combustible materials and buildings.

Between Buildings and Combustible Materials that Cause Consequential Fires	The required separation distance will be dependent on the fuel and storage type and will need to be determined. Combustible Materials that Cause Consequential Fires • Stored Combustible Items - Heavy Fuels greater than 6mm diameter (e.g. building materials, packaging materials, firewood, branches, sporting/playground equipment, outdoor furniture, garbage bins etc). • Stored Combustible Items – Large Heavy Fuels (e.g. vehicles, caravans, boats, trailers and large quantities of dead vegetation materials stored as part of site use). • Constructed Combustible Items – Heavy Fuels (e.g. landscaping structures including fences, screens, walls, plastic water tanks). • Constructed Combustible Items – Large Heavy Fuels (e.g. adjacent buildings/structures including houses, sheds, garages, carports). <i>Note: If the adjacent structure is constructed to BAL-29 requirements or greater and can implement a significant number of additional bushfire protection measures associated with reducing exposure and vulnerability, these minimum separation distances could be reduced by 30%.</i> Separation Distances Assume flames produced from a consequential fire source will be twice as high as the object itself. Where the consequential fire source (combustible material) is a structure, then the maximum eave height is a reasonable measure of maximum height. • At least 6 x the building height where the construction incorporates a design and materials that resist only low levels of radiant heat (e.g. 12.5 kW/m² and no flame contact, BAL-12.5). • Between 4 and 6 x times the height where the building construction incorporates design and materials that resist radiant heat up to 29 kW/m² and no flame contact, BAL-29. • Between 2 and 4 x the height when the building construction incorporates design and materials that resists up to 40kW/m² and potential flame contact, BAL-40. • Less than 2 x times the height when the building construction incorporates design and materials that resist extreme levels of radiant heat and flame contact, BAL-FZ. • Zero separation distance is required if the building is separated by a non-combustible fire-resistant level 60/60/60 rated wall, or combustible materials are fully enclosed by the building.
Shielding – Planted Vegetation Barrier	Use lower flammability species of hedges and trees strategically to reduce the building exposure to radiant heat, filter or trap embers and firebrands, and to lower wind speeds (prevailing synoptic and/or fire driven).
Shielding – Non-Structural Elements	When the use of fire rated materials to the degree necessary is not possible or practical, the application of non-combustible shielding can be applied to reduce exposure to the bushfire threats. Shielding includes underground installation and can be applied to the following to protect against embers and radiant heat: • Electricity cabling and water plumbing. • Installed firefighting equipment / water storage.

(Source: DFES 'Bushfire Preparation Toolkit' publication)

6. BUSHFIRE WARNING SYSTEMS

6.1 Fire Danger Ratings System (FDR) – Before a Bushfire

Fire Danger Ratings (FDR) describes the potential danger level you could face if a bushfire starts, while the Australian Bushfire Warnings System provides information about what to do in a bushfire. The FDR provides important information so that you can take action. ([reference: DFES Bushfire Preparedness Toolkit](#))

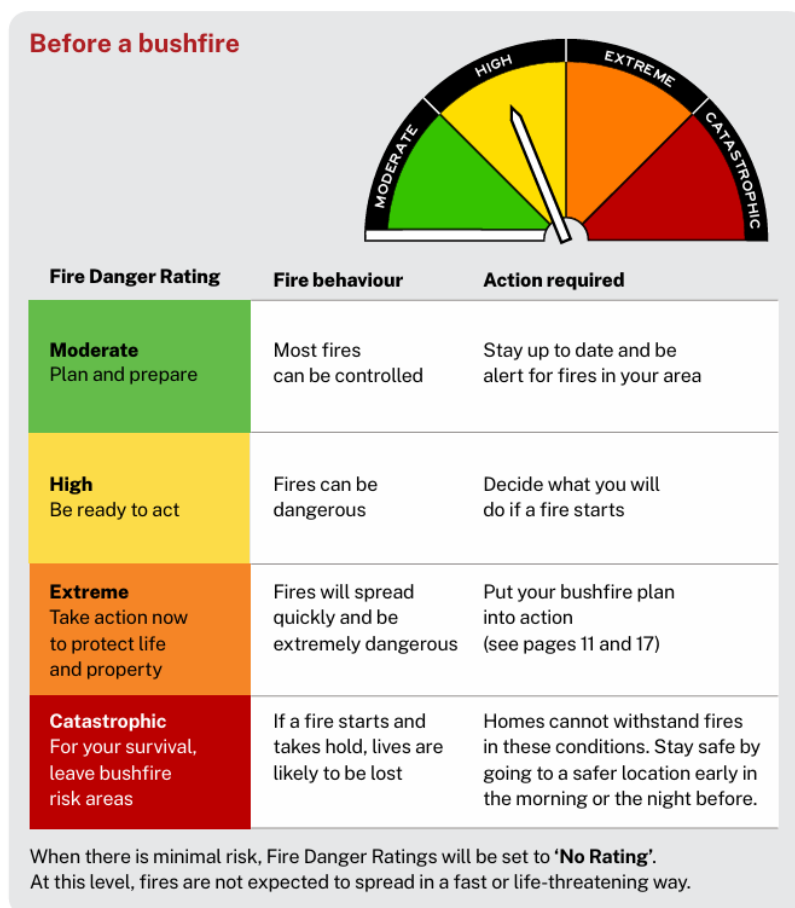


Figure 1: Fire Danger Rating

6.1.1 Daily actions during the bushfire risk season

Fire Danger Ratings will be issued on days when there is a fire risk. Check the daily fire danger for your area at Emergency WA or the Bureau of Meteorology (refer to section 6 and 7 of this plan) and prepare accordingly.

6.1.2 DFES Total Fire Ban

In the event of a Total Fire Ban, all persons at the College must ensure that no fires are lit or used in the open air and 'Hot works' (e.g. metal work, grinding, welding, soldering, gas cutting or similar) is not permitted, unless an exemption has been received.

DFES 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 recommended that these activities are postponed until the fire ban has passed.

Refer also: <https://www.emergency.wa.gov.au/#totalfirebans> and
https://www.dfes.wa.gov.au/safetyinformation/fire/bushfire/BushfireFactsheets/DFES_Bushfire_Factsheet-Total_Fire_Bans.pdf

6.2 Australian Warning System – During a Bushfire

During a bushfire, emergency services provide as much information as possible through different channels. These change to reflect the increasing risk to life and the decreasing amount of time you have until the fire arrives. There are three levels of warning:

During a bushfire



EMERGENCY WARNING
An out of control fire is approaching fast. There is a threat to lives and homes and you need to take immediate action to survive.
You must seek shelter or leave now if it is safe to do so.



WATCH AND ACT
If your plan is to leave, leave now. If your plan is to stay, get ready to actively defend.
Only stay and defend if you are mentally and physically prepared.



ADVICE
A fire has started but there is no immediate threat to lives or homes. Stay alert and watch for signs of fire.
Be aware and keep up to date.

!

Don't wait for a text message or a knock on the door. Make your own decision on when to leave.

Stay informed at emergency.wa.gov.au

Emergency WA is the primary and most up to date source of emergency information for:

- Current warnings
- Fire Danger Ratings
- Total Fire Bans

See back cover for other information sources.

Figure 2: Australian Warning System for Bushfire

Emergency services may send voice and text messages from **+61 444 444 444** to alert you of a potential emergency in your area that could impact you. The following actions are required for each alert.

Watch and Act (fire conditions are changing and there a possible threat of lives and Colleges)	Principal (or delegate) must contact emergency services to seek instructions – leave early or shelter in place. Principal to ensure safe movement of staff in the event of evacuation to an offsite shelter.
Emergency Warning (immediate danger - listen)	Principal (or delegate) must contact the controlling agency to seek instructions – leave early or shelter in place. Consideration will need to be given as to the location and path of bushfire (route of travel) to determine if the Safer Building Location is most appropriate.
All Clear (fire has passed)	Principal (or delegate) must contact the controlling agency to seek instructions on returning staff and students to the College.

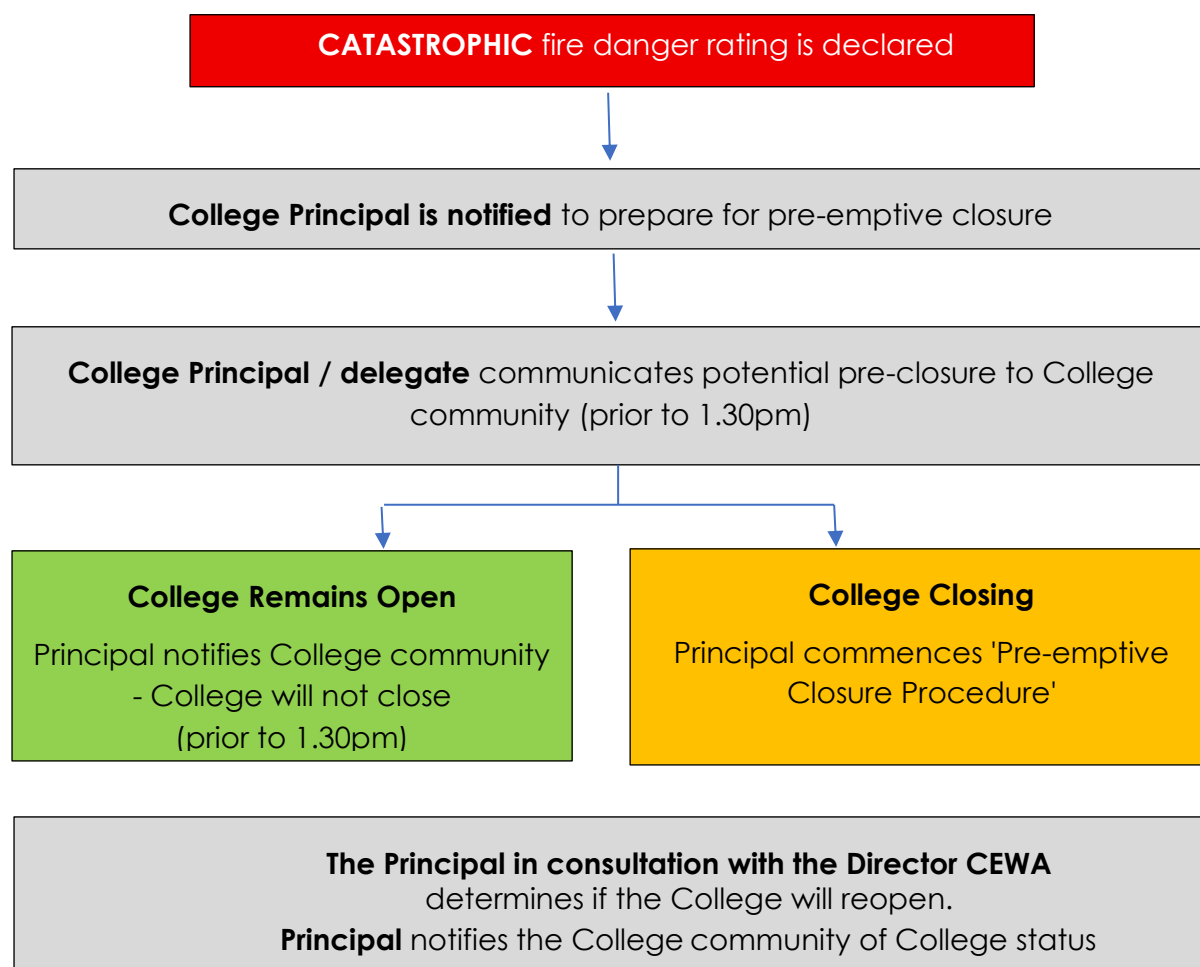
7. RESPONDING TO A HIGH FIRE DANGER RATING OR BUSHFIRE

Planned responses for the College:

FIRE DANGER RATING	FBI*	ACTION
Moderate	12-23	Maintain normal College operations. Plan and prepare. (Appendix 3, 4 and 5)
High	24-49	Maintain normal College operations but monitor www.emergency.wa.gov.au . Be ready to act.
Extreme	50-99	Maintain normal College operations, but monitor www.emergency.wa.gov.au College may close on instruction from the Director of CEWA where the FBI is 75 or above. Cancel bus services. Appendices 6, 7, 8, 9, 10)
Catastrophic	100+	College may close on instruction from the Director of CEWA. Action Bushfire Plan – Appendices 6, 7, 8, 9, 10)

* Fire Behaviour Index (FBI)

Emergency services communicate information to inform the community of pending weather conditions conducive to bushfire. The BP will be used when a **catastrophic weather warning** is received. Refer to Section 7 and below.



7.1 Bushfire Response Zones

The Bushfire Response Zones Map (Appendix 12) identifies the two bushfire response zones and the safe evacuation routes from the College. The dimensions of the bushfire response zones have been determined with consideration of a bushfire's potential rate of spread in the surrounding vegetation. Key factors in this determination are the type and structure of vegetation that is present and the topography of the area. The map is produced at a scale that enables bushfire response zones to be easily identified and is to be used to locate and monitor a bushfire to assist in determining the appropriate action to be taken.

7.1.1 Bushfire Awareness (Monitor) Zone

The 'monitor' zone indicates an area of 2.3 km wide surrounding the College where you must be aware of bushfire movement and confirm that bushfire preparation has been done (Appendix 5).

7.1.2 Evacuation Awareness (Prepare) Zone

The 'prepare' zone indicates an area surrounding the College 1.2 km wide, where, if a bushfire is present, you must determine if an evacuation or shelter in place is required.

7.2 Leave Early (Primary Strategy)

Leaving early would be the primary strategy where clear and informed advice provided by DFES recommends doing so. All reasonable mitigation strategies are to be implemented to ensure the building has been prepared for a bushfire emergency, which will accommodate all persons normally at the College. Leaving early* is likely to avoid community panic, people being trapped, and individuals making poor decisions resulting in the risk of serious injury or fatalities.

**Leaving early means: leaving the area before there are any signs of a bushfire in proximity to the College, before the chosen route is compromised by fire, smoke or potential blockages – before flame and radiant heat impact is imminent.*

7.3 Shelter in Place (Secondary Strategy)

Consideration has been given to a bushfire Safer Building Location that provides protection from radiant heat and embers. The Safer Building Location will need to be equipped with drinking water and have toilet facilities available nearby. Students, staff or visitors can seek shelter if they have not left the area early prior to a known significant bushfire event.

The Safer Building Location is considered a safer option than remaining outside in the open environment during a bushfire.

SAFER BUILDING LOCATION: DESIGN AND TECHNOLOGY PROVENCE CENTRE

7.4 Alternate Off-site Evacuation Centres

The **City of Kalamunda** will communicate the location of any community evacuation centres. These change from time to time and are dependent on the location and path of bushfire. A local government Liaison Officer has been appointed by the **City of Kalamunda** for the purposes of managing welfare in an emergency

Offsite evacuation centres are added to Appendix 1.

8. COMMUNICATION TEMPLATES

The following templates are provided to update parents, carers and staff regarding bushfire response. In addition, Appendix 6 outlines the telephone communication tree.

8.1 Parent and Carer - Bushfire Response Updates

The following communications can be used to update parents, carers and guardians.

Public Colleges to close tomorrow due to catastrophic fire danger rating	[College name / all public Colleges in region/area] will be closed tomorrow [date] due to a catastrophic fire danger rating for the area. See emergency.wa.gov.au/#firedangerratings for more information. There will be no staff on site. Please ensure that you make arrangements for your child.
Students are safe and still on College site	Students from [College name] are safe and being supervised at College. We will follow the instructions of emergency services and update you if the situation changes. Monitor emergency.wa.gov.au or call your education regional office on [telephone number] for more information.
Students have been relocated	Students from [College name] have been relocated for their safety. Please collect your children from the relocation centre at [exact location]. Follow the instructions of emergency personnel and monitor emergency.wa.gov.au or call your education regional office on [telephone number] for more information.
Not safe to pick up children	Students from [College name] are safe and [are still on College site / have been relocated for their safety]. Please wait for further instructions before attempting to collect your child. We are working with emergency services and will advise when it is safe to do so. Monitor emergency.wa.gov.au or call your education regional office on [telephone number] for more information.
College to reopen on [day]	[College name] will reopen tomorrow/day [date].

8.2 Pre-emptive College Closure – Communications

The following communication can be used for a pre-emptive College closure.

Pre-emptive (planned) College closure during the bushfire season	[College name] has been placed on the Department of Education bushfire zone register because it is in a designated bushfire risk area. If a 'Catastrophic' fire danger rating has been declared for the [City/Town/Shire] of [name of your College's local government area], a College MAY be required to invoke a pre-emptive (planned) closure. A 'Catastrophic' fire danger rating poses a significant threat to the College if a fire starts, it is likely to be uncontrollable, unpredictable and fast moving. Parents will receive a text message to inform them of a possible Pre-emptive closure of the College. Parents will receive a text message to either confirm or reverse a Pre-emptive closure of the College. The final decision to pre-emptively close the College will be confirmed with the Principal no later than 1.30pm on the day before the pre-emptive closure. If the forecast changes after the 1.30pm deadline, the College remains closed to limit confusion within the College community. Typically, Colleges will only be required to close for a day at a time. However, this will depend on changing weather conditions. Parents will receive a text message
---	--

	to advise if the College will reopen the day after the pre-emptive closure, or whether it will remain closed. Parents are encouraged to monitor official bushfire information sources for current information about fire danger ratings: • Emergency WA website • Department of Fire and Emergency Services - Information line 13 33 37 or Twitter - https://twitter.com/dfes_wa • Local radio - ABC Emergency WA, ABC local radio or 6PR Please contact the College on <College phone number> with any concerns relating to Pre-emptive closures during the bushfire season. [Name] Principal
--	--

8.3 Notice of Temporary College Closure - Communication

The following communication can be used to notify of a temporary College closure.

Place an information notice on:

- Main administration entrance doors.
- Other entry/exit doors throughout the buildings and key locations for visibility (e.g. boarding facilities).

Bushfire Alert – Notice of Temporary College Closure	As the result of a 'Catastrophic' fire danger rating, this College is temporarily closed. The College will re-open on advice from the Department of Fire and Emergency Services (DFES). For more information about the bushfire threat: • Call 13 DFES (13 33 37) • Visit Emergency WA • Stay tuned to ABC local radio For more information about the College, contact the Principal on [insert contact details] or the [insert region] regional education office on [insert contact number]. Thank you. [Name] Principal
---	---

Note: Where a bushfire occurs and the College is closed (e.g. during College holidays), utilise Appendix 8 and 9 where applicable. When re-opening the College Appendix 11 will apply.

APPENDIX 1: EMERGENCY AND LOCAL CONTACTS

Emergency contact details are subject to change annually, including but not limited to a contact person and telephone number. Emergency contacts shall be checked and updated as part of the annual review process.

- Seek permission to use private phone numbers; and
- Check contact person and contact numbers regularly.

NAME OF ORGANISATION	SERVICE	PHONE # / WEB SITE
STATE		
Life-Threatening Emergencies	Fire / Ambulance / Police	000
Department of Fire & Emergency Services (DFES)	Emergency Information	13 3337 www.dfes.wa.gov.au
	Head Office (Emergency Services)	+61 8 9395 9300 (Cockburn)
	Regional Office	(08) 6424 1502 (Kewdale)
Total Fire Ban Information Line		1800 679 737
Emergency Services WA	Police, fire or ambulance	Phone: 000 www.emergency.wa.gov.au
Poisons Information line	Poisoning advice 24hrs	131 126
Bureau of Meteorology (BOM)	General enquiries	1300 659 210 / 1300 754 389 www.bom.gov.au
WA Police	Police matters (Non-emergency)	131 444
State Emergency Service (SES)	Various Emergency Services	132 500
Red Cross	Emergency Humanitarian Assistance	1800 733 276
Salvation Army	State Office	(08) 9260 9500
Dept. of Transport and Main Roads	Road Conditions	138 138
Dept. of Communities Crisis Care	Crisis Care	1800 199 008 / 08 9223 111
CHECK EVACUATION LOCATIONS BEFOREHAND AS LOCATIONS MAY CHANGE.		
CONTACT: EMERGENCY WA – WWW.EMERGENCY.WA.GOV.AU, DFES – 13 3337 OR WA POLICE 131 444 / '000'		
NAME OF ORGANISATION	LOCATION	PHONE # / WEB SITE
LOCAL EVACUATION CENTRES		
Offsite Evacuation Centre: High Wycombe Community and Recreation Centre	Address: 200 Newburn Road, High Wycombe (distance from College 12.5 km)	Phone: Internal Plan
Route: Turn left onto Gladys Rd > Turn right onto Grove Rd > Turn left onto Lesmurdie Rd > Turn left onto Canning Rd > Turn left onto Kalamunda Rd > Turn left onto Priory Rd > Turn right onto Maida Vale Rd > Turn right onto Newburn Rd > Destination on right		
Offsite Evacuation Centre: Hartfield Recreation Centre	Address: 199 Hale Road, Forrestfield (distance from College 6 km)	Phone: Internal Plan
Route: Head south on Gladys Rd > Turn right onto Welshpool Rd > Turn right onto Lewis Rd > Turn left onto Hartfield Rd – Turn left onto Hale Rd > destination on left		

NAME OF ORGANISATION	SERVICE	PHONE # / WEB SITE
LOCAL		Phone numbers on Internal Plan
Catholic Education of WA (CEWA)	Office - 50 Ruislip Street, Leederville 24/7 Crisis Number	
Department of Education	Office - 151 Royal St, East Perth	
Forrestfield Police Station	Local Police	
City of Kalamunda	Administration, Shire Operations Team and Ranger Services 2 Railway Road, Kalamunda	
Kalamunda Volunteer Fire and Rescue Service	38 Central Road, Kalamunda	
Kalamunda Volunteer Bushfire Brigade	20 Raymond Road, Walliston	
Kalamunda Hospital	Medical Services Elizabeth Street, Kalamunda	
Fiona Stanley Hospital	Medical Services 11 Robin Warren Drive, Murdoch	
Perth Children's Hospital	Medical Services 15 Hospital Avenue, Nedlands	
Western Power / Horizon Power	Power outages, lines down	
Bus West	College Transportation Areas – Mundaring, Parkerville, Helena Valley, Greenmount, and Swan view	
Kinetic Bus Service	College Transportation Areas - Carmel, Bickley and Pickering Brook	
Path Transit	Collection Transportation Areas - Kalamunda, High Wycombe, Forrestfield, Roleystone, Maddington, Thornlie, and Gosnells.	
Lesmurdie Bus Service	College Transportation Areas – Bickley, Piesse Brook, Hackets Gully and Paulls Valley	
Transperth	Infoline	
Neighbouring Colleges	Lesmurdie Senior High College	
	St Brigids College	
	Lesmurdie Primary College	
COLLEGE CONTACTS: Refer to College internal telephone list at Appendix 15.		

APPENDIX 2: EMERGENCY INFORMATION SOURCES

THE IMPORTANCE OF BEING AWARE OF YOUR SURROUNDINGS	
Know the types of vegetation that grow on surrounding land. Be aware of the potential behaviour of a fire in this vegetation and the threats it can present under different conditions. Knowledge and awareness of the local environment and immediate past and current conditions is a valuable source of information that will assist with decision making – with hot/dry/windy weather presenting the worst conditions. Lookout for smoke (i.e., evidence of fire) within your surrounding landscape, for as far as you can see. Be aware of the current and forecast wind direction as any fire will be likely to spread in the direction to which the wind is blowing.	
Fire Weather District	Swan Inland South
SOURCE	INFORMATION
Emergency WA emergency.wa.gov.au	This is the primary and most up to date source of information (maps and lists) for: • Current warnings and incidents. • Designated bushfire evacuation centre. • Fire Danger Ratings (FDR) Total Fire Bans (TFB)
Bureau of Meteorology (BOM) bom.gov.au/wa/forecasts/fire-danger-ratings.shtml	Fire Danger Ratings (FDR) and the corresponding Fire Behaviour Index (FBI).
WA Department of Fire & Emergency Services (DFES) Information Line: 13 3337 (13 DFES)  dfes_wa  dfeswa dfes.wa.gov.au/hazard-information/bushfire	Republishing of Emergency WA Warnings. General emergency information. Provides overviews of bushfire hazard educational information, including bushfire behaviour and preparation, response, recovery information, and FAQ.
Local Radio Stations ABC (AM/digital) or 6PR (882) abc.net.au/radio/stations	Current bushfire warnings, designated bushfire evacuation centre and other relevant information.
Emergency Alerts – through automated government telephone warning system	Voice messages (landline) and text messages (mobile) can be sent within a defined area under an immediate threat.
Bushfire.IO bushfire.io	Map based bushfire warnings, bushfire incidents and wind forecasts. A visual tool run privately – crosscheck with other sources.
WA Parks and Wildlife Service dpaw.wa.gov.au Website	Bushfire alerts and warnings, current prescribed burns in national parks.
Main Roads WA Phone: 13 8138 travelmap.mainroads.wa.gov.au/Home/Map	Road alerts and closures (incidents and roadworks).

APPENDIX 3: COLLEGE RESPONSE TEAM

The Principal (or delegate) is responsible for coordinating the incident response to onsite or offsite locations (refer to Appendices 8 and 9).

(Response examples includes Fire Warden activities, checking rooms, arranging college registers, monitoring bushfire warnings and text alerts to parents).

POSITION		ROLE/RESPONSIBILITIES	
Principal		Crisis Management Team (CMT) Leader Responsible for managing all aspects of the emergency, delegation of duties. Lead the strategic response and recovery effort. Effectively delegate staff, approve messaging and liaise with stakeholders.	
Director of Staffing and Operations	Deputy Principal As delegated	<i>Alternative for CMT Leader</i>	
Finance Manager		<i>Alternative for CMT Leader</i>	
Deputy Principal Administration		Communication Coordinator Responsible for coordinating and managing outgoing communications, drafting holding statements, management of media and all non-emergency stakeholder communications. - All messaging to be approved by the Incident Controller. - Act as the 2IC to the Incident Controller.	
	Deputy Principal As delegated	Alternative Communication Coordinator	
Deputy Principal Teaching and Learning		Parents / Carers Liaison Responsible for all parents / carer related tasks: communicating to parents / carers; managing parents / carers on site; and developing the parents / carers reunification plan.	
Deputy Principal Students		Alternative for Parents / Carers Liaison	
All Positions	All College Staff	Fire Wardens All College staff are trained as wardens, upon notification of an emergency, staff in the act of teaching or with students directly under their care, will remain with and take responsibility for the welfare of those students throughout the emergency. All other staff will report to the CMT leader / Incident Controller at the emergency control point for deployment and allocation of warden roles.	

APPENDIX 4: EMERGENCY EQUIPMENT LIST

Include the location/s of equipment, the date of last inspection and any other comments.			
EQUIPMENT	DETAILS		
Bushfire Plan	Location Evacuation kit Copy – online platform for offsite access		Date last checked Internal Plan
Evacuation kit - Masks for smoke and particle protection - Emergency contact numbers - Torch and batteries - Gloves - Access to personal hygiene items - Access to blankets - Access to drinking water	Item Example: Bushfire evacuation kit	Location Safer Building Location	Date checked Internal Plan
First aid kit(s) - Administration building - Safer Building Location - Boarding - Other locations	Item Example: Small first aid kit Large first aid kit	Location Administration building Safer Building Location	Date checked Internal Plan
Emergency warning or alert system, e.g.: - Hand-operated fire alarm (portable siren) - Megaphone/portable PA system - Spare batteries	Item Example: Portable PA system	Location Administration building	Date checked Internal Plan
Emergency communications equipment - Mobile phones (charged) - Laptop/s (charged) - Portable radios - Spare batteries / power packs	Item Example: Portable radio and spare batteries	Location Evacuation kit located Safer Building Location	Date checked Internal Plan
Registers for all students, staff and visitors - Student list - Visitors and contractor list	Item Example: Visitor sign/out in register	Location Administration building	Date checked Internal Plan
Generator/s for maintaining critical power (if required) - Safer Building Location - Servers	Item	Location	Date checked Internal Plan

APPENDIX 5: BUSHFIRE PREPARATION CHECKLIST

		BUSHFIRE PREPARATION CHECKLIST (ANNUALLY)	
Principals must: - Complete this checklist annually and document with evidence of completion. - Be familiar with their current plan for responding to bushfires - Inform all staff members of their responsibilities. All staff must 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 and Date Completed	
		Recorded on Internal Plan	
Advice has been received from the following in the preparation of the Bushfire Plan (as relevant): - Local Emergency Services - Department of Fire and Emergency Services - Department of Biodiversity, Conservation and Attractions (parks and wildlife) - Local volunteer Fire Brigade - WA Police - Local emergency management sources			
The College Emergency Management Plan provides a plan for dealing with bushfires.			
Principal is familiar with the current Bushfire Plan.			
Staff (and relief staff) have been made aware of the Bushfire Plan through staff meetings and inductions, etc.			
The staff bushfire induction includes: - An overview of the plan - How to turn off evaporative air conditioner units and the location of switches - How to close roof vents - The types of bushfire warnings issued by the Department of Fire and Emergency Services, and the telephone warning system - To direct bushfire media enquiries to the Departments media unit (08) 9264 5821.			
Students and parents have been made aware of the Bushfire Plan through: - Key bushfire safety messages incorporated into the curriculum - Newsletters - College information booklets - College website			

MANAGEMENT ACTIVITIES		
Tick when task has been completed, or write N/A if not applicable		Evidence and Date Completed
Communication plans are in place: • 'Emergency Response Contact List' completed (Refer to Appendix 1 and 2) • 'Bushfire response telephone tree' completed (Refer to Appendix 6) • Communication templates for sample emergency text message, newsletter content and College notice text are complete (Refer to section 8 of this plan) Note: Contact lists for staff and parents must be current and attached to the back of this plan at Appendix 15.		Recorded on Internal Plan
Emergency equipment available and checked (Refer to Appendix 4): • Evacuation kit checked at least once per term • Emergency warning or alert system works • Emergency communications equipment available • First aid kit(s) available • Registers for students, staff and visitors readily accessible for roll call		
Evacuation drills practised to your onsite Safer Building Location: • Before the start of the bushfire season • At least once per term during the bushfire season. Note: You must do at least three drills per year.		
Onsite Safer Building Location is identified. Do not use an open area such as a College oval or non-enclosed building. • Shown in your College site plan (Refer to Appendix 10 and 12) • Listed in the Incident Management Plan • Regularly checked for readiness • Local emergency services are informed of location		
Two or more suitable offsite evacuation locations have been identified in case one of the offsite locations is under threat from the bushfire. Note: In most cases the off-site evacuation location will be determined by the incident controller.		
The asset protection zone, which is a minimum distance of 20 metres surrounding the College is checked and: • Clear of all rubbish, long dry grass, bark, flammable and combustible materials, including leaf litter and unused piles of mulch • Maintained routinely throughout the year		
Check the fuel load management (the clearing of dry grass, leaves, twigs, dead vegetation and dead bark) within the hazard separation zone (extending 80 metres from the outer edge of the asset protection zone) has reduced including a reduction in: • The likelihood of crown fires developing close to buildings • Spot fire ignition potential within the zone		

MANAGEMENT ACTIVITIES		
Tick when task has been completed, or write N/A if not applicable		Evidence and Date Completed
The use of machinery (such as angle grinders, mowers or machines with internal combustion engines) is restricted on severe fire danger days. The use of any machinery or power tools that can generate sparks on total fire ban days is not permitted. Note: Any 'hot works' including welding and grinding or the operation of plant, equipment or machinery in bushland areas, can potentially ignite vegetation and cause bushfires.		Recorded on Internal Plan
College has appointed a College Emergency Liaison Officer. Note: The appointed Liaison Officer may be required to relocate during an emergency, to the Incident Control Point to provide an information conduit between the College and the controlling agency.		
An adequate number of staff have been trained in first aid.		
College bus / transport arrangements are in place and can be notified if pre-emptive closure or offsite evacuation is required.		

APPENDIX 6: BUSHFIRE TELEPHONE RESPONSE TREE - Contacts retained on Internal Plan

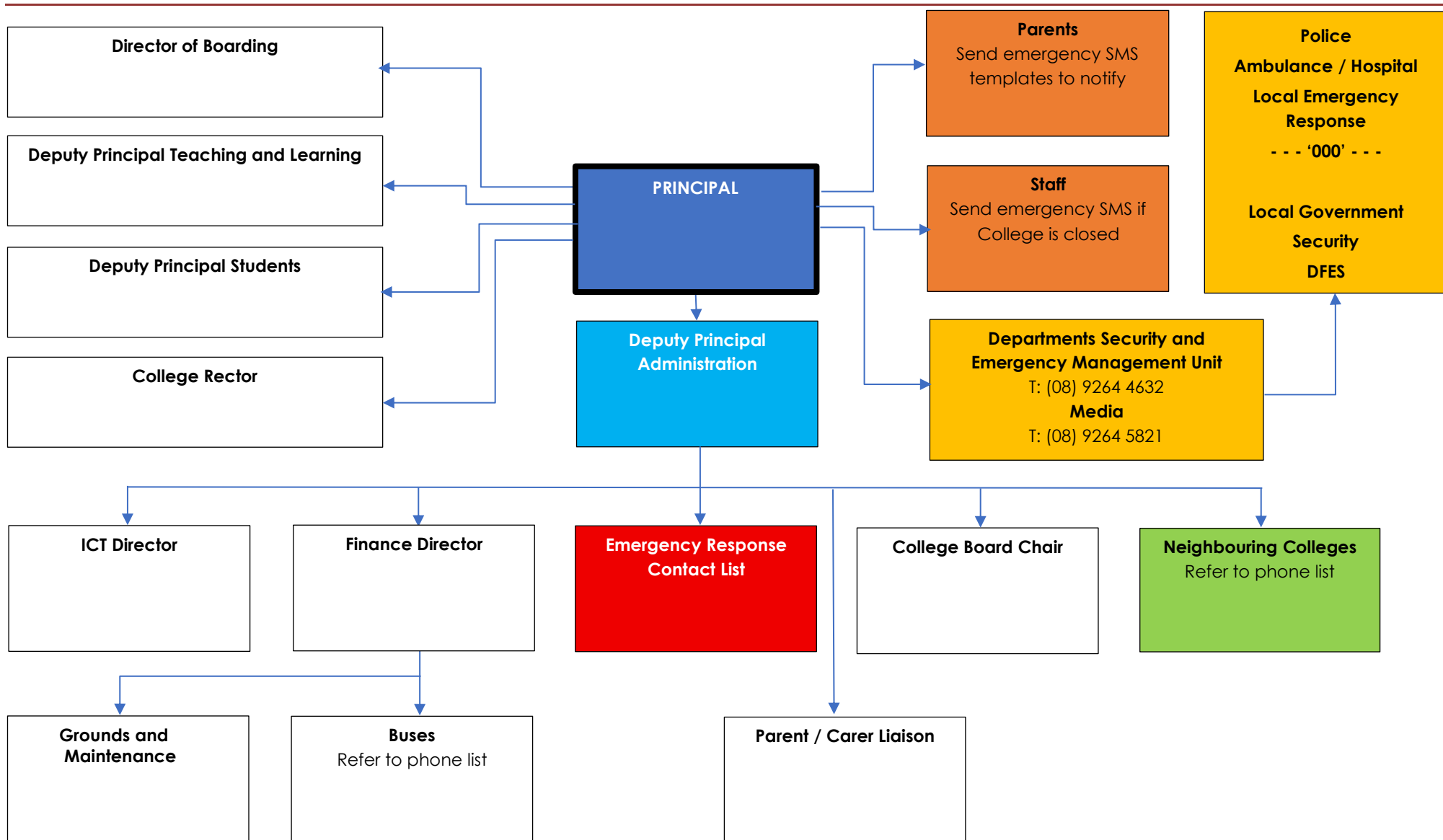


Figure 3: Bushfire Telephone Response Tree

APPENDIX 7: PRE-EMPTIVE CLOSURE PROCEDURE (PLANNED)

 MAZENOD COLLEGE	PRE-EMPTIVE (PLANNED) CLOSURE PROCEDURES	
The safety and wellbeing of students, staff and visitors is Mazenod's main priority. Staff are not expected to fight bushfires. Principal must be familiar with the current Bushfire Plan & The Principal's Guide to Bushfire - additional 'situation' checklists.		
Pre-emptive closure may be required where an incident or bushfire may directly or indirectly impact the College, although not imminent, and a precautionary approach taken to ensure the safety of Students, Staff and visitors to the College. You may be instructed to pre-emptively close your College due to a predicted catastrophic fire danger rating. 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. The College should have a 'Bushfire Response Telephone Tree' in place to provide this information at short notice or after hours. The Department of Fire and Emergency Services is the final authority on advice about which Colleges/Colleges are in danger and the level of risk at the time. The CEWA Executive Director makes a recommendation as to whether a closure of the College is required, based on DFES's advice and this will be relayed to the Principal inliaison with the Director. If the CEWA Executive Director decides on College closure based upon advice from Emergency Services, the Executive Director will inform the Principal of closure. The Principal will identify alternative accommodation of students and staff if required. The CEWA Marketing & Communication Team will assist utilise media outlets to make public announcements of College closures, temporary alternative accommodation and contact number(s) for further information. Follow these procedures:		
If you identify a bushfire before receiving official advice, call triple zero (000) to report the fire.		Tick when task completed
If the College is likely to be threatened by bushfire, activate the BP.		
The Executive Director CEWA will contact the Principal directly when a planned (pre-emptive) closure is required. The Executive Director CEWA confirms with the Principal the final decision to close the College no later than 1:30 pm the day before the planned closure. If weather conditions become less severe after 1:30 pm, the closure goes ahead regardless.		
Activate the College Incident Response Team. All staff members have been briefed and are ready to activate in accordance with their responsibilities in the plans.		
Close roof/wall vents and doors/windows. Undertake checks of College grounds and buildings, paying special attention to evaporative air conditioners, where applicable. College bags, clothing & other flammable items should be removed from outside of classrooms & Safer Building Location. Consider removing money from College premises and securing expensive items.		
Communication plans (including Communication Tree) are activated for College closure use.		
Emergency contact lists for parents, staff, other agencies are used to notify of College closure.		
Class rolls checked to confirm absentees and visitor register checked for visitors to be notified of College closure.		

Place the notice of temporary closure on external College access points and on the College website and use social media channels to keep the College community updated.	
The Principal is to notify staff and parents of the closure using the emergency contact list.	
The Principal to manage appropriate interim staffing of College to ensure any students that have not been informed of the Temporary College Closure, can be re-located to an off-site Safer Building Location and parents/guardians notified. (Provision for an endorsed method of student transport required and appropriate authorised supervision of students)	
The Principal will consult with CEWA Incident Controller or emergency services and notify when it is safe for the College to reopen.	
Remove the notice of temporary closure from external College access points and website if pre-emptive closure is reversed.	
All parties that were advised of closure (e.g. bus contractors, out of hours users, parents association) should be advised of re-opening.	
Parents are to be informed as to when the College is to be re-opened.	
After hours or College holiday procedures	
The Executive Director CEWA will contact the Principal directly when a planned (pre-emptive) closure is to be invoked in a particular part of the State. The Executive Director CEWA confirms with the Principal the final decision to close the College.	
The Marketing & Communication Team will assist utilise media outlets to make public announcements of College closures and contact number(s) for further information.	
Communication plans (including Communication Tree) are activated for College closure use.	
Emergency contact lists for parents, staff, other agencies etc. is used to notify of College closure.	
The Principal will consult with CEWA Incident Controller or emergency services and notify you when it is safe for the College to reopen. You will receive advice from the Director of CEWA.	
Remove the notice of temporary closure from external College access points and website if pre-emptive closure is reversed.	
All parties that were advised of closure (e.g. bus contractors, out of hours users, parents association) should be advised of re-opening.	
Parents are to be informed as to when the College is to be re-opened.	
Director of Boarding to notify boarding community.	

APPENDIX 8: BUSHFIRE ACTION PROCEDURE (remain onsite)

 MAZENOD COLLEGE	BUSHFIRE ACTION PROCEDURE – REMAIN ONSITE Bushfire is approaching. Decision is made to <u>remain onsite</u> and relocate to the Safer Building Location.		
The safety and wellbeing of students, staff and visitors is Mazenod College's main priority. Staff are not expected to fight bushfires. Principal must be familiar with the current Bushfire Plan & The Principal's Guide to Bushfire - additional 'situation' checklists.			
The Hazard Management Authority may instruct you to evacuate offsite; or Direction from the Director of CEWA or the Manager, Security and Emergency Management. The Director of CEWA will relay the decision to you to evacuate offsite.			
Initiate the below bushfire action procedure if the following occurs:			
1. A 'Watch and Act' or 'Emergency Warning' alert is issued on the Emergency WA website or the Department of Fire and Emergency Services Bushfire Warnings page of the Department of Fire and Emergency Services website; and 2. Instruction from the Department of Fire and Emergency Services, Emergency Services or your Director of CEWA.			
Refer to Appendix 1 and 2 for emergency contact information.			
Follow these procedures:			
ADVICE An incident is active. No immediate threat to lives or property. Be aware and keep up to date.	WATCH AND ACT There is a possible threat to lives or property. Take action now to protect yourself and others.	EMERGENCY WARNING! There is a threat to lives and property. You may be in danger and need to take immediate action.	
If you identify a bushfire before receiving official advice, call triple zero (000) to report the fire.			Tick when task completed
If the College is likely to be threatened by bushfire, activate the BP.			
Activate the College Incident Response Team. All staff members have been briefed and are ready to activate in accordance with their responsibilities in the plans.			
The Principal or College Liaison Officer has contacted the controlling agency (DFES) to seek advice or further information on the College response to the bushfire.			
Communication plans (including Communication Tree) are activated for directed evacuation.			
Emergency contact lists for parents/carers, staff, and other agencies are prepared and ready to use.			
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 checked to confirm absentees and visitor register checked for visitors currently in the College.			
First aid equipment is ready to use and staff members trained in first aid have been activated. Give special consideration to students with known respiratory conditions.			
College to <u>remain on-site</u> on advice from DFES			
1. All classes remain with their teachers and allocated education assistants. 2. All other staff and visitors report to the Administration/Front Office. 3. Teachers account for each child and identify students and support staff with known respiratory conditions. 4. Fire Wardens are designated to manage evacuation routes and liaise with staff.			

- Students and staff are to remain in classrooms unless directed otherwise by the Fire Warden. - Doors, roof vents and windows must be closed. - The Principal and Fire Wardens will control this response and must liaise with DFES or emergency services as soon as possible. - 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. - Parents advised NOT to pick up students and to monitor local media for specific access information.	
College/College buses are on standby or arrangements in place, if off-site evacuation is required.	
The Hazard Management Authority has instructed you to <u>relocate to your onsite Safer Building Location</u>	
College emergency warning or alert system is to be sounded.	
The Safer Building Location is ready for use. - If the Safer Building Location is unsafe or under direct threat, an alternate off-site evacuation location must be identified. - Staff must evaluate the situation and make informed decisions. The choice will be to proceed to an alternative Safer Building Location or an area of minimal fuel vegetation as a last resort and if it is safe to do so. Step 2 is not recommended but is an alternative if the current refuge is deemed to be not safe for occupants, no other building is deemed safe to shelter in and vehicle evacuation routes remain unsafe.	
Follow advice from the Incident Controller or emergency services. Manager, Security and Emergency Management or the Director of CEWA to move to the onsite Safer Building Location.	
Immediately notify DFES by dialling 000 and give College details	
- Nature of the incident and state that people are sheltering in place. - Address of College. - Nearest crossroad. - Initial and post fire assembly area. - Where sheltering. - Entry point to shelter. - Number of people sheltering. - Number of special needs persons. - Notify estimate of distance fire is away from shelter if it can be seen. - Notify of any spot fires that can be seen around the shelter.	
Close roof/wall vents and doors. Undertake regular patrols/checks of College for bushfire activity, paying special attention to evaporative air conditioners, where applicable. College bags, clothing & other flammable items should be removed from outside of classrooms & Safer Building Location.	
Where advised, wait for the emergency services to arrive or the Incident Controller to provide you with further information. Update the emergency services on the location of students, staff and visitors.	
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.	
CEWA will consult the Incident Controller or emergency services and notify you when it is safe to return to classrooms or for students to be collected by parents. You will receive advice from the Director of CEWA.	

APPENDIX 9: BUSHFIRE EVACUATION PROCEDURE (relocation offsite)

 MAZENOD COLLEGE	BUSHFIRE EVACUATION PROCEDURE – EVACUATION OFFSITE Bushfire is imminent. Decision is made to <u>evacuate and relocate offsite</u> to an alternative evacuation centre		
The safety and wellbeing of students, staff and visitors is Mazenod College's main priority. Staff are not expected to fight bushfires. Principal must be familiar with the current Bushfire Plan & The Principal's Guide to Bushfire - additional 'situation' checklists.			
The Hazard Management Authority or may instruct you to evacuate offsite which will be relayed by the Director of CEWA or the Manager, Security and Emergency Management. Initiate the below bushfire action procedure if the following occurs: 1. A 'Watch and Act' or 'Emergency Warning' alert is issued on the Emergency WA website or the Department of Fire and Emergency Services Bushfire Warnings page of the Department of Fire and Emergency Services website; and 2. Instruction from the Department of Fire and Emergency Services, Emergency Services or the Director of CEWA. Refer to Appendix 1 and 2 for emergency contact information. Follow these procedures:			
ADVICE An incident is active. No immediate threat to lives or property. Be aware and keep up to date.	WATCH AND ACT There is a possible threat to lives or property. Take action now to protect yourself and others.	EMERGENCY WARNING! There is a threat to lives and property. You may be in danger and need to take immediate action.	
If you identify a bushfire before receiving official advice, call triple zero (000) to report the fire.			Tick when task completed
If the College is likely to be threatened by bushfire, activate the BP.			
Activate the College Incident Response Team. All staff members have been briefed and are ready to activate in accordance with their responsibilities in the plans.			
The Principal or College Liaison Officer has contacted the controlling agency (DFES) to seek advice or further information on the College response to the bushfire.			
Evacuation response zones map is available and identify the direction of fire movement considering wind direction and any information from emergency services. Determine the safest evacuation route.			
Communication plans (including Communication Tree) are activated for directed evacuation.			
Emergency contact lists for parents/carers, staff, and other agencies are prepared and ready to use.			
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 checked to confirm absentees and visitor register checked for visitors currently in the College.			
First aid equipment is ready to use and staff members trained in first aid have been activated. Give special consideration to students with known respiratory conditions.			
College/charter buses are on standby or arrangements in place, for off-site transport.			

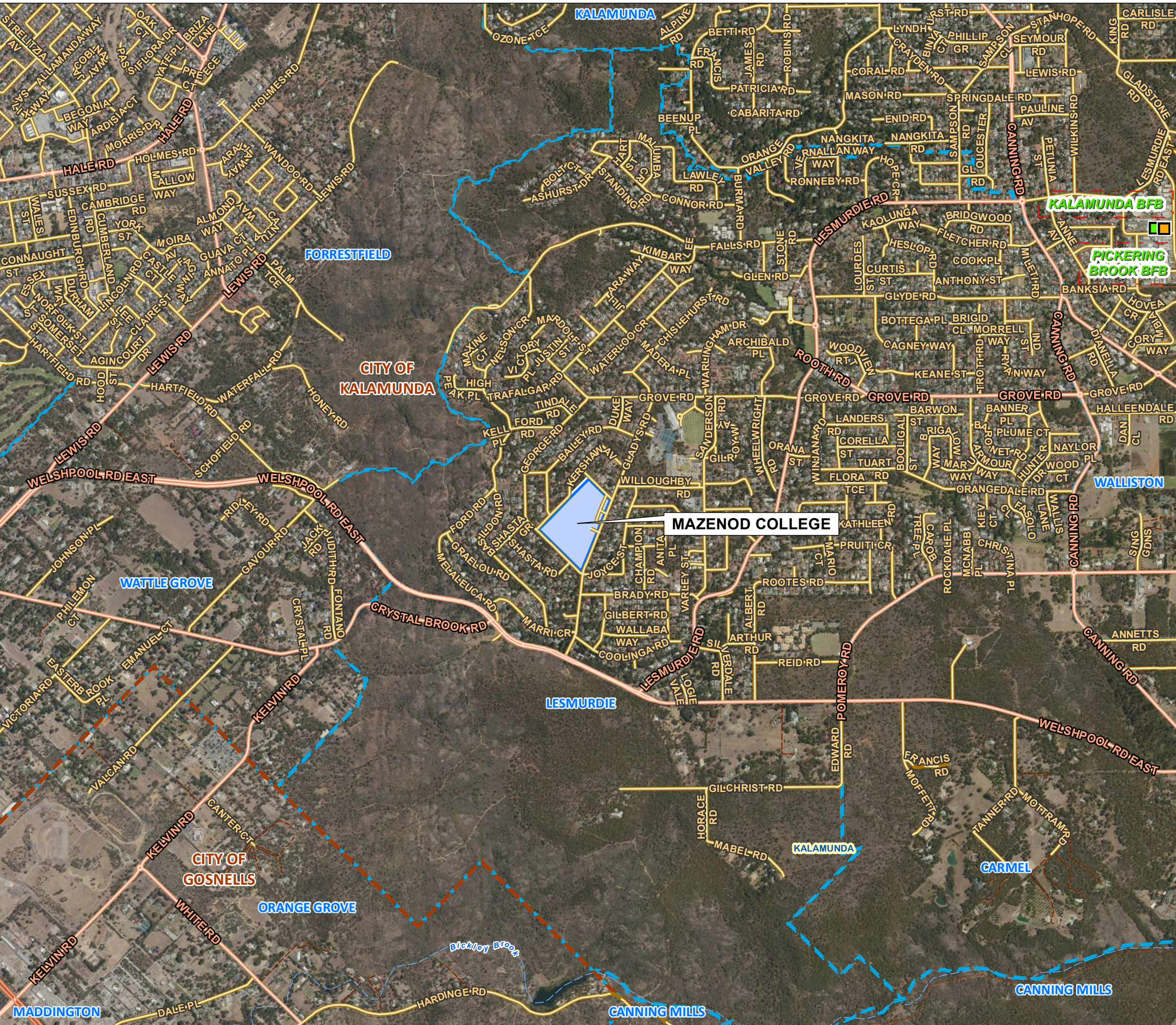
You may be instructed to relocate to your offsite evacuation.	
Activate your College Incident Response Team to carry out their responsibilities.	
Refer to the 'emergency response contact list' to contact stakeholders.	
The College will contact the Executive Director and the Department's Marketing & Communication Team. Note: The Principal communicates directly with the Marketing & Communication Team including any media communications. Staff should not comment directly to media	
Follow advice from the emergency services or the Manager, Security and Emergency Management or the Director of CEWA to decide which of the College's offsite evacuation location(s) is the safest to use. - Be aware of your ongoing ability to evacuate safely and base the decision to evacuate on this ability or any emergency services directives received; and - If the evacuation routes are no longer safe, then go to the Safer Building Location.	
Identify an assembly area where staff, students and visitors can gather to prepare for offsite evacuation. Note: Students and staff must remain in classrooms unless they are directed to move to an onsite Safer Building Location and/or onsite assembly area.	
Follow the 'bushfire response telephone call tree' to communicate with the College community. Ensure parents receive emergency SMS alerts to inform them of relocation and keep them updated. Note: parents must not collect students until instructed.	
Take emergency equipment registers for students, staff and visitors, evacuation kit, mobile phones (charged). Sound College emergency warning or alert system.	
Move all students, staff and visitors from the assembly area to evacuate offsite.	
Evacuate	
Check registers after evacuating staff, students and visitors (roll call). Advise the police if anyone is missing.	
Update the emergency services Incident Controller on location of students, staff and visitors.	
Wait for emergency services to arrive or the Incident Controller to provide further information. The Manager, Security and Emergency Management or the Director of Education will provide ongoing advice. Continue to monitor official bushfire information sources.	
CEWA will consult the Incident Controller or emergency services and notify you when it is safe to return to classrooms or for students to be collected by parents. You will receive advice from the Director of CEWA.	

APPENDIX 10: EVACUATION ROUTES

 MAZENOD COLLEGE	EVACUATION ROUTES	
The safety and wellbeing of students, staff and visitors is Mazenod College's main priority. Staff are not expected to fight bushfires. Principal must be familiar with the current Bushfire Plan & The Principal's Guide to Bushfire - additional 'situation' checklists.		
Evacuation centres are identified within local emergency management arrangements. The suitability of evacuation routes for the College will vary depending on lead time to facilitate and evacuation, availability of suitable transport and road conditions which might be normal or restricted and blocked. Check road conditions where early evacuation is planned. The Hazard Management Authority will identify the most appropriate centre for the College based upon factors such as the location and type of emergency, expected number of people, access and egress, and likely duration etc. Should early evacuation be advised by emergency services, the location of the evacuation (welfare) centre will be determined by the Incident Controller or otherwise advised by the controlling agency. Refer to Appendix 1 and 2 for emergency contact information. Follow these procedures:		
If you identify a bushfire before receiving official advice, call triple zero (000) to report the fire.		Tick when task completed
If the College is likely to be threatened by bushfire, activate the BP.		
The location of the evacuation centre has been determined and safe evacuation route identified		
Transport operators are briefed on evacuation routes and evacuation centre location, for off-site evacuation.		
For information on evacuation centres:		
Emergency WA – www.emergency.wa.gov.au ; DFES – 13 3337; WA Police 131 444 (emergency call 000)		
NAME OF ORGANISATION	LOCATION	PHONE # / WEB SITE
LOCAL EVACUATION CENTRES		
Offsite Evacuation Centre: High Wycombe Community and Recreation Centre	Address: 200 Newburn Road, High Wycombe (distance from College 12.5 km)	Phone: Internal Plan
Route: Turn left onto Gladys Rd > Turn right onto Grove Rd > Turn left onto Lesmurdie Rd > Turn left onto Canning Rd > Turn left onto Kalamunda Rd > Turn left onto Priory Rd > Turn right onto Maida Vale Rd > Turn right onto Newburn Rd > Destination on right		
Offsite Evacuation Centre: Hartfield Recreation Centre	Address: 199 Hale Road, Forrestfield (distance from College 6 km)	Phone: Internal Plan
Route: Head south on Gladys Rd > Turn right onto Welshpool Rd > Turn right onto Lewis Rd > Turn left onto Hartfield Rd – Turn left onto Hale Rd > destination on left		
CHECK EVACUATION LOCATIONS BEFOREHAND AS LOCATIONS MAY CHANGE.		
CONTACT: EMERGENCY WA – WWW.EMERGENCY.WA.GOV.AU, DFES – 13 3337 OR WA POLICE 131 444 / '000'		

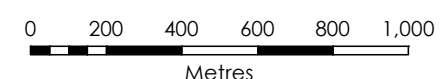
APPENDIX 11: RECOVERY PROCEDURE

	RECOVERY PROCEDURES	
The safety and wellbeing of students, staff and visitors is Mazenod College's main priority. Staff are not expected to fight bushfires. Principal must be familiar with the current Bushfire Plan & The Principal's Guide to Bushfire - additional 'situation' checklists.		
The priorities for the College during recovery are the health and safety of people, social recovery and physical (structural) recovery. Follow these procedures:		
If you identify a bushfire before receiving official advice, call triple zero (000) to report the fire.		Tick when task completed
If the College is likely to be threatened by bushfire, activate the BP.		
General • When possible, return to fire assembly area • 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 College and College routine following the bushfire • Undertake a check of any equipment or stock used and arrange for replacement or replenishment • Address any physical damage to the College, isolating areas if required and if necessary, relocate to alternative accommodation • Attend to security if necessary • Manage Administrative details including insurance.		
Debrief – conduct a debrief following the incident to identify areas for improvement • 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 Colleges/Colleges • Test the revised bushfire plan and procedures		

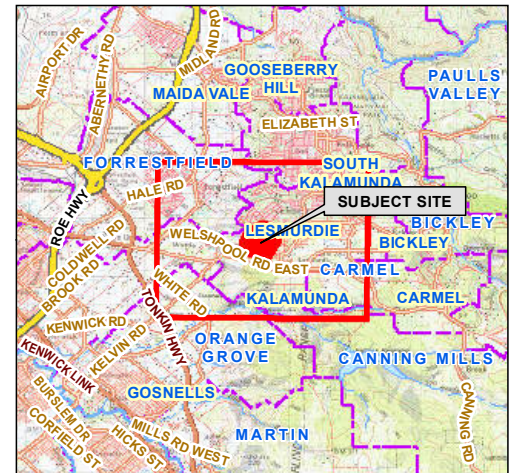


55 Gladys Road
LESMURDIE WA 6076
CITY OF KALAMUNDA

- LEGEND -----
- Mazenod College Site
 - Local Government Authority
 - Locality / Suburb
 - Bush Fire Brigade
 - State Emergency Service Unit



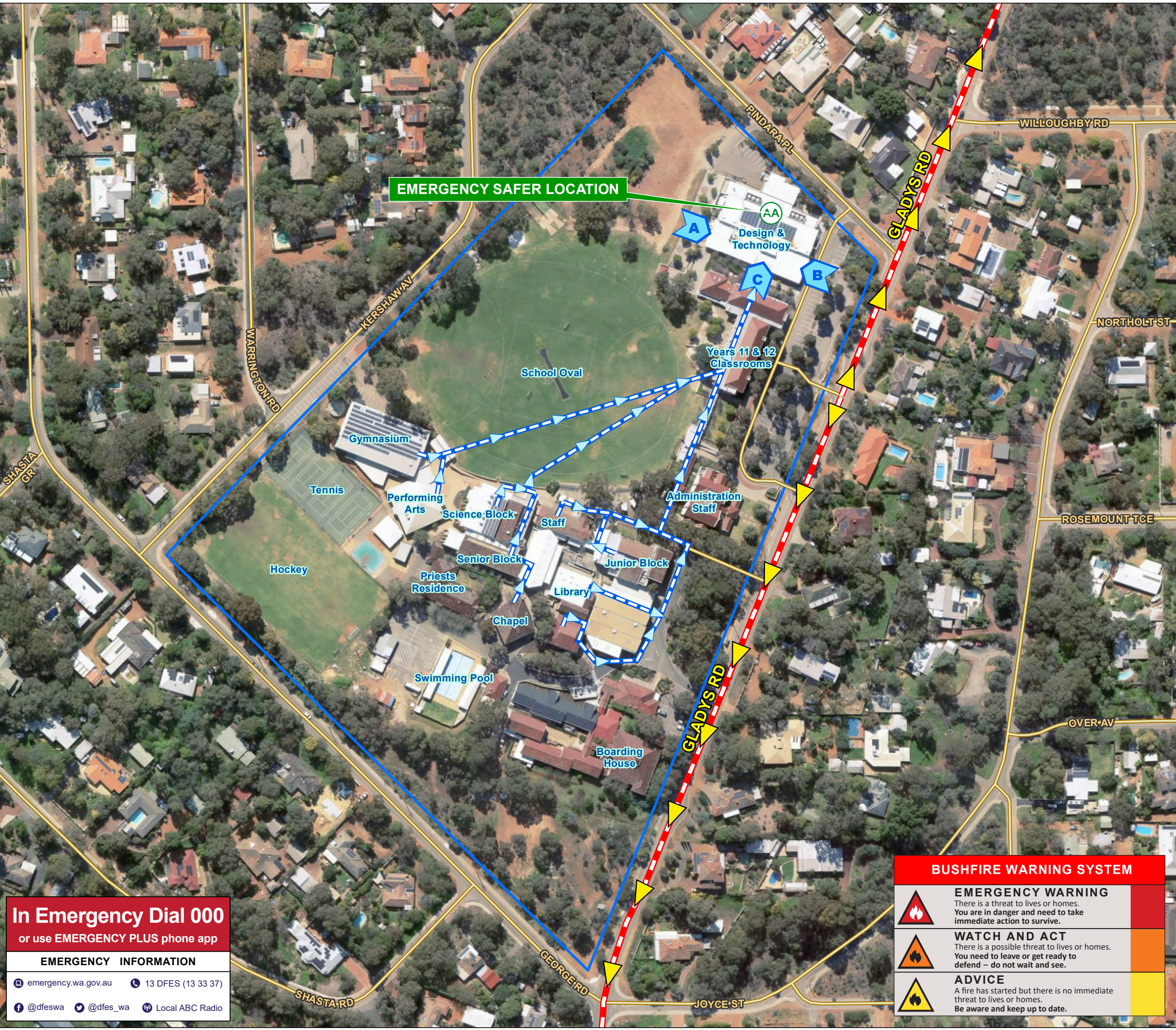
----- LOCALITY -----



Aerial Imagery : Landgate/SLIP

Coordinate System: GDA 1994 MGA Zone 50
Projection: Universal Transverse Mercator Units: Metre
Map compiled by: Ian Ross 4/11/2025
Map dated by: Ian Ross 4/11/2025

Figure 1.1 School Location Plan



In Emergency Dial 000
or use **EMERGENCY PLUS** phone app

EMERGENCY INFORMATION

emergency.wa.gov.au

13 DFES (13 33 37)

@dfeswa

@dfes_wa

Local ABC Radio

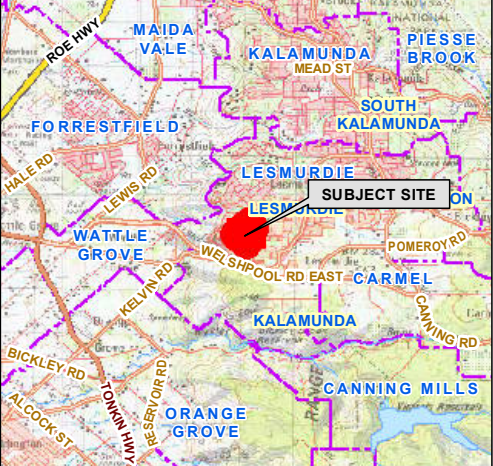
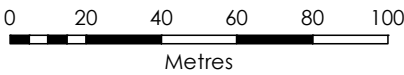
BUSHFIRE WARNING SYSTEM

EMERGENCY WARNING
There is a threat to lives or homes.
You are in danger and need to take immediate action to survive.

WATCH AND ACT
There is a possible threat to lives or homes.
You need to leave or get ready to defend – do not wait and see.

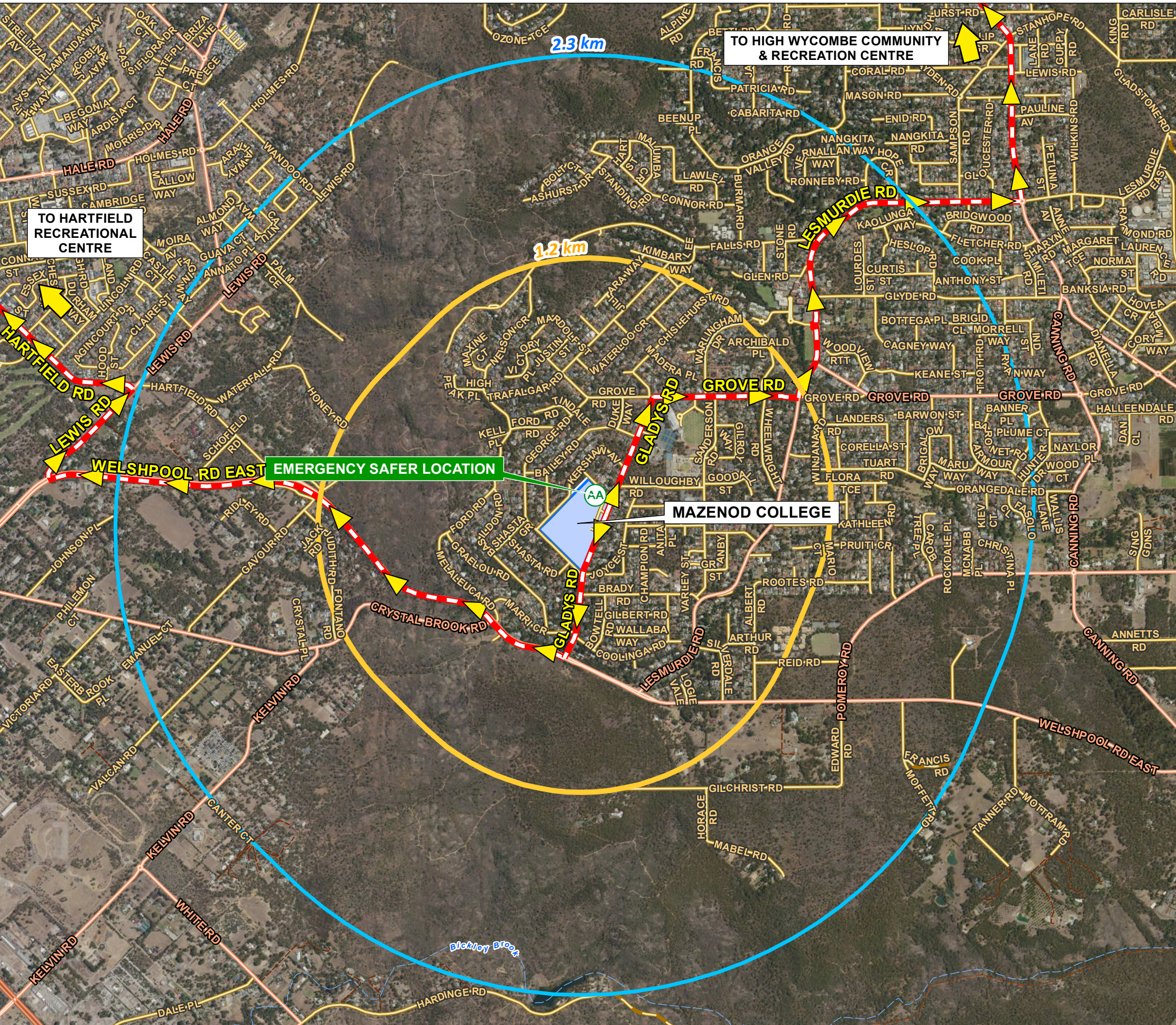
ADVICE
A fire has started but there is no immediate threat to lives or homes.
Be aware and keep up to date.

- **LEGEND** -----
- Mazenod College Site
- Evacuation Centres**
- Safer Building Location
- Pedestrian Access**
- Exit Path to Safer Location
- Western Side Y 9 and Y 10 Entry
- Eastern Side Y 7 and Y 8 Entry
- Southern Y 11 and Y 12 Entry
- External Evacuation Routes



Aerial Imagery : Landgate/SLIP

Coordinate System: GDA 1994 MGA Zone 50
Projection: Universal Transverse Mercator Units: Metre
Map compiled by: Ian Ross 24/11/2025
Map dated by: Ian Ross 24/11/2025



55 Gladys Road
LESMURDIE WA 6076
CITY OF KALAMUNDA

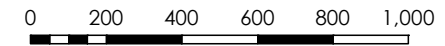
----- LEGEND -----

- Mazenod College Site
- Evacuation Routes
- Evacuation Centres**
- Safer Building Location
- Bushfire Response Zones**
- Bushfire Awareness (Monitor) Zone
- Bushfire Preparation (Prepare) Zone

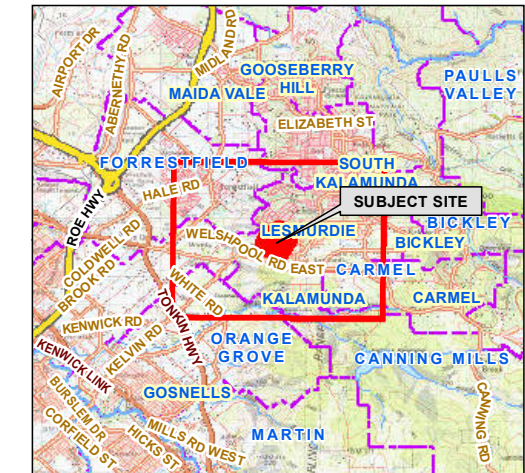
EVACUATION ROUTES
Location as directed by the
INCIDENT CONTROLLER

NORTH to Evacuation Centre
High Wycombe Community & Recreation Centre
199 Hale Road, Forrestfield
Turn left onto Gladys Rd
Turn right onto Grove Rd
Turn left onto Lesmurdie Rd
Turn left onto Canning Rd
Turn left onto Kalamunda Rd
Turn left onto Priory Rd
Turn right onto Maida Vale Rd
Turn right onto Newburn Rd
Destination will be on the Right

WEST to Evacuation Centre
Hartfield Park Recreation Centre
200 Newburn Rd, High Wycombe
Head South on Gladys Rd
Turn right onto Welshpool Rd
Turn right onto Lewis Rd
Turn left onto Hartfield Rd
Turn left onto Hale Rd
Destination will be on the left



----- LOCALITY -----



Aerial Imagery : Landgate/SLIP

Coordinate System: GDA 1994 MGA Zone 50
Projection: Universal Transverse Mercator Units: Metre
Map compiled by: Ian Ross 4/11/2025
Map dated by: Ian Ross 4/11/2025

190671 - Mazenod, Lesmurdie (BP) v1.1

APPENDIX 14: BUSHFIRE MITIGATION ACTION REGISTER

DATE	ACTIVITY	PERSON RESPONSIBLE	STATUS

APPENDIX 15: COLLEGE INTERNAL TELEPHONE LIST

College to attach internal phone list, as appropriate		
TITLE	NAME	PHONE #
Principal		
Deputy Principal Administration		
Deputy Principal Teaching and Learning		
Deputy Principal Students		
Finance Director		
Director of ICT		
Director of Boarding		
Risk and Compliance Officer		
Grounds and Maintenance Team		