



Department of
Education

Shaping the future

Standalone bushfire plan 2023-2024

Duncraig Senior High School

May 2023



Purpose

The *Standalone bushfire plan* document is a detailed plan of how your school is to prepare and respond to a catastrophic fire danger rating alert or to a bushfire event.

As principal, you must complete this template to have a plan in place to respond to a bushfire emergency. This plan is to be read in conjunction with information on Ikon to [prepare for bushfire season at your school](#).

All staff, students, contractors and visitors on the school or facility site are to follow this completed plan in the event of a bushfire emergency. All other emergencies are to be managed in accordance with the school's incident management plan, as per the [Incident management manual](#).

Complete and lodge your plan online by 31 August.

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1 School details

To complete this plan, on the front cover of the document:

- insert your school name
- add the year for the new bushfire season
- add the date in the footer to show when the plan became active.

Enter information into the **grey** sections of this document, following the prompts in the square brackets where featured. You can add extra rows to tables where necessary.

When your plan is complete, follow the steps on Ikon to [lodge, update or access your standalone bushfire plan online](#).

School name (include name of co-located school or facilities if applicable)	Duncraig Senior High School
School address	22 Sullivan Road, Duncraig WA 6023
Education Region	North Metro
Number of students	1804
Number of students requiring extra support if evacuating	17
Number of staff	220 (144 teaching and 76 Support staff)
Number of school sides bordered by bush	Two
Names of major roads bordering school	Sullivan Road and Lilburne Road
School's site-specific alert, for example: <ul style="list-style-type: none"> • siren/pause x 3 • continuous handbell • continuous siren or short whistle blasts 	Continuous siren – Whoop Whoop Whoop

Plan prepared by (principal's name)	Peter Lillywhite
Date prepared or reviewed	August 2023

2 Emergency response contact list

Enter the contact details into the following table:

Organisation	Details	Phone number / website
Local police (for example, name of nearest police station)	Hillarys Police Station	08 9403 1000 https://www.police.wa.gov.au/Contact%20Us/police/HILLARYS
Local hospital (name of nearest hospital or medical emergency facility)	J oondalup Health Campus	08 9400 9400 https://www.joondaluphealthcampus.com.au
Department of Fire and Emergency Services regional contact	DFES Regional Office	1/108 Winton Rd, Joondalup WA 6027 9301 3900
Local fire brigade (for example, name of nearest fire station)	Duncraig Fire Station	6478 2610
Local bushfire brigade (for example name of nearest station)	Wanneroo Central Volunteer Bushfire Brigade	9405 5287
Bus contractors (ready for pre- emptive closure or offsite evacuation)		Not applicable. Relocation to both offsite evacuation locations are very short walking distance
Electricity provider - in the case of a power outage (for example, Horizon Power, Western Power)	Synergy Western Power ATCO Gas	13 13 54 13 13 51 13 13 52
State emergency service (if known)	SES	132 500
Poisons information (where relevant)	Poisons Information Line	13 11 26

Director of Education name	Joanne Harris	9285 3708 0400 209 772
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2.1 Important bushfire emergency contact sources

DIAL 000 in an emergency

- **Emergency WA**
 - Website: <https://www.emergency.wa.gov.au/>
- **Department of Fire and Emergency Services**
 - Information line: 13 33 37
 - Website: <https://www.dfes.wa.gov.au/>
 - Facebook: <https://www.facebook.com/dfeswa>
 - Twitter: https://twitter.com/dfes_wa
- **ABC Emergency**
 - Website: <https://www.abc.net.au/emergency>
- **Local radio**
 - ABC local radio: Find your local radio station at <https://www.abc.net.au/local>
 - 6PR: Listen online at <https://www.6pr.com.au/listen-live/> or tune into AM 882 and Digital Radio

3 School Response Team

Enter the names and mobile numbers of the staff responsible for carrying out emergency procedures during a bushfire event. The principal coordinates the incident response to onsite or offsite locations (refer to Appendix B & C procedures).

Examples of suggested duties include:

- fire warden duties
- checking all rooms
- keeping a copy of school registers for roll call
- monitoring the bushfires warnings stages (as per Appendix A)
- send out text alerts to parents
- liaising with emergency services, community members, parents and carers.

Consider making cards that outline the duties of the school response team. This can be useful to hand out at the start of the incident.

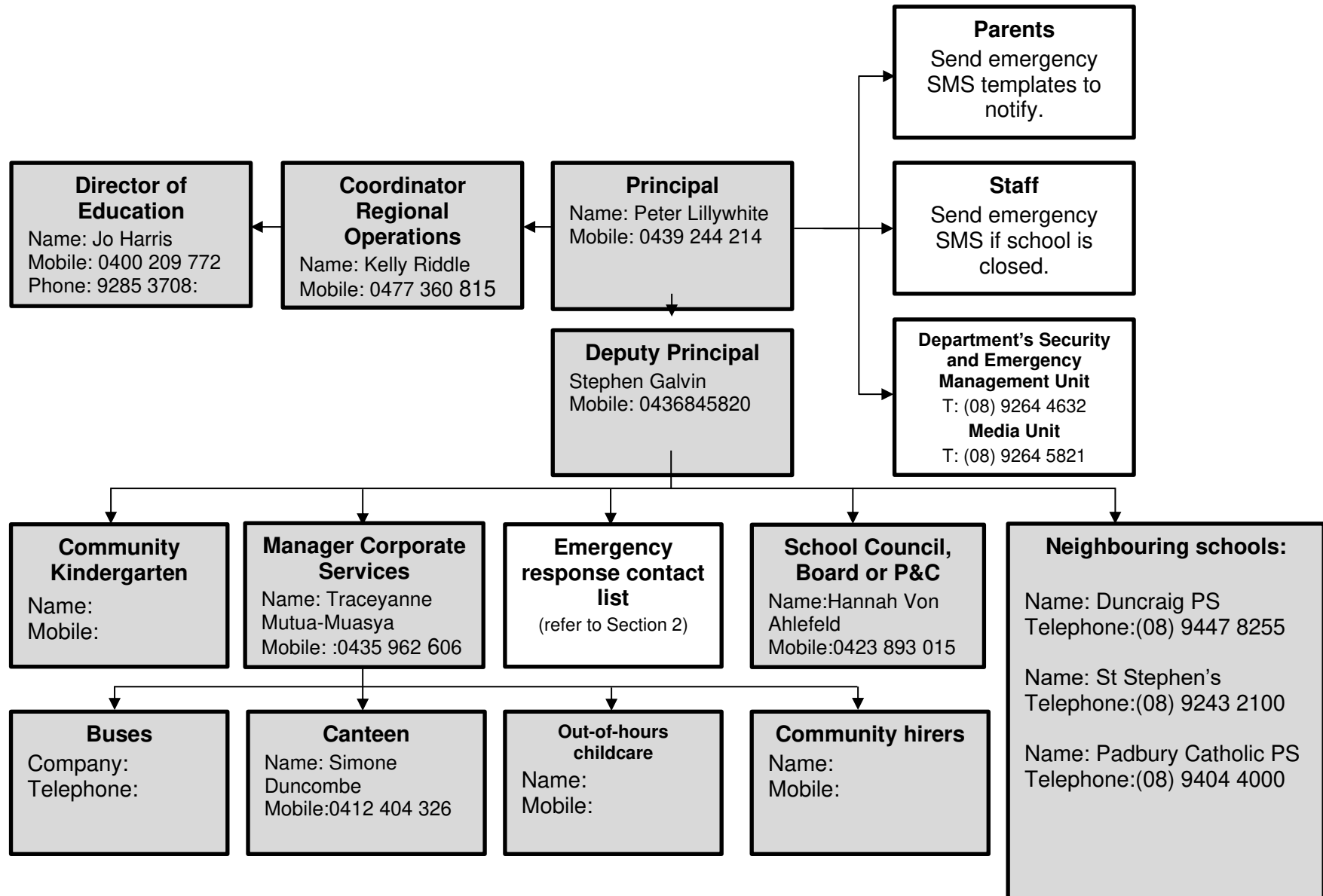
Position	Staff name	Duties	Mobile number
Principal	Peter Lillywhite	<ul style="list-style-type: none"> • Assess situation. • Raise alarm throughout school. • Call 000 • Proceed to the assembly area. • Advise Director Schools • Check for damage, gas leaks, power failure and any other hazard. (Assisted by the MCS) • Brief and liaise with Emergency personnel on their arrival. • If appropriate, use SMS/social media to keep parents updated with the situation. • Sound stand down signal when instructed. 	0439 244 214
Deputy Principal	Stephen Galvin	As above	0436 845 820
	Wade Norman	<ul style="list-style-type: none"> • Proceed to the Assembly Area 	0401 679 383
	Caroline Crosbie	<ul style="list-style-type: none"> • Attendance monitoring • Direct attendance checks 	0439 940 141
	Nicole Baker	<ul style="list-style-type: none"> • Collect the school evacuation kit • Complete sweep of administration block, lock administration block, and collect back up data. 	0477 759 308
Manager Corporate Services	Traceyenne Mutua-Muasya	<ul style="list-style-type: none"> • Monitor Administration Staff and assist where required. • Check for damage, gas leaks, power failure and any other hazard. Sweep & clear the administration building. • Report to Controller when satisfied administration staff are in the assembly area. 	0435 962 606

		<ul style="list-style-type: none"> Place the phone on night switch Proceed to the assembly area Advise Checkpoint Officer which staff members are absent and their replacement, if applicable, and any visitors on site. Maintain Emergency and Critical Incident Diary 	
Teachers		<ul style="list-style-type: none"> Escort students, volunteers and any other persons in their charge, to the assembly area, giving special attention to students with disabilities. At the Assembly Area, staff and students to move to their Form Class (signposted). Form Teacher completes the roll – this can then be checked against the standard roll call and the master absence list. Confirm rolls with Year Coordinator immediately after checking Staff to check their attendance with their HOLA Remain with the students and wait for further instructions from the incident Controller. Enforce the rule of no re-entry to school buildings by students or staff until directed by the Principal or Associate Principal or their representative Should an evacuation be necessary during a lunch period or outdoor activity, teachers on duty are to escort children directly to the assembly area, giving special attention to students with disabilities. <p>Return to classes in an orderly and safe manner when instructed</p>	
Accredited first aid officers	School Nurse First Aid Office Student Support officers	<ul style="list-style-type: none"> Collect a first aid kit and escort any sick students to the assembly area. Report to Checkpoint Officer. Attend to casualties, recording details, and advise the Principal or Associate Principal if additional medical assistance is required. Ensure students with disabilities are supervised and safe. 	
Other (if applicable)	OHS Representatives	<ul style="list-style-type: none"> Ensure students are evacuated to the assembly area as per the evacuation plan, giving special attention to students with disabilities 	

	Non-Teaching Staff	<ul style="list-style-type: none"> • Proceed to the Assembly Area. • Assist teachers with students, where appropriate. 	
	Canteen Manager	<ul style="list-style-type: none"> • Turn off any cooking apparatus and proceed to the Assembly Area 	
	Visitors	<ul style="list-style-type: none"> • All visitors must report to the Administration Officer, near the Checkpoint Officer, so they can be marked as present in Visitors' Book 	

4 Bushfire response telephone tree

Complete the information boxes with the contact details for the relevant stakeholders.



5 Emergency equipment

Identify the location and the type of emergency equipment at your site.

Equipment	Details (include location/s, date checked and any other comments)
Evacuation kit (section 7 of the school Incident Management Plan).	Cupboard by front office
First aid kit(s) - include masks in case some students are susceptible to smoke.	Front Office Administration (including defib) – 01/08/2023 Nurse office – 01/08/2023 Others across the school - One in each Learning Area
Emergency alert system and communication equipment, for example: <ul style="list-style-type: none"> mobile telephones (charged) hand-operated fire alarm (portable siren) megaphone/loud hailer portable CB radios spare batteries. 	School provided mobile phones x 11 Staff personal mobile phones Megaphone (+spare batteries) – part of the Evacuation Kit in cupboard by front office – 01/08/2023 1 x Evacuation kits – cupboard by front office – 01/08/2023 PA system – 01/08/2023 Radios – In LA Staffrooms with HoLAs - 01/08/2023
Registers for: <ul style="list-style-type: none"> students staff visitors. 	Students – SEQTA through emergency button Staff – SIS/Phone Tree Visitors – Passtab (iPad at Front Desk and in HR Offices)
Standalone bushfire plan: <ul style="list-style-type: none"> hard copy in the evacuation kit copy saved to an online platform for access offsite. 	Yes Copy issued to Duncraig Fire Station with enlarged maps

6 Bushfire preparation checklist

Principals must:

- complete this bushfire preparation checklist annually
- inform all staff members of their responsibilities.

You can provide details of your preparation activities in the comments.

Management activities	☑ or N/A	Comments
The annual review of the Standalone bushfire plan has been completed before the start of bushfire season.	✓	Reviewed with WA Police and SDS at EPC meeting 09/08/2023.
Consulted and received advice in preparing your Standalone bushfire plan from any of the following(as relevant): <ul style="list-style-type: none"> • local Emergency Services • Department of Fire and Emergency Services • Department of Biodiversity, Conservation and Attractions – Parks and Wildlife Service • local volunteer fire brigade • WA Police Force • local emergency management committee (LEMC) or local government representative • community emergency services manager, if there is one for the area. 	✓	Meeting with Station Officer Les Holden, Duncraig DFES August 2022. Copy of the Plan emailed to Station Officer Narcisco Astone for consideration – August 2023 Ongoing Emergency Planning Committee meetings DFES , WA Police and Safety Direct Solutions
Staff have been made aware of the Standalone bushfire plan through: <ul style="list-style-type: none"> • staff meetings • staff bushfire induction session that includes: <ul style="list-style-type: none"> – an overview of the Standalone bushfire plan – how to turn off evaporative air conditioner units, 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 Emergency Alert telephone warning system – to direct bushfire media enquiries to the Department's media unit (08) 9264 5821. 	✓	Senior Staff Agenda Item Term 4 Week 1 Notice for all staff In the Term 4 Week 1 Evaporative units in Library (6), D&T (8) and Canteen (1)
Students and parents or carers have been made aware of the Standalone bushfire plan through: <ul style="list-style-type: none"> • key bushfire safety messages incorporated into the curriculum • newsletters • school information booklet (include actions and procedures) • school website. 	✓	Bushfire safety messages are to be delivered to students through the school's Form program, early in Term 4, 2023 Parents and community members will be updated on Standalone Plan through the next school newsletter, scheduled for publication in Term 3, 2023

		<p>The school's website will be updated to reflect our plan when new website goes live in Term 4, 2023</p> <p>The school's social media platforms will be utilised to make parents, families and the community aware of the Standalone Plan by Term 4, 2022</p>
<p>Communication plans are in place:</p> <ul style="list-style-type: none"> Emergency response contact list completed (section 2). Bushfire response telephone tree completed (section 4). communication templates for sample emergency text message, newsletter content and school notice text are complete (refer to Appendix D). <p>Contact lists for staff and parents must be current.</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>S:\AdminShared\Administration Staff\Administration\Lists & Rosters\staff\2023</p>
<p>Emergency equipment available and checked (section 5):</p> <ul style="list-style-type: none"> 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. 	<p>✓</p>	<p>Evacuation kit checked 01/08/2022</p> <p>Emergency warning system checked 01/08/2023</p> <p>School mobile phones are carried by staff while onsite</p> <p>First aid kits are readily available throughout the school</p> <p>Registers are immediately accessible through SEQTA system</p>
<p>Practise drills moving to your onsite 'safer building location(s)':</p> <ul style="list-style-type: none"> before the start of the bushfire season at least once per term during the bushfire season. <p>You must do at least 2 drills per year.</p>	<p>✓</p>	<p>Most recent emergency evacuation drill was on 21/10/2020</p> <p>Evacuation Drill planned for 05/05/2023 but cancelled due to upcoming Fire Warden training, Chief Fire Wardentraining and Fire Attack Training. This has been completed and a drill will take place in Term 4</p>
<p>The asset protection zone, which is a minimum distance of 20 metres surrounding the main school buildings, is checked and is:</p> <ul style="list-style-type: none"> 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. 	<p>✓</p>	

For information on the asset protection zone, refer to Prepare for bushfire season at your school on Ikon.		
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7 Bushfire action plan maps

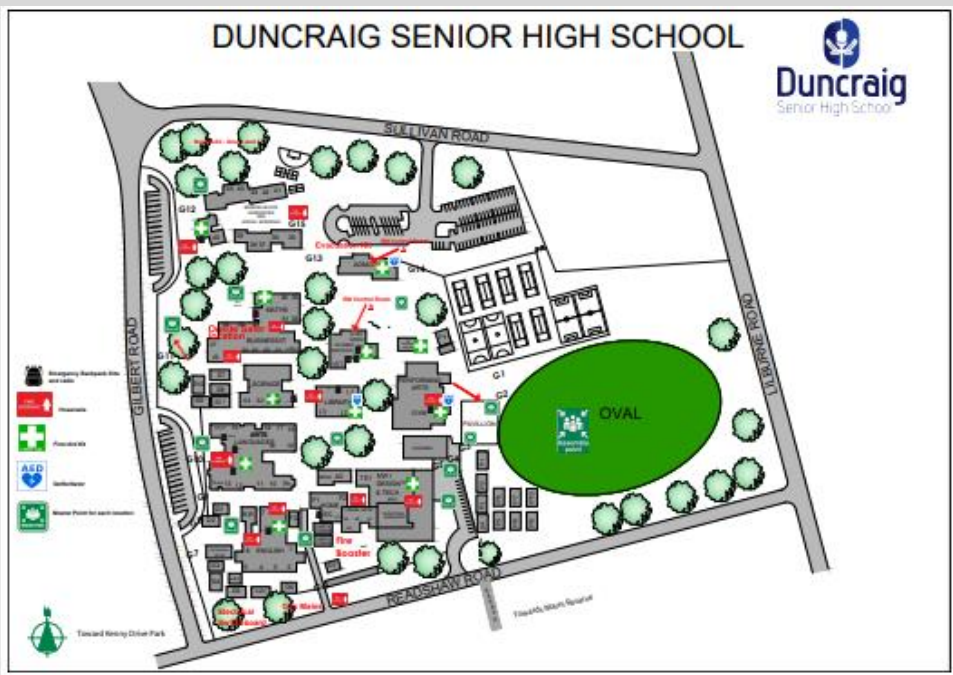





7.1 Onsite 'safer building location(s)'

Do not use an open area such as a school oval or non-enclosed building that may expose people to heat or other conditions.

Insert your school map and make sure it is marked with:

- the onsite 'safer building location(s)'. Include the name of the building, such as 'library'
- routes to access the location
- fire hydrants
- electrical switchboards
- phones and communication board
- first aid kits
- evacuation kits
- any other relevant details.

Information to help select your offsite evacuation location and a sample map is available on Ikon in [Prepare for bushfire season at your school](#).

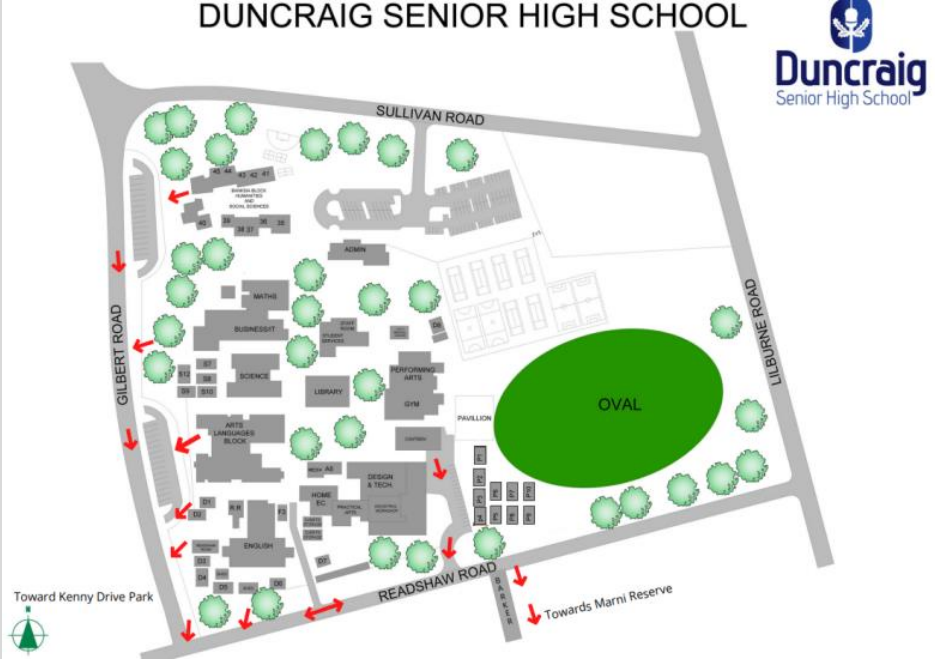


	<p>Emergency, dial 000</p> <p>Primary action: Determine if the bushfire is a threat to the school. Monitor official sources listed in section 2.</p> <p>Secondary action: Refer to Appendix B for the procedures to relocate to onsite 'safer building location(s)'.</p> <p>Mathematics Block will be used if and when directed by the emergency services</p>
    	<p>Map last updated: 01/08/2023</p>

7.2 Offsite evacuation locations

Insert the school site map and make sure it is marked with:




- an assembly area
- 2 offsite evacuation locations. These locations cannot be a park, reserve, oval or other open space that may expose people to heat or other conditions.
- suitable routes to access the 2 locations.

Information to help select your offsite evacuation location and a sample map is available on Ikon in [Prepare for bushfire season at your school](#).

	<p>Emergency, dial 000</p> <p>Primary action: Determine if the bushfire is a threat to the school. Monitor official sources listed in section 2.</p> <p>Secondary action: Refer to Appendix B for the procedures to Relocate to an offsite evacuation location</p> <p>Marri Road Reserve and Kenny Drive Park will be used if and when directed by the emergency services</p>
 	<p>Map last updated: 01/08/2023</p>

Appendix A - Bushfire warning stages

Emergency services communicate information in a number of ways during a bushfire event. Use these warnings to understand when your need to activate your bushfire procedures (refer to Appendix B).

Bushfire warning stages	
<p>ADVICE</p> 	<p>A fire has started, be aware and keep up to date.</p> <p>This is general information to keep principals informed and up to date with developments.</p> <p>Principals must:</p> <ul style="list-style-type: none"> • turn off evaporative air conditioners and ensure roof vents are closed. • check and patrol the school regularly for bushfire activity, paying particular attention to the evaporative air conditioners.
<p>WATCH AND ACT</p> 	<p>There is a possible threat to lives and property. Conditions are changing.</p> <p>Principals must prepare to:</p> <ul style="list-style-type: none"> • evacuate; or • move students, staff and visitors to their pre-determined onsite 'safer building location'. They must not be moved to an open area. <p>Evacuation orders are:</p> <ul style="list-style-type: none"> • issued by the Incident Controller or Emergency Services if required. • relayed via official sources such as Emergency WA. <p>It is vital that the principal:</p> <ul style="list-style-type: none"> • accesses bushfire information from official sources • makes an informed decision to stay onsite or evacuate offsite based on advice from the Incident Controller or Emergency Services.
<p>EMERGENCY</p> 	<p>A school is in danger as its area will be impacted by fire. Take immediate action to survive.</p> <p>The principal will be advised whether staff, students and visitors can leave the area or if they must shelter where they are as the fire burns through the area.</p> <p>A siren, called the State Emergency Warning Signal (SEWS), may accompany an emergency warning.</p> <p>Evacuation orders are:</p> <ul style="list-style-type: none"> • directed by the Incident Controller or Emergency Services. • relayed via official sources, such as Emergency WA.

	<p>It is vital that the principal:</p> <ul style="list-style-type: none"> • accesses bushfire information from official sources • makes an informed decision to stay onsite or evacuate offsite based on the advice.
All CLEAR	<p>The danger has passed, and the fire is under control, but stay alert in case the situation changes.</p> <p>It may not be safe to return to school yet.</p>

Appendix B - Procedures in the event of a sudden bushfire

Relocate to onsite 'safer building location'

You may be instructed to relocate to your onsite 'safer building location(s)'. Do not use an open area such as a school oval or non-enclosed building.

Initiate this procedure if either of the following occurs:

- a 'Watch and Act' or 'Emergency Warning' alert is issued on the [Emergency WA](#) website (refer to Appendix A for details about the alerts)
- instruction from the Department of Fire and Emergency Services, Emergency Services or your Director of Education.

Follow these procedures to relocate to the onsite safer building location(s).

Action	Notes (if required)
<p>Dial 000 for emergency services and request fire brigade.</p> <p>When connected to Department of Fire and Emergency Services, advise:</p> <ul style="list-style-type: none"> • your school name and address • the fire situation • how many students and staff are being impacted • if moving to a 'safer building location' and where it is located • if anyone requires medical attention • CB radio channel, if being used. <p>Remain in contact with the Department of Fire and Emergency Services.</p> <p>Monitor official bushfire emergency information contact sources in section 2.1.</p>	
<p>Activate your school response team to carry out their responsibilities (section 3).</p>	
<p>Use your emergency response contact list to contact stakeholders (section 2).</p>	
<p>Follow your bushfire response telephone call tree (section 4) to communicate with the school community.</p> <p>Ensure parents receive emergency text message alerts to:</p> <ul style="list-style-type: none"> • inform them of relocation • keep them updated (use the emergency text message alert templates, refer to Manage bushfire incident communications on Ikon). <p>Parents must not collect students until instructed.</p>	

<p>Confirm:</p> <ul style="list-style-type: none"> • evaporative air conditioners are turned off • all building roof vents, windows and doors are closed before anyone enters the onsite safer building location(s). • where possible and safe to do so, relocate vehicles or other combustible items (school bags, rubbish bins etc) at least 20 metres from safer building locations. • monitor embers for possible ignition. 	
<p>Take emergency equipment (section 5):</p> <ul style="list-style-type: none"> • registers for students, staff and visitors • evacuation kit • water • mobile phones (charged) • student medication 	
<p>Sound the school emergency warning or alert system.</p>	
<p>Follow advice from the incident controller, emergency services, the Manager Security and Emergency Management or the director of education to move to the onsite safer building location(s) (section 7.1)</p> <p>Students and staff must remain in classrooms unless they are directed to move to an onsite safer building location.</p>	
<p>Check student, staff and visitor registers after moving to an onsite safer building location (roll call). Advise the police if anyone is missing.</p> <p>You must give special consideration to students with known respiratory conditions.</p>	
<p>Wait for emergency services to arrive or the incident controller to provide you with information.</p> <p>Ongoing advice will also be provided by the Manager, Security and Emergency Management or the director of education.</p> <p>Continue to monitor official bushfire information sources listed in section 2.1.</p>	
<p>The Department 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 education.</p>	

Offsite evacuation procedures

You may be instructed to relocate to your offsite evacuation location.

Initiate your offsite evacuation procedure if a 'watch and act' or 'emergency warning' bushfire warning alert on the [Emergency WA](#) website is invoked (refer to the bushfire warnings listed in Appendix A) and you receive direction from either:

- Department of Fire and Emergency Services, incident controller or emergency services or
- the director of education.

Follow these procedures if you need to evacuate to an offsite evacuation location during a bushfire event.

Action	Notes (if required)
<p>Dial 000 for emergency services and request fire brigade.</p> <p>When connected to Department of Fire and Emergency Services, advise:</p> <ul style="list-style-type: none"> • your school name and address • the fire situation • how many students and staff are being impacted • if moving to a 'safer building location' and where it is located • if anyone requires medical attention • CB radio channel, if being used. <p>Remain in contact with Department of Fire and Emergency Services and your director of education.</p> <p>Monitor official bushfire emergency information contact sources listed in section 2.1.</p>	
Activate your School response team to carry out their responsibilities (section 3).	
Refer to the Emergency response contact list to contact stakeholders (section 2).	
Follow advice from the emergency services or the Manager, Security and Emergency Management or the director of education to decide which of the school's offsite evacuation location(s) is the safest to use (section 7.2).	
<p>If safe to do so, muster at the identified assembly area where staff, students and visitors can gather to prepare for offsite evacuation.</p> <p>Use an alternative assembly area if your first identified assembly area is unsafe.</p> <p>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.</p>	

<p>Follow the Bushfire response telephone call tree to communicate with the school community (section 4).</p> <p>Ensure parents and carers receive emergency SMS alerts to:</p> <ul style="list-style-type: none"> • inform them of relocation • keep them updated (use the emergency text message alert templates, refer to Manage bushfire incident communications on Ikon). <p>Note: Parents must not collect students until instructed.</p>	
<p>Confirm:</p> <ul style="list-style-type: none"> • evaporative air conditioners are turned off • building roof vents and doors are closed. 	
<p>Take emergency equipment (section 5):</p> <ul style="list-style-type: none"> • registers for students, staff and visitors • evacuation kit • mobile phones (charged). • student medication. <p>Sound the school emergency warning or alert system.</p>	
<ul style="list-style-type: none"> • Notify bus operators • Notify other contractors scheduled to visit the site • Move all students, staff and visitors from the assembly area to the offsite evacuation location. 	
<p>Check registers after evacuating staff, students and visitors (roll call). Advise the police if anyone is missing.</p>	
<p>The Manager, Security and Emergency Management or the director of education will provide ongoing advice.</p> <p>Continue to monitor official bushfire information sources listed in section 2.1.</p>	
<p>The Department 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.</p> <p>You will receive advice from the director of education.</p>	

Appendix C - Pre-emptive (planned) closure procedures

You may be instructed to pre-emptively close your school due to a fire behaviour index of 75 (extreme fire danger) or greater being forecast.

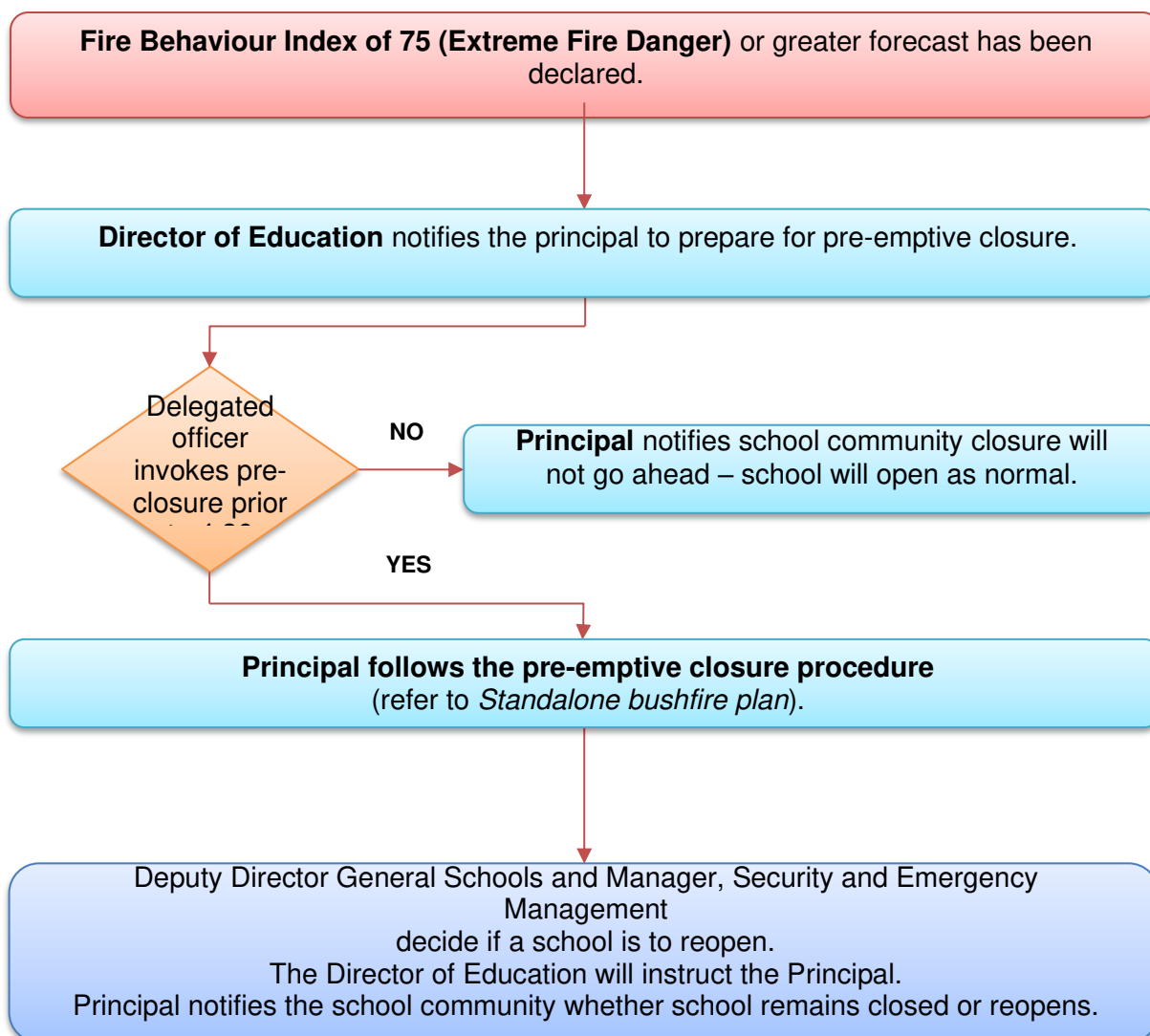
Initiate the closure procedure if you receive advice from the director of education or the Security and Emergency Management unit.

Follow these procedures for a planned school closure.

Action	Notes (if required)
Monitor official bushfire emergency information contact sources listed in section 2.1.	
Activate your School response team to carry out their responsibilities (section 3).	
Communicate the pre-emptive closure, continued closure or school reopening: <ul style="list-style-type: none"> • use your Emergency response contact list to contact stakeholders (section 2) • use your Bushfire response telephone tree (section 4) • use communication templates in Manage bushfire incident communications for SMS, social media posts and Connect notices to keep the school community informed • place the notice of temporary closure on external school access points and on the school website. Note: Contact lists for staff, parents and carers must be current.	
Confirm: <ul style="list-style-type: none"> • windows and doors are closed • evaporative air conditioners are turned off • roof vents closed • money is removed from the school premises • expensive items of equipment secured. 	
Secure school premises and activate security system. Before departing, email AssetPlanningServices.SecurityEM@education.wa.edu.au or call 9264 4632 to confirm: <ul style="list-style-type: none"> • all security systems armed • site is secure. 	
When the pre-emptive closure is cancelled, remove the notice of temporary closure from external school access points.	

Refer to the following Flow chart – Principal's response to fire behaviour index of 75 (extreme fire danger) or greater forecast.

Flow chart – Principal’s response to Fire Behaviour Index of 75 (Extreme Fire Danger Rating) or greater



Appendix D – After-hours or school holiday procedures

You may be instructed to keep your school closed during the school holidays or after hours during a bushfire event.

Initiate the below procedure if both of the following occur:

- A 'Watch and act' or 'Emergency warning' bushfire warning alert on the [Emergency WA](#) website is invoked (refer to the bushfire warnings listed in Appendix A)
AND
- Direction received from the Deputy Director General, Schools or the Manager, Security and Emergency Management. The director of education will relay the decision to you.

Follow these procedures if a bushfire starts during the school holidays or after hours.

Action	Notes (if required)
Remain in contact with your director of education and monitor official bushfire emergency information contact sources listed in section 2.1.	
Use your emergency response contact list to contact stakeholders (refer to section 2).	
Follow the bushfire response telephone call tree to communicate with the school community. Send parents and carers and staff emergency text message alerts to inform them of the school closure. To access sample SMS text, refer to Manage bushfire incident communications .	
Work with the director of education to seek alternative school and transport arrangements (if required).	
The Department's Media Unit and Incident Support Unit uses media outlets and Emergency WA to make public announcements of: <ul style="list-style-type: none"> • the school closure • temporary alternative accommodation. 	
The Department will consult the incident controller or emergency services and notify you when it is safe for the school to reopen. You will receive advice from the director of education or the Manager, Security and Emergency Management.	
Send parents, carers and staff emergency text message alerts to inform them when school can reopen.	