



BUSHFIRE MANAGEMENT PLAN

Development Application

St Brigid's College

200 Lesmurdie Rd, Lesmurdie

Version: 1.0 Reference: 7214 Date: November 2017



Project Number: 7214
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Version: 1.0
Date of issue: 12th November 2017



Author: Darrel Krammer
Date: 12/11/2017



Reviewed by: Erika Dawson
Date: 12/11/2017

In the signing the above, the author declares that this Bushfire Management Plan meets the requirements of State Planning Policy 3.7. This report supersedes all previous Bushfire Management Plans for the site.

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The mitigation strategies contained in this Bushfire Management Plan are considered to be prudent minimum standards only, based on the writer's experience as well as standards prescribed by relevant authorities. It is expressly stated that RUIC Fire and the writer do not guarantee that if such standards are complied with or if a property owner exercises prudence, that a building or property will not be damaged or that lives will not be lost in a bush fire.

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1.0 Introduction

1.1 Subject Site

The site the subject of this Bushfire Management Plan (BMP) is located within the school campus of St Brigid's College, 200 Lesmurdie Road, Lesmurdie. The development site is located within Number 12 (Lot 1) Catherine Place which is located within the greater college campus grounds, consisting on numerous lots.

The site is located within the municipality of the City of Kalamunda. Figure 1A illustrates the subject site and its immediate surrounds.

The site is identified as being Bushfire Prone on the *Map of Bush Fire Prone Areas 2017* (OBRM, 2017).

An independent ecological study (Mattiske, 2017) has been undertaken for the development area which has determined:

- "no declared or listed threatened or priority flora species as defined by the Environment Protection Biodiversity Conservation Act 1999 or the Wildlife Conservation Act 1950 were recorded on survey area in September 2017"; and
- "no suitable hollows were recorded on the trees within the survey area that might be suitable for the listed Black Cockatoos. Foraging activities by the listed Black Cockatoos were observed; however as the proposed clearing of the less disturbed area covers less than a 0.26 hectare it is unlikely that the vegetation on the survey area at St Brigid's College provides a significant habitat for the listed Black Cockatoo species."

A Resource Enhancement Wetland (REW) runs through the college grounds and to the east of the development site. Native vegetation extents are located to the west of the development site as illustrated in green on Figure 1C (WALGA, 2017). The proponent has not identified any other relevant environmental considerations, including foreshore reserves, Bush Forever sites, Environmentally Sensitive Areas, threatened species or communities, or other reserves located within the site or being affected by the development.

1.2 Development Description

The development involves the change of use of the building, known as Lesmurdie House, from a boarding house to an Early Learning Centre (BCA Class 9b) with additional extensions and the refurbishment of the upper storey to create an office (BCA Class 5) (the development).

Lesmurdie House is a heritage listed building located within the St Brigid's College Campus, and is entered in the state register of Heritage Places under the Lesmurdie Group of Buildings.

The existing building is split over two levels and is built primarily out of brick and laterite stonewalling, with a small portion of the upper level of the building built from weatherboards.

The development consists of some remedial/ conservation works to the existing heritage listed building and the addition of a small annex to the southern side of the building. The proposed development is shown in Figure 1B, and consists of the existing building and proposed extensions.

The operation of the Early Learning Centre will house up to a total of 60 students each day, being a mixture of 3 and 4 year olds. (Pre kindy/ Kindergarten). There will be six (6) staff in attendance at any one time.

The proposed hours of operation will be 0855 to 1500 each day.

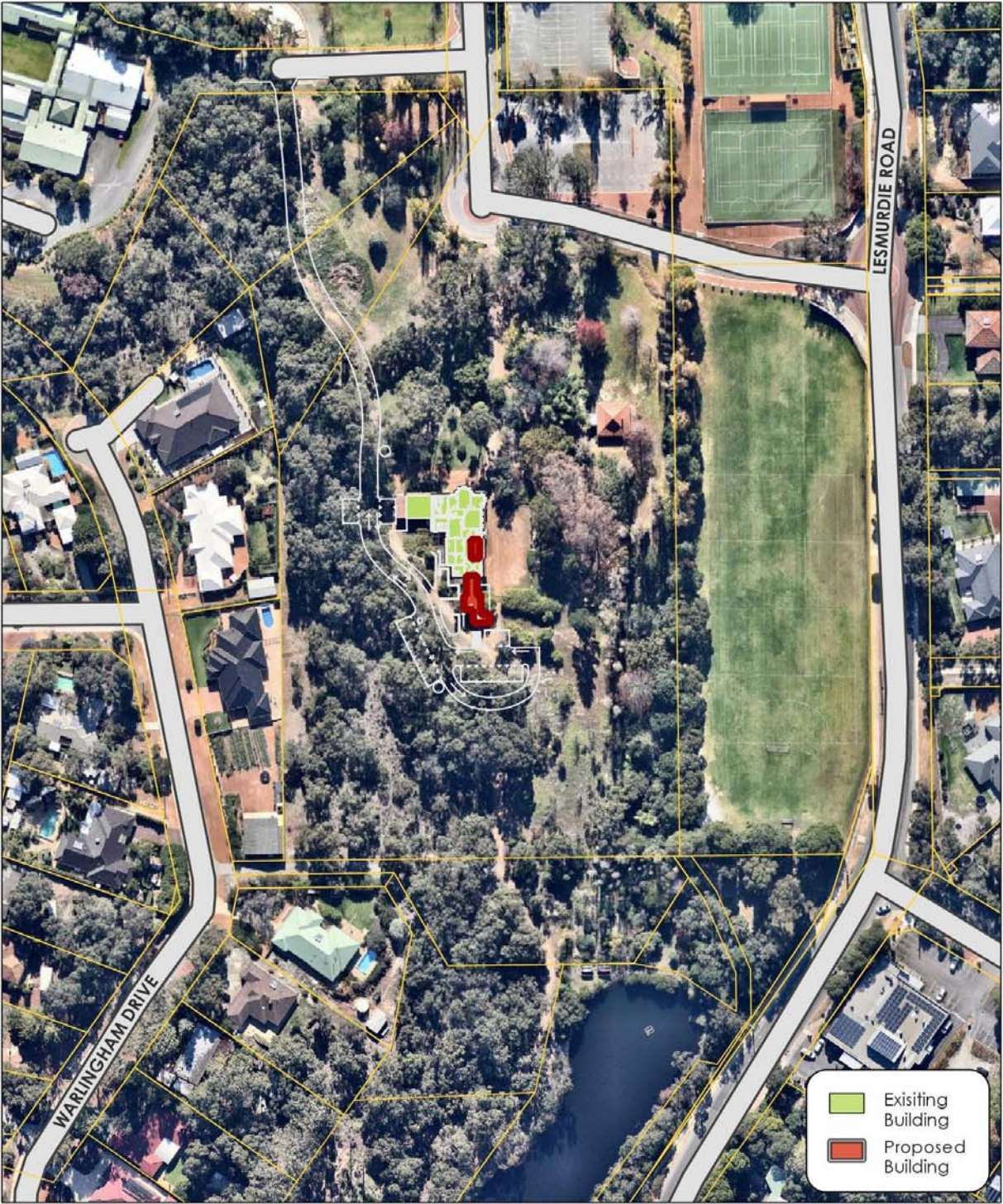
Transport arrangements to/from and during an emergency include (to be confirmed through Bushfire Emergency Evacuation Plan) are:

Two options available

- i. Option 1: mobilization of the school mini bus fleet to evacuate children and staff
- ii. Option 2: Staff Walking Children a short distance across the creek bridge and on to the open playing field adjacent to Lesmurdie Road.

1.3 Previous Bushfire Assessments

There are no known previous bushfire assessments that have been undertaken for the development site.



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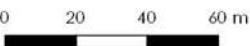
BUSHFIRE MANAGEMENT PLAN MAP
Saint Bridgets High School, Lesmurdie

Site Overview

-  Proposed Extensions
-  Cadastre
-  Main Road
-  Proposed Site Plans



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Scale: 1:1,700



Ref: 7214_001_01_BaseMap_20171106
Projection: GDA94 MGA50
Author: MM - RUIC | Date: 2017-11-08
Data Source: Cadastre - Landgate; Imagery -
Nearmap; Roads, Site Boundary, Veg, BAL, Buffers,
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Figure 1A: Site Overview



St Brigid's Lesmurdie

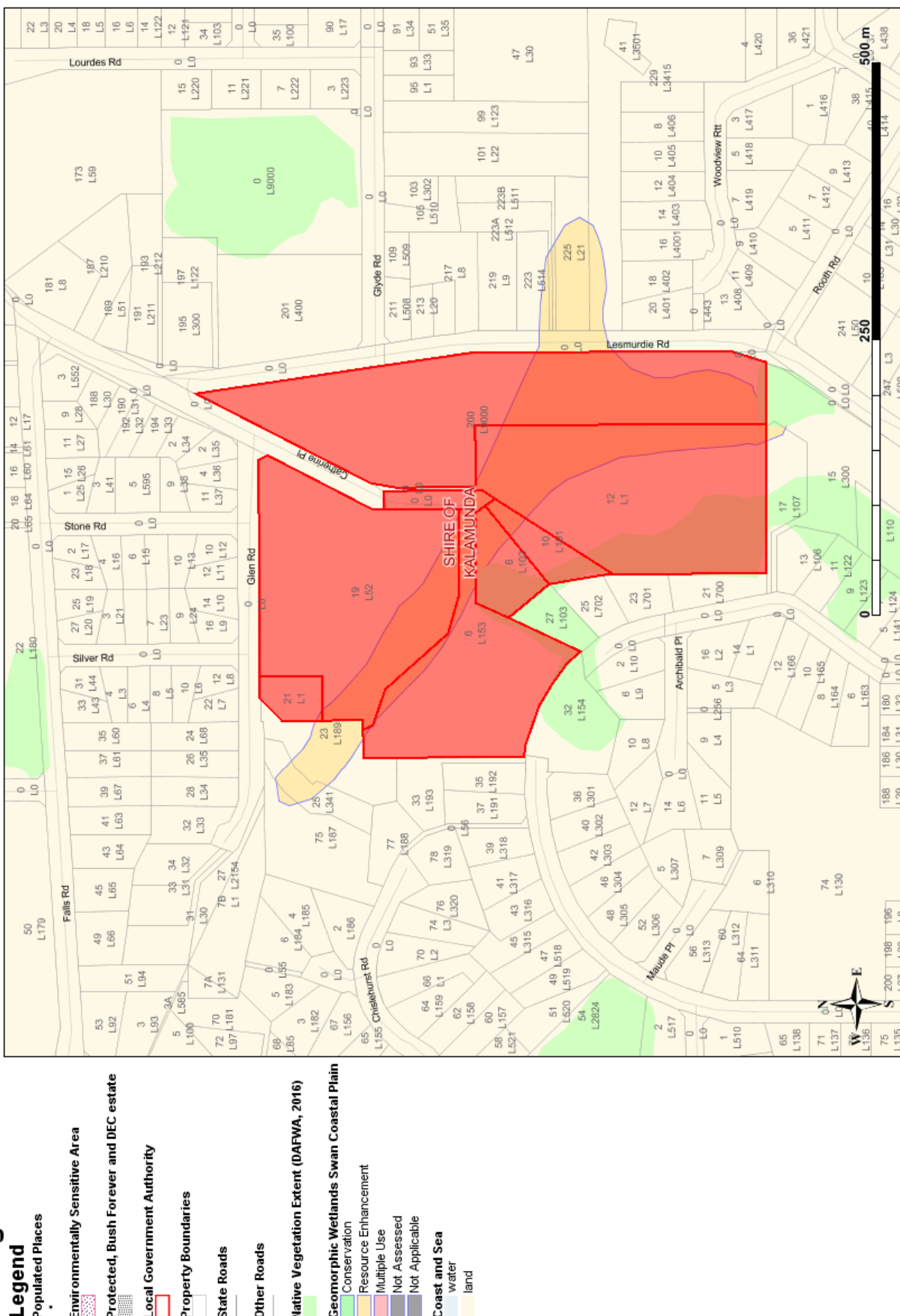


Figure 1C: Environmental Considerations across the school campus

2.0 Spatial Consideration of Bushfire Threat

2.1 Effective Slope

Effective slope under each vegetation plot was assessed in accordance with the methodology detailed in AS 3959-2009 *Construction of buildings in bushfire prone areas* (AS 3959) (Standards Australia, 2009). Slope data was measured on site and cross referenced with Landgate elevation data.

The area immediately surrounding the development site is relatively flat, with the terrain inclining slightly from an east to west direction, west of the building. The effective slope of each vegetation plot is listed in the tables provided in Section 2.2 below.

2.2 Bushfire Fuels

The location and extent of AS 3959 vegetation structures, including Clause 2.2.3.2 exclusions, within 150 metres of the site are mapped in Figure 2A and illustrated in the photos below.

Bushfire fuel loads are identified as consistent with AS 3959 Table B2 for radiant heat flux modelling purposes. All bushfire structures and fuel loads are assessed in their mature states (including revegetation and rehabilitation areas) unless otherwise identified.

Limited vegetation clearing will be undertaken (0.26ha) for the purposes of the establishment of the Asset Protection Zone (APZ), private driveways, fire water tanks and retaining wall on the west side of the building.

Plot 1	
Existing	Exclusion 2.2.3.2 (e) - non-vegetated areas, and Exclusion 2.2.3.2 (f) - low threat vegetation
Post Development	Exclusion 2.2.3.2 (e) - non-vegetated areas, and Exclusion 2.2.3.2 (f) - low threat vegetation
Effective Slope	N/A
<i>Plot 1 comprises the the area to the east and north east of the development site, which consists of the managed playing oval, internal roads, carparking, tennis courts and buildings located within the College grounds, in addition to Lesmurdie Road, external to the College boundaries.</i>	
 	
Photo ID: 1a Photo ID: 1b	

Plot 1



Photo ID: 1c



Photo ID: 1d

Plot 2

Existing	Class A Forest
Post Development	Class A Forest
Effective Slope	Flat/Upslope

Plot 2 comprises the vegetation located on the west, south and east of the development site. It consists of trees 10-30m high with a canopy cover of >30% with an understorey of low shrubs and grassland. There are some introduced species along the waterway to the east, which as a precautionary measure have been included as forest vegetation.



Photo ID: 2a



Photo ID: 2b

Plot 2



Photo ID: 2c



Photo ID: 2d



Photo ID: 2e



Photo ID: 2f



Photo ID: 2g



Photo ID: 2h

Plot 2



Photo ID: 2i



Photo ID: 2j



Photo ID: 2k



Photo ID: 2l

Plot 3

Existing	Exclusion 2.2.3.2 (e) - non-vegetated areas, and Exclusion 2.2.3.2 (f) - low threat vegetation
Post Development	Exclusion 2.2.3.2 (e) - non-vegetated areas, and Exclusion 2.2.3.2 (f) - low threat vegetation
Effective Slope	N/A

Plot 3 comprises residential development areas to the west of the College, along Warlingham Drive and Archibald Place. The Plot consists of roads, residential buildings with maintained cultivated gardens. This lots within this Plot are considered to be managed in accordance with the City of Kalamunda 2017/2018 Firebreak and Fuel Load Notice, Section 2, for land <5000m² with a building on it and may be considered to meet the AS 3959 low threat exclusions.



Photo ID: 3a



Photo ID: 3b



Photo ID: 3c



Photo ID: 3d

Plot 3

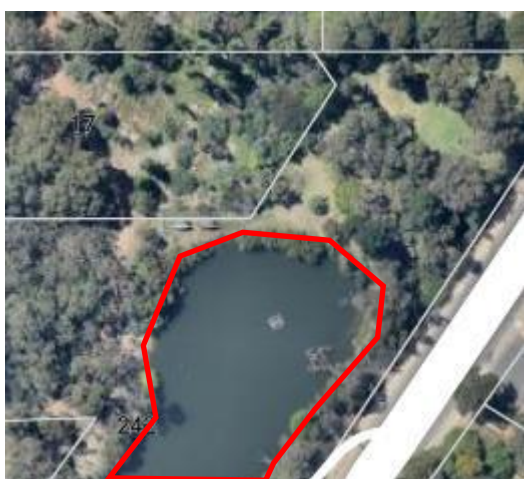


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Plot 4

Existing	Exclusion 2.2.3.2 (e) - non-vegetated areas
Post Development	Exclusion 2.2.3.2 (e) - non-vegetated areas
Effective Slope	N/A

Plot 4 comprises a waterway to the south of the site.



Nearmap Imagery: 20/10/2017

Plot 5

Existing	Exclusion 2.2.3.2 (f) - low threat vegetation
Post Development	Exclusion 2.2.3.2 (f) - low threat vegetation
Effective Slope	N/A

Plot 5 comprises the maintained road reserve vegetation located along the east side of Lesmurdie Road and greater than 100m from the site.



Photo ID: 5a

Plot 6

Existing	Class B Woodland
Post Development	Class B Woodland
Effective Slope	Flat/ Upslope

Plot 6 comprises the managed area to the north of the development site. At the time of the site inspection, the understorey was managed grassland to <100mm. It is likely that this management will continue into the future, however as a precautionary measure the Plot is classified as Woodland due to trees to 20m in height, <30% canopy cover and potential unmanaged grass understorey.



Photo ID: 6a



Photo ID: 6b



Photo ID: 6c



Photo ID: 6d

Plot 6



Photo ID: 6e



Photo ID: 6f



Photo ID: 6g



Photo ID: 6h



Photo ID: 6i



Photo ID: 6j

Plot 6



Photo ID: 6k



Photo ID: 6l



Photo ID: 6m



Photo ID: 6n

Plot 7

Existing	Class B Woodland
Post Development	Exclusion 2.2.3.2 (e) - non-vegetated areas, and Exclusion 2.2.3.2 (f) - low threat vegetation
Effective Slope	N/A

Plot 7 comprises the development buildings and APZ to be established and maintained around the building. Current vegetation consists of a combination of forest and woodland vegetation, managed lawns, non-vegetated areas of roads, trails and buildings.

The APZ is to be established and maintained in accordance with Section 4, A2.1 of this report, or as amended within the Guidelines Appendices.



Photo ID: 7a



Photo ID: 7b



Photo ID: 7c

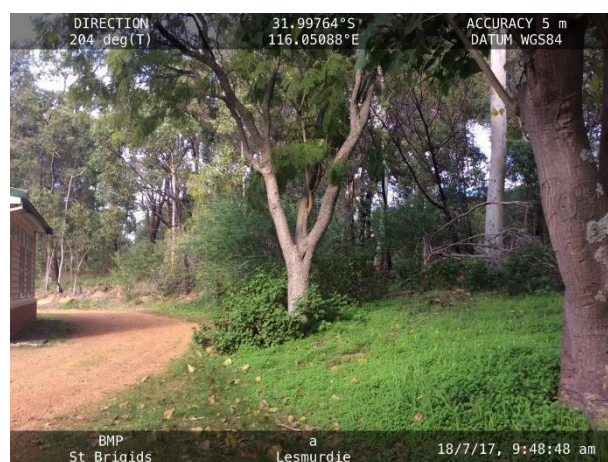


Photo ID: 7d

Plot 7



Photo ID: 7e



Photo ID: 7f

Plot 8

Existing	Class A Forest
Post Development	Class A Forest
Effective Slope	Flat/Upslope

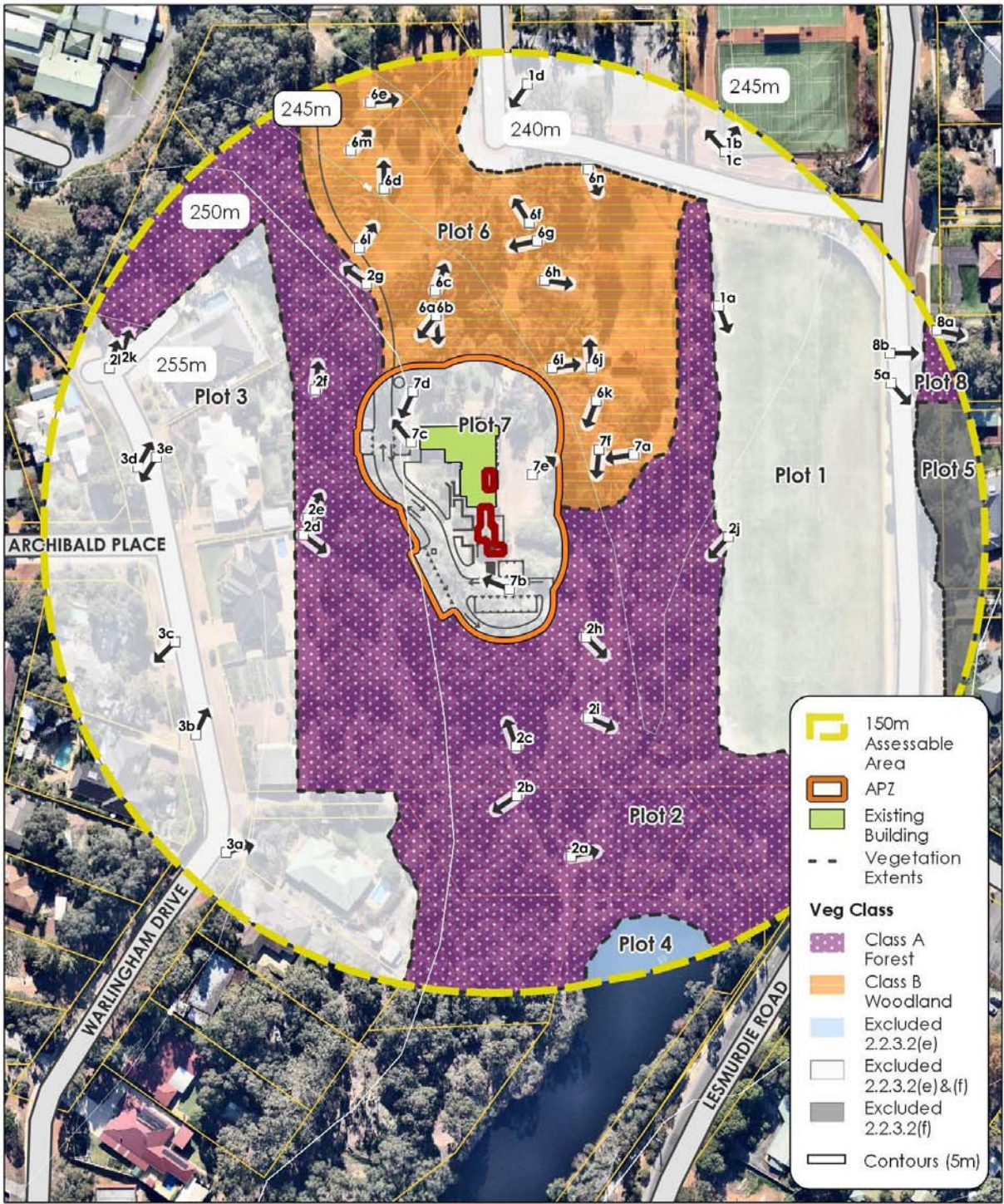
Plot 8 consists of the forest vegetation located within Neil Tonkin Park on the east side of Lesmurdie Road. This vegetation is located >100m from the site.



Photo ID: 8a



Photo ID: 8b



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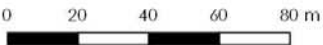
BUSHFIRE MANAGEMENT PLAN MAP
Saint Bridgets High School, Lesmurdie

Vegetation Classification

-  Proposed Extensions
-  Cadastre
-  Main Road
-  Proposed Site Plans



Size: A4
Scale: 1:1,700



Ref: 7214_001_01_BaseMap_20171106
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Figure 2A: Post Development Vegetation Classifications

2.3 Potential Bushfire Impact

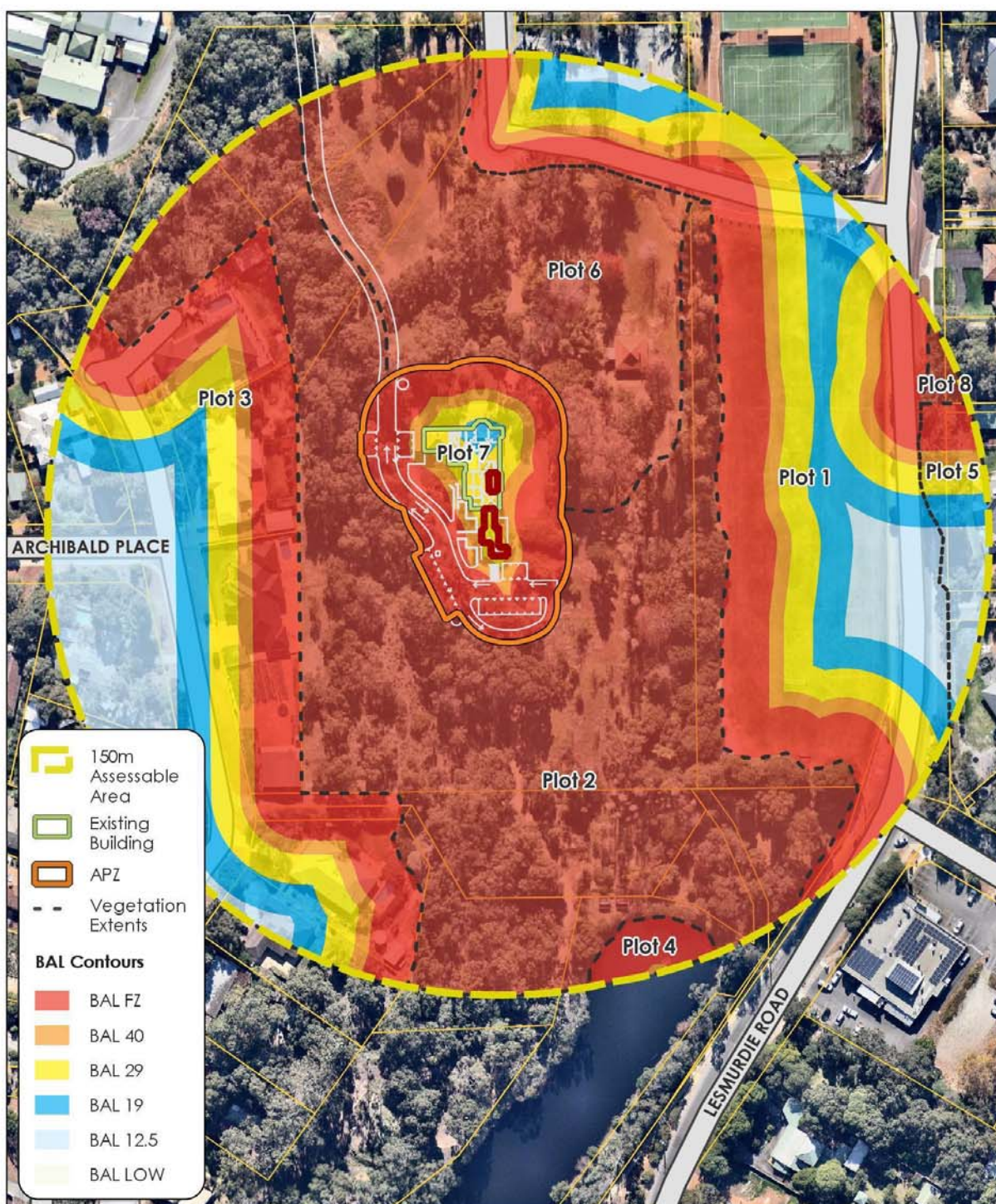
Potential bushfire impact analysis was undertaken in accordance with AS 3959 Methodology 1 to determine the potential worst case scenario radiant heat impact on the building including proposed additions.

In accordance with SPP 3.7, a BAL Contour Map has been prepared to illustrate the potential radiant heat impacts and associated BAL ratings for the assessment area after the development is completed (see Figures 2B and 2C).

The following table (Table 2A) outlines the worst-case BAL for each of the Vegetation Plots based on separation distance to the building.

Table 2A: Worst case BAL that applies to the building

Vegetation Plot	Vegetation Classification	Effective Slope	Separation	BAL
Plot 1	Exclusion 2.2.3.2 (e) & (f)	N/A	N/A	BAL-LOW
Plot 2	Class A Forest	Flat/Upslope	21m ^Λ	BAL-29
Plot 3	Exclusion 2.2.3.2 (e) & (f)	N/A	N/A	BAL-LOW
Plot 4	Exclusion 2.2.3.2 (e)	N/A	N/A	BAL-LOW
Plot 5	Exclusion 2.2.3.2 (f)	N/A	N/A	BAL-LOW
Plot 6	Class B Woodland	Flat/Upslope	21m	BAL-19
Plot 7	Exclusion 2.2.3.2 (e) & (f)	N/A	N/A	BAL-LOW
Plot 8	Class A Forest	Flat/Upslope	149m	BAL-LOW
Worst case BAL				BAL-29
Notes: ^Λ A minimum of a 21m APZ is proposed for all elevations of the building				



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BUSHFIRE MANAGEMENT PLAN MAP Saint Bridget's High School, Lesmurdie

BAL Contours

- Proposed Extensions
- Cadastre
- Main Road
- Proposed Site Plans



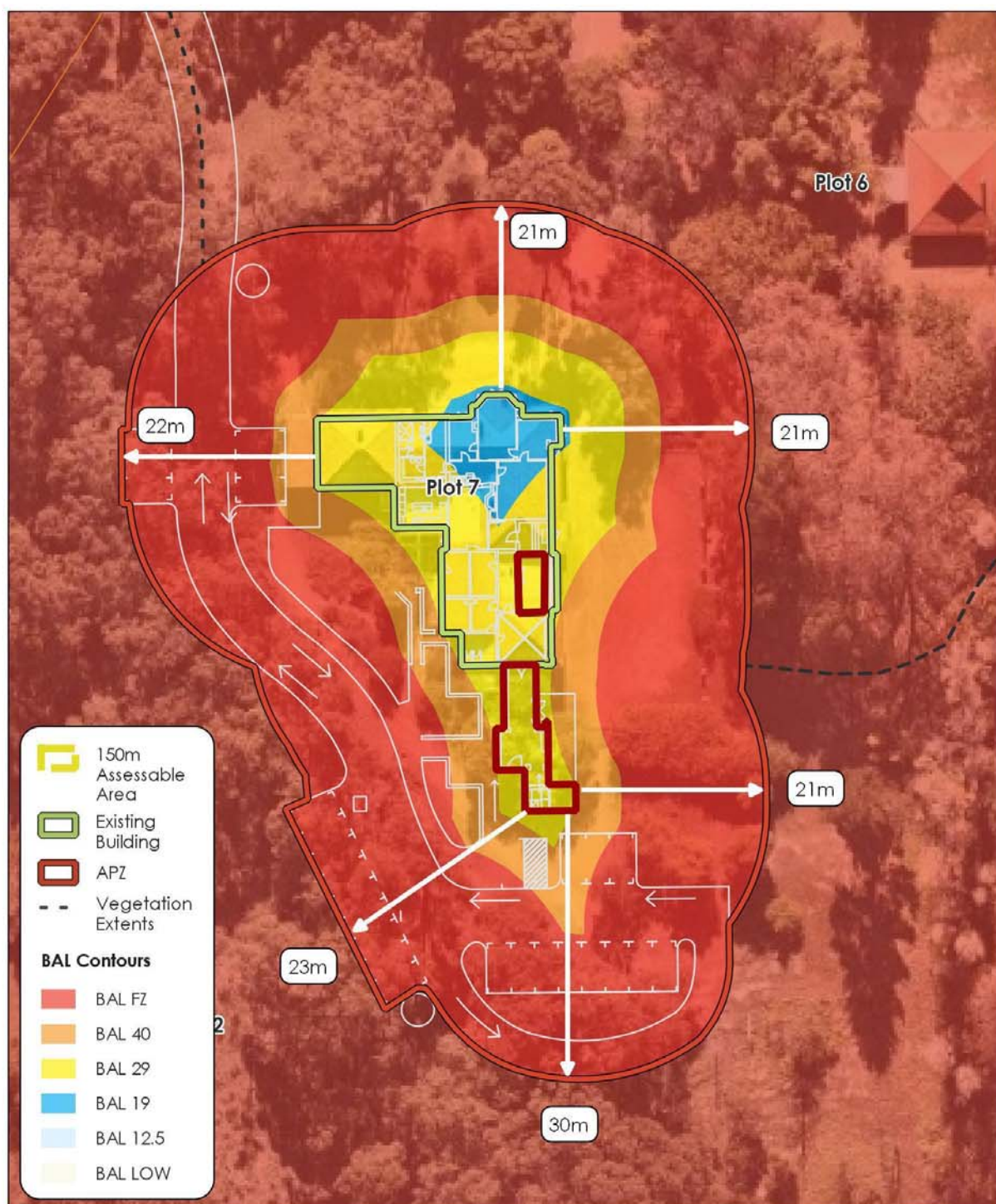
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Scale: 1:1,700

0 20 40 60 80 m

Ref: 7214_003_01_BAL20171106
Projections: GDA94 MGA50
Author: MVA - RUIC | Date: 2017-11-08
Data Source: Cadastre - Landgate; Imagery -
Nearmap; Roads, Site Boundary, Veg, BAL, Buffers,
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Figure 2B: BAL Contour Map



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Size: A4
Scale: 1:550

BUSHFIRE MANAGEMENT PLAN MAP Saint Bridget's High School, Lesmurdie

BAL Contours: Close Up

0 5 10 15 20 25 m

Ref: 7214_003_01_BAL20171106
Projection: GDA94 MGA50
Author: MVA - RUIC | Date: 2017-11-08
Data Source: Cadastre - Landgate; Imagery -
Nearmap; Roads, Site Boundary, Veg, BAL, Buffers,
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Proposed Extensions
 Main Road

Cadastre
 Proposed Site Plans

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Figure 2C: BAL Contour Map (Detailed)

2.4 Bushfire Context

The greatest bushfire threat is from the south of the development site through the retained forest vegetation with a potential fire run exceeding 100m and a flame width of approximately 80m. There is also the potential of a fire from the north west through the same stand of forest vegetation, however, the flame width is constrained to approximately 40m.

A fire through Plot 6, immediately north of the building, has a reduced potential due to the area being managed on an ongoing basis with ground fuels loads maintained at <2 t/ha.

2.5 Bushfire Hazard Issues

From the BAL Contour Map (Figures 2B and 2C), the following bushfire hazard issues have been identified:

- The BAL ratings provided in the BAL Contour map and Table 2A are indicative only and are for the purposes of demonstrating compliance with the bushfire protection criteria of SPP 3.7. The BAL Contour map is to be updated following the implementation of the bushfire strategies contained within this report. Alternatively, an individual BAL assessment is to be completed prior to the issue of the building permit.
- With the implementation and ongoing maintenance of the minimum 21m APZ, the maximum radiant heat flux the building is exposed to is assumed to be 29 kW/m² (BAL-29).
- The building is a BCA Class 9b and 5 building with heritage value and the retrospective upgrade to AS3959 to the existing heritage building is not practicable due to the heritage issues, nor is it required as it is not a BCA Class 1, 2 or 3 building.
- Whilst compliance with AS3959 is not a regulatory requirement for the proposed extensions, voluntary construction is recommended.
- The proposed development is subject to a BAL above BAL-LOW. The bushfire selection criteria relevant to the development are addressed in Section 4 of this report.
- The development use is classified as Vulnerable Land Use, and as such a Bushfire Emergency Evacuation Plan (BEEP) is required. The draft BEEP is located in Appendix B.
- As a condition of Development Approval, the draft BEEP located at Appendix B is to be updated and endorsed by the City of Kalamunda, prior to occupation and operation of the Early Learning Centre. This will allow the applicable information and procedures to be determined based on staffing, telephone, transport details etc. prior to operation.

3.0 Proposal Compliance and Justification

3.1 State Planning Policy 3.7 – Planning in Bushfire Prone Areas (SPP 3.7)

SPP3.7 applies to all development applications in designated bushfire prone areas.

3.1.1 Objectives

Policy Measure 5 contains the objectives of SPP 3.7. The following demonstrates how the proposed development meets each of the objectives.

Objective 1: *Avoid any increase in the threat of bushfire to people, property, and infrastructure. The preservation of life and management of bushfire impact is paramount.*

Development Response

Objective 1 is satisfied through the compliance of the proposed development with all required Policy Principles as detailed below and all Performance Principles of the Guidelines as detailed in Section 4 of this report.

Objective 2: *Reduce vulnerability to bushfire through the identification and consideration of bushfire risks in decision-making at all stages of the planning and development process.*

Development Response

Objective 2 is satisfied through the appropriate identification and assessment of all relevant bushfire hazards as detailed in Section 2 of this report, specifically the BAL Contour Mapping.

Objective 3: *Ensure that higher order strategic planning documents, strategic planning proposals, subdivision and development applications take into account bushfire protection requirements and include specified bushfire protection measures.*

Development Response

Objective 3 is satisfied through the compliance of the proposed development with all required Policy Principles as detailed below and all Performance Principles of the Guidelines as detailed in Section 4 of this report.

Objective 4: *Achieve an appropriate balance between bushfire risk management measures and, biodiversity conservation values, environmental protection and biodiversity management and landscape amenity, with consideration of the potential impacts of climate change.*

Development Response

Objective 4 is satisfied through the appropriate consideration of all biodiversity and environmental assets as detailed in Section 1 of this report in the development of bushfire related risk mitigation strategies detailed in Section 4 of this report.

3.1.2 Policy Measures

3.1.2.1 Development Applications

Policy Measure 6.2 requires that development applications within designated bushfire prone areas and that have a BAL above BAL-LOW are to comply with Policy Measure 6.5.

3.1.2.2 Information to Accompany Development Applications

Policy Measure 6.5 applies to development applications. It requires certain information to be provided with such applications. The following table (Table 3A) outlines where the required information has been provided.

Table 3A: Compliance of the proposed development with the Policy Measures of SPP 3.7.

Policy Measure	Description	Development Response
a	(i) a BAL assessment. BAL assessments should be prepared by an accredited Level 1 BAL Assessor or a Bushfire Planning Practitioner unless otherwise exempted in the Guidelines; or (ii) a BAL Contour Map that has been prepared for an approved subdivision clearly showing the indicative acceptable BAL rating across the subject site, in accordance with the Guidelines. BAL Contour Maps should be prepared by an accredited Bushfire Planning Practitioner	Figures 2B and 2C provides the BAL Contour Map.
b	The identification of any bushfire hazard issues arising from the BAL Contour Map or the BAL assessment; and	Section 2.5 addresses the bushfire hazard issues.
c	An assessment against the bushfire protection criteria requirements contained within the Guidelines demonstrating compliance within the boundary of the development site.	Section 4 provides an assessment of the development against the bushfire protection criteria.

3.1.2.3 Vulnerable or High Risk Land Uses

The proposed development does not contain high risk land uses.

The site contains a **vulnerable land use**. In accordance with policy measure 6.6.1 of SPP 3.7, a draft Bushfire Emergency Evacuation Plan (BEEP) has been prepared for the site and is included at Appendix B.

3.1.2.4 Applications in BAL-40/BAL-FZ Areas

On completion of development, the building would not be subject to BAL-40 or BAL-FZ as outlined in Section 2.3.

3.1.2.5 Advice of State/Relevant Authority/s for Emergency Services to be Sought

The proposed development:

- Complies with the SPP3.7 policy measures;
- Is not a strategic planning proposal;
- Does not propose any additional/alternative measures; and
- Does contain **vulnerable land uses**.

Therefore, the advice of State/Relevant Authorities for Emergency Services **is required** to be sought for this application.

3.1.2.6 Advice of State/Relevant Agencies/Authorities for Environmental Protection to be Sought

The proposed development:

- Is not known to propose clearing of vegetation within environmentally sensitive areas protected under State or Federal legislation;

- Is known to propose minimal clearing of locally significant native vegetation; and
- Does not abut vegetated land managed by that authority.

Therefore, the advice of State/Relevant Agencies/Authorities for Environmental Protection **is not** required to be sought for this application.

A small section of native vegetation is proposed to be cleared and the necessary flora and fauna assessments have been done to satisfy the local government authorities requirements.

3.2 Guidelines for Planning in Bushfire Prone Areas Version 1.2 (the Guidelines)

The Guidelines apply to development applications located within designated bushfire prone areas. The Guidelines provide supporting information for implementation of SPP 3.7. Specifically, they provide the Bushfire Protection Criteria to be address for all applications.

This report has also been developed in order to comply with the requirements of all referenced and applicable documents.

No non-compliances have been identified.

4.0 Bushfire Risk Management Measures

The bush fire risk mitigation strategies detailed in this report are designed to comply with the Bushfire Protection Criteria detailed in *Guidelines for Planning in Bushfire Prone Areas Version 1.2* (the Guidelines) Appendix 4 (WAPC, 2017b).

- i. The notation (P3) refers to Performance Principle 3 of the Guidelines Appendix 4.
- ii. The notation (A3.1) refers to Acceptable Solution 3.1 of the Guidelines Appendix 4.
- iii. The notation (E3.1) refers to Explanatory Note 3.1 of the Guidelines Appendix 4.
- iv. Where discrepancy occurs between State and Local bushfire planning provisions the higher standard of mitigation has been selected.

4.1 Element 1 - Location

Intent: To ensure that strategic planning proposals, subdivision and development applications are located in areas with the least possible risk of bushfire to facilitate the protection of people, property and infrastructure.

Performance Principle (P1): The strategic planning proposal, subdivision and development application is located in an area where the bushfire hazard assessment is or will, on completion, be moderate or low, or a BAL-29 or below, and the risk can be managed. For unavoidable development in areas where BAL-40 or BAL-FZ applies, demonstrating that the risk can be managed to the satisfaction of the Department of Fire and Emergency Services and the decision-maker.

The following table outlines the Acceptable Solutions (AS) that are relevant to the proposal; identifies where a Performance Solution (PS) has been used instead of an AS; and states, where applicable, the reason why the AS is not relevant to the proposal.

Solution	AS	PS	N/A	Comment
A1.1 Development location	☒	☐	☐	

Acceptable Solution A1.1 Development location

The strategic planning proposal, subdivision and development application is located in an area that is or will, on completion, be subject to either a low moderate or low bushfire hazard level, or BAL-29 or below.

Development Response/Recommendations

As outlined in Figures 2B and 2C and Table 2A, with the implementation and ongoing maintenance of a minimum 21m APZ, in accordance with A2.1, the development would ensure that upon completion of development, the building is located in an area subject to BAL-29 or lower.

4.2 Element 2 - Siting and design of Development

Intent: To ensure that the siting of development minimises the level of bushfire impact.

Performance Principle (P2): The siting and design of the strategic planning proposal, subdivision or development application, including roads, paths and landscaping, is appropriate to the level of bushfire threat that applies to the site. That it incorporates a defensible space and significantly reduces the heat intensities at the building surface thereby minimising the bushfire risk to people, property and infrastructure, including compliance with AS 3959 if appropriate.

The following table outlines the Acceptable Solutions (AS) that are relevant to the proposal; identifies where a Performance Solution (PS) has been used instead of an AS; and states, where applicable, the reason why the AS is not relevant to the proposal.

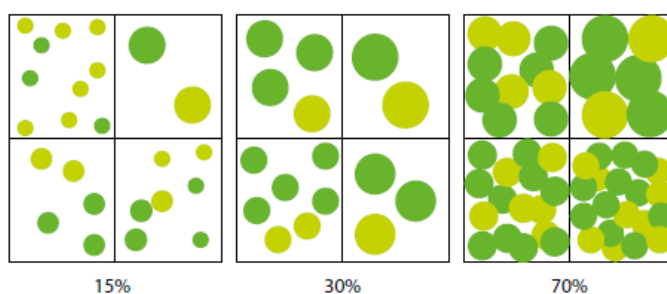
Solution	AS	PS	N/A	Comment
A2.1 Asset Protection Zone	☒	☐	☐	

Acceptable Solution A2.1 Asset Protection Zone (APZ)

Every building is surrounded by, and every proposed lot can achieve, an APZ depicted on submitted plans, which meets the following requirements:

- a. **Width:** Measured from any external wall or supporting post or column of the proposed building, and of sufficient size to ensure the potential radiant heat impact of a fire does not exceed 29kW/m² (BAL-29) in all circumstances.
- b. **Location:** the APZ should be contained solely within the boundaries of the lot on which a building is situated, except in instances where the neighbouring lot or lots will be managed in a low-fuel state on an ongoing basis, in perpetuity (see explanatory notes).
- c. **Management:** the APZ is managed in accordance with the requirements of 'Standards for Asset Protection Zones' (below):
 - o **Fences:** within the APZ are constructed from non-combustible materials (e.g. iron, brick, limestone, metal post and wire). It is recommended that solid or slatted non-combustible perimeter fences are used.
 - o **Objects:** within 10 metres of a building, combustible objects must not be located close to the vulnerable parts of the building i.e. windows and doors.
 - o **Fine Fuel load:** combustible dead vegetation matter less than 6 millimetres in thickness reduced to and maintained at an average of two tonnes per hectare.
 - o **Trees (> 5 metres in height):** trunks at maturity should be a minimum distance of 6 metres from all elevations of the building, branches at maturity should not touch or overhang the building, lower branches should be removed to a height of 2 metres above the ground and or surface vegetation, canopy cover should be less than 15% with tree canopies at maturity well spread to at least 5 metres apart as to not form a continuous canopy.

Figure 16: Tree canopy cover – ranging from 15 to 70 per cent at maturity



Source: The Guidelines (WAPC, 2017)

- **Shrubs (0.5 metres to 5 metres in height):** should not be located under trees or within 3 metres of buildings, should not be planted in clumps greater than 5m² in area, clumps of shrubs should be separated from each other and any exposed window or door by at least 10 metres. Shrubs greater than 5 metres in height are to be treated as trees.
- **Ground covers (<0.5 metres in height):** can be planted under trees but must be properly maintained to remove dead plant material and any parts within 2 metres of a structure, but 3 metres from windows or doors if greater than 100 millimetres in height. Ground covers greater than 0.5 metres in height are to be treated as shrubs.
- **Grass:** should be managed to maintain a height of 100 millimetres or less.

Explanatory Notes:

An APZ is an area surrounding a building that is managed to reduce the bushfire hazard to an acceptable level. The width of the required APZ varies with slope and vegetation. The APZ should at a minimum be of sufficient size to ensure the potential radiant heat impact of a fire does not exceed 29kW/m² (BAL-29). It should be lot specific. Hazard separation in the form of using subdivision design elements (refer to E2) or excluded and low threat vegetation adjacent to the lot may be used to reduce the dimensions of the APZ within the lot.

The APZ includes a defensible space which is an area adjoining the asset within which firefighting operations can be undertaken to defend the structure. Vegetation within the defensible space should be kept at an absolute minimum and the area should be free from combustible items and obstructions. The width of the defensible space is dependent on the space which is available on the property, but as a minimum should be 3 metres.

The APZ should be contained solely within the boundaries of the lot on which the building is situated, except in instances where the neighbouring lot or lots will be managed in a low-fuel state on an ongoing basis, in perpetuity. The APZ may include public roads, waterways, footpaths, buildings, rocky outcrops, golf courses, maintained parkland as well as cultivated gardens in an urban context, but does not include grassland or vegetation on a neighbouring rural lot, farmland, wetland reserves and unmanaged public reserves.

Development Response/Recommendations

The APZ proposed as part of this development are illustrated in Figures 4A to 4C. A minimum of a 21m wide APZ is required for all elevations of the existing building extents, including the extents of the proposed additions, and extended where adjacent private driveway and/or carparks provide additional permanent non-vegetated areas.

Landscaping within the APZ, Figure 4C, demonstrates that the vegetated areas will consist of cultivated gardens and reticulated turf areas.

Implementation

- i. APZs to be implemented prior to occupation of building in accordance with Figure 4A and provisions a-c above.
- ii. It is the responsibility of the developer to ensure the APZ standard is established.
- iii. It is the responsibility of the college management to ensure the APZ standard continues to be achieved post completion of the construction.

4.3 Element 3 - Vehicular Access

Intent: To ensure that the vehicular access serving a subdivision/ development is safe in the event of a bush fire occurring.

Performance Principle (P3): The internal layout, design and construction of public and private vehicular access in the subdivision/development allows emergency and other vehicles to move through it easily and safely at all times.

The following table outlines the Acceptable Solutions (AS) that are relevant to the proposal; identifies where a Performance Solution (PS) has been used instead of an AS; and states, where applicable, the reason why the AS is not relevant to the proposal.

Solution	AS	PS	N/A	Comment
A3.1 Two access routes	☒	☐	☐	
A3.2 Public road	☐	☐	☒	
A3.3 Cul-de-sac (including a dead-end road)	☐	☐	☒	
A3.4 Battle-axe	☐	☐	☒	
A3.5 Private driveway longer than 50 metres	☒	☐	☐	
A3.6 Emergency access way	☒	☐	☐	
A3.7 Fire service access routes (perimeter roads)	☒	☐	☐	
A3.8 Firebreak width	☒	☐	☐	

Table 4A: Vehicular access technical requirements

Technical Requirement	Public road	Cul-de-sac	Private driveway	Emergency access way	Fire service access routes
Minimum trafficable surface (m)	6	6	4	6	6
Horizontal clearance (m)	6	6	6	6	6
Vertical clearance (m)	4	N/A	4.5	4.5	4.5
Maximum grade over <50m	1 in 10	1 in 10	1 in 10	1 in 10	1 in 10
Minimum weight capacity (t)	15	15	15	15	15
Maximum crossfall	1 in 33	1 in 33	1 in 33	1 in 33	1 in 33
Curves minimum	8.5	8.5	8.5	8.5	8.5

Technical Requirement	Public road	Cul-de-sac	Private driveway	Emergency access way	Fire service access routes
inner radius (m)					

Acceptable Solution A3.1 Two access routes

Two different vehicular access routes are provided, both of which connect to the public road network, provide safe access and egress to two different destinations and are available to all residents/the public at all times and under all weather conditions.

Development Response/Recommendations

In recognition of the vulnerable land use of the building, multiple access routes are proposed to be provided.

Figures 4A and 4B illustrate access available to the site. The development achieves at least two different vehicular access routes, both connecting to the public road network to provide egress to two different destinations at all times.

Access to/from the site is available via:

1. The primary access driveway to the school internal road network immediately north, then:
 - a. West via the College private driveway and Emergency Access Way (EAW) to Warlingham Drive to the north west, and
 - b. East via the College private driveway to Lesmurdie Road, then north or south via the public road network.
2. The dual Purpose EAW/FSAR to the north east to intersect with the College internal driveway system, then access as per 1 (a) and (b) above.
3. The dual Purpose EAW/FSAR to the south west to connect with Warlingham Drive.

Acceptable Solution A3.2 Public road

Development Response/Recommendations

N/A - The proposed development does not include the construction of any new public roads. Therefore, A3.2 is not applicable to this development.

Acceptable Solution A3.3 Cul-de-sac (including a dead-end road)

Development Response/Recommendations

N/A - The proposed development does not include the construction of any new cul-de-sacs and is not serviced by an existing cul-de-sac. Therefore, A3.3 is not applicable to this development.

Acceptable Solution A3.4 Battle-axe

Development Response/Recommendations

N/A - The proposed development does not include any battle-axes. Therefore, A3.4 is not applicable to this development.

Acceptable Solution 3.5 Private driveway longer than 50 metres

A private driveway is to meet all of the following requirements:

- a. Requirements in Table 4A, Column 3;
- b. Required where a house site is more than 50 metres from a public road;
- c. Passing bays: every 200 metres with a minimum length of 20 metres and a minimum width of two metres (i.e. the combined width of the passing bay and constructed private driveway to be a minimum six metres);
- d. Turn-around areas designed to accommodate type 3.4 fire appliances and to enable them to turn around safely every 500 metres (i.e. kerb to kerb 17.5 metres) and within 50 metres of a house; and
- e. Any bridges or culverts are able to support a minimum weight capacity of 15 tonnes.
- f. All-weather surface (i.e. compacted gravel, limestone or sealed).

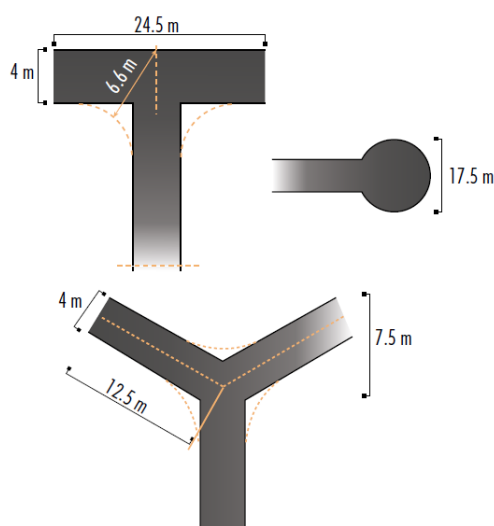


Figure 20: Design requirements for a private driveway longer than 50 metres
Turning areas should allow type 3.4 fire appliances to turn safely

Source: The Guidelines (WAPC, 2017)

Development Response/Recommendations

The building will be serviced by a private driveway meeting or exceeding the requirements of Table 4A. The primary access driveway is 6m wide for the entire length aside from a small section at the southern end which has the minimum 4m wide trafficable surface.

The dual purpose EAW/FSAR connects directly to the private driveway to provide alternative access if required.

Implementation

- i. To be implemented prior to occupation of the building serviced by the private driveway.
- ii. It is the responsibility of the individual land owner to ensure the private driveway meets the required standard in accordance with Table 4A and provisions b-f above.

- iii. It is the responsibility of the College Management to ensure the private driveway continues to meet the required standard.

Acceptable Solution 3.6 Emergency access way

An access way that does not provide through access to a public road is to be avoided in bushfire prone areas. Where no alternative exists (this will need to be demonstrated by the proponent), an emergency access way is to be provided as an alternative link to a public road during emergencies. An emergency access way is to meet all of the following requirements:

- Requirements in Table 4, Column 4;
- No further than 600 metres from a public road;
- Provided as right of way or public access easement in gross to ensure accessibility to the public and fire services during an emergency; and
- Must be signposted.

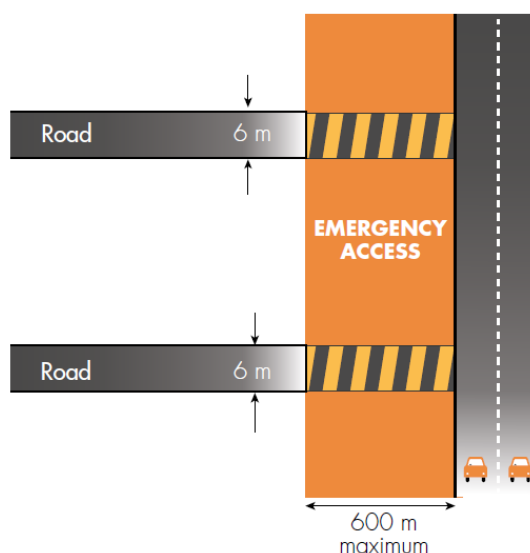


Figure 21: Minimum design requirements for an emergency access way

Source: *The Guidelines* (WAPC, 2017)

Development Response/Recommendations

Two (2) dual purpose EAWs/FSARs are proposed for the development as indicated in Figures 4A to 4C and detailed in section 3.1 above.

Implementation

- To be implemented prior to the occupation of the building that the emergency access way services.
- It is the responsibility of the developer to ensure the emergency access way meets the required standard in accordance with Table 4A and provisions b-d above.
- It is the responsibility of the College Management to ensure the emergency access ways continue to meet the required standard.

Acceptable Solution 3.7 Fire service access routes (perimeter roads)

Fire service access routes are to be established to provide access within and around the edge of the subdivision and related development to provide direct access to bushfire prone areas for fire fighters and link between public road networks for firefighting purposes. Fire service access routes are to meet the following requirements:

- a. Requirements Table 4, Column 5;
- b. Provided as right of ways or public access easements in gross to ensure accessibility to the public and fire services during an emergency;
- c. Surface: all-weather (i.e. compacted gravel, limestone or sealed)
- d. Dead end roads are not permitted;
- e. Turn-around areas designed to accommodate type 3.4 appliances and to enable them to turn around safely every 500 metres (i.e. kerb to kerb 17.5 metres);
- f. No further than 600 metres from a public road;
- g. Allow for two-way traffic and;
- h. Must be signposted.

Development Response/Recommendations

Two (2) dual purpose EAWs/FSARs are proposed for the development as indicated in Figures 4A to 4C and detailed in section 3.1 above.

Implementation

- i. To be implemented prior to occupation of the buildings that the fire service access route services.
- ii. It is the responsibility of the developer to ensure the fire service access route meets the required standard in accordance with Table 4A and provisions b-h above.
- iii. It is the responsibility of the College Management to ensure the fire service access route continues to meet the required standard.

Acceptable Solution A3.8 Firebreak width

Lots greater than 0.5 hectares must have an internal perimeter firebreak of a minimum width of three metres or to the level as prescribed in the local firebreak notice issued by the local government.

Development Response/Recommendations

Lots greater than 0.5ha in area (including balance title lots) are required to have a 3 metre wide internal perimeter firebreak installed in accordance with the annual City of Kalamunda Firebreak and Fuel Load Notice as amended. The locations of the firebreaks that are required as part of this development are shown in Figure 4A.

The 2017/18 Firebreak and Fuel Load Notice is included at Appendix A and summarised below:

Land, with a building on it, with an area greater than 5,000m²

- *Have all flammable matter slashed, mowed or trimmed down by other means to a height no greater than 50mm across the entire property (living trees, shrubs, plants and lawn under cultivation are excepted).*
- *Install bare earth firebreaks three (3) metres wide immediately inside and along all boundaries of land in a continuous form, including on boundaries adjacent to roads, rail and drain reserves*

and all public open space reserves, with all overhanging branches, trees, limbs etc. to be trimmed back from over the firebreak area from ground level to a minimum height of four (4) metres. Driveways must also be maintained to these conditions.

- *Ensure the roofs, gutters and walls of all buildings on the land are free of flammable matter.*
- *Install and maintain an Asset Protection Zone in accordance with the requirements set out in Part 4 of this Notice.*

4. Asset Protection Zones

- *The area of land that extends out 20m from a habitable building or attached structure (for example verandas or gazebos) within the boundaries of a lot on which a habitable building is situated, is considered to be an Asset Protection Zone, also known as 'Building Protection Zone' (Asset Protection Zone).*
- *In the Asset Protection Zone, unless an approved 'Alternative Bushfire Management Plan' is in place:*
 - *Non-flammable managed vegetation, reticulated lawns and gardens and other non-flammable features are permitted only.*
 - *All grass must be maintained to or under 50mm in height.*
 - *Mature trees over five (5) metres in height must be under pruned to at least a height of two (2) metres from the ground (which means you must prune branches and leaves etc. from the ground up to the first 2 metres in height of the tree).*
 - *Tree or shrubs over two (2) metres high must not be within 2 metres of a habitable building.*

Implementation

- To be implemented prior to occupation of the proposed habitable building/ prior to the date stated in the Firebreak and Fuel Load Notice (whichever is sooner).*
- It is the responsibility of the College Management to ensure the firebreaks meet the required standard in accordance A3.8 and the annual firebreak notice issued by the Local Government.*
- It is the responsibility of the College Management to ensure the firebreaks continue to meet the required standard.*

4.4 Element 4 - Water

Intent: To ensure that water is available to the subdivision, development or land use to enable people, property and infrastructure to be defended from bushfire.

Performance Principle (P4): The subdivision, development or land use is provided with a permanent and secure water supply that is sufficient for firefighting purposes.

The following table outlines the Acceptable Solutions (AS) that are relevant to the proposal; identifies where a Performance Solution (PS) has been used instead of an AS; and states, where applicable, the reason why the AS is not relevant to the proposal.

Solution	AS	PS	N/A	Comment
A4.1 Reticulated areas	☒	☐	☐	
A4.2 Non-reticulated areas	☐	☐	☒	
A4.3 Individual lots within non-reticulated areas	☒	☐	☐	

Acceptable Solution A4.1 Reticulated areas

The subdivision, development or land use is provided with a reticulated water supply in accordance with the specifications of the relevant water supply authority and Department of Fire and Emergency Services.

Development Response/Recommendations

The closest reticulated fire hydrant is located on Lesmurdie Road just south of the College entrance roundabout, a distance of approximately 225m, as indicated in Figure 4A.

Implementation

- It is the responsibility of the Water Corporation to ensure the firefighting hydrants continue to meet the required standard.

Acceptable Solution A4.2 Non-reticulated areas

Development Response/Recommendations

N/A - The site will be serviced by individual dedicated firefighting water. Therefore, A4.2 is not applicable to this development.

Acceptable Solution A4.3 Individual lots within non-reticulated areas

Single lots above 500 square metres need a dedicated static water supply on the lot that has the effective capacity of 10,000 litres.

Note - Only for use if creating one additional lot and cannot be applied cumulatively.

Development Response/Recommendations

In recognition of the Vulnerable Land Use and heritage value of the building, the development will include 2x 10,000 litre dedicated water tanks in the locations illustrated in Figures 4A to 4C.

Standard

- i. Volume: minimum 10,000L dedicated firefighting reserve per tank;
- ii. 100mm male camlock and 125mm Storz couplings, with full flow valve suitable for local firefighting Appliances in accordance with relevant standards from the Department of Fire and Emergency Services;
- i. Above ground tanks are constructed of concrete or metal and the stands of raised tanks are constructed using non-combustible materials and heat shielding where appropriate (ie heat shielding will be required in the case of metal tank stands);
- ii. Incorporate an externally visible heat resistant float gauge; and
- iii. Hardstand suitable for a 3.4 appliance are provided within 3 metres of each water tank

Implementation

- i. All new domestic dedicated firefighting water tanks are required to meet the standards at the time of construction.
- ii. The minimum 10,000L dedicated firefighting reserve shall be placed in the tank at the time of construction.
- iii. It is the responsibility of the College Management to ensure the firefighting water tanks meets the required construction standards on installation.
- iv. It is the responsibility of the College Management to ensure that firefighting water tanks and firefighting valves are operational at all times.

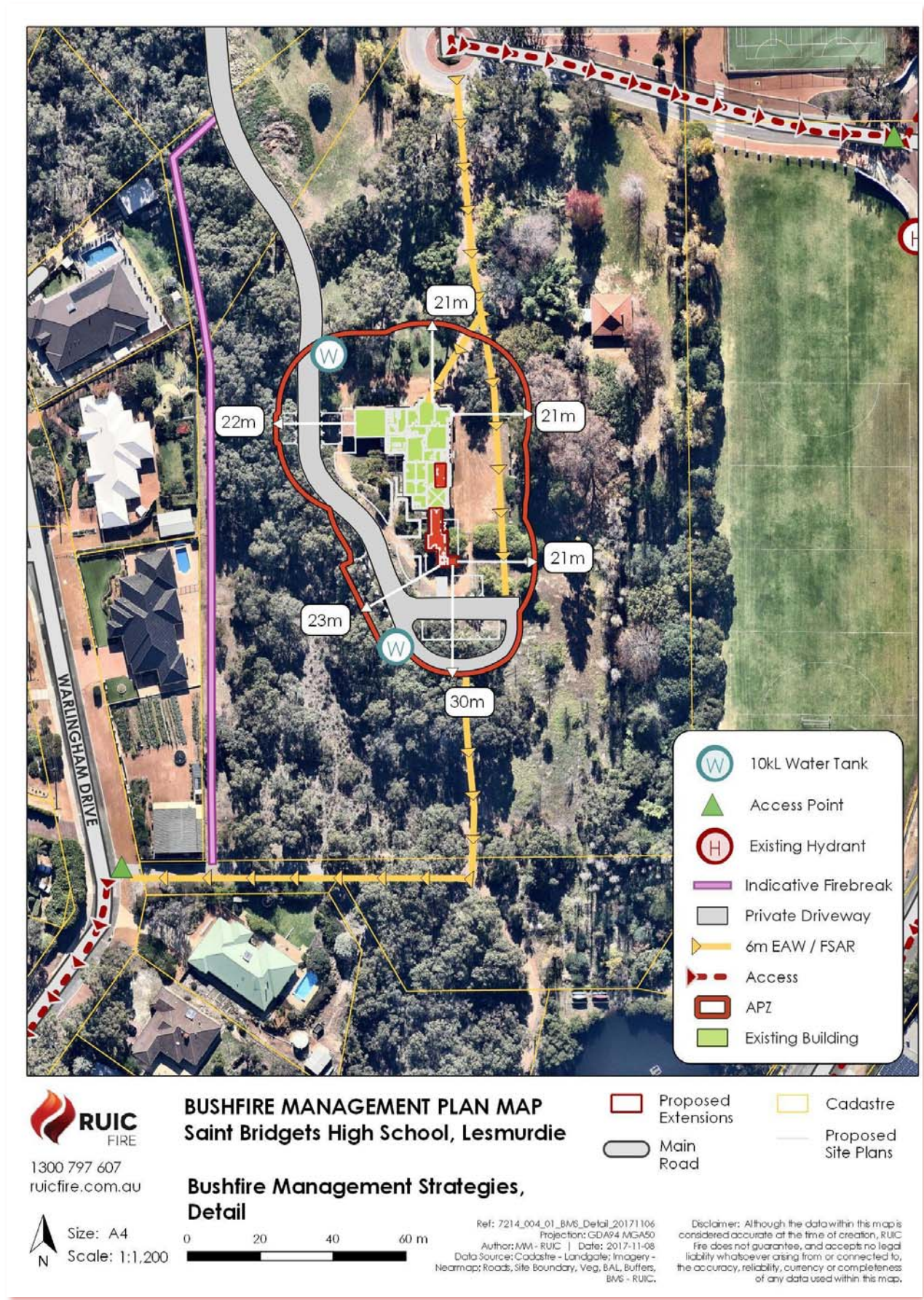


Figure 4A: Bushfire Management Strategies Map/Access Map (Detailed View)



Figure 4B: Bushfire Management Strategies/Access Map



5.0 Implementation and Enforcement

Table 5A: Schedule of Works

Strategy	Implementation		Maintenance	
	Responsible	Time Frame	Responsible	Time Frame
Amendments to BMP	Any amendments to this BMP shall be approved by the relevant Jurisdiction Having Authority			
Asset Protection Zone	Developer	Prior to occupation of building	College Management	Ongoing
Construction to AS 3959	N/A	N/A	N/A	N/A
Public roads	N/A	N/A	N/A	N/A
Cul-de-sacs	N/A	N/A	N/A	N/A
Battle-axes	N/A	N/A	N/A	N/A
Private driveways longer than 50m	Developer	Prior to occupation of building	College Management	Ongoing
Emergency access ways	Developer	Prior to occupation of building	College Management	Ongoing
Fire service access routes	Developer	Prior to occupation of building	College Management	Ongoing
Firebreaks	Developer	Prior to occupation building/ dates stated in Firebreak Notice	College Management	Ongoing
Firefighting water (hydrants)	Existing	Existing	Water Corporation	Ongoing
Firefighting water (private tanks)	Developer	Prior to occupation of habitable building	College Management	Ongoing
Bushfire Management Plan	Developer/College Management	Prior to occupation of habitable building	College Management	Ongoing
Bushfire Emergency Evacuation Plan	College Management	Prior to occupation of habitable building	College Management	Ongoing
Firefighting services and response	DFES and Local Government	Ongoing	DFES and Local Government	Ongoing
Fuel load reduction and firebreak notice works	College Management	In accordance with firebreak notice	College Management	Ongoing
Issue of fuel load reduction and firebreak notice	Local Government	In accordance with firebreak notice	Local Government	In accordance with firebreak notice

Strategy	Implementation		Maintenance	
	Responsible	Time Frame	Responsible	Time Frame
Inspection and issue of works orders or fines	Local Government	Ongoing	Local Government	Ongoing

6.0 References

- City of Kalamunda. (2017). 2017/18 Firebreak and Fuel Load Notice. Effective from 01 November 2017. City of Kalamunda, WA.
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- WAPC. (2017b). Guidelines for Planning in Bushfire Prone Areas Appendices Version 1.2. Western Australian Planning Commission, Department of Planning & Department of Fire and Emergency Services.

7.0 Appendix A

City of Kalamunda Firebreak Notice

City of Kalamunda 2017/2018

FIREBREAK AND FUEL LOAD NOTICE

Bush Fires Act 1954

Notice to Owners and/or Occupiers* of Land situated within the City of Kalamunda.

As a measure to assist in the control of bushfires and pursuant to the powers contained in section 33 of the *Bush Fires Act 1954* (as amended), as the property owner or occupier of land within the City of Kalamunda, you are hereby required before 1 November 2017, or within 14 days of becoming an owner or occupier of land if after this date, to comply with the requirements set out in this notice.

The applicable works outlined below must be completed before 1 November 2017 and maintained up to and including 31 March 2018.

Persons who fail to comply with the requirements of this notice may be issued with an infringement notice penalty (\$250) or prosecuted with an increased penalty (maximum penalty \$5,000). Additionally, the City of Kalamunda may carry out the required work at cost to the owner/occupier.

1. Land, with a building on it, with an area *greater than 5,000m²*

You are required to:

- ☐ Have all flammable matter slashed, mowed or trimmed down by other means to a height no greater than 50mm across the entire property (living trees, shrubs, plants and lawn under cultivation are excepted).
- ☐ Install bare earth firebreaks three (3) metres wide immediately inside and along all boundaries of land in a continuous form, including on boundaries adjacent to roads, rail and drain reserves and all public

open space reserves, with all overhanging branches, trees, limbs etc. to be trimmed back from over the firebreak area from ground level to a minimum height of four (4) metres. Driveways must also be maintained to these conditions.

- ☐ Ensure the roofs, gutters and walls of all buildings on the land are free of flammable matter.
- ☐ Install and maintain an Asset Protection Zone in accordance with the requirements set out in Part 4 of this Notice.

2. Land, with a building on it, with an area *less than 5,000 m²*

You are required to:

- ☐ Have all flammable matter slashed, mowed or trimmed down by other means to a height no greater than 50mm across the entire property (living trees, shrubs, plants and lawn under cultivation are excepted).
- ☐ Install a firebreak immediately inside all external boundaries of the property unless the property is maintained clear of flammable matter by slashing and mowing or maintaining living garden beds or lawn.
- ☐ Ensure the roofs, gutters, walls of all buildings on the land are free of flammable matter. Driveways must also be maintained to these conditions.
- ☐ Install and maintain an Asset Protection Zone in accordance with the requirements set out in Part 4 of this Notice.

** Please note that the Bush Fires Act 1954 (WA) requires the owner or occupier of land to attend to all requirements in this Notice. The City may take action against either the owner or occupier of land for a failure to comply with this Notice at its absolute discretion.*



city of
kalamunda

3. All Vacant Land

You are required to:

- ☐ Have all flammable matter slashed, mowed or trimmed down by other means to a height no greater than 50mm across the entire property (living trees, shrubs, plants under and lawn under cultivation excepted).
- ☐ On vacant land larger than 1,000 m², install bare earth firebreaks three (3) metres wide immediately inside and along all boundaries of land in a continuous form, including on boundaries adjacent to roads, rail and drain reserves and all public open space reserves, with all overhanging branches, trees, limbs etc. to be trimmed back from over the firebreak area from ground level to a minimum height of four (4) metres. Driveways must also be maintained to these conditions. A Fire Control Officer may request firebreaks to be installed on vacant land under 1,000m² should they deem it necessary under Part 5 of this Notice to reduce risk of fire.

4. Asset Protection Zones

The area of land that extends out 20m from a habitable building or attached structure (for example verandas or gazebos) within the boundaries of a lot on which a habitable building is situated, is considered to be an Asset Protection Zone, also known as 'Building Protection Zone' (Asset Protection Zone).

In the Asset Protection Zone, unless an approved 'Alternative Bushfire Management Plan' is in place:

- ☐ Non-flammable managed vegetation, reticulated lawns and gardens and other non-flammable features are permitted only.
- ☐ All grass must be maintained to or under 50mm in height.
- ☐ Mature trees over five (5) metres in height must be under pruned to at least a height of two (2) metres from the ground (which means you must prune branches and leaves etc. from the ground up to the first 2 metres in height of the tree).

- ☐ Tree or shrubs over two (2) metres high must not be within 2 metres of a habitable building.

5. Additional Works

In addition to the requirements noted above, regardless of land size and location, the City of Kalamunda or its duly authorised officer(s) may require you to undertake additional works on your property to improve access and/ or undertake further hazard removal (Additional Works) where, in the opinion of an authorised officer, such Additional Works are necessary to prevent the outbreak and/or the spread of a bush fire.

6. Firebreak Variations

If you consider for any reason that it is impractical to clear firebreaks as required by this Notice, or if natural features render firebreaks unnecessary, you may apply in writing to the City of Kalamunda or its duly authorised officers, not later than 1 October 2017, for alternative positions, or other methods of fire prevention on your land.

If permission is not granted, you must comply with the requirements of this Notice. This applies to variations to the Asset Protection Zone as well. The Chief Bush Fire Control Officer reserves the right to review and revoke any variation granted.

Fuel Dumps and Depots

You are required to remove all flammable matter within ten (10) metres of where fuel drums, fuel ramps or fuel dumps are located, and where fuel drums, whether containing fuel or not, are stored.

By order of the City of Kalamunda.

Rhonda Hardy

CHIEF EXECUTIVE OFFICER



**city of
kalamunda**

8.0 Appendix B

Draft Bushfire Emergency Evacuation Plan

ST BRIGID'S COLLEGE BUSHFIRE PLAN (2018/2019)

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Introduction

Planning for bushfires means ensuring the resources, information and communication methods used in fighting fires are established, reliable and current. It also means establishing emergency management procedures for managing, bushfires, evacuations, road closures and the dissemination of information to the public and key stakeholders.

Planning is not only essential to provide an effective response to a local bushfire emergency; they also underpin the State level plan WESTPLAN Fire (available on the Office of Emergency Management (OEM) website) for dealing with a bushfire emergency.

St Brigid's College plays a major role in ensuring that all emergency management activities pertaining to the Prevention, Preparedness, Response & Recovery (PPRR) from bushfires is undertaken. This plan has been developed to ensure that the threat and impact from bushfires is managed to provide protection of life, property and the environment within the City of Kalamunda.

The plan is designed to assist staff in the event of a total fire ban, catastrophic fire danger rating, or a bushfire. Letters to staff and parents are included in the appendix as well as notices regarding the plans of closures of the school.

This document is to be read in conjunction with the St Brigid's College Emergency Managements Plans and Procedures and the St Brigid's College Crisis Management Plan.

Overview

GENERAL INFORMATION This Bushfire Plan (BP) has been developed during Term Three after consultation with:

- families of students attending the School
- members of the emergency services (e.g. DFES, Local Emergency Management Committee and/or Community Emergency Services Manager)

The BP is to be reviewed annually during Term Three each year to reflect any changes that may have taken place in:

- Department of Education or government policy
- site facilities
- Personnel normally on site.

The BP outlines required actions to prepare the school before the bushfire season.

The BP also outlines activities to be undertaken by staff and students at the different levels of a bushfire emergency:

- on days of Total Fire Ban
- Catastrophic fire danger rating
- when there is a fire in the local district
- when a bushfire is threatening or impacting on the site
- during the period immediately after a bushfire has impacted on the site (known as the 'Recovery Phase').

The Principal will forward a copy of the site BP to the CEOWA.

The Principal will include bushfire season reminders and information in site newsletters at least three times in each of Term when applicable. The School's Information Booklet, updated in Term One each year,

includes detailed information about actions and procedures included in the BP.

All staff members receive pre fire season updates during Term Three and ongoing information and instruction about the contents and requirements of the BP during Term Four and Term One staff meetings. The Principal or delegated officer will forward a copy of the site BP to the emergency services by Week 2 of Term 3 each year.

The Principal or delegated officer will publish a copy of the school's bushfire plan on the college website at the beginning of Term 1 each year

- Details of the website will be provided to families of new students by the Enrolment Officer during the enrolment process.
- The Principal will ensure that all new staff members, relieving staff and visitors are briefed about the requirements of the BP during the college induction process.

The Principal will also include bushfire season reminders and information in site newsletters at least three times each term during bushfire season. The college information booklet includes detailed information about actions and procedures included in the Bushfire Plan.

Bushfire Preparation checklist (refer to Appendix 1)

The safety and wellbeing of students, staff and visitors is at all times St Brigid's College main priority.

Staff are not expected to fight bushfires.

The college will review (and update where appropriate) the plan on an annual basis and submit the up to date version of this plan to the CEOWA in Term Three.

In this regard, any bushfire advice received by the school from the Department of Fire and Emergency Services (DFES), the Local Emergency Management Committee (LEMC), Community Emergency Services Manager (CESM) or external experts needs to be documented identifying the date and source of the advice.

Date of Review	Reviewing Officer	Date Submitted	Next scheduled Review
20.09.15	Karen Stearne		
16.12.15	Karen Stearne	16.12.15	20.09.16
28.11.16	Karen Stearne	16.12.16	20.09.17

Glossary

BUSH - Includes trees, bushes, plants, stubble, scrub, and undergrowth of all kinds whatsoever whether alive or dead standing or not standing and also part of a tree, bush, plant, or undergrowth, and whether severed there from or not so severed. The term does not include sawdust and other waste timber remains upon the premises of a saw mill in which sawmilling is carried on.

BUSH FIRE - A fire or potential fire, however caused, and includes a fire in a building. (Bush Fires Act 1954)

BUSH FIRE HAZARD - Concerned with the condition of the fuel and takes into consideration several factors including vegetation type (land use), quantity of fuel (fuel load), arrangement of fuel, seasonal conditions, moisture content, and topography.

BUSH FIRE PREVENTION - The planning and implementation of measures necessary to minimise and alleviate the occurrence and effect of bush fires. This includes firebreak and access maintenance, fire detection and education.

BUSH FIRE PROTECTION – A combination of bush fire prevention (planning, fuel reduction) and response.

BUSH FIRE RISK - The likelihood of a fire starting and the probability that it will burn out of control to become a bush fire. It is important to identify causes of bush fires (eg. arson, machinery, escape from controlled burn, etc.).

BUSH FIRE THREAT - The combination of bush fire risk and hazard. Bush fire threat is greatest where the likelihood of fires starting is high and where fuels are adjacent to developments or assets

CONSEQUENCE - The outcome of an event or situation expressed qualitatively. In the emergency risk management context, consequences are generally described as the effects on persons, society, the environment and the economy.

CONTROLLING AGENCY- An agency nominated to control the response activities to a specified type of emergency.

EMERGENCY - Is the occurrence or imminent occurrence of a hazard of such a nature or magnitude that it requires a coordinated response.

FIRE BREAK – Any natural or constructed discontinuity in a fuel bed used to segregate, stop, and control the spread of a bush fire, or to provide a fire line from which to suppress a fire.

HAZARD – The features and conditions affecting fire behaviour, size of bushland area, topography, vegetation types adjoining properties, wind conditions summer weather patterns.

HAZARD MANAGEMENT AGENCY (HMA) – The organisation which, because of its legislative responsibility or specialised knowledge, expertise and resources is responsible for ensuring that emergency management activities pertaining to the prevention of, preparedness for, response to and recovery from a specific hazard are undertaken. Such organisations are either designated by legislation or detailed in State level emergency management plans.

INCIDENT CONTROLLER- The person designated by the relevant Controlling Agency, responsible for the overall management and control of an incident within an incident area and the tasking of agencies in accordance with the needs of the situation. [Note: Agencies may use different terminology however the function remains the same].

INCIDENT MANAGEMENT TEAM (IMT) – A

group of incident management personnel

comprising the incident controller, and he or she appoints to be responsible for the functions of planning, operations and logistics.

INCIDENT SUPPORT GROUP (ISG) – A group of agency/organisation liaison officers, including the designated Emergency Coordinator, convened and chaired by a person appointed by the Controlling Agency to provide agency specific expert advice and support in relation to operational response to the incident.

LIKELIHOOD - Used as a qualitative description of probability or frequency based on the description of hazards, and the degree of vulnerability of the community and environment.

LIFELINES – Systems or networks that provide for the circulation of people, goods, services and information upon which health, safety, comfort and economic activity depend.

OCCUPIER OF LAND – A person residing on the land or having charge or control of it, whether the person is the owner or tenant or a bailiff, servant, caretaker, or other person residing or having charge or control of the land and includes a person who as mortgagee in

possession has possession of the land, while the land is unoccupied, and also a person who has the charge or control of two or more separate parcels of land, although the person resides on only one of the parcels. **OPERATIONAL AREA (OA)** – the area defined by the Operational Area Manager for which they have overall responsibility for the strategic management of an emergency. This area may include one or more Incident Areas.

OPERATIONAL AREA SUPPORT GROUP (OASG) - A group of agency / organisation liaison officers, including the designated Emergency Coordinator, convened by the Shire of Kalamunda.

Operational Area Manager/Incident Controller to provide agency specific expert advice and support in relation to strategic management of the incident/s.

PREVENTION – Measures to eliminate or reduce the incidence or severity of emergencies.

PREPAREDNESS – Measures to ensure that should an emergency occur, communities' resources and other services are capable of coping with the effects.

RESPONSE – Actions taken in anticipation of, during, and immediately after an emergency to ensure that people affected are given immediate relief and support.

RECOVERY - Measures which support emergency-affected individuals and communities in the reconstruction of the physical infrastructure and restoration of emotional, economic, environmental and physical wellbeing.

RESTRICTED BURNING TIMES – The times of the year during which it is declared by the Authority under Section 18 to be unlawful to set fire to the bush within a zone of the State except in accordance with a permit obtained under that section and with the conditions prescribed for the purposes of that section and, in relation to land in such a zone;

(a) Includes any extension of those times made, or any further times imposed, under that section in respect of the whole of that zone or in respect of the part of that zone, or the district or part of a district, in which that land is situated; but

(b) Does not include any period by which those times are reduced, or for which those times are suspended, under that section in respect of the whole of that zone or in respect of that part of that zone, or the district or part of a district, in which that and is situated.

RISK - Risk is now defined in terms of the effect of uncertainty on objectives.

NOTE 1 An effect is a deviation from the expected — positive and/or negative.

NOTE 2 Objectives can have different aspects (such as financial, health and safety, and environmental goals) and can apply at different levels (such as strategic, organization-wide, project, product and process).

NOTE 3 Risk is often characterized by reference to potential events and consequences or a combination of these.

NOTE 4 Risk is often expressed in terms of a combination of the consequences of an event (including changes in circumstances) and the associated likelihood of occurrence.

AS/NZS ISO 31000:20097

ACRONYMS

The following acronyms are used throughout these arrangements:

AIMS Australasian Inter-service Incident Management System

BFAC Bush Fire Advisory Committee

BFLO Bush Fire Liaison Officer

BOM Bureau of Meteorology

BP Bushfire Plan

CBFCO Chief Bush Fire Control Officer

COMCEN FESA Communication Centre DCP

Department of Child Protection

DCBFCO Deputy Chief Bush Fire Control Officer

DFES Department of Fire & emergency Services

DPAW Department of Parks & Wildlife

ECC Emergency Co-Ordination Centre

FCO Fire Control Officer

FCP Forward Control Point

HAZMAT Hazardous Material

HMA Hazard Management Agency

IC Incident Controller

ICV Incident Control Vehicle

ISG Incident Support Group

IMT Incident Management Team

LEC Local Emergency Coordinator

LEMC Local Emergency Management Committee

OASG Operations Area Support Group

OIC Officer in Charge

VFRS Volunteer Fire & Rescue Brigade

SoK Shire of Kalamunda

SAP Standard Administration Procedure

SES DFES State Emergency Services

SEMC State Emergency Management Committee

SOP Standard Operating Procedures

WAPOL Western Australian Police

WESTPLAN West Australian Emergency Management Plan

VBFB Volunteer Bush Fire Brigade

VES Volunteer Emergency Service 8

Communication

There are several levels of communication requirements at school level before, during and after bushfire events.

Preparing for Bushfire Season

- The Principal will ensure all students and staff, including relief staff and parents are aware of the College bushfire response plan. A copy is available on the college website. School newsletter draft attached.
- The Principal or nominated person will establish contact with emergency services, including DFES, the local volunteer fire brigade, WA Police, the LEMC and CESM.
- The College will incorporate key bushfire messages in the curriculum.
- Communication plans (including emergency contacts and a telephone tree) need to be in place for evacuation or planned closure.
- The College has an effectively working emergency warning or alert system and emergency communication equipment is available and working.
- The College has in place systems to account for students, staff and visitors in an emergency, such as class rolls (or equivalent) and visitor registers. Consideration is in place for situations such as a loss of power affecting the ability to print from electronic sources.
- Arrangements are in place in relation to school buses (notification of contractors if pre-emptive closure is invoked; the availability of buses if off-site evacuation is required).

Pre-emptive Closure

- The Executive Director of Catholic Education will make the decision to close a school based upon advice from Emergency Services and this will be relayed to the Principal via the School Improvement Advisor.
- The Principal will notify staff and parents using emergency contacts and the telephone tree of closure. Draft letter to parents attached.
- All other necessary parties are advised including (but not limited to) other schools that may have siblings at the college, community users of the school facilities (including before and after school care, community kindergartens or holiday programs), on site contractors and Parent Forum.
- If appropriate, bus contractors will be contacted to arrange for the evacuation of students to a designated area.
- Notice of Planned Temporary School Closure will be posted both physically at the school and electronically on the website.

During Evacuation

- The college will contact their School Improvement Advisor.
- The college will contact parents (for boarding students emergency contacts will also be advised) via phone or email.
- The college will notify bus contractors and out of school programs.
- The college has landlines (**9290 4200**). It would be preferable that parents restrict calling the school at this time to emergency calls only.
- The official broadcaster of Emergency Events is ABC radio. Our local station is ABC local radio. They will provide up to date information during a bushfire event in our area.
- The DFES website provides up to date information on fire events. Refer to <http://www.dfes.wa.gov.au/>.

NOTE: DFES uses the national Emergency Alert system to send community warning messages via mobile telephones in affected areas. (Information can be obtained from <https://www.emergency.wa.gov.au/>)

The Principal communicates directly with the CEOWA personnel including any media communications. Staff should not comment directly to media.

Reopening the School

- The School Improvement Advisor is to advise the Principal when the school can re-open.
- Parents will be notified when the school is reopened through SMS and via updates on the College website. In the event of a pre-emptive closure details are contained in the draft letter attached.
- The Notice of Planned Temporary School Closure should be physically removed from the school premises and website.
- All parties that were advised of closure (e.g. Bus Contractors, Out of hours users, P&C) will be advised of reopening.

DRAFT

TYPES OF FIRE EVENT

In the event of a Total Fire Ban, catastrophic weather warning, or bushfire, the **Bushfire Plan** will be activated.

1. *Total Fire Ban*

In the event of a Total Fire Ban the **Bushfire Plan** will be invoked:

This means:

- you must not light or use any fires in the open air;
- all open fires for the purpose of cooking or camping are not allowed;
- 'hot work' such as metal work, grinding, welding, soldering, gas cutting or similar is not allowed unless you have an exemption; and
- You must not undertake any other activities that may start a fire.

The 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 also necessary to ensure:

- The equipment or machinery is mechanically sound.
- All reasonable precautions are taken to prevent a bushfire starting.

It is recommended postponing the activity altogether to minimise the risk of fire.

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

For information on activities that can or cannot be carried out during a Total Fire Ban visit www.dfes.wa.gov.au/totalfirebans/Pages/TotalFireBanWhatCantIDo.aspx.

If the information you want is not available from the website, telephone the Total Fire Ban Information Line 1800 709 355.

This information is also available by visiting www.dfes.wa.gov.au

2. Catastrophic Fire Danger

The Catastrophic Fire Danger Index (FDR) has been added to the Australia-wide FDR system since the 2009 bushfires in Victoria. If a fire starts in catastrophic conditions, its impact potential includes death or injury to people and destruction of buildings.

FIRE DANGER RATINGS

PREPARE. ACT. SURVIVE.

If you live in a bushfire risk area you need to know what the Fire Danger Rating is for your area, monitor local conditions and keep informed. Understanding the FDR categories and what they mean will help you make decisions about what to do if a bushfire starts.

FIRE DANGER RATING	WHAT SHOULD I DO?
CATASTROPHIC	YOU NEED TO ACT NOW - Put your survival first and leave bushfire risk areas the night before or early in the day – this is your best option. - Act immediately - do not wait and see: ➢ leave now. ➢ avoid forested areas, thick bush or long, dry grass. ➢ take shelter if you cannot leave.
EXTREME	YOU NEED TO GET READY TO ACT - Only stay with your property if you are prepared to the highest level. This means your home needs to have been constructed to bushfire protection levels e.g. enclosed eaves, covers over external air conditioners, metal fly screens etc. - You must be well prepared and able to actively defend your home if a fire starts. This means you have the right equipment and resources to put out fires around your home e.g. enough water supply, petrol/diesel portable pump, generator, protective clothing etc. - If you are not prepared to the highest level, leaving bushfire risk areas early in the day is your safest option.
SEVERE	
VERY HIGH	
HIGH	YOU NEED TO BE AWARE Well prepared homes that are actively defended can provide safety. This means you have the right equipment and resources to put out fires around your home e.g. enough water supply petrol/diesel portable pump, generator, protective clothing etc.
LOW-MODERATE	

The Fire Danger Rating is based on the weather forecast and gives you advice about the level of bushfire threat on a particular day

FIRE DANGER RATING TODAY



For additional information and resources:

- Visit the DFES website. www.dfes.wa.gov.au
- DFES' Prepare. Act. Survive.
- For more information please contact DFES Community Engagement on 9395 9816



Category	Fire Danger Index (FDR)	Action
Catastrophic	100+	St Brigid's College will be closed on instruction from the Executive Director of Catholic Education, through the School Improvement Advisor. The College to invoke communication plan and cancel bus services.
Extreme	75-99	Monitor DFES website
Severe	50-74	Monitor DFES website
Very High	32-49	Normal school operations
High	12-31	Normal school operations
Low-Moderate	0-11	Normal school operations

In the event of a catastrophic weather warning the **Bushfire Plan** will be invoked as per the flow chart at Appendix 2.

2.1 Planned Pre-emptive Closure

The CEOWA will contact Principals of affected schools directly when a planned (pre-emptive) closure is to be invoked in a particular part of the State. 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.

Once advised that the college is to undertake pre-emptive closure the principal will send letters to parents (emergency contacts for boarding students) via email, the College Website and the College App and provide each staff member with a memo that clearly states when the closure is planned to occur and that the college is on standby. It may be that between declaration of the closure and the day of closure, weather conditions improve sufficiently to remove the need to close and the college can therefore stand down its pre-emptive closure plans. The Executive Director confirms with the Principal the final decision to close the college no later than 4.30 pm the day before the planned closure. If weather conditions become less severe after 4.30 pm, the closure goes ahead regardless, in order to provide a level of certainty to parents.

The DEFS is the final authority on advice about which schools are in danger and the level of risk at the time. The Executive Director makes the final decision as to whether or not a planned closure of St Brigid's College is to proceed, based on DFES's advice.

2.2 During a Planned Closure

The Principal must stay informed of current fire danger rating and any fire activity by monitoring local media (local radio, especially the ABC, and television) and by regularly checking for updates with DFES.

2.3 Re-opening School

Parents need to know when the Catastrophic FDR has been downgraded and that it is therefore safe for their children to return to the college after a planned closure. The draft letter to parents (emergency contacts for Boarding students) contains advice on how parents can monitor the situation. The college will put communication plans in place, by notice on the college website, email, College App and SMS providing a number for parents to call for information about the reopening of the college. Parents who have alerted the college that they do not have internet access or who have diverse needs (e.g. multicultural, special needs) will be provided with information via phone.

3. Bushfire

In the event of a bushfire threatening the college, the college will notify DFES and the **Bushfire Plan** will be invoked by way of the Lockdown alarm (Bong...Bong...Bong). (Refer to Emergency Management Plans and Procedures 2015 attached).

3.1. Bushfire- Watch community

During a bushfire, Emergency Services provide as much information as possible through a number of different channels. There are three levels of warning, **ADVICE**, **WATCH AND ACT** and **EMERGENCY WARNING**. These change to reflect the increasing risk to life and the decreasing amount of time you have until the fire arrives.

If the College is likely to be threatened by fire, the Emergency and Critical Incident Management Plan will be activated immediately.

If the college is likely to be threatened by the fire, the college will activate the Emergency Management Plan immediately. The Chief Warden (Director of Business) will notify DFES Communication Centre of the decision and relocation point.

3.1.1 Advice

An **ADVICE** provides you with information on a bushfire that is not threatening lives or property but may be causing smoke near the college. Turn off evaporative air conditioners. Regular checks of the college will be undertaken paying special attention to the evaporative air conditioners.

3.1.2 Watch and Act

A **WATCH AND ACT** message tells you the fire conditions are changing and there is a possible threat to lives and the college. The Chief Warden decision to evacuate or relocate students, staff and visitors off site will be based upon assessment of known information and current circumstances, including advice from Emergency Services or observations at the time of the event..

The direction to evacuate by the Emergency Services Incident Controller will consider the location of the bushfire, the ability to travel safely to the selected evacuation point and the safest route to get there. In some circumstances, it may not be safe to evacuate.

3.1.3 Emergency Warning

An **EMERGENCY WARNING** is the highest level of warning and tells you of **immediate** danger. In some circumstances it may start with a siren sound called the Standard Emergency Warning Signal (SEWS) to get your attention as the fire is about to arrive. SEWS is a distinctive sound that is broadcast immediately prior to major emergency announcements on radio, television and other communication systems. SEWS tells people 'you need to listen- there is an emergency in your area and you need to take action now'. It is used like a siren and is strictly controlled for use by an authorised hazard management agency only.

The College will activate their Bushfire Plan in regards to evacuation. Consideration will include; location of fire and ability to travel safely to the selected relocation point, the Chief Warden will notify DFES Communication Centre of the decision and relocation point. The Principal will liaise with the School Improvement Advisor. **If it is not safe to evacuate, direct all students, staff and visitors to the school's Safer Location.**

3.1.4 All Clear

An **ALL CLEAR** is issued when the threat has passed and the fire is under control. Fire fighters will be working to put out the last remnants of the fire and making the area safe, so it is important to remain vigilant in case the situation changes. It may still not be safe to leave the college to return home. Emergency services will advise when it is safe to return home.

DFES Advice, Watch and Act, Emergency Warning **insert**

DRAFT

3.2. Bushfire- Act

3.2.1 Response when a bushfire starts and the school is open

3.2.1.1 Bushfire Evacuation Procedure (activate the St Brigid's College Emergency Management Plans and Procedures 2015)

Evacuate off-site on advice from DFES.

- All classes remain with their teachers and allocated education assistants.
- All other staff and visitors report to the Front Office.
- Teachers account for each child and identify students and support staff with known respiratory conditions.
- Doors, roof vents and windows must be closed and **evaporative air coolers turned off**. Students and staff are to remain in classrooms unless directed otherwise by their fire warden.
- Students and staff are to remain in classroom unless directed otherwise by their fire warden.
- Fire wardens are designated to manage evacuation routes, liaise with staff.
- The Chief Warden and fire wardens, will control this response until the arrival of DFES or emergency services who will then take over.
- Students and adults with known respiratory conditions will be identified and given special consideration.

Parent Access

Parents (emergency contacts for Boarding students) will be informed when and where to pick up students up on advice from the college or through DFES.

3.2.1.2 Safer Location Procedure – if evacuation is not possible (activate the St Brigid's College Emergency Management Plans and Procedures 2015)

Remain on site on advice from DFES.

- All classes remain with their teachers and allocated education assistants.
- All other staff and visitors report to the Front Office.
- Teachers account for each child and identify students and support staff with known respiratory conditions.
- Doors, roof vents and windows must be closed and **evaporative air coolers turned off**. Students and staff are to remain in classrooms unless directed otherwise by their fire warden.
- Fire wardens are designated to manage evacuation routes and liaise with staff.
- The Chief Warden 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.

Parent Access

Parents advised **NOT** to pick up students and to monitor local media for specific access information.

3.2.2 Response when a bushfire starts and the school is closed

If the Executive Director makes a decision on the college closure based upon advice from Emergency Services the School Improvement Advisor will inform the Principal of closure.

The Principal will notify staff and parents using the emergency contact list (see Appendix 4 for a Communication Plan) of Closure.

The Executive Director will, in consultation with the Principal identify alternative accommodation of students and staff if required. The CEOWA Media Unit will utilise media outlets to make public announcements of school closures, temporary alternative accommodation and contact number(s) for further information.

The Executive Director in consultation with DFES will inform the School Improvement Advisor when the school can reopen, who will inform the Principal accordingly.

3.2.3 Recovery

The priorities for the college during recovery are

1. Health and Safety of individuals;
2. Social Recovery;
3. Physical (Structural) Recovery.

General

- When possible, return to normal routine.
- Attend to staff and student welfare, considering counselling support.
- Relocate to alternative accommodation if necessary.
- The Principal will provide information for families and the community of any impact (including if there is none) on the college and school routine following the bushfire.
- Undertake a check of any equipment or stock used and arrange replacement/replenishment.
- Address any physical damage to the college, isolating areas if required and if necessary relocate to alternative accommodation. The CEOWA and MEL is to be advised of any damage caused by the bushfire.
- Attend to security if necessary (contact High Standard Security on 9440 4666)
- Manage Administrative details including insurance.

Debrief

- 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 schools.
- Test the revised bushfire management plan and procedures.

For further details and contacts refer to the Recovery Section of the *Emergency and Critical Incident Management Plan* and *The Principal's Guide to Bushfire*.

APPENDICIES

1. COMPLIANCE: Bushfire Preparation Checklist

 ST. BRIGID'S COLLEGE		Bushfire Preparation Check List for the Summer Months
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Principals should be thoroughly familiar with their current plans for dealing with bushfires.

All staff members should be aware of their responsibilities in accordance with the plans.

MANAGEMENT ACTIVITIES

Tick when task has been completed, or write NA if not applicable

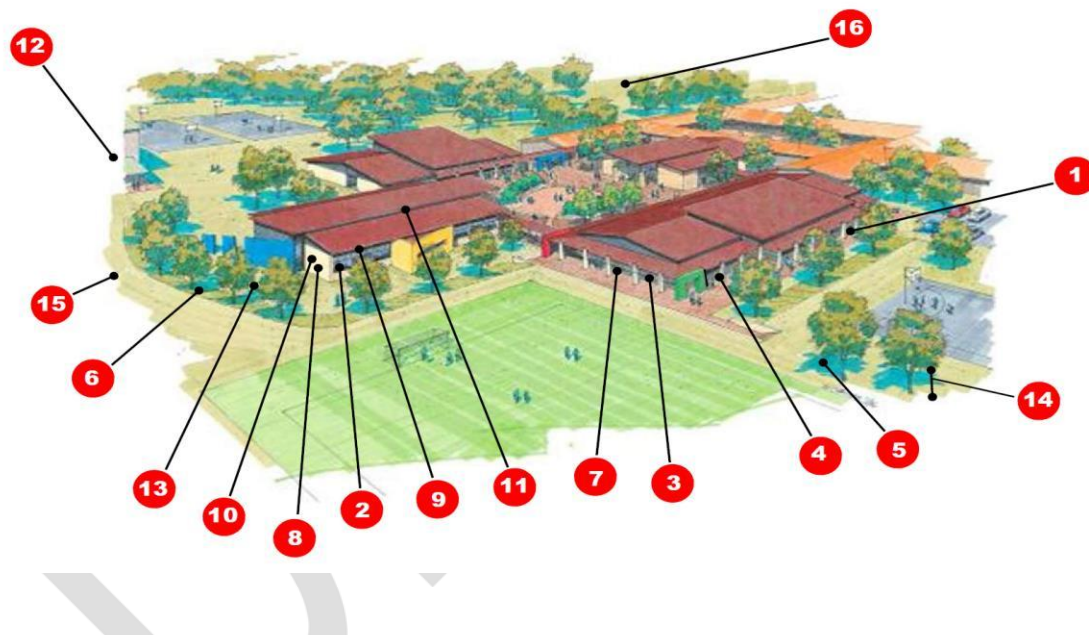
Evidence

The School <i>Emergency and Critical Incident Management Plan</i> includes a separate plan for dealing with bushfires.	✓	M:\Staff Handbook\Emergency Management\Bushfire Management Plan.pdf
Principal is thoroughly familiar with their current Emergency and Critical Incident Management plan and their stand-alone bushfire plan.	✓	Plan reviewed 28.11.16
- Students, staff, relief staff and parents/carers have been made aware of the school bushfire plan. - The bushfire plan must be reviewed prior to each bushfire season (Term 3) and a copy forwarded to CEOWA.	✓	Letter to parent included in new student pack and available on college website, M:\Staff Handbook\Emergency Management\Bushfire Management Plan.pdf
The principal (or a nominated staff member) has established contact with emergency services, including DFES, the local volunteer fire brigade, WA Police, your Local Emergency Management Committee (LEMC) or Community Emergency Services Manager (CESM) and incorporated their feedback into the plans (as required) .	✓	Mark Leach Audit Fire and Emergency
Refer to Emergency Alert warning system (www.emergencyalert.gov.au/) Emergency Services must be informed of your nominated Safer Location as part of your <i>Emergency Critical Incident Management Plan</i> procedures.	✓	Safer location opposite College at Church unless advised otherwise by DFES
Incorporate key bushfire messages into the curriculum.	✓	Bushfire information provided to Teaching staff and students. Student diaries have Emergency Evacuation plans included
Evaporative air conditioners – awareness of location of the switches and how to switch off the units.	✓	Property & Works/ Director of Business have access to main Systems to shutdown.
Communication plans (include telephone tree – see Appendix 6) are in place for evacuation or planned closure.	✓	

Practice evacuation drills prior to October and at least once per term during the bushfire season, October to March. Note this is a minimum three drills per year.		
College has a correctly functioning emergency warning or alert system.	✓	Tested T2 beak 2016
Emergency communications equipment is available e.g. mobile telephones, hand-operated fire alarm (portable siren), and spare batteries.	✓	Checked T3 break 2016
Class rolls and visitor register (or equivalent) are readily accessible in an emergency to account for students, staff and visitors.	✓	Student Reception have student and staff register and College reception has visitor sign in/sign out registers
First aid equipment is available and staff members trained in first aid have been identified.	✓	Prepared and checked by College Nurse
Evacuation kit should be checked at least once per term.	✓	Checked by Mark Leach, Audit Fire & Emergency
Arrangements are in place in relation to school buses (notification of contractors if pre-emptive closure is invoked; availability of buses if off-site evacuation is required)	✓	Bus Companies advised by Director of Business
Procedures are in place to restrict use of machinery (e.g. angle grinders, mowers, and machinery with internal combustion engines) in close proximity to bushfire fuels where they may start a fire on severe fire danger days.	✓	Property and Works Manager advised and provided with the Bushfire Emergency Plan
A Safer Location within the school building should be identified and prepared in the event that an off-site evacuation is not possible.	✓	College Gym
BPZ (20 metre radius), cleared of all rubbish, long dry grass, bark and flammable materials.	✓	College surrounded mostly by paving, Property & Works Manager advised of requirements

Asset Protection Zone

1. Do not pile wood against or near school buildings.
2. If possible, place metal flywire mesh on all windows or vents to keep sparks and embers out.
3. If possible, block any gaps under floor spaces, in the roof space, under eaves, external vents, skylights, evaporative air conditioners, chimneys and wall cladding.
4. Create and maintain a minimum two metre gap between school buildings and tree branches. Shrubs should be a minimum of three times the height (at maturity) of the shrub away from the building.
5. Rake up leaf litter and twigs under trees.
6. Remove shrubs and small trees under and between larger trees.
7. Keep garden mulch away from buildings and grass is kept short.
8. If possible ensure all gaps in external wall claddings are sealed.
9. Keep roof gutters and valleys clear of leaves and bark.
10. Keep LP gas cylinders secured and on the side of the school furthest away from the likely direction of bushfires (where bush is) and placed so they vent away from the building.



11. If possible block any gaps in the roof space.
12. Remove flammable materials and store them away from school buildings.
13. Create an Asset Protection Zone (20 metre radius) around each building. This area needs to be cleared of all rubbish, long dry grass, bark and material that may catch fire.
14. Prune lower branches (up to two metres off the ground) to stop a ground fire spreading into the canopy of the trees.
15. Make sure you meet your local government's firebreak requirements.
16. Cut long grass and dense scrub.
17. Clear obstacles and trees from driveways and access points.

1.1 Bushfire Management Plan

Objective of this Plan

This main objective of this plan is to provide effective and efficient approaches to bushfire risk management in order to achieve a suitable level of residual risk. This involves systematically identifying and eliminating the weakest points to mitigate the risk of bushfire to St Brigid's staff and those in their charge.

Note: CSIRO research shows that the majority of houses lost in bushfires survive the passage of the fire front and burn down during the following few hours due to lower intensity fire spreading from ignition by burning debris (ember attack). All gaps of more than 2 mm in any building envelope are considered potential points for Ember entry (Standards Australia 2009).

Mitigate the risk posed by embers accumulating on or against the building envelope from igniting the buildings.

A bushfire would attack the property in the same three ways that a bushfire spreads:

1. Embers and burning debris carried by the wind.
2. Radiant heat from the fire or nearby burning structures/vegetation.
3. Flames directly touching the building.

This can be achieved by a variety of means including:

At all buildings

- Ensuring all combustible objects (ie. door mats, cardboard boxes, etc) are removed from verandas and adjacent to any building cladding on days declared very high – catastrophic Fire Danger.
- Remove flammable mulch to a minimum gap of 2 metres from perimeters of all buildings.

Managing vegetation in the safety Building has three main purposes:

1. To reduce direct flame contact and radiant heat from igniting the buildings during the passage of a fire front.
2. To reduce ember attack and provide a safer space for occupants in the buildings before, during and after the fire front.
3. To help the school buildings survive the passage of the fire front and provide occupants with a safe place to shelter during this time.

Implementing and maintaining the following program within

the safety Building (minimum 20 metres surrounding each building):

- Remove 50% of over storey trees and 50% of the shrubs and provide physical gaps between them.
- Clear and maintain low levels of fine fuels (ie. by removing fuels such as leaves, twigs, branches and keeping grass and other ground vegetation under 5cm in height.
- Prune all branches that are within three metres of the ground.
- Remove fine fuels on verandahs, decks and against building perimeters.
- Trim or remove trees so that they are not overhanging any buildings.
- Maintain a minimum gap of two metres between trees and buildings.

Response if the college is OPEN when a Bushfire Starts

TAKE ACTION

Tick when task has been completed or write NA if not applicable		Evidence
If you notice a bushfire before receiving official advice, call triple zero (000) to report the fire.		
If the college is likely to be threatened by the fire, activate the <i>Emergency and Critical Incident Management Plan</i> immediately.		
All staff members are ready to activate in accordance with their responsibilities in the plans.		
The Chief Warden or school emergency liaison officer has made contact with the controlling agency to seek advice, as a fire has started.		
Evaporative air conditioners have been turned off, roof vents and doors are closed.		
Chief Warden and Deputy Warden to patrol the college to undertake regular checks of bushfire activity, paying special attention to the evaporative air conditioners.		
Communication plans (include telephone tree attached) are ready for activation for directed evacuation.		
Emergency contact list for parents, staff, other agencies etc. is on hand and ready to use.		
College emergency warning or alert system is ready to be sounded – ICT department has been advised.		
Emergency communications equipment is ready for use (e.g. mobile telephones, hand-operated fire alarm (portable siren), portable radios and spare batteries).		
Evacuation kit is to hand and ready to use.		
Class rolls and visitor register are to hand and ready to use (part of evacuation kit).		
First aid equipment is ready to use and staff members trained in first aid have been activated.		
The Safer Location is ready for use.		
Buses are on standby if off-site evacuation is required.		
Mobile telephones are ready and batteries are charged.		

Response if the college is OPEN when a Bushfire Starts

RESPONSE

Tick when task has been completed or write NA if not applicable	Evidence
If you notice a bushfire before receiving official advice, call triple zero (000) to report the fire.	
If the college is likely to be threatened by the fire, activate the <i>Emergency and Critical Incident Management Plan</i> immediately.	
Turn off evaporative air conditioners. Close roof vents. Undertake regular patrols/checks of college for bushfire activity, paying special attention to the evaporative air conditioners.	
College to inform the School Improvement Advisor of the situation.	
If ADVICE stage warning issued by Emergency Services or received by Principal from School Improvement Advisor:	
Situation assessed by Principal and Chief Warden	
Information sought on level of threat from controlling agency website or information line (if DFES on 13 DFES (13 33 37) or www.dfes.wa.gov.au)	
Assistance sought from School Improvement Advisor on availability of resources to evacuate students and staff off-site, if directed by the controlling agency	
- Monitor controlling agency website or information line for change in level warning (if DFES on 13 DFES (13 33 37) or www.dfes.wa.gov.au); - Assign a member of staff to monitor local radio, TV and websites for bushfire or weather alerts	Ongoing
Class rolls checked to confirm absentees and visitor register checked for visitors currently at the college	
Mobile telephones charged	
Emergency contacts list for parents, guardians, staff, other agencies etc accessed	
Evacuation kit accessed	
Confirm readiness of Safer Location	
If bushfire warning is/upgraded to (WATCH AND ACT stage) or (EMERGENCY WARNING stage) :	
Update sought from controlling agency website or	Ongoing

information line (if DFES on 13 DFES (13 33 37) or www.dfes.wa.gov.au).		
Determine the Emergency Services contact point and send college emergency liaison officer to Incident Control Point, if requested		
Seek instructions from the Emergency Services Incident Controller (managing the fire) or delegate as to action to take		Ongoing
Follow the advice of the Emergency Services Incident Controller or delegate to move to the pre-determined Safer Location or evacuate. (The decision to evacuate by the Emergency Services Incident Controller will consider the location of the bushfire, the ability to travel safely to the selected evacuation point and the safest route to get there. In some circumstances it may not be safe to evacuate)		
If/when directed and it is safe to do so, move students, staff and visitors, to the pre-determined Safer Location or on to buses to evacuate		
Check class roll and visitor register after moving or evacuating staff, students and visitors, and advise Emergency Services Incident Controller if anyone is missing		
Update Emergency Services Incident Controller or delegate on location of students, staff and visitors		
Liaise with Principal School Advisor regarding instructions of the controlling agency and college action		

Response if the college is CLOSED when a Bushfire Starts RESPONSE

Tick when task has been completed or write NA if not applicable		Evidence
If college is to remain closed:		
Principal School Advisor will liaise with the Director of Catholic Education to determine the contact point and seek instructions from the Emergency Services Incident Controller or delegate (managing the fire emergency) as to action to take		Ongoing
Follow the direction of the Emergency Services Incident Controller or delegate, who will advise if the college should remain closed		
Principal School Advisor to inform Principal if college is to remain closed		
Principal to notify staff and parents using emergency contact list of school closure (part of evacuation kit)		
Director of Catholic Education to identify temporary alternative accommodation and contact number for further information		
When the college is to re-open		
Follow the direction of the Emergency Services Incident Controller or delegate, who will advise when the college can re-open		
The controlling agency will inform the Director of Catholic Education when the college can re-open		
The Principal School Advisor will inform the Principal when the college can re-open		
Principal will notify staff and parents using emergency contact list of school re-opening (part of evacuation kit)		
CEWA Media Unit notified to utilise media outlets to make public announcements of school re-opening by the Principal Schools Advisor		

In advance of Declaration of Pre-emptive Closure

Tick when task has been completed or write NA if not applicable		Evidence
Principal familiar with college Emergency and Critical Incident Management Plan and the College Bushfire Plan.		
Stay informed of current fire danger ratings or fire activity (local media – television and radio, especially ABC Local Radio; 13 DFES (13 33 37) or www.dfes.wa.gov.au)		Ongoing
Staff members aware of their responsibilities in accordance with the plan, including that they are not to be on school sites during a day which has been declared a Catastrophic FDR		
Staff aware media enquiries are to be directed to Catholic Education Office Media Unit.		
Stand-down and leave arrangements discussed with staff		
Two staff members (usually Principal and Director of Business) identified to be at the college from 8.00am to 10.00am on the day of Catastrophic FDR to communicate the college closure to the community (these people should only attend if it is safe to do so, roads are open and a fire has not started at the time).		
Contact lists for staff and parents are up to date		
College community informed that the college is on the Bushfire Zone Register		
Letter to parents and memo to staff advising of planned closure prepared (see templates)		
Approved planned closure signage laminated ready for placement on external school access points.		
Communication plan established, including telephone tree to notify school community of pre-emptive closure where lead time is too short for notification by letter.		
College Action Plan includes mechanisms for advising the following of planned closure:		
Schools in close proximity and/or siblings of your students		
Parents, including making provision for parents from diverse backgrounds (e.g. multicultural, special needs)		
Any staff, including part-time staff, students, volunteers and parents of students who are absent on the day of declaration or confirmation of planned closure		

• Visitors planning to visit the college on the day of planned closure		
• School Advisory Council and Parent Forum		
• Community hirers (including music tutors)		
• Contractors (bus contractors, grounds maintenance, cleaners)		
• Building construction workers (if applicable)		
Bushfire Preparation Checklist Actioned.		

Upon Declaration of Pre-emptive Closure

Tick when task has been completed or write NA if not applicable		Evidence
The bushfire plan is activated immediately upon declaration of pre-emptive closure		
All necessary people are informed:		
Schools in close proximity and/or with siblings of your students		
Parents/guardians, including making provision for parents from diverse backgrounds (e.g. multicultural, special needs)		
Any staff, including part-time staff, students, volunteers and parents of students who are absent today		
Visitors planning to visit the college on the day of planned closure		
School Advisory Council and Parent Forum		
Community hirers (including Music Tutors)		
School contractors (bus contractors, grounds maintenance, cleaners)		
Building construction workers		
Notice of Planned Temporary School Closure signs placed on the main notice board (at the front of the college), on main administration entrance doors and other entry/exit doors throughout the buildings, including kindergarten and pre-primary.		
Two staff members (Principal and Director of Business) who are to be at school from 8.00am to 10.00am on the day of the planned closure advised, attendance confirmed and reminded to secure the facility and activate the electronic security system when leaving the college at 10.00 am (ONLY IF SAFE TO DO SO).		
Principal Schools Advisor informed of actions taken		
Fire danger ratings or fire activity monitored (local media – television and radio, especially ABC Local Radio; 13 DFES (13 33 37) or www.dfes.wa.gov.au)		Ongoing
If plan to close is reversed, Notice of Planned Temporary School Closure signs removed from the main notice board (at the front of the college), on main administration entrance doors and other entry/exit doors throughout the buildings, including kindergarten and pre-primary		

Prior to Leaving before the Day of Closure

Tick when task has been completed or write NA if not applicable		Evidence
BUSHFIRE ALERT Notice of Temporary School Closure sign placed on the main notice board (at the front of the college), on main administration entrance doors and other entry/exit doors throughout the buildings, including kindergarten and pre-primary		
Notice of Temporary School Closure notice placed prominently on college website		
Turn off evaporative air conditioners. Close roof vents and doors.		
All money removed from the college premises.		
Expensive items of equipment secured.		
Data backed up and at least one copy (preferably two) taken off-site.		
All non-essential electrical equipment switched off (leave on server, router and alarms)		
College premises secured and security system activated		
College Security contacted (High Standard Security) prior to departure, to confirm that all security systems have been armed and the site secured.		
Principal School Advisor informed of actions taken		

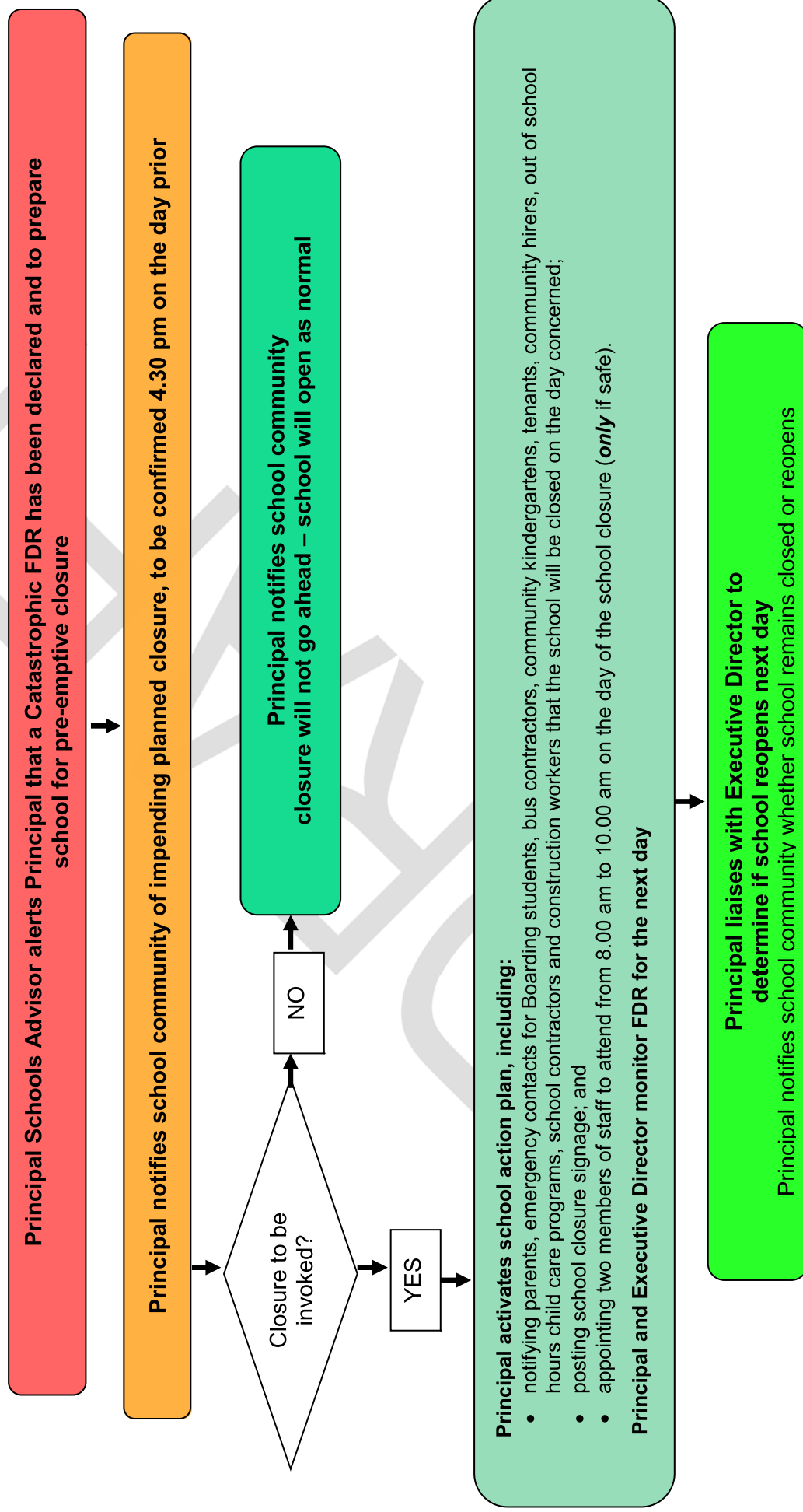
On the Day of Closure

Tick when task has been completed or write NA if not applicable		Evidence
Principal liaison with the Principal Schools Advisor to be maintained		Ongoing
Turn off evaporative air conditions. Close roof vents and doors		
Media enquires directed to the CEWA Media Unit		Ongoing
Fire danger ratings or fire activity monitored (local media – television and radio, especially ABC Local Radio, 13 DFES (13 33 37) or www.dfes.wa.gov.au)		Ongoing
When advised by the Director of Catholic Education either to re-open on the following day or to remain closed, all necessary people informed:		
Schools in close proximity and/or with siblings of your students		
Parents, including making provision for parents from diverse backgrounds (e.g. multicultural, special needs)		
Any staff, including part-time staff, students, volunteers and parents of students who are absent today		
Visitors who have been planning to visit the college on the day of closure		
College Advisory Council and Parent Forum		
Community Hirers (including Music Tutors)		
Contractors (bus contractors, grounds maintenance, cleaners)		
Building construction workers		
Notice of Temporary Closure notice on college website updated or revised to advise college re-opens tomorrow		
When college re-opens, BUSHFIRE ALERT Notice of Temporary School Closure signs removed from all doors and main notice board.		

Catastrophic Event Flow Chart

In the event of a catastrophic weather warning the **Bushfire Plan** will be invoked as per the following flow chart:

PRINCIPAL'S RESPONSE TO Catastrophic Fire Danger Rating



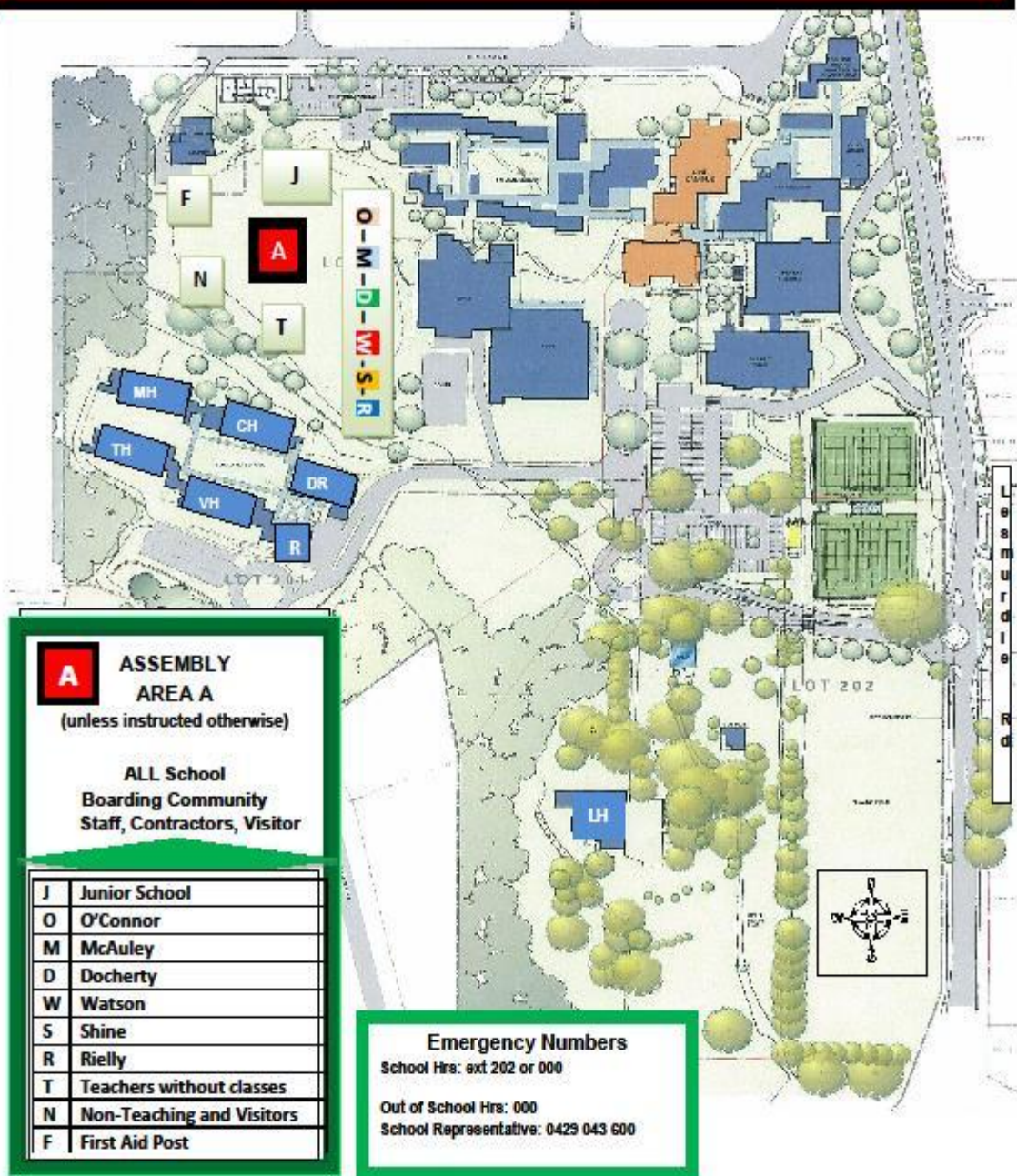
3. Bushfire Evacuation Plan

St Brigid's College

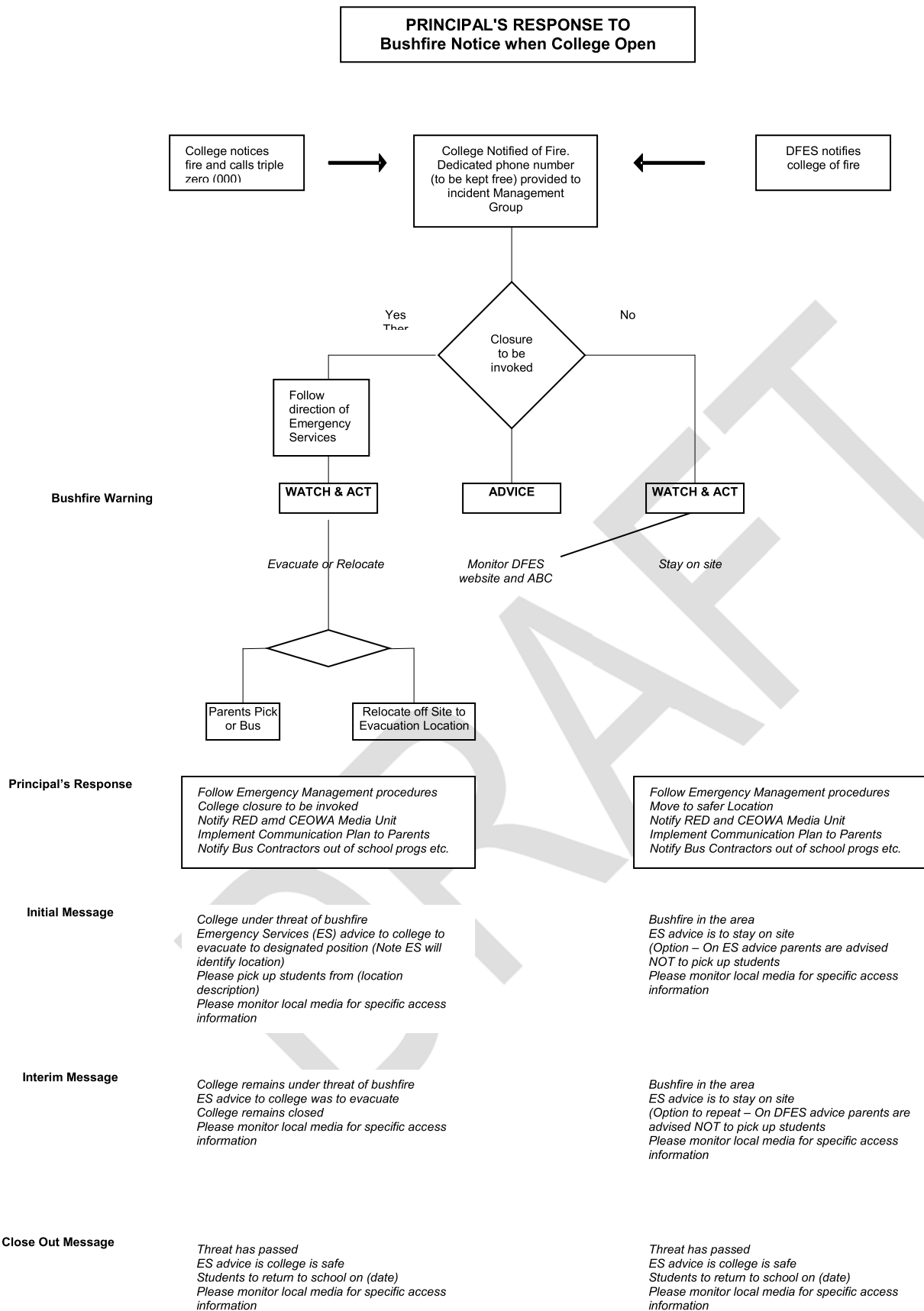
EVACUATION

ASSEMBLY MAP

- Evacuate the buildings on the sounding of the alarms.
- DO NOT re-enter buildings until the "All Clear" Announcement / Signal has been given.



4. Communication Plan



5. Emergency Response Contact List

Assess  Evacuate  Inform  Organise  Undertake

EMERGENCY CONTACT & PHONE NUMBERS		ROLES AND RESPONSIBILITIES	
Police	000 Local: 9359 1033	Evacuation: Chief Warden (Director of Business) Invacuation: Chief Warden (Director of Business)	Siren/Pause x 3 Whoop...Whoop...Whoop Siren/Pause x 3 Bong...Bong...Bong
Ambulance / Hospital	000 Swan District 9347 5244 Armada 9391 2000	Checking Rooms	Fire Wardens Refer Evacuation Muster Control Checklist #1 Refer Lockdown Checklist #2
Fire	000 Local: 9257 9999 or 9257 1666 Kalamunda Shire: 9257 9999	Marshalling Evacuation: Junior oval Invacuation: classrooms	Teachers - Teachers -
Bus Contractors	Bus West: 9256 3223 Paul's Bus Services: 0417 188 434		
Power Outage	131 351	Nurse	Cate Mitchell Judy Brand
State Emergency Service	132 500	Communication	Principal PA – Pauline Guerinoni
Poisons Information	131 126	Next of Kin Notification	Principal (Police if death)
EXECUTIVE DIRECTOR Tim McDonald PRINCIPAL SCHOOLS ADVISOR John Aldous	0427 476 384 0438 140 006	Reporting and Review	Principal
PRINCIPAL	Amelia Toffoli	9290 4201 Mobile: 0409 376 833	
DIRECTOR OF BUSINESS	Neil Grime	9290 4203 Mobile: 0417 897 718	

**In the case of an EMERGENCY
Call
000**

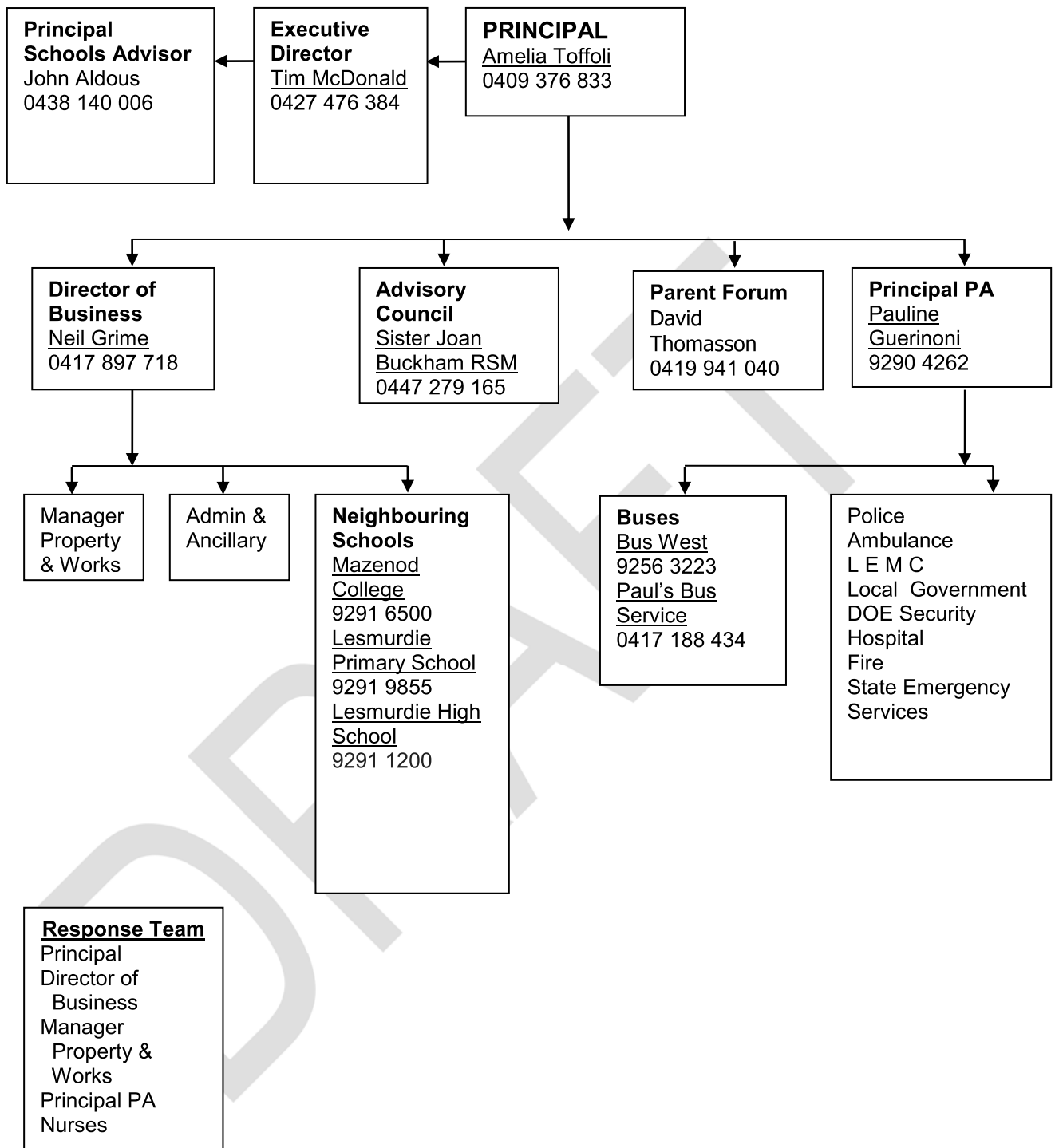
5.1 Additional Contacts

BOARDING COMMUNITY – EMERGENCY CONTACTS

BUILDING	WARDEN	CONTACT
VH	Veronica House - Housemother	0439 098 452 or ext 281
MH	Mercy House - Housemother	0407 198 181 or ext 284
TH	Teresa House - Housemother	0407 086 962 or ext 283
CH	Catherine House - Housemother	0409 294 037 or ext 282
LH	Lesmurdie House - Housemother	0438 071 932 or ext 285
PH	Paula House - Housemother	0407 981 145 or 9291 8904
RECEPTION	Boarding Receptionist	9290 4222

EMERGENCY SERVICE/HELPLINE	CONTACT NUMBER
Water	131 375
Electrical Faults	131 351
Gas Leak	131 352
Kalamunda Shire Office - (24 hour line that is diverted to on call staff)	9257 9999
Kalamunda Bush Fire Brigade Fire Station	9257 9999 or 9257 1666
Fire – Police – Ambulance	000
Police (Local - Forrestfield)	9359 1033
Medical- Hills Family Medical Practice 9/169 Railway Rd Gooseberry Hill. M-F 8.30 – 5.30 Sat 8.00 – 11.30	9454 5544
Hospital – SWAN DISTRICT HOSPITAL CAMPUS Eveline Road, Middle Swan WA 6056	9347 5244
Hospital – ARMADALE – KELMSCOTT MEMORIAL HOSPITAL 3056 Albany Highway, Mount Nasura WA 6112	9391 2000
State Emergency Services (SES)	132 500
National Security Hotline	1800 123 400
Poisons information Centre	131 126
Kids Helpline	1800 551 800
Lifeline	131 114
Child Abuse Services WA & Crisis Care	9223 1111
HSS - Security Control Room Monitor	1300 303 227
Static Security Guard Attendance	9324 4021
Electrician	0411 119 892 or 0420 908 014
Plumber (Oasis)	0428 941 467
Glazier (Premier Glass) paging service	9361 9736

6. Communication Tree



TEXT FOR SCHOOL NEWSLETTER

Bushfire Zone Register

St Brigid's College is committed to maximising the safety of its students and staff. The College has been added to the Bushfire Zone Register. Inclusion on this register means that, although highly unlikely, the college may be required to invoke pre-emptive closure on a day for which a Catastrophic Fire Danger Rating (FDR) has been declared for the Shire of Kalamunda. A Catastrophic FDR means that if a fire starts, it is likely to be uncontrollable, unpredictable and fast moving.

When given advance warning by the Department of Fire and Emergency Services (DFES) that a Catastrophic FDR has been forecast for a given day, the Executive Director of Catholic Education may direct the pre-emptive closure of St Brigid's College. If the college receives such a direction, you will be informed of the possible planned closure via the St Brigid's College APP and SMS. Please ensure the college has up to date email and phone contact details for you and your emergency contacts.

Please be assured that the welfare and safety of our students is our primary concern and the College would be following advice from DFES and the emergency services if this closure were to be actioned.

In the intervening period between the declaration of the pre-emptive closure and the day of planned closure, DFES will monitor weather patterns to keep the Director of Catholic Education informed of any change to the forecast for the declared day. The final decision to pre-emptively close the college will be confirmed by the Executive Director with the Principal no later than 4.30 pm on the day before the declared day. If the forecast changes after that deadline, the closure will stand, regardless of improvements to the weather conditions later in the afternoon of the day before the declared day or overnight. The intention is to limit confusion or uncertainty for parents.

Parents will be advised of the confirmation of closure, or its reversal, via updates on the College website, the College App and telephone SMS notification.

It is anticipated that the college will typically only be required to close for a single day at a time, but this will depend on the weather. You will receive an SMS to advise you whether the college will reopen the day after the planned closure, or whether it will remain closed. The college website will contain a notice to advise you of the current status of the college closure and when it is expected to reopen.

I ask that you monitor local media for current information about fire danger ratings and notification of schools reopening. Staying tuned to ABC Local Radio in your locality is advisable. You can also check with DFES on 13 DFES (13 33 37) or <http://www.dfes.wa.gov.au>. If any of the options listed above for finding out when to send your child back to school will prove problematic, please contact the college to arrange for us to phone you to advise you when the college will reopen.

Please contact the college on 9290 4200 if you have any questions about planned closures during the bushfire season.

Dr Amelia Toffoli
Principal

DRAFT LETTER TO PARENTS
ADVISING OF PRE-EMPTIVE CLOSURE

Dear Parent

Based on advice from the Department of Fire and Emergency Services (DFES), the Executive Director of Catholic Education has directed the temporary closure of St Brigid's College, on *<insert day, date>*, due to a Catastrophic Fire Danger Rating (FDR) for the Shire of Kalamunda. A Catastrophic FDR means that if a fire starts, it is likely to be uncontrollable, unpredictable and fast moving.

DFES will monitor weather patterns to keep the Director of Catholic Education informed of any change to the forecast for *<insert date>*. The final decision to pre-emptively close the school will be confirmed by the Executive Director of Catholic Education with me no later than 4.30 pm on *<insert date of the day before the declared day>*. If the forecast changes after that deadline, the closure will stand, regardless of improvements to the weather conditions on the afternoon of *<insert date of the day before the declared day>* or overnight. The intention is to limit confusion or uncertainty for parents.

You will be advised of the confirmation of closure, or its reversal, SMS notification. If your child is absent on that day, the college will phone you to advise whether the closure will go ahead as planned. Please ensure that we have up to date phone contact details for you.

It is anticipated that the college will only be required to close for a single day at a time, but this will depend on the weather. You will receive an SMS to advise you whether the college will reopen the day after the planned closure, or whether it will remain closed. The college website will contain a notice to advise you of the current status of the college closure and when it is expected to reopen.

I ask that you monitor local media for current information about fire danger ratings and notification of schools reopening. Staying tuned to ABC Local Radio in your locality is advisable. You can also check with DFES on 13 DFES (13 33 37) or www.dfes.wa.gov.au.

If any of the options listed above for finding out when to send your child back to school will prove problematic, please contact the college to arrange for us to phone you to advise you when the school will reopen.

Children may experience some anxiety as a result of this closure. You are encouraged to reassure your children of the safe environment we will provide for them on their return. We will be taking measures, consistent with advice from DFES, to make the college safe before children return.

While no formal education program is available during this time, children are encouraged to:

- continue unfinished work;
- undertake research;
- complete due assignments;
- review recent school work;
- play educational games; and
- read.

This precautionary measure will maximise children's safety.

Thank you for your cooperation.

Dr Amelia Toffoli

Principal

DRAFT

DRAFT MEMO TO STAFF
ADVISING OF PRE-EMPTIVE CLOSURE

NOTIFICATION OF TEMPORARY SCHOOL CLOSURE

MEMO TO STAFF

Based on advice from the Department of Fire and Emergency Services (DFES), the Executive Director of Catholic Education has directed the temporary closure of St Brigid's College, on *<insert day, date>*, due to a Catastrophic Fire Danger Rating (FDR) for the Shire of Kalamunda. A Catastrophic FDR means that if a fire starts, it is likely to be uncontrollable, unpredictable and fast moving.

DFES will monitor weather patterns to keep the Executive Director of Catholic Education informed of any change to the forecast for *<insert date>*. The final decision to pre-emptively close the school will be confirmed by the Executive Director of Catholic Education with me no later than 4.30 pm on *<insert date of the day before the declared day>*. If the forecast changes after that deadline, the closure will stand, regardless of improvements to the weather conditions on the afternoon of *<insert date of the day before the declared day>* or overnight. The intention is to limit confusion or uncertainty.

You will be advised of the confirmation of closure, or its reversal, by me on *<insert day and date of the day before the planned closure>*. If you are absent on that day, the school will phone you to advise whether the closure will go ahead as planned. Please ensure that we have up to date phone contact details for you.

It is anticipated that the school will only be required to close for a single day at a time, but this will depend on the weather. The school website will contain a notice to advise you of the current status of the school closure and when it is expected to reopen.

I ask that you monitor local media for current information about fire danger ratings and notification of schools reopening. Staying tuned to ABC Local Radio in your locality is advisable. You can also check with DFES on 13 DFES (13 33 37) or www.dfes.wa.gov.au. Alternatively you can call me on 0409 376 333.

During this period of closure you will be considered to be on duty and are to undertake professional duties from home (e.g. preparation, planning, assessment and reporting). Measures will be taken, consistent with the advice from DFES, to make sure the school is safe before you return.

This precautionary measure will maximise staff and student safety.

Thank you for your cooperation.

Dr Amelia Toffoli
Principal

NOTICE OF PLANNED TEMPORARY SCHOOL CLOSURE

Please be advised that as a result of a Catastrophic Fire Danger Rating for <day, date>, it is planned to temporarily close this school on that day.

The final decision to close the school will be confirmed by the Executive Director of Catholic Education with the Principal no later than 4.30 pm on <insert date of the day before the declared day>. If conditions have improved sufficiently by that time, the school will open as normal on <day, date>. If not, closure will go ahead.

For further information please contact College on 9290 4200.

Thank you for your cooperation.

Dr Amelia Toffoli
PRINCIPAL

DRAFT LETTER TO PARENTS
CONFIRMING PRE-EMPTIVE CLOSURE

Dear Parent

The planned pre-emptive closure of St Brigid's College on *<insert day, date of planned closure>* of which I advised you on *<insert date that initial letter was sent>* **will** go ahead as planned. The Catastrophic Fire Danger Rating for that day has not changed, so the safest option remains to close the college for the day.

It is anticipated that the college will only be required to close for the single day, but this will depend on the weather. You will receive an SMS to advise you whether the college will reopen the day after the planned closure, or whether it will remain closed. The college website will contain a notice to advise you of the current status of the college closure and when it is expected to reopen.

I ask that you monitor local media for current information about fire danger ratings and notification of schools reopening. Staying tuned to ABC Local Radio in your locality is advisable. You can also check with DFES on 13 DFES (13 33 37) or www.dfes.wa.gov.au. Alternatively you can call the college on 9290 4200.

Thank you for your patience and understanding as we work to make our college as safe as possible for your children.

Dr Amelia Toffoli
Principal

DRAFT LETTER TO PARENTS
REVERSING PRE-EMPTIVE CLOSURE

Dear Parent

The planned pre-emptive closure of St Brigid's College on *<insert day, date of planned closure>* of which I advised you on *<insert date that initial letter was sent>* will **not** go ahead. The Catastrophic Fire Danger Rating for that day has been downgraded. Accordingly, the school will open and operate as normal.

Thank you for your patience and understanding as we work to make our school as safe as possible for your children.

Dr Amelia Toffoli
Principal

BUSHFIRE ALERT

NOTICE OF TEMPORARY SCHOOL CLOSURE

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

The school will re-open on advice from DFES.

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

For further information please contact the college on 9290 4200.

Thank you for your cooperation.

Dr Amelia Toffoli
PRINCIPAL