PERTH WALDORF SCHOOL
Steiner Education

PARKERVILLE STEINER COLLEGE

Bibra Lake Campus

Bushfire Emergency Evacuation Plan

V15.7

(previously known as the Fire Management and Evacuation Policy and Procedures)

Bushfire Emergency Evacuation Plan (previously known as the Fire Management and Evacuation Policy & Procedures)	
Date first approved:	2013
Date of effect/ approved by Council	November 2021, June 2022
Date last amended:	May 2026
Date of next review:	May 2028 unless earlier review is required
Compliance interactions: and Internal Policy	Health & Safety policy Code of conduct
Area of the School /Scope	ALL
Delegated Policy Owner (Custodian)	Head of School
Supporting documents:	PWS Code of Conduct PWS Teacher's Handbook Induction materials for new staff
PWS Website:	Yes
Links:	www.dfes.wa.gov.au www.emergency.wa.gov.au
Legislation:	The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018) Australian Standard AS 3745:2010 Planning for emergencies in facilities Emergency Management Act 2005 Emergency Management Regulation 2006 School Education Act 1999, s159(1)(i) School Education Regulations 2000 Disability Discrimination Act 1992 Occupational Safety and Health Act 1984 Occupational Safety and Health Regulations 1996 Privacy Act 1988 Standards Australia AS/NZS ISO 31000:2009 Risk Management Guidelines
Circulation:	Faculty Heads Summary to Parents via newsletters, All staff (induction, handbook), website
Feedback:	pws@pws.wa.edu.au
Review/stakeholders:	Head of School (PWS)

The School Council oversees policies, each one of which is approved by the Council Chair.

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PURPOSE AND SCOPE

This Bushfire Emergency Evacuation Plan (BEEP) has been developed to outline the required actions to prepare Perth Waldorf School (the School) before the bushfire season and those immediate actions to be followed to achieve the orderly movement of people, as far as practicable, in the event of a bushfire emergency occurring and having the potential to adversely affect the School while the site is occupied. Parkerville Campus will operate under their own Bushfire Policy.

To achieve this aim, the BEEP outlines activities to be undertaken by staff and students at the different levels of a bushfire emergency:

- on days of Total Fire Ban (TFB)
- on days of 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 the site (known as the 'Recovery Phase').
- Follow-up and review procedures for after the Emergency event

The safety and wellbeing of students, staff and visitors is always the School's main priority.

This BEEP outlines procedures for **Evacuation** to enhance the protection of occupants from the threat of a bushfire, as well **as Sheltering-in-place** (remaining on site) if site evacuation is not possible. Although the preference is to Evacuate, the first stages for everyone present on school grounds will be to move to the Safer Building Locations while the details of the evacuation are confirmed.

The Primary Action to follow under normal bushfire conditions is to: **Move to the Safer Buildings** ☑

RESPONSIBILITY AND ROLES

Responsibility for compliance to this process lies with all school staff.

Responsibility for ensuring an annual process review and update lies with the Head of School. This is mandated to be done by 15th September each year. (To be calendar prompted)

Table 1: Roles and Responsibilities

Name of Person	Role	Tasks
Head of School	TASK 1 - CHIEF FIRE WARDEN	
Front Reception	TASK 2 - Reception & Absentee Management	Order buses, print roles, message parents
Business Management	TASK 3 - Sound Alarm & Back up Large Field Gate Control	Sound the alarm
High School	TASK 4 – Head of High School	Sweep and report all present
Primary School	TASK 5 – Head of Primary School	Sweep and report all present
Early Childhood	TASK 6 – Head of Early Childhood	Sweep and report all present
High School Admin	TASK 7 – HS, medication	Print attendance and bring HS medication

Grounds Support	TASK 8 - Large Field Gate Control	Ensure no vehicles enter besides DFES
FGM/Community Engagement	TASK 9 – Gwilliam Drive Gate Control and DFES support	Ensure no vehicles enter besides DFES
Maintenance	TASK 10 – Kindy Staff Gate Control	Ensure no vehicles enter besides DFES
First Aid	TASK 11 - First Aid Officer	Administer First Aid
Finance	TASK 12 – Class markers on field/ in Shelter locations and Closing Admin	Set up evacuation area
Executive Assistant	TASK 13 - SCRIBE	Take notes

FIRE INFORMATION AND CONTACT DETAILS

Table 2: Emergency Contact Details

The Emergency Number to dial for police, fire and ambulance is:

000

Phone the DFES Emergency Public Information Line on 13 33 37
Or online at www.emergency.wa.gov.au

Murdoch Fire Station:	**9313 8177**
Murdoch Police Station:	**9313 9000**
City of Cockburn Administration Centre	**9411 3444**
Main Roads WA (Road Closures)	**138 138**
DFES District Office	**9395 9202**

Visit the DFES Website: www.dfes.wa.gov.au

Or listen to regular radio updates, 15 minutes after the hour on ABC Radio if major bush fires threaten lives or property. Frequency: **720 AM**

The fire danger rating and weather forecast for Perth Waldorf School is best found at:
http://www.bom.gov.au/wa/forecasts/perth.shtml
Look under Perth forecast and Coastal Plain and/or recorded information line on 1300 659 210

BUSHFIRE PREPARATION AND AWARENESS

PREPAREDNESS

Preparation prior to and during the declared bushfire season is paramount to increasing the school and its occupants' chance of surviving a bushfire event. **Appendix 1** provides a list of bushfire preparations that should be carried out within the school prior to and during the bushfire season including:

- general housekeeping
- preparation of Safer Building Location (Williams Hall and Seekers Place)
- ongoing review of this BEEP and required training
- undertaking all required management measures from endorsed Bushfire Management,

(summarised in **Appendix 1** to ensure these requirements are also captured as part of the preparation tasks).

FIRE DANGER RATINGS

Fire Danger Ratings (FDRs) are issued by Department of Fire and Emergency Services (DFES) and indicate how dangerous a fire would be if one took hold on any particular day. An FDR of Catastrophic or Extreme means that a bushfire that starts is likely to be so intense that even well-prepared, well-constructed and actively defended homes may not survive. Under these conditions, DFES advice is to evacuate in the days or hours before a bushfire might threaten to increase the chances of survival.

Understanding the FDR categories and what they mean to the school will help administration to make decisions about what to do if a bushfire starts. The FDR is typically updated daily after 4pm.

EMERGENCY WARNINGS

During a bushfire, DFES will issue community alerts and warnings for bushfires that threaten lives and property. The following warnings may be issued:

- **Advice** – a fire has started but there is no known danger, this is general information to keep you informed and up to date with developments.
- **Watch and Act** - there is a possible threat to lives and homes. Conditions are changing, you need to leave the area or prepare to actively defend your home to protect you and your family.
- **Emergency Warning** - you are in danger as your area will be impacted by fire. You need to take immediate action to survive. Listen carefully as you will be advised whether you can leave the area or if you must shelter where you are as the fire burns through your area. An emergency warning may be supported with a siren sound called the Standard Emergency Warning Signal (SEWS). These factors should be reviewed on a regular basis as they may change at any time and without notice.
- **All Clear** - the danger has passed, and the fire is under control, but you need to remain vigilant in case the situation changes. It may still not be safe to return home.