



Department of
Education

Standalone Bushfire Plan 2020–2021 Balga Senior High School

Purpose

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

All staff, students, contractors and visitors on the school or facility site are to follow this completed plan in the event of a bushfire emergency. All other emergencies are to be managed in accordance with the school's *Emergency and critical incident management plan*.

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1 School details

School name (include name of co-located school or facilities if applicable)	Balga Senior High School
School address	2 Markham Way, Balga WA 6061
Number of students	605
Number of staff	111
Number of students requiring extra support if evacuating	6
Number of school sides bordered by bush	2
Names of major roads bordering school	Redcliffe Avenue, Markham Way, Newport Way
School's site-specific alert, for example: <ul style="list-style-type: none">• siren/pause x 3• continuous handbell• continuous siren or short whistle blasts	Siren & Code Red Alert

Plan prepared by (principal's name)	Mark Carton
Date prepared	10 September 2020

2 Emergency response contact list

Organisation	Details	Phone number / Website
Local police (eg name of nearest police station)	Mirrabooka Police	9345 9000
Local hospital (eg name of nearest hospital or medical emergency facility)	Joondalup Hospital	9400 9400
Local fire brigade (eg name of nearest fire station)	Malaga Fire Station	9249 6444
Bus contractors (ready for pre-emptive closure or offsite evacuation)	Not Applicable	
Electricity provider - in the case of a power outage (eg Horizon Power or Western Power)	Western Power	13 13 51
State emergency service (if known)	DFES Emergency Assistance	13 25 00
Poisons information (where relevant)	WA Poisons Information Centre	13 11 26
Regional Executive Director – contact name	Jim Webb	0434 325 649

Dial 000 in an EMERGENCY

2.1 Other important emergency sources

1) [Emergency WA website](https://www.emergency.wa.gov.au/) - <https://www.emergency.wa.gov.au/>

2) Department of Fire and Emergency Services

Information line – 13 33 37

Twitter - https://twitter.com/dfes_wa

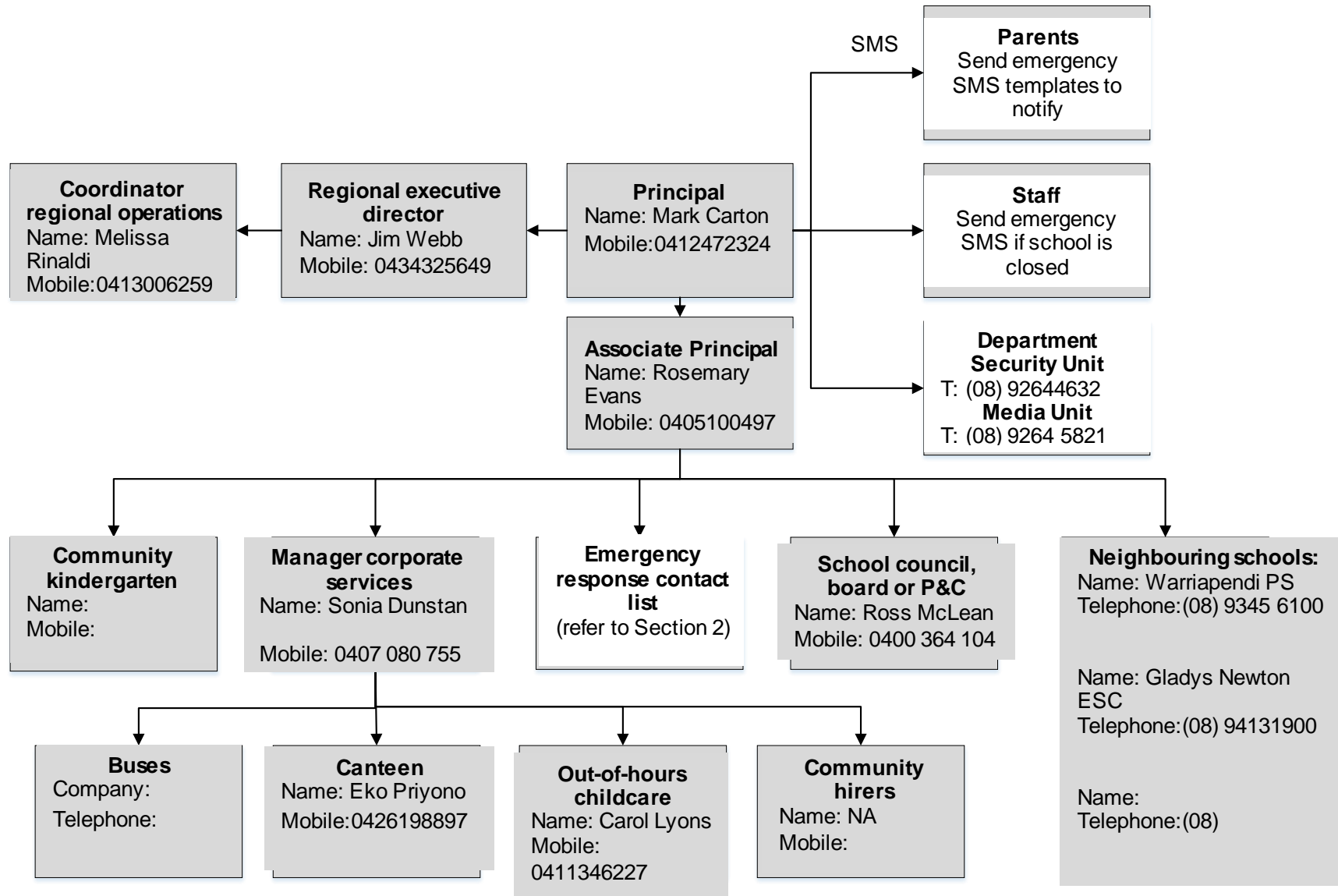
3) Local radio

- [ABC Emergency WA](#)
- ABC local radio
- 6PR

3 Incident management team

Position	Staff Name	Duties	Mobile number
Principal	Mark Carton	Incident Manager	0412 472 324
Deputy principal	Rosemary Evans Hayley McGill Norbert Samuels	Assume duties as per Emergency Evacuation Plan	0405 100 497 0422 971 417 0403 029 881
Manager corporate services	Sonia Dunstan	Assume duties as per Emergency Evacuation Plan	0407 080 755
OSH Rep	Sally Parcej	Assume duties as per Emergency Evacuation Plan	0450 013 367
Accredited first aid officers	Ros Playforth	Administer First Aid as required	0438 012 916
Facilities Coordinator and OSH Rep	Mike Leadbitter	Assume duties as per Emergency Evacuation Plan	0436 699 230

4 Bushfire response telephone tree



5 Emergency equipment

Equipment	Details (include location/s, date checked and any other comments)
Evacuation kit	Administration and located with Fire Wardens Checked 20/07/2020
First aid kit(s)	A14 Nurse's Room B2 IEC Deputy Office B16 Senior School Office, N6 Music Room N10 Gym Office, R29 Food Technology Office, R32 Downstairs Art Room R35 Metal Work R36 Wood Work, Science Block Store Room R14 LS Staff Office, R16 Staff Office, R5 LS Prog Manager's Office, M1 Pastoral Care Office, A7 Storeroom at Main Reception, No first aid kit at front office any longer. Family Childcare Centre Buses have first aid kits.
Emergency warning or alert system, eg: <ul style="list-style-type: none"> mobile telephones (charged) hand-operated fire alarm (portable siren) portable radios spare batteries 	Mobile Phones always on hand and charged PA system for warnings Portable radios always on hand and charged Spare batteries available
Emergency communications equipment	Each Warden has megaphone and a portable radio
Registers for: <ul style="list-style-type: none"> students staff visitors 	Student Services MCS MCS

6 Bushfire preparation checklist

Management activities	☑ or NA	Evidence
The annual review of the <i>Standalone bushfire plan</i> has been completed before the start of bushfire season.		25/9/20
<p>Consulted and received advice in preparing your <i>Standalone bushfire plan</i> from any of the below (as relevant):</p> <ul style="list-style-type: none"> • local Emergency Services • Department of Fire and Emergency Services • Department of Biodiversity, Conservation and Attractions – Parks and Wildlife Service • local volunteer fire brigade • WA Police Force • local government local emergency management committee or local government representative • community emergency services manager if there is one for the area. 	NA ✓ NA ✓ NA NA NA	
<p>Staff have been made aware of the <i>Standalone bushfire plan</i> through:</p> <ul style="list-style-type: none"> • staff meetings • staff bushfire induction session that includes: <ul style="list-style-type: none"> ○ an overview of the <i>Standalone bushfire plan</i> ○ how to turn off evaporative air conditioner units, the location of switches ○ how to close roof vents ○ the types of Bushfire Warnings issued by the Department of Fire and Emergency Services and the Emergency Alert telephone warning system ○ to direct bushfire media enquiries to the Department's media unit (08) 9264 5821. 	✓	20/7/2020 Next scheduled : 12/10/2020
<p>Students and parents or carers have been made aware of the <i>Standalone bushfire plan</i> through:</p> <ul style="list-style-type: none"> • key bushfire safety messages incorporated into the curriculum • newsletters • school information booklet (include actions and procedures) • school website 	✓	Facebook Balga SHS Website B Balga SHS website
Communication plans are in place:	✓	20/07/2020

<ul style="list-style-type: none"> • 'emergency response contact list' completed (refer to section 2) • 'bushfire response telephone tree' completed (refer to section 4) • communication templates for sample emergency text message, newsletter content and school notice text are complete (refer to Appendix D) <p>Note: Contact lists for staff and parents must be current.</p>		
<p>Emergency equipment available and checked (as listed in section 5):</p> <ul style="list-style-type: none"> • evacuation kit checked at least once per term • emergency warning or alert system works • emergency communications equipment available • first aid kit(s) available • registers for students, staff and visitors readily accessible for roll call 	✓	20/07/2020
<p>Evacuation drills practised to your onsite 'safer building location(s)':</p> <ul style="list-style-type: none"> • before the start of the bushfire season • at least once per term during the bushfire season. <p>Note: You must do at least three drills per year.</p>	✓	20/07/2020
<p>Identified your onsite 'safer building location(s)' and:</p> <ul style="list-style-type: none"> • shown in your school site plan in <i>section 7.1</i> • regularly checked for readiness • informed local emergency services of location(s) • listed in the <i>Emergency and critical incident management plan</i> <p>Note: For further information, refer to section 4.2 in <i>Principal's guide</i>.</p>	✓	<p>Safer Building Location school gymnasium</p> <p>Bushfire action plan map – onsite safer building location(s) – section 7.1</p>
<p>Two or more suitable offsite evacuation locations have been identified in case one of the offsite locations is under threat from the bushfire.</p> <p>Local government authority has provided written or email approval on the use of these offsite locations.</p> <p>Note: For further information, refer section 4.3 in the <i>Principal's guide</i>.</p>	✓	<p>Offsite Evacuation Locations: Primary site: Warriapendi Primary School Oval Secondary site: Open Space 26 Newport Way</p> <p>Bushfire action plan map – offsite locations – Appendix section 7.2</p>

<p>Checked the asset protection zone, which is a minimum distance of 20 meters surrounding the school is:</p> <ul style="list-style-type: none"> • clear of all rubbish, long dry grass, bark, flammable and combustible materials, including leaf litter and unused piles of mulch • maintained routinely throughout the year <p>Note: For further information, refer to section 4.3 in the <i>Principal's guide</i>.</p>	✓	Department inspections and follow up completed
<p>Checked the fuel load management (the clearing of dry grass, leaves, twigs, dead vegetation and dead bark) within the hazard separation zone (extending 80 meters from the outer edge of the asset protection zone) has reduced:</p> <ul style="list-style-type: none"> • the likelihood of crown fires developing close to buildings • spot fire ignition potential within the zone 	✓	Department inspections and follow up completed
<p>Made sure that the use of machinery (such as angle grinders, mowers or machines with internal combustion engines) are restricted on severe fire danger days.</p> <p>Make sure that the use of any machinery or power tools that can generate sparks on <i>total fire ban</i> days are not permitted.</p> <p>Note:</p> <ul style="list-style-type: none"> • Any 'hot works' including welding and grinding or the operation of plant, equipment or machinery in bushland areas, can potentially ignite vegetation and cause bushfires. • Refer to the <i>Principal's guide to bushfire – 'Terminology'</i> (section 13 of the guide) 	✓	Emails to staff. Advice display on walls in appropriate areas.

7 Bushfire action plan maps

7.1 Onsite 'safer building location(s)'



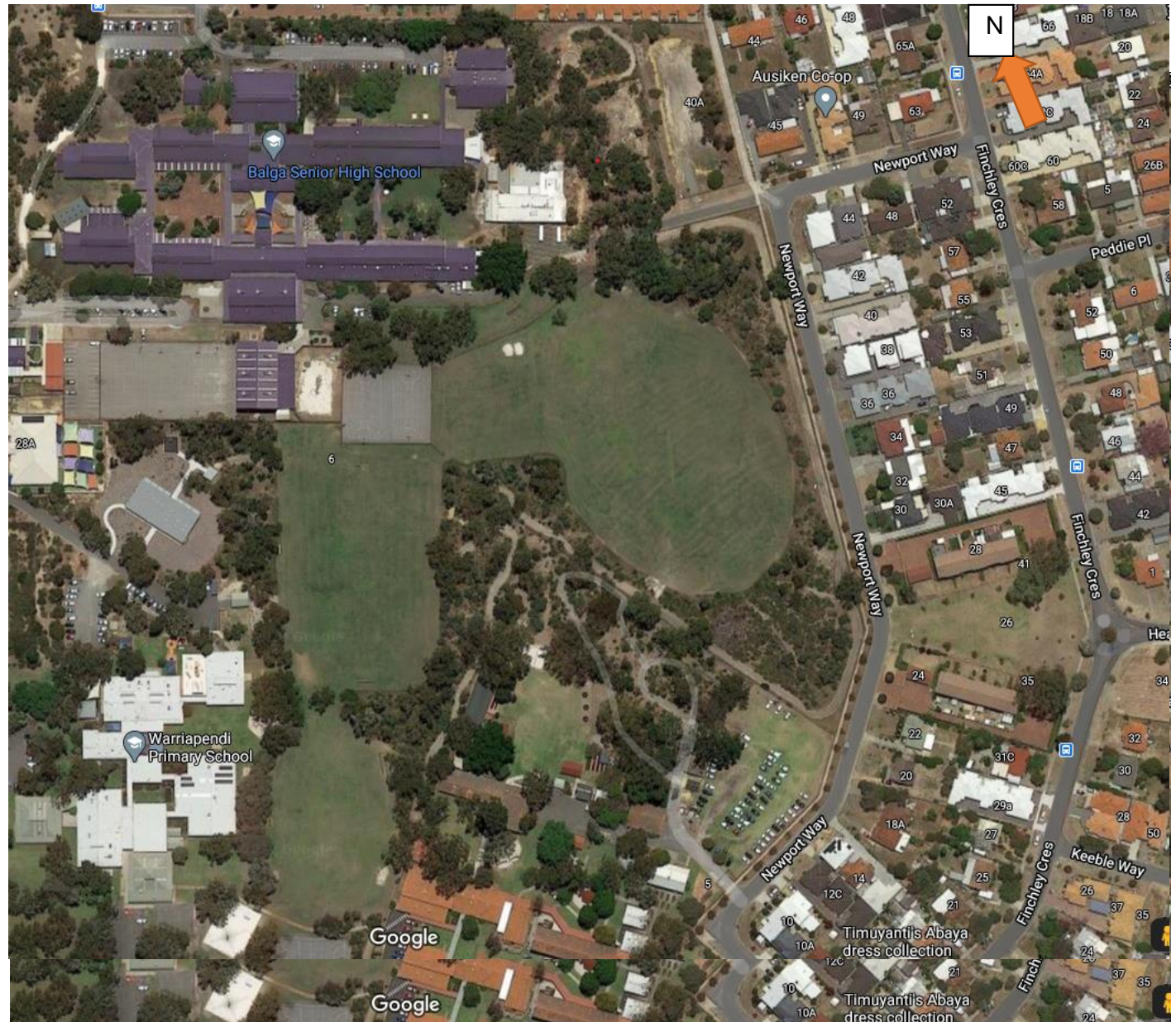
7.2 Offsite Evacuation Location Map

Emergency Dial: 000

Assembly Point:
Netball Courts

Primary Evacuation Site:
Warriapendi Primary School
Oval

Secondary Evacuation Site:
Open Space 26 Newport Way



8 Bushfire mitigation management register

Reference number	Bushfire mitigation actions	Target date for completion	Responsible	Source of funds	Notes	Completion date
DFES map item reference	Treatment strategy / works required	Date (dd/mm/yyyy)	The staff member name who will sign off the action as complete	eg school or central funding	Progress or issues associated with the work (including date of progress or issues)	Date (dd/mm/yyyy)




9 Advice from Department of Fire and Emergency Services and other agencies

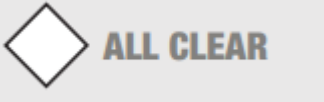
Date of advice	Agency name	Advice received	Name of officer (who provided advice)	Contact number or email address

Appendix A – Bushfire warnings stages

Issued by the Department of Fire and Emergency Services and Department of Biodiversity, Conservation and Attractions – Parks and Wildlife Service.

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

Bushfire warning stages		
1	 ADVICE	<p>A fire has started but there is no known danger.</p> <p>This is general information to keep principals informed and up to date with developments.</p> <p>Principals must:</p> <ul style="list-style-type: none"> • turn off evaporative air conditioners and ensure roof vents are closed. • check and patrol school regularly for bushfire activity, paying special attention to the evaporative air conditioners.
2	 WATCH AND ACT	<p>There is a possible threat to lives and property. Conditions are changing.</p> <p>Principals must prepare to:</p> <ul style="list-style-type: none"> • evacuate • or • move students, staff and visitors to their pre-determined onsite 'safer building location'. They must not be moved to an open area. <p>Evacuation orders are:</p> <ul style="list-style-type: none"> • issued by emergency services if required. • relayed via a variety of official sources such as the DFES website and Emergency WA website. <p>It is vital that the principal:</p> <ul style="list-style-type: none"> • accesses bushfire information from official sources. • makes an informed decision to stay on-site or evacuate offsite based on advice from emergency services.
3	 EMERGENCY WARNING	<p>A school is in danger as its area will be impacted by fire. Take immediate action to survive.</p> <p>Principal will be advised whether staff, students and visitors can leave the area or if they must shelter where they are as the fire burns through the area.</p> <p>An emergency warning may be accompanied by a siren sound called the Standard Emergency Warning Signal (SEWS).</p> <p>Evacuation orders are:</p> <ul style="list-style-type: none"> • directed by the emergency services

		<ul style="list-style-type: none"> relayed via a variety of official sources, such as the Bushfire warning system, DFES website and Emergency WA website. <p>It is vital that the principal:</p> <ul style="list-style-type: none"> accesses bushfire information from official sources makes an informed decision to stay onsite or evacuate offsite based on the advice .
4		<p>The danger has passed and the fire is under control, but stay alert in case the situation changes.</p> <p>It may not be safe to return to school yet.</p>

Appendix B – Procedures in event of a sudden bushfire

Relocate to onsite 'safer building location(s)'

You may be instructed to relocate to your onsite 'safer building location(s)'.

Initiate the below procedure if the following occurs:

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

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

Action	Notes (if required)
Dial 000 for emergency services and follow advice. Remain in contact with the Department of Fire and Emergency Services and monitor official bushfire information sources shown in section 2.1.	
Activate your incident management team to carry out their responsibilities (refer to section 3).	
Use your emergency response contact list to contact stakeholders (refer to section 2).	
Follow your bushfire response telephone call tree to communicate with the school community. Ensure parents receive emergency text message alerts to: <ul style="list-style-type: none"> • inform them of relocation • keep them updated (use the emergency text message alert templates). Note: Parents must not collect students until instructed.	
Confirm: <ul style="list-style-type: none"> • evaporative air conditioners are turned off • all building roof vents, windows and doors are closed before anyone enters the onsite safer building location(s). 	
Take emergency equipment (refer to section 5): <ul style="list-style-type: none"> • registers for students, staff and visitors • evacuation kit • mobile phones (charged). Sound school emergency warning or alert system.	
Follow advice from the emergency services, the Manager, Security and Emergency Management or the Regional Executive	

<p>Director to move to the onsite safer building location(s) (refer to section 7.1 for map)</p> <p>Note: Students and staff must remain in classrooms unless they are directed to move to an onsite safer building location.</p>	
<p>Check student, staff and visitor registers after moving to an onsite safer building location (roll call). Advise the police if anyone is missing.</p> <p>Note: You must give special consideration to students with known respiratory conditions.</p>	
<p>Update the emergency services on the location of students, staff and visitors.</p>	
<p>Wait for the emergency services to arrive or provide you with further information.</p> <p>Ongoing advice will also be provided by the Manager, Security and Emergency Management or the Regional Executive Director.</p> <p>Continue to monitor official bushfire information sources shown in section 2.1.</p>	
<p>The Department will consult the emergency services and notify you when it is safe to return to classrooms or for students to be collected by parents. You will receive advice from the Regional Executive Director.</p>	

Offsite evacuation procedures

You may be instructed to relocate to your offsite evacuation.

Initiate the below procedure if the following occurs:

- 'Watch and act' or 'emergency warning' bushfire warning alert on the [Emergency WA](#) website or the [Department of Fire and Emergency Services Bushfire Warning system](#) is invoked (refer to the bushfire warnings listed in Appendix A); and
- Direction from Department of Fire and Emergency Services or Emergency services to evacuate offsite; or
- Direction from the Deputy Director General Schools or the Manager, Security and Emergency Management. The Regional Executive Director will relay the decision to you to evacuate offsite.

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

Action	Notes (if required)
Dial 000 for emergency services and follow advice. Remain in contact with Department of Fire and Emergency Services and your Regional Executive Director. Monitor official bushfire information sources shown in section 2.1.	
Activate your incident management team to carry out their responsibilities (refer to section 3).	
Refer to the 'emergency response contact list' to contact stakeholders (refer to section 2).	
Follow advice from the emergency services or the Manager, Security and Emergency Management or the Regional Executive Director to decide which of the school's offsite evacuation location(s) is the safest to use (refer to section 7.2).	
Identify an assembly area where staff, students and visitors can gather to prepare for offsite evacuation. Note: Students and staff must remain in classrooms unless they are directed to move to an onsite safer building location and/or onsite assembly area.	
Follow the 'bushfire response telephone call tree' to communicate with the school community. Ensure parents receive emergency SMS alerts to: <ul style="list-style-type: none"> • inform them of relocation • keep them updated (refer to emergency text message alert templates in Appendix C). Note: parents must not collect students until instructed.	
Confirm: <ul style="list-style-type: none"> • evaporative air conditioners are turned off 	

<ul style="list-style-type: none"> building roof vents and doors are closed. 	
<p>Take emergency equipment (refer to section 5):</p> <ul style="list-style-type: none"> registers for students, staff and visitors evacuation kit mobile phones (charged). <p>Sound school emergency warning or alert system.</p>	
<p>Move all students, staff and visitors from the assembly area to evacuate offsite.</p>	
<p>Check registers after evacuating staff, students and visitors (roll call). Advise the police if anyone is missing.</p>	
<p>Update the emergency services incident controller on location of students, staff and visitors.</p>	
<p>Wait for emergency services to arrive or provide further information. The Manager, Security and Emergency Management or the Regional Executive Director will provide ongoing advice. Continue to monitor official bushfire information sources shown in section 2.1.</p>	
<p>The Department will consult the Emergency Services and notify you when it is safe to return to classrooms or for students to be collected by parents. You will receive advice from the Regional Executive Director.</p>	

Appendix C - Pre-emptive (planned) closure procedures

You may be instructed to pre-emptively close your school due to a predicted catastrophic fire danger rating.

Initiate the below procedure if the following occurs:

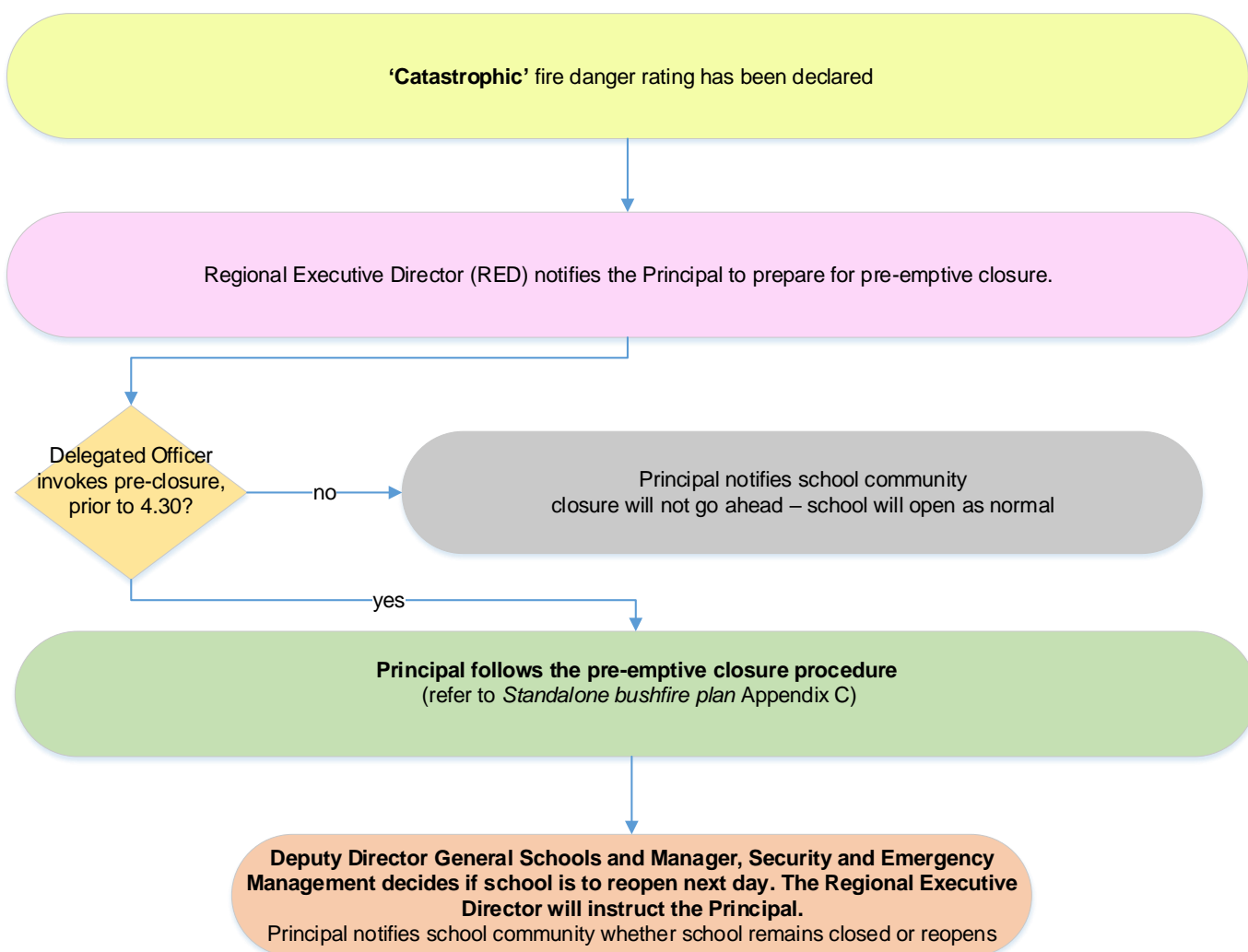
- Alert received from the Department of Fire and Emergency Services; or
- Direction from the Deputy Director General, Schools or the Manager, Security and Emergency Management. The Regional Executive Director will relay the decision to you.

Follow these procedures for a planned school closure in response to predicted catastrophic fire conditions. Also refer to the Flow chart – Principal's response to catastrophic fire danger rating below.

Action	Notes (if required)
Monitor official bushfire information sources shown in section 2.1.	
Activate your incident management team to carry out their responsibilities (refer to section 3).	
Use your emergency response contact list to contact stakeholders (refer to section 2).	
<p>If it is safe and there is no active fire in the region, two nominated staff members (usually the Principal and one other staff member) attend school from 8.00am to 10.00am on the day of pre-emptive closure. They:</p> <ul style="list-style-type: none"> • inform community members of the school closure • secure the facility and activate the electronic security system when leaving (only if it is safe to do so) the site at 10.00am. 	
<p>Communicate the pre-emptive closure, continued closure or school reopening:</p> <ul style="list-style-type: none"> • follow the bushfire response telephone tree (refer to communication templates in Appendix C) • place the notice of temporary closure on external school access points and on the school website • use social media channels to keep the school community updated. <p>Note: Contact lists for staff and parents must be current.</p>	
<p>Confirm:</p> <ul style="list-style-type: none"> • windows and doors are closed • evaporative air conditioners are turned off • roof vents closed • money is removed from the school premises • expensive items of equipment secured. 	

Secure school premises and activate security system. Before departing, email AssetPlanningServices.SecurityEM@education.wa.edu.au or call 9264 4632 to confirm: <ul style="list-style-type: none"> o all security systems armed o site is secure. 	
Remove the notice of temporary closure from external school access points if pre-emptive closure is reversed.	

Flow chart – Principal’s response to ‘catastrophic’ fire danger rating



Appendix D – After hours or school holiday procedures

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

Initiate the below procedure if the following occurs:

- ‘Watch and act’ or ‘emergency warning’ bushfire warning alert on the [Emergency WA](#) website or the [Department of Fire and Emergency Services Bushfire Warning system](#) is invoked (refer to the bushfire warnings listed in Appendix A); and
- Direction from the Deputy Director General, Schools or the Manager, Security and Emergency Management. The Regional Executive Director will relay the decision to you.

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

Action	Notes (if required)
Remain in contact with your Regional Executive Director and monitor official bushfire information sources shown in section 2.1.	
Use your emergency response contact list to contact stakeholders (refer to section 2).	
Follow the bushfire response telephone call tree to communicate with the school community. Send parents and staff emergency text message alerts to inform them of the school closure (refer to emergency text message alert templates in Appendix E).	
Work with the Regional Executive Director to seek alternative school and transport arrangements (if required).	
Department Media Unit uses media outlets to make public announcements of: <ul style="list-style-type: none"> • the school closure • temporary alternative accommodation. 	
The Department will consult the Emergency Services and notify you when it is safe for the school to reopen. You will receive advice from the Regional Executive Director or the Manager, Security and Emergency Management.	
Send parents and staff emergency text message alerts to inform them when school can reopen (refer to emergency text message alert templates in Appendix C).	

Appendix E – Communication templates

Emergency text message alert templates

You can use these sample text templates update parents, carers and staff about a response to a bushfire. These texts are also located on Ikon – refer to [Manage bushfire and emergency incident communications](#).

Public schools to close tomorrow due to catastrophic fire danger rating

Balga SHS / all public schools in region/area] will be closed tomorrow [date] due to a catastrophic fire danger rating for the area. See emergency.wa.gov.au/#firedangerratings for more information. There will be no staff on site. Please ensure that you make arrangements for your child.

Students are safe and still on school site

Students from Balga SHS are safe and being supervised at school. We will follow the instructions of emergency services and update you if the situation changes. Monitor emergency.wa.gov.au or call your education regional office on [telephone number] for more information.

Students have been relocated

Students from Balga SHS have been relocated for their safety. Please collect your children from the relocation centre at [exact location]. Follow the instructions of emergency personnel and monitor emergency.wa.gov.au or call your education regional office on [telephone number] for more information.

Not safe to pick up children

Students from Balga SHS are safe and [are still on school site / have been relocated for their safety]. Please wait for further instructions before attempting to collect your child. We are working with emergency services and will advise when it is safe to do so. Monitor emergency.wa.gov.au or call your education regional office on [telephone number] for more information.

School to reopen on [day]

Balga SHS will reopen tomorrow/day [date].

School newsletter sample text

You can use this sample text below can be used to provide the school community with information about a pre-emptive closure.

Pre-emptive (planned) school closure during the bushfire season

Balga SHS has been placed on the Department of Education bushfire zone register as it is located in a designated bushfire risk area.

If a 'Catastrophic' fire danger rating has been declared for the [City/Town/Shire] of [name of your school's local government area], the school may be required to invoke a pre-emptive (planned) closure. A 'Catastrophic' fire danger rating poses a significant threat to the school as if a fire starts, it is likely to be uncontrollable, unpredictable and fast moving.

Parents will receive a text message to inform them of a possible Pre-emptive closure of the school.

The final decision to pre-emptively close the school will be confirmed with the principal no later than 4.30pm on the day before the pre-emptive closure. If the forecast changes after the 4.30pm deadline, the school remains closed to limit confusion within the school community.

Parents will receive a text message to either confirm or reverse a Pre-emptive closure of the school.

Typically, schools will only be required to close for a day at a time. However, this will depend on changing weather conditions. Parents will receive a text message to advise if the school will reopen the day after the pre-emptive closure, or whether it will remain closed.

Parents are encouraged to monitor official bushfire information sources for current information about fire danger ratings:

1) [Emergency WA website](https://www.emergency.wa.gov.au/) - <https://www.emergency.wa.gov.au/>

2) **Department of Fire and Emergency Services**

Information line – 13 33 37

Twitter - https://twitter.com/dfes_wa

3) **Local radio**

- [ABC Emergency WA](#)
- ABC local radio
- 6PR

Please contact the school on <school phone number> with any concerns relating to Pre-emptive closures during the bushfire season.

Mark Carton
Principal

Sample text for a notice of temporary school closure

The sample text below can be used in a notice to be placed on:

- the school main notice board at front of the school
- main administration entrance doors
- other entry/exit doors throughout the buildings
- kindergarten and pre-primary, where relevant.

BUSHFIRE ALERT

NOTICE OF TEMPORARY SCHOOL CLOSURE

As the result of a 'Catastrophic' fire danger rating, this school is temporarily closed.

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

For more information about the bushfire threat:

- call 13 DFES (13 33 37)
- visit www.dfes.wa.gov.au and [Emergency WA](#)
- stay tuned to ABC local radio.

For more information about the school, contact the principal on 0412472324 or the North Metropolitan Regional Education Office on 92853600

Thank you.

Mark Carton
Principal

Appendix F: Balga SHS Emergency Evacuation Management Plan



2020 Emergency Management Plan

This document was prepared by: Sally Parcej and Mike Leadbitter OSH representatives, in consultation with the management of Balga Senior High School.

Purpose

The purpose of this plan is the prevention of, preparedness for, response to and good management of, recovery from, and review of Emergencies and Critical Incidents which impact on the school in order that:

- ☐ Injury is prevented, minimized or effectively dealt with.
- ☐ Trauma and distress to students and staff and damage to property are minimized.
- ☐ There is containment of effect of a critical incident on the school community.
- ☐ The school is returned to normal functioning as quickly as possible after the event.
- ☐ Likelihood of further traumatic incidents occurring is minimized.

Definitions

Emergency:

An event, actual or imminent, which:

- ☐ occurs on or off site;
- ☐ endangers or threatens to endanger life, property or the environment; and
- ☐ requires a significant and coordinated response.

Critical Incident:

An incident in which there is a high likelihood of traumatic effects, evoking unusual or unexpectedly strong emotional reactions, which have the potential to interfere with the ability of the individual, group, school or system to function either at the time or later. Such incidents may include an accident causing death or serious injury, suicide, a major bush fire, drug related incidents, serious medical or health emergency, use of weapons onsite, threats of or actual physical violence.

A critical incident will often involve rapid time sequences, attract media attention, and require interventions from DET and inter-agency partners to achieve a recovery to normal operations.

Incident Manager:

The person responsible for the overall control of an emergency or critical incident, usually principal/site manager or delegate.

Hazard Management Agency:

The organization designated with responsibility by legislation or in State level emergency management plans.

Emergency Coordination Centre:

The facility established to coordinate and organise emergency management provision of services.

Closure: A full closure of the school resulting in the complete cessation of normal operations in which both students and staff are required to remain away from school for a specified duration (normally seven days).

Partial closure: The closure of parts of the school (e.g. classrooms, year groups or an offsite campus) that requires some staff or students to remain away from school for a specified duration (normally seven days).

Responding to Emergencies and Critical Incidents

All emergencies and critical incidents in schools must be handled promptly by considering the following:

➤ **Assess:**

- ☐ student safety
- ☐ staff safety
- ☐ community safety
- ☐ danger to property
- ☐ need for emergency services

➤ **Evacuate:**

- ☐ Who? All persons in danger or likely to be in danger.
- ☐ Where to? Designated assembly area.
- ☐ How? Via the designated route or the safest possible route.

➤ **Inform:**

- ☐ Principal
- ☐ Teachers
- ☐ Director
- ☐ Students
- ☐ Parents
- ☐ Other schools
- ☐ Other agencies

In emergency situations the Incident Notification form (Appendix B) can be completed by District Office staff during the notification phone call.

➤ **Organise:**

- ☐ Support
- ☐ Resources
- ☐ Notices/statements.

➤ **Undertake:**

- ☐ Recovery
- ☐ Review

N.B. All DET employees must be mindful of their responsibility for confidentiality related to emergencies and critical incidents.

EMERGENCY AND EVACUATION PROCEDURE

Staff need to be familiar with the following procedures should the need arise.

WARNING:

PA system will be used to announce code RED – FIRE, BLUE – BOMB or YELLOW – LOCKDOWN if circumstances permit.

Announcement will include instructions on which MUSTER POINT to evacuate to:

MUSTER POINT A – Soccer Pitch

MUSTER POINT B – Wythburn Redcliffe Reserve

If PA system is not available, a loud hailer will be used and the designated Fire Wardens will give instructions.

LOCK DOWN PROCEDURE

An announcement will be made over the PA system informing the school of a CODE YELLOW. Lock all doors and remain in place until notified. If outside move to the closest room and lock the door.

EVACUATION:

- ☐ Staff will be advised if alteration to planned route is required.
- ☐ Staff exit students through external doors in an orderly manner with the class roll. Follow the routes as per map or as instructed by wardens.
- ☐ Move as designated to MUSTER POINT await further instructions. Class teacher is to remain with students. Take the roll and report any missing students or staff to Warden.
- ☐ Wardens will report to Principal. **(Incident Manager)**
- ☐ Education Assistants to provide direct support to students with disabilities to ensure safety.eg.
 - Sight: provide hand to hold
 - Hearing: provide hand to hold
 - Mobility: assist with apparatus
- ☐ All rooms to be left unlocked.
- ☐ Staff use discretion when moving through the school
- ☐ Medication kept in the Medical Room will be collected by Nurse or School Officer and taken to the Assembly Point.
- ☐ Fire Wardens to check all rooms in assigned areas.

Gate Wardens

Gate 1 - Norbert Samuels Emergency – Rosemary Evans

Gate 2 - Mike Leadbitter Emergency – Hayley McGill

All staff are required to report to the Assembly Point.

All parents and visitors must comply with the Warden's instructions

NB: DO NOT re-enter building after evacuation until all-clear is given.

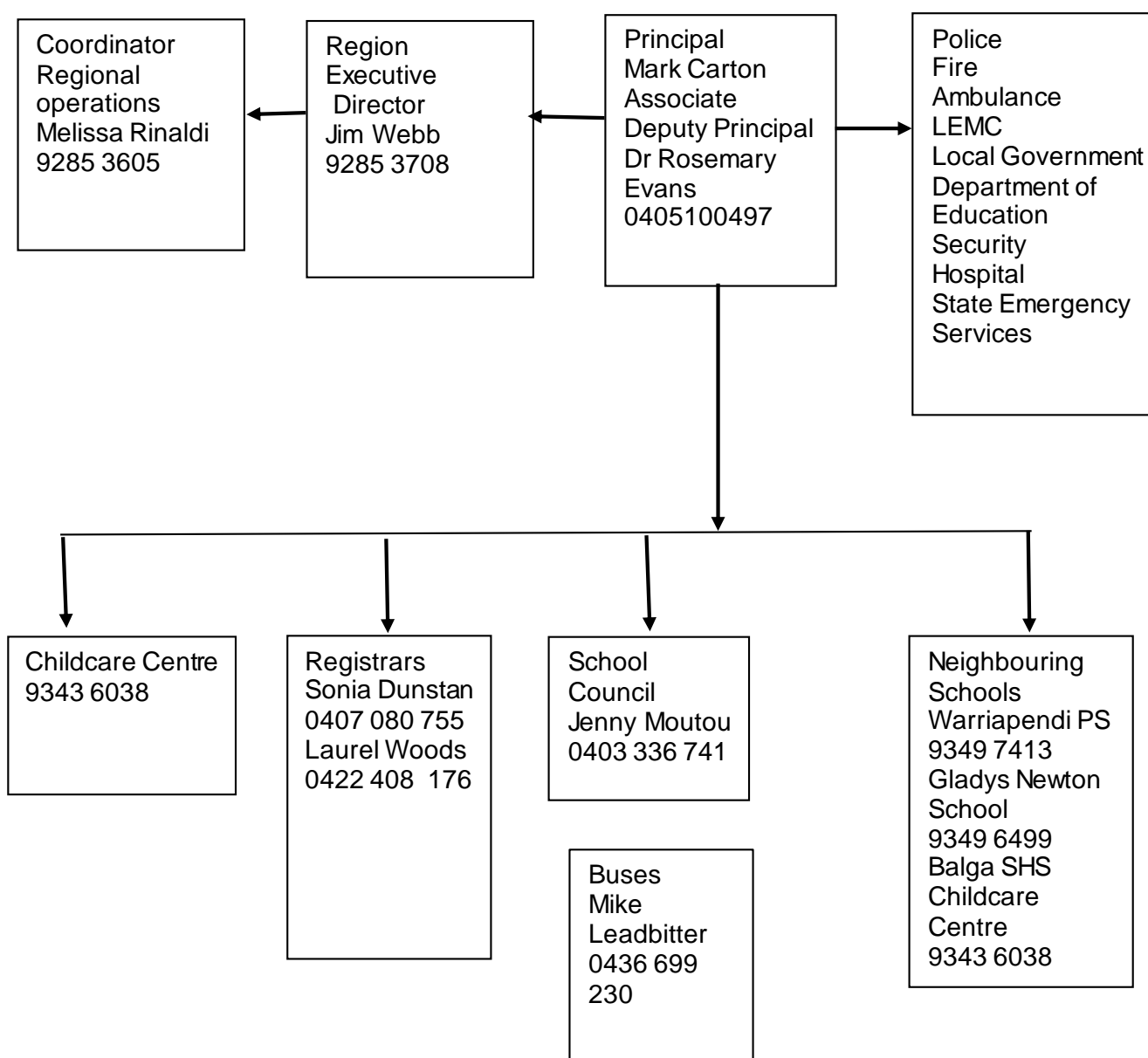
STUDENT DETAILS

- Pastoral Care staff will take student detail sheets to the Muster Point.

COMMUNICATION PROTOCOL

- Communication: Chief Warden Associate Principal only initiates communications with Wardens via the two-way radio channel 32.
- Communication outside school only via Principal or delegate.

COMMUNICATION TREE



Zone Wardens

Gym	Bejhan Alitovski
Science Block	Andy McCheyne
Redcliffe North	Neil Arnold
Redcliffe South	Jessica Brown
Markham	Satwant Mioduszewski
Senior School	Sarah Bath/ Jenna Broadhurst (Emergency Hayley McGill)
Childcare	Rachael Elliot
IEC	Enda Gilbert-Rosette
Admin	Tia Turkovic
Library	Tammy Allen
Student Services / PC	Ros Playforth
Girls Academy	Ros Playforth

Students Unaccounted for:



Students Name	Form

EMERGENCY SITUATIONS

FIRE

- ☐ Classroom fire – evacuate immediate vicinity
- ☐ Partial or complete school evacuation - Principal
- ☐ Windows/Rooms closed off to prevent smoke inhalation or to contain fire
- ☐ Air conditioning turned off
- ☐ Follow Evacuation Plan

DO NOT RE-ENTER fire-damaged area

BUSHFIRE

- ☐ Use identified Safe Haven
- ☐ Students kept indoors and seated
- ☐ Air conditioning fan off / water on
- ☐ Close doors and windows
- ☐ Teacher to have class register at hand
- ☐ Wait for further advice from Warden/Principal

BOMB THREAT

- ☐ Admin and Police notified
- ☐ Class teachers & wardens to identify items foreign to the location
- ☐ Principal to manage until suspect package located. Then police assume control
- ☐ If evacuating, leave all bags
- ☐ Leave windows/doors open

GAS LEAK

- ☐ Evacuate immediately
- ☐ Notify gas authority & FESA
- ☐ Incident manager to isolate gas supply and ignition sources

EARTHQUAKE

- ☐ During initial stages students are to remain in class and are best served sitting under their desk
- ☐ Report injuries to Wardens at assembly area
- ☐ First Aid station will be at front Staff Car Park
- ☐ Wardens and/or Principal will instruct school on evacuation procedures should that be necessary
- ☐ Teachers are to wait for these instructions and have class register at hand
- ☐ Check proposed evacuation route for structure safety before evacuating
- ☐ Evacuation: follow procedure
- ☐ Wardens will communicate with staff and after DHW **All Clear**; the Principal will give the signal to resume class.
- ☐ Teacher to take responsibility of children in his/her care. Evacuation procedure as per above
- ☐ Form Teacher to report with register to designated area

CYCLONE

- ☐ Use identified Safe Haven within building
- ☐ Secure windows, doors, loose objects
- ☐ Wardens to check damaged buildings, walkways, fallen power lines, debris, flooded areas, prior to any people movement.

FLOODS

- ☐ Identify flood-prone areas within the school site
- ☐ Use identified Safe Haven
- ☐ Identify alternative high ground areas
- ☐ Evacuate as directed

UNAUTHORIZED PERSON ON SCHOOL GROUNDS / INTRUDER

All visitors need to come through the school office and should follow the School Visitor's Policy. Please refer to this policy for further information.

All visitors to the school will sign in at the front office and will then be given a visitor's sticker and this will be worn in a highly visible location. If a person is seen on school grounds and does not have this sticker visible they will be considered an intruder. Staff are to immediately call Administration for support.

Staff are not to question/confront the intruder; a member of the Administration team will assess the situation. If the intruder is considered a risk to students a Lock-Down procedure will occur. This can only be called by a member of the administrative staff.

LOCK DOWN PROCEDURE

An announcement will be made over the PA system informing the school of a CODE YELLOW

During Class time

- Administration building and all classrooms will be locked.
- An announcement will be made over the PA system to inform staff when the Lock Down procedure is over.

During recess, lunch, before and after school

- Move to closest classroom/building and lock the door

TEMPORARY SCHOOL CLOSURE

Under Section 56(1)(b) of the School Education Act 1999 the Director general or the Deputy Director General, schools may, on such terms or conditions as they think fit, close any government school temporarily.

The principal or Department Head of security may order the temporarily closure of the whole or a part of the school's premises.

- ☐ To protect the health or safety of persons in the vicinity of the school's premises or the part of the premises to be closed: or
- ☐ To protect or secure the school premises or the part of the premises to be closed from damage or despoliation or further damage or despoliation.
- ☐ The principal is to notify the Executive Director, Metropolitan Schools after an order to temporarily close the school or part of the school has been made.

EMERGENCY MANAGEMENT RESPONSE INCIDENT WITHIN THE SCHOOL PLAN A

- ☐ Incident occurring within the school
- ☐ Immediately contact: Principal OR Deputies by **written note** OR phone extension

CONVENE EMERGENCY MANAGEMENT RESPONSE TEAM CONTROL CENTRE IS THE STAFF ROOM – Principal to give clear explanation of incident to:

- ☐ Contact police (in the event of death)
- ☐ Contact family (in the event of injury)
- ☐ Contact District Director (in the event of any critical incident)
9285 3600 or 0417 964 342
- ☐ Manager student services (to arrange counselling and crisis support)
- ☐ Principal calls emergency meeting of all staff (teaching and ancillary)
- ☐ Written statement provided to registrar by Principal OR Deputies for screening of telephone calls Principal prepares reports, media statements
SEE C.O. Fatal Accident Reporting Procedures In School (See Attached)
- ☐ End of day; Crisis Response Team meeting – follow up arrangement for day 2 (include debriefing for whole staff 24 - 72 hours after the event).
- ☐ Principal & delegated staff member/s
- ☐ Containment of students at site
- ☐ Dep Principal plus trained first aid staff attend site, medical assessment
doctor / ambulance if required

EMERGENCY MANAGEMENT RESPONSE INCIDENT AWAY FROM SCHOOL PLAN B

- ☐ Major emergency 'on the spot' Plan – bus / camp / excursion
- ☐ Teacher in charge / senior staff member take control & assess situation
- ☐ Remove uninjured students clear of incident
- ☐ Remove further possibility of danger (eg danger signs up)
- ☐ Treat injured.
- ☐ DO NOT MOVE possible head / neck / back injuries unless further danger imminent.
- ☐ Delegate other adults to check student roll and welfare of other students.
- ☐ Keep uninjured students in one place and maintain calmness
- ☐ Do not contact parents or media
This is done by Admin Team.
- ☐ Ensure most qualified person attends to injured and do not leave injured unattended.

AS SOON AS POSSIBLE CONTACT SCHOOL PRINCIPAL OR DEPUTY PRINCIPAL

- ☐ If necessary, send teacher / adult OR if in a public place and no adults available send 2 x calm students for help / telephone – preferably with written instructions, time / location / number of injured and type of injuries

**AMBULANCE & FIRE AND RESCUE 000
JOONDALUP HEALTH CAMPUS 9400 9400
MIRRABOOKA POLICE 93459000
WEST COAST DISTRICT OFFICE 9285 3600
CENTRAL OFFICE INCIDENT OFFICE 9264 4416**

RESPONSIBILITIES

Principal (Incident Manager):

- ☐ Confirm information and facts
- ☐ Contact with emergency agencies
- ☐ Removal of students from the scene
- ☐ Take appropriate safety precautions
- ☐ Liaise with DPs and other key staff
- ☐ Ensure accident site remains undisturbed
- ☐ Contact with affected family/ families
- ☐ Family permission to release information
- ☐ Inform District Director
- ☐ Coordinate response and assist recovery process
- ☐ Convene Emergency Management Team
- ☐ Brief Registrar re handling of enquiries
- ☐ Prepare written statements for classrooms, parents, phone enquiries and media
- ☐ Record all events, actions and witness details
- ☐ Handle media enquiries in consultation with District Director
- ☐ Contact LEMC
- ☐ Be visible, available, and supportive, to empower staff
- ☐ Brief whole staff
- ☐ Update staff, parents and students as appropriate.
- ☐ Liaise with School Council, and P&C.
- ☐ Monitor needs of teachers and support staff.
- ☐ Alert other local schools.
- ☐ Organise an operational debriefing.
- ☐ Prepare post incident report.
- ☐ Review school needs post response
- ☐ Review and modify EM plan

Associate and Deputy Principals

- ☐ Take appropriate safety precautions
- ☐ Liaise closely with Principal (Incident Manager)
- ☐ Evacuation.
- ☐ Alert staff to predetermined marshalling roles.
- ☐ Arrange room changes.
- ☐ Engage and brief relief staff.
- ☐ Organise assembly if required.
- ☐ Check on activities/ excursions.
- ☐ Liaise with parent helpers, mentors & volunteers.
- ☐ Manage needs of students with disabilities.
- ☐ Arrange early student pick-up/ reunification process.
- ☐ Inform absent staff, and students as appropriate.
- ☐ Liaise with District Student Services.
- ☐ Facilitate parent meetings.
- ☐ Identify and monitor high risk students via Emergency Response Team.
- ☐ Establish student referral process.
- ☐ Assign counsellor/ appropriate adult to monitor deceased's classes for day.
- ☐ Parent liaison: targeted students.
- ☐ Identify high-needs/ risk parents.
- ☐ Take care of deceased's property.
- ☐ Arrange for notices, cards, flowers.
- ☐ Monitor out of class students.
- ☐ Daily record keeping

Registrar

- ☐ Brief and support administrative and ancillary staff
- ☐ Quarantine phone line for specific use
- ☐ Buses for evacuation
- ☐ Establish counselling venues
- ☐ Register of visitors to school site
- ☐ Organise refreshments, tissues etc
- ☐ Amend school rolls and records/ class lists
- ☐ Information on any student fees or charges redirected to Principal
- ☐ Notify bus drivers and cross walk attendants
- ☐ Daily record keeping

Class Teachers

- ☐ Take appropriate safety precautions
- ☐ Read Principal's statement to students
- ☐ Provide accurate information in order to dispel rumours
- ☐ Maintain routine of normality
- ☐ Allow students to talk
- ☐ Explain the support services available
- ☐ Monitor students and refer to support team
- ☐ Consultation to parents as requested
- ☐ Keep accurate attendance records
- ☐ Monitor grounds for students leaving without permission
- ☐ Marshalling duties in evacuation
- ☐ Daily record keeping

Psychologist / Social Worker

- ☐ Administration support and consultation
- ☐ Staff support
- ☐ Student support
- ☐ Family liaison & support
- ☐ Identify and monitor at risk personnel
- ☐ Interagency links
- ☐ Liaise with District Service Centre.
- ☐ Daily record keeping.
- ☐ Written report for Directors and Manager Student Services.
- ☐ District Student Services Critical Incident Data Sheet.

SIGNIFICANT CONSIDERATIONS FOR PRINCIPAL AND KEY STAFF

Prevention/Preparedness

- ☐ Risk Management, Excursions, Health Care, Duty of Care, BMIS, Child Protection policies etc.
- ☐ Hard copies of essential lists and contact information at home.
- ☐ School/site security information
- ☐ Location of security gate keys.
- ☐ Mobile phones/ emergency communication arrangements.
- ☐ First Aid training
- ☐ Cultural and religious considerations
- ☐ Large map of school locality in prominent position.
- ☐ Location of power, telephone and water mains.
- ☐ Establish links with Local Emergency Management Committee (LEMC)
- ☐ Special parking/ bus pickup/ re-unification point
- ☐ Provision for people with special needs or disabilities.
- ☐ Warning signal and evacuation tones (SEWS)
- ☐ Data sheets on flammables in Cleaners'/Gardeners' store rooms, kept with evacuation plan
- ☐ Emergency/ Fire drills Terms 1
- ☐ Local bush fire brigade in fire drill bi-annually when appropriate
- ☐ Identify and establish Safe Havens within the school site (For guidelines: Bushfire Ready Schools, DoET, 2002, (Phone 9264 4090); Safe Havens from Bush Fires, FESA, 1998)
- ☐ Daily list of all people on site
- ☐ Evacuation sheet in each classroom/major area
- ☐ Plans for evacuation during recess/lunch
- ☐ Annual staff EM familiarization
- ☐ Copy of school EM Plan to be sent to relevant support agencies and District Office

Response/Recovery

- ☐ Monitor friends and associates of victim
- ☐ Handouts for staff and parents
- ☐ Parent meeting
- ☐ Death notice
- ☐ Funeral attendance
- ☐ Memorial service
- ☐ Anniversary
- ☐ Cultural and religious issues and sensitivities
- ☐ Control interruptions during reading of statement (e.g. P.A., late students etc.)
- ☐ Need for interpreter services
- ☐ Contact with local clergy

Review

- ☐ Operational debrief
- ☐ Post-incident report
- ☐ Annual plan review

Emergency Coordination Centre

- ☐ Dedicated phone line, mobile phone, e-mail, 2-way radio, fax, printer, whiteboard, supplies.
- ☐ Plans of school and locality
- ☐ Staff and student details
- ☐ Emergency, DET and transport numbers

OPERATIONAL DEBRIEFING

PURPOSE

A review of the management of an emergency or critical incident in order to affirm and reinforce what worked well, and refine and improve future processes and practice.

PROCESS

- ☐ *Who?* Key staff or entire staff to be involved?
- ☐ Include District Office and interagency partners?
- ☐ *When?* Principal will convene when the emergency or critical incident is declared over.
- ☐ *Where?* Venue as agreed
- ☐ *How?* Independent facilitator (DEO Student Services?)
- ☐ Verbal format
- ☐ Brief introduction
- ☐ Formal sequential process, or informal small group discussion
- ☐ Ground rules?
- ☐ Confidentiality
- ☐ Time sequenced action input
- ☐ Recorder takes notes
- ☐ *Outcome:* Post Incident Report compiled
- ☐ Modification to EM plan

POST INCIDENT REPORT

- ☐ *The event* Who was involved?
- ☐ Where?
- ☐ When?
- ☐ Who else was present?
- ☐ *Response* Actions taken
- ☐ DEO support?
- ☐ Interagency support?
- ☐ Other important details
- ☐ *Recovery* Current situation
- ☐ Future actions?
- ☐ *Review* What worked well?
- ☐ Recommendations for change/improvement at school, district, central, local community and interagency levels.

NB: *Remember.*

- ☐ Record factually correct information
- ☐ Avoid defamatory statements
- ☐ Avoid attributing motives or explanations for other people's behaviour.
- ☐ The report is a legal record. As such it is "discoverable" under FOI.

Guidelines for teachers following death by suicide

Students react to death in different ways, varying from tears to anger to seeming indifference. Close attention should be paid to students who have previously been identified with regard to suicidal ideation or attempts. A contagion effect can occur in the months following a suicide. The guidelines below seek to reduce potential for contagion.

It is vital the school only refer to a death as suicide once the Coroner has confirmed this.

Teachers can assist by:

- ☐ Reporting concerns to Principal / Student Services
- ☐ Ensuring consistent, factual information is given to students in as small a group setting as possible and normal (e.g. form group not year assembly).
- ☐ Helping to dispel misinformation and rumour.
- ☐ Be clear and factual in sharing information about an apparent suicide, but avoid detailing the method. It is important to reduce attention on methods of suicide.
- ☐ Helping students to separate fantasy from reality
- ☐ Not normalising suicide— i.e. reduce hype about suicide, avoid strong linking of cause and effect, eg. not all who are depressed, abused, stressing, fail at school suicide.
- ☐ Allowing discussion in class, as appropriate, following guidelines in *Mind Matters*
- ☐ Not romanticising or glorifying death by suicide. Refer to 'completed' not successful. No public display of photos of the deceased. It is also recommended that no physical permanent memorial is set up for a student who dies by suicide, rather donations could be given to a support service such as a crisis call line or local non-government service or youth group.
- ☐ Being prepared to listen
- ☐ Being aware that students may feel responsibility or guilt relating to the death. Encouraging such students to talk with student services/pastoral care staff about their reactions.
- ☐ Those who did not know the deceased may also be affected. You may not know personal histories and connections so allow students to access support services and leave monitoring of this to the support staff.
- ☐ Affirm the value of seeking help – identify people and services that can assist with problem solving, with feelings of anxiety, despair, confusion or depression, with counselling to assist in difficult time. Suicide is a poor choice, a permanent solution to a temporary problem.
- ☐ Dispel the idea of keeping secret their worries about a friend, rather the importance of affirming concern and the need to access effective support.
- ☐ Be sensitive to curriculum topics and prescribed reading material

FORMAL STATEMENT FOR CLASS TEACHER TO READ TO STUDENTS IN THE CASE OF A SUDDEN DEATH

I have some news to tell you.

The school has been informed that _____ has died.

This is all the information that we have at this time.

AND

(Other facts may be supplied if thought appropriate)

1. It is normal to feel upset even if you do not know, what you are feeling is grief.

2. Grief is normal. You need time to work through it.

It will last for different times for different people and it won't last forever.

3. You may feel a whole range of feelings from sadness through to anger.

4. Be aware that while you are going through these feelings so will others be. You might need to help each other.

5. It is really important that you discuss how you are feeling with your parents.

6. These are people in the school who are available to help you:

They are:

_____	_____
_____	_____

Ways of accessing them

A SAMPLE LETTER TO PARENTS FROM THE PRINCIPAL

Date

Dear Parents

Yesterday (the facts)

The facts (a) the event (b) the child/children/staff – death/injuries)

What the School has done I have visited the parents/families ofand we have made plans to provide support for them at school if needed. I will advise you further of these in the near future.

How children may react It would be best for the children's school routine to continue as normally as possible and they should attend school as usual. Children's reactions will vary and may include crying, not wanting to talk or wanting to talk, wanting to be alone, anger, lack of concentration and sleeping or eating problems.

How to get help Should you or your children feel the need for professional help or counselling please contact me, and the District School Psychologist or Social Worker can advise on support available.

Yours sincerely
PRINCIPAL

(Letter based on information in: Guidance and Counselling Services, Queensland, (1990), Traumatic Incidents Affecting Schools: Guidelines for Managing the Effects on the school Community: Spring Hill, Dept of Education

HAZARD MANAGEMENT AGENCIES (HMA LIST BY HAZARD)

The following list of hazards/emergencies identifies the HMA responsible for that hazard/emergency. The hazards/emergencies identified are by no means exhaustive and will be added to as required.

SER HAZARD/EMERGENCY HAZARD MANAGEMENT AGENCY

- 1 Air Transport Emergencies WA Police Service
- 2 Dam Break (including major hydraulic structures) Water Corporation of WA
- 3 Earth quake FESA
- 4 Exotic Animal Disease Department of Agriculture
- 5 Fire (CALM Managed Land) Gazetted Fire Districts: FESA
Other: CALM
- 6 Fire (Rural and Urban) Gazetted Fire Districts: FESA
Other: CALM
- 7 Flood FESA
- 8 Fuel Shortage Emergencies Office of Energy
- 9 Hazardous Materials Emergencies (including radioactive materials) FESA
- 10 Human Epidemic Department of Health
- 11 Land Search and Rescue WA Police Service
- 12 Landslide Fire and Emergency Services Authority
- 13 Marine Oil Pollution Department for Planning and Infrastructure
- 14 Marine Transport Emergencies Department for Planning and
Infrastructure
- 15 Nuclear Powered Warships WA Police Service
- 16 Offshore Petroleum Operations Emergencies Department of Minerals and
Petroleum Resources
- 17 Rail Transport Emergencies Westrail (1)
- 18 Road Transport Emergencies WA Police Service
- 19 Sea Search and Rescue WA Police Service
- 20 Space Re-Entry Debris WA Police Service
- 21 Storm/Tempest FESA
- 22 Tropical Cyclone FESA
- 23 Tsunami FESA

NOTES

(1) HMA responsibilities are limited to those rail systems and hydraulic structures for which Westrail and WCWA are the managing agencies.

HAZARD MANAGEMENT AGENCIES (HMA LIST BY AGENCY) AGENCY HAZARD

- ☐ Department of Agriculture
- ☐ Exotic Animal Disease
- ☐ Department of Conservation and Land Management
- ☐ Fire (CALM managed land other than in Gazetted Fire Districts)
- ☐ Department of Health
- ☐ Human Epidemic
- ☐ Department of Minerals and Petroleum Resources
- ☐ Offshore Petroleum Operations Emergencies
- ☐ Department for Planning and Infrastructure
- ☐ Marine Oil Pollution
- ☐ Marine Transport Emergencies
- ☐ Fire and Emergency Services Authority
- ☐ Earthquake
- ☐ Fire (CALM managed land in Gazetted Fire Districts)
- ☐ Fire (Rural and Urban in Gazetted Fire Districts)
- ☐ Flood
- ☐ Hazardous Materials (including radioactive materials)
- ☐ Landslide
- ☐ Storm/Tempest
- ☐ Tropical Cyclone
- ☐ Tsunami Local Government Authorities
- ☐ Fire (Rural and Urban in areas other than Gazetted Fire Districts)
- ☐ Office of Energy
- ☐ Fuel Shortage Emergencies
- ☐ WA Police Service
- ☐ Air Transport Emergency
- ☐ Land Search and Rescue
- ☐ Nuclear Powered Warships
- ☐ Road Transport Emergencies
- ☐ Sea Search and Rescue
- ☐ Space Re-entry Debris
- ☐ Water Corporation of WA
- ☐ Dam Break (including major hydraulic structures but only those for which WCWA are the managing agency)
- ☐ Westrail Transport Emergencies (only those rail systems for which Westrail is the managing agency)