

# Bushfire Emergency Procedure 2024-2025

## Mount Helena Primary School

***Bushfire emergency drills will be practised at the commencement of Terms 4 & 1.***

1. In the case of a bushfire, the **School** will liaise with the **Police** or **Bushfire Control (DFES)** regarding the location and direction of a fire and/or will monitor the emergency WA website or ABC Radio 720 for updated details.
2. If a **Watch and Act** is issued by DFES, all children are **to remain in the classrooms, with windows and doors closed. Air conditioner fans should be turned off. School bags are to be taken inside classrooms. The Manager of Corporate Services (or nominee) will be despatched to the Incident Support Group.**
3. If it is deemed necessary, students and staff may be required to shelter in place. The Principal gives instructions, through available channels, to evacuate all classrooms to the **Music Block**.
4. Teachers take 'Emergency Plan' and class list (located next to the door in all rooms) and escort students to their allocated room (as identified in the Emergency Plan). DOTT staff to move immediately to the Music Block to support teachers.
5. If possible, class lists, including absentees, will be printed from INTEGRIS by office staff and distributed to class teachers for Roll Call.
6. School Administration staff to carry out special duties as per the "Emergency Plan".
7. Medical kits, including student medication, will be organised by the office staff. Drinking water is available at fountains and bottled water is stored in the activity area storeroom if needed. Toilets are available at the Music Block.
8. **Parents should not attempt to reach the school to collect children as roads will be blocked by Police for use by fire fighting vehicles.**
9. **Off-site evacuation, if required, will be co-ordinated with the DFES Incident Management Group.** Children and staff will be taken to a safer location to be collected from there. Parent contacts listed in INTEGRIS will be notified by using the phone trees. The location of the evacuation area will be available from the DFES (*Department of Fire and Emergency Services*) information line on **1300657209** or [www.dfes.wa.gov.au](http://www.dfes.wa.gov.au) or via ABC Radio 720 on the **quarter hour**.
10. Parents should avoid phoning the school as the lines must be open for communication with the relevant authorities. The **000** phone number should only be used to report emergencies.

**11. *In the event that a day of Catastrophic Fire Danger, the school will be CLOSED by DOEWA.***

***Prior to the day of closure, formal, written notification will be sent home to each family. Announcements will also be made in the media.***

***School Closure signs and banners will be posted at all entrances to the school.  
Children must not attend school.***

# Bushfire Emergency Procedure 2024–2025

## Mount Helena Community Kindy – Chidlow Street

(Mount Helena PS – Linked Primary School)

***Bushfire emergency drills will be practised at the commencement of Terms 4 & 1.***

1. Attendance register to be taken by CK staff each morning and afternoon. Copy to be kept with the Evacuation Box. Total number of students recorded in view of both staff members.
2. In the case of a bushfire, the Mount Helena PS **Principal** will liaise with the **Police** or **Bushfire Control (DFES)** regarding the location and direction of a fire and/or will monitor the Emergency WA website or ABC Radio 720 for updated details.
3. If a **Watch and Act** is issued by DFES, **Community Kindy - CK will be advised to remain in the classrooms, with windows and doors closed. Air conditioner fans should be turned off. School bags are to be taken inside classrooms.** The Manager of Corporate Services (or nominee) will be despatched to the Incident Support Group.
4. If it is deemed necessary, students and staff may be required to shelter in place. **The Principal** will give instructions, via mobile, to evacuate the **CK staff & students to move to the 'safer location' of the Scout Hall, opposite the CK** (in the event the Scout Hall is not available, the CK will move to the Mount Helena Recreation Centre). **Key to Scout Hall (and Rec. Centre) as well as the MHPS mobile phone is held in CK teacher's office, in the Evacuation Box.**
5. **Students take bag and water bottle. CK Staff to take medical kit; Evacuation Box; 'Emergency Plan' and class list** (located next to the door). **CK Staff to check attendance register to account for all students. Once complete, escort students (using the buddy system) to the Scout Hall – opposite CK. Staff to lock CK site on departure.** School Administration staff to carry out special duties as per the 'Stand Alone Bushfire Plan'.
6. **Upon arrival at Scout Hall, CK staff to verify all students and staff/visitors are accounted for. Call to be made to Principal to confirm numbers and safe arrival.**
7. Drinking water is **stored at the Scout Hall for student/staff use.**
8. **Parents should not attempt to reach the school to collect children as roads will be blocked by Police for use by fire fighting vehicles.**
9. Off-site evacuation, if required, will be co-ordinated with the DFES Incident Management Group. Children and staff will be taken to a safer location to be collected from there. Parent contacts listed in INTEGRIS will be notified by using the phone trees. The location of the evacuation area will be available from the DFES (*Department of Fire and Emergency Services*) information line on 1300657209 or [www.dfes.wa.gov.au](http://www.dfes.wa.gov.au) or via ABC Radio 720 on the ¼ hour.
10. Parents should avoid contacting the school as the lines must be open for communication with the relevant authorities. The **000** phone number should only be used to report emergencies.

11. ***In the event that a day of Catastrophic Fire Danger is forecast, the school and Community Kindy will be CLOSED by DOEWA.***

***Prior to the day of closure, formal, written notification will be sent home to each family. Announcements will also be made in the media. School Closure signs and banners will be posted at all entrances to the school and Community Kindy. Children must not attend school.***