

Bushfire Emergency Procedure 2025-2026

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 **Shire of Mundaring** 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 Team.** 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 or via **ABC Radio 720 on the quarter hour or Emergency WA.**
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 Extreme 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.***