

Telethon Speech & Hearing

Bushfire Emergency Policy and Plan

Dodd St, Wembley



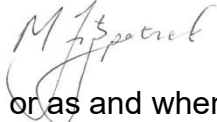
BUSHFIRE EMERGENCY POLICY AND PLAN



Topic: Bushfire Emergency Policy and Plan

Responsible: People and Culture Business Partner and TSH Incident Controller

Location: TSH Intranet

Approved by: Chief Executive Officer **Signature:** 

Review Date: 2 years from procedure approval date or as and when required

Effective Date:	September 2022	Review Date:	September 2024	Policy Version:	V7
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1. AIM and OBJECTIVE

The objective of this document is to ensure the health and safety of all persons present at Telethon Speech & Hearing Ltd (TSH) in the event of a bushfire.

2. GUIDELINES STATEMENT

The purpose of this policy and plan is to provide staff with relevant up-to-date information and guidelines to follow in the event of a bushfire, such as:

- Priorities during a bushfire
- Roles and responsibilities
- Procedures to follow

3. SCOPE and APPLICATION

The scope of this policy is for all persons present (staff and others) at the time of a bushfire emergency at TSH Wembley.

Staff located off-site such as Outpost, Pilbara, Cockburn need to familiarise themselves with the Plans that are in place at their workplace location.

4. PLAN

The Bushfire Emergency Plan covers four main areas:

- Prevention
- Preparation
- Response
- Recovery

5. POLICY UPDATES

This policy may be updated or revised from time to time. TSH will notify staff each time the Policy has been updated. If you are unsure whether you are reading the most current version, you should contact the CEO or People and Culture Business Partner.

Originated	Version 1	2015
Updated	Version 2	
Updated	Version 3	2016
Updated	Version 4	2018
Updated	Version 5	2019
Updated	Version 6	2022

Bushfire Emergency Plan

PREVENTION

SIUTATION AWARENESS - LOCATION AND BUSHFIRE RISKS

Telethon Speech & Hearing is located in a low bushfire risk area where the main risk to the site is from smoke and ember attack.

The main possible bushfire risk comes from Lake Monger opposite the site, but this risk is low due to the managed nature of the park. Smoke and ember attack may come from Kings Park (~3km south) or Bold Park (~4km southwest) but again the risk to the site is very low due to the distances involved.

If a bushfire event is or appears to be nearby dial 000 and report the incident immediately. Provide as much information as possible including the nature of the incident, the nearest crossroads to the incident, the current status of the school and number of persons present on the school premises.

Large bushfire events are by nature chaotic and confusing in their early stages and the school must make every effort to make the Department of Fire and Emergency Services (DFES) and the Incident Controller aware of TSH's existence and current situation. Information from authorities may not be forthcoming in the initial stages and decisions may need to be made by school staff at the local level.

PREPARE

Bushfire Preparation Check List for the Summer Months

(Adapted from the Department of Education- Principal's Guide to Bushfire)

The Incident Controller and Deputy Incident Controllers are thoroughly familiar with the current plan and all staff members are aware of their responsibilities in accordance with the plan.
The bushfire plan should be reviewed prior to each bushfire season (Term 3) and all Emergency Contacts updated. Schools to update data on AISWA website.
Confirm that relief staff and parents have access to TSH's bushfire plan.
Communication plans are in place for evacuation or planned closure.
Practice evacuation drills are held at least once per term
TSH has a correctly functioning emergency warning or alert system.
Emergency communications equipment is available (e.g., mobile telephones, hand-operated fire alarm (portable speaker), handheld radios).
Class rolls, staff register and visitor register are readily accessible.

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First aid equipment is available and staff members trained in first aid have been identified.
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)
Gutters are cleaned and trees are pruned if required.
The Incident Controller will ensure required fire breaks are in place, in line with the annual Town of Cambridge advice.
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.
A Safer Location within the Centre has been identified and prepared in the event that an off-site evacuation is not possible.

RESPONSE

IMMEDIATE RESPONSE

On becoming aware of the possibility of a bushfire in the vicinity of the Centre the Incident Controller should determine the nature of the incident by making enquiries with the DFES and/or Town of Cambridge. If there are any doubts call 000 and report the nature of the incident to fire authorities.

Continually monitor the DFES website for Emergency alerts, warnings and updates.

[Home - Emergency WA Warnings & Incidents](#)

DFES Information Line 1300 657 209

For recorded emergency info call DFES 13 33 37.

DFES Alerts on ABC 720 Radio

DFES Emergency Telephone Alerts

All landline and mobile telephone numbers (including silent numbers) are automatically registered to receive warning messages based on their billing address and/or last known location.

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DFES WARNING SYSTEM

	EMERGENCY WARNING An out of control fire is approaching fast and you need to take immediate action to survive. If you haven't prepared your home it is too late. You must seek shelter or leave now if it is safe to do so.
	WATCH AND ACT A fire is approaching and there is a possible threat to lives or homes. Put your plan into action. If your plan is to leave, make sure you leave early. If your plan is to stay, check all your equipment is ready. Only stay and defend if you are mentally and physically prepared.
	ADVICE A fire has started but there is no immediate danger. Stay alert and watch for signs of a fire. Be aware and keep up to date.

ADVICE: An advice message provides you with information on a bushfire that is not threatening lives or property but may be causing smoke near schools.

WATCH AND ACT: A watch and act message tells you the fire conditions are changing and there is a possible threat to lives and schools.

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. The signal sounds like 'whoop, whoop, whoop' and is broadcast for up to ten seconds before the broadcast of emergency information. 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 Centre should activate our Bushfire Plan for evacuation. Consideration will include: location of fire and ability to travel safely to the selected relocation point; notify DFES Communication Centre of your decision; and relocation point. If it is not safe to do so, direct all students, staff and visitors to the Safer Location.

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DFES FIRE RATINGS

Moderate: Plan and prepare.

Most fires can be controlled. Stay up to date and be alert for fires in your area.

High: Be ready to act.

Fires can be dangerous. Decide what you will do if a fire starts.
Leave bushfire risk areas if necessary.

Extreme: Take action now to protect your life and property.

Fires will spread quickly and be extremely dangerous. Put your bushfire plan into action.
If you and your property are not prepared to the highest level, plan to leave early.

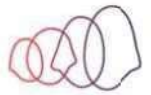
Catastrophic: For your survival, leave bushfire risk areas.

These are the most dangerous conditions for a fire. If a fire starts and takes hold, lives are likely to be lost. Homes cannot withstand fires in these conditions.

EXTREME RATING - These are the worst conditions for a bush or grass fire. If a fire starts and takes hold, it will be extremely difficult to control and will take significant firefighting resources and cooler conditions to bring it under control. **Schools need to get ready to act**

CATASTROPHIC RATING – TSH needs to act now. DFES stresses that survival must be considered first, and people should leave bushfire risk areas the night before or early in the day. When the Fire Danger Rating is moving from Extreme to Catastrophic for your area it means any fires that start are likely to be so fierce that even a well prepared, well-constructed and actively defended structure may not survive a fire. If this sort of weather is expected **it is advised that Schools in bushfire risk areas evacuate (where possible) a day or hours before a fire might threaten** as this is the best option for survival.

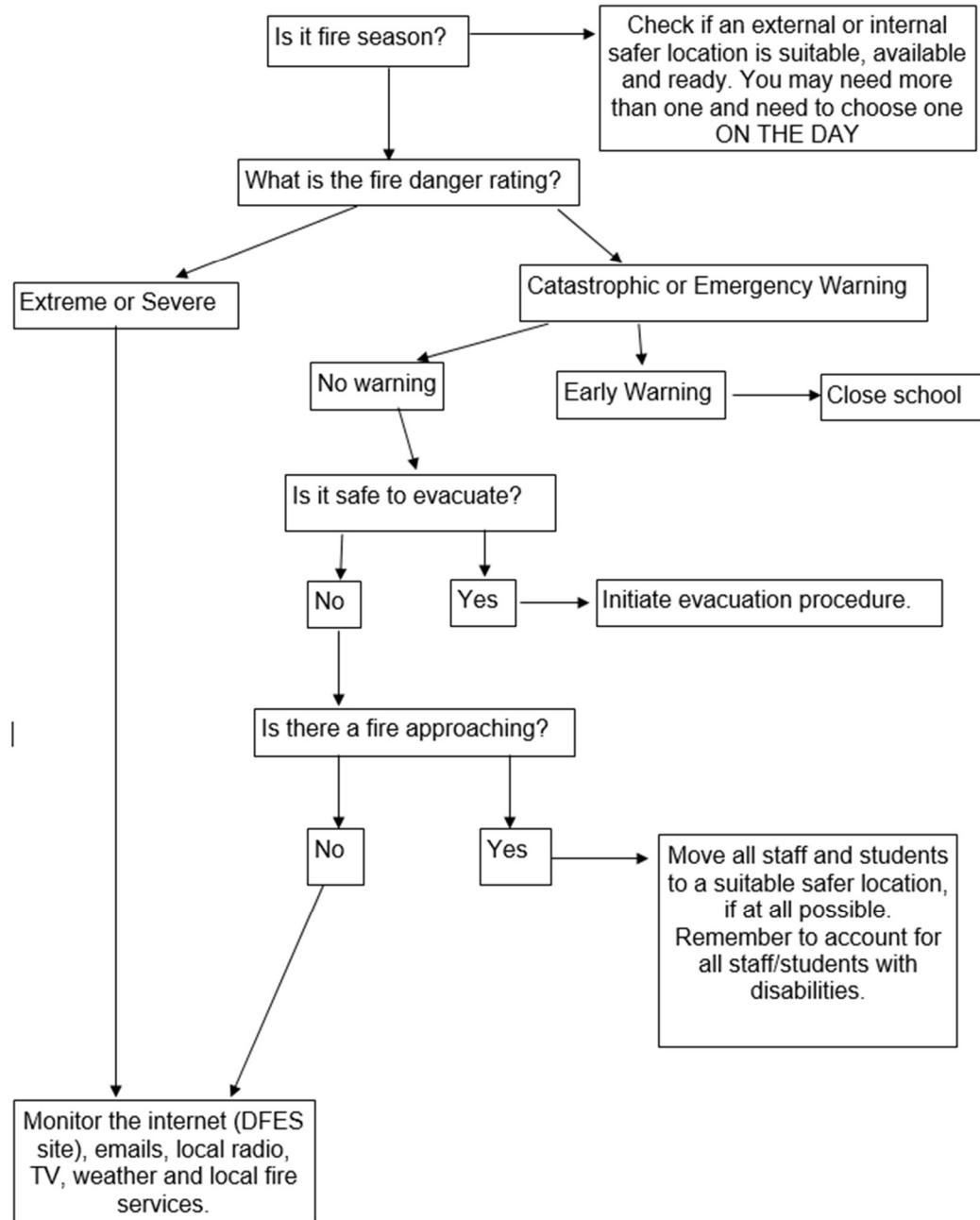
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TSH RESPONSE FLOW CHART

Response Flow Chart



BUSHFIRE EMERGENCY POLICY AND PLAN

If the centre is close to the location of bush fires in the area, but not threatened, there are several problems that may arise:

- Smoke may be present causing respiratory problems for occupants. In order to minimise this, keep all doors and windows closed and the air-conditioning systems to the closed or re- circulate positions. If this is not possible, the air-conditioning systems may need to be switched off.
- Power may be cut which may make it hard to continue services and some telephone systems require electricity to operate. Some investigation may be required to ensure that all hazards relating to power outage have been investigated and addressed.
- Water and sewerage may also be interrupted by a bush fire, water pressure can be very low and water quality can be affected.
- Roads out of the area may become hazardous due to the location of the fire.

Shut down and total evacuation of the facility should be considered if any of these problems arise. Keep in mind evacuation and closure of the centre may take some time and must be considered well in advance of any road closures; therefore, decisions to evacuate have to be made well before an imminent threat.

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Bushfire Preparation and Response **if Centre is Open** when a Bushfire Starts

(Adapted from the Department of Education- Principal's Guide to Bushfire)

Preparedness

The Incident Controller and Deputy Incident Controllers are thoroughly familiar with their current Emergency and Critical Incident Management Plan and all staff members aware of their responsibilities in accordance with the plan.
The Incident Controller has established contact with emergency services, including DFES Career Fire and Rescue Services, the local volunteer fire brigade, WA Police and your Local Emergency Management Committee (LEMC).
Regular checks of centre are undertaken, paying special attention to any evaporative air conditioners.
Communication plans are in place for evacuation or planned closure.
Emergency contact list for parents, staff, other agencies, etc. is up to date and readily available.
TSH has a correctly functioning emergency warning or alert system.
Emergency communications equipment is available (e.g. mobile telephones, hand-operated fire alarm (portable speaker), handheld radios).
Evacuation kit is established and readily available
Class rolls and visitor register are readily accessible
First aid equipment is available and staff members trained in first aid have been identified.
Confirm readiness of Safer Location (GYMNASIUM OR AUDITORIUM)
Arrangements are in place in relation to school buses (availability of buses if off-site evacuation is required)
Mobile telephone batteries are charged

Response Procedure

If a bushfire is noticed before having received any advice from DFES, DEC or AISWA, emergency services should be notified (000) and provided with details.
If the centre is likely to be threatened by the fire, activate your plan immediately. Notify DFES Communication Centre of your decision and relocation point.
Information sought on level of threat from DFES on 1300 657 209 or www.dfes.wa.gov.au
If warning received by principal from DFES or AISWA - information sought on level of threat from DFES on 1300 657 209 or www.dfes.wa.gov.au
Situation assessed by Incident Controller
Turn off evaporative air conditioners. Undertake regular checks of school paying special attention to the evaporative air conditioners
The Incident Controller to arrange to inform the Board of the situation and, if required, NGSR and AISWA.
Arrangements may need to be made for the transport and relocation of students, visitors and staff off-site if required
ABC local radio broadcasts (updated at quarter to and quarter past the hour in addition to news bulletins) monitored for change in level of warning to WATCH AND ACT or EMERGENCY WARNING. www.dfes.wa.gov.au monitored for updates.
Incident Controller to assign a member of staff to monitor local radio, TV, websites and emails for bushfire or weather alerts.
Class rolls checked to confirm absentees and visitor register checked for visitors currently in the centre

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Emergency contacts list for parents, staff, other agencies, etc accessed
Evacuation kit accessed
Confirm readiness of Safer Location
If DFES warning upgraded to Emergency Warning or Catastrophic Stage:
The Incident Controller's decision to relocate students, staff and visitors offsite should be based on assessment of known information, current circumstances and ONLY IF IT IS SAFE TO DO SO. This may include advice from emergency services or observations at the time of the event. If a decision is made to activate the relocation aspects of the plan, then notify the DFES Communication Centre of your decision and relocation point.
Evacuation considerations will include; location of fire and ability to travel safely to the selected relocation point. Notify the DFES Communication Centre of your decision and relocation point. RELOCATE OFF-SITE ONLY IF IT IS SAFE TO DO SO.
If it is not safe to relocate students, staff and visitors to your selected relocation point, you will need to direct all students, staff and visitors to the pre-determined schools Safer Location. Notify DFES Communication Centre of your decision to stay and details of the Safer Location.
Class roll and visitor register rechecked after relocating staff, students and visitors off-site, and Emergency Services Incident Controller advised of anyone missing.

Decision to stay

If the decision is made to stay, the following should be undertaken:

- Communicate the decision calmly to staff, visitors and students
- Collect class rolls, first aid kits and keep staff, visitors and students informed about the bushfire at all times
- Move to a designated fire safer location (TSH **GYMNASIUM** preferred alternatively the AUDITORIUM) and check classroom rolls, visitor registers and staff lists
- Keep one telephone line clear. Have mobile telephone as back-up if power is lost for a landline
- If it is possible to do so safely, consider evacuating asthmatics
- Put into action the system for responding to parents who want to remove their children (Principal)
- Implement a communication strategy to advise parents, clients and media (if required) of the evacuation
- Close windows and doors, and block draughts to prevent the entry of smoke and embers
- Remove combustible materials from walls, including curtains, posters etc
- If not undertaken already, turn off all evaporative air conditioners before the fire front arrives
- Fill as many containers as possible with water to assist in extinguishing small spot fires
- Turn on sprinklers to wet area around the safer location
- Block gutters and fill them with water
- Deal with spot fires in roof spaces and around safer location
- Maintain contact with emergency services.

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As the fire front passes:

- it may not be safe outside;
- be calm and defuse any signs of panic;
- instruct students to remain on the floor, away from windows; and
- restrict all movements.

After the fire front passes:

- reassure staff, visitors and students;
- assess exits and surroundings for safe passage to safer location;
- check buildings for signs of smoke;
- check grounds for burning trees and logs if safe to do so, as there is still a risk of injury;
- encourage people to drink water;
- attend to any injuries;
- arrange for parents and caregivers to collect students and formally sign them out;
- maintain contact with emergency services.

Decision to go

If the decision is made to go, the following should be undertaken:

- maintain communication with emergency services;
- decide to evacuate as early as possible, late evacuations are dangerous;
- implement contingency plans for transport;
- establish whether exit routes and safer locations can be reached safely. Confirm with emergency services;
- implement a communication strategy to advise parents and media of the evacuation; and
- take class rolls and drinking water.

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1. School Gymnasium - Shelter in Place site – Primary Onsite Refuge
2. Auditorium – Secondary Onsite Refuge

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Bushfire Preparation and Response if **Centre is Closed** when a Bushfire Starts

(Adapted from the Department of Education- Principal's Guide to Bushfire)

Preparedness

The Incident Controller and Deputy Incident Controllers thoroughly familiar with their current Plan and all staff members aware of their responsibilities in accordance with the plan.
Incident Controller has established contact with emergency services, including DFES Career Fire and Rescue Services, the local volunteer fire brigade, WA Police and your Local Emergency Management Committee (LEMC).
Communications are in place for any planned closure.
Emergency contact list for parents, clients, staff, other agencies etc up to date and readily available

Response

Information sought on level of threat from DFES on 1300 657 209 or www.dfes.wa.gov.au
Situation assessed by Incident Controller
ABC local radio broadcasts (updated at quarter to and quarter past the hour in addition to news bulletins) monitored for change in level of warning to WATCH AND ACT or EMERGENCY WARNING. www.dfes.wa.gov.au monitored for updates. Assign a member of staff to monitor local radio, TV, websites and emails for bushfire or weather alerts.
If DFES warning is upgraded to Emergency Warning or Catastrophic update sought from DFES regional office or 1300 657 209 or www.dfes.wa.gov.au
Incident Controller and Principal to make decision on school closure based on advice from Emergency Services;
Incident Controller and or Principal to arrange to inform Board and NGSR of closure;
Principal to notify staff and parents using emergency contact list of school closure.
Incident Controller to coordinate notification to clients and visitors of centre/venue closure
Arrange temporary alternative venue for school, clinics, playgroups if required.
Principal in consultation with DFES informs parents and NGSR when school can re-open.

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ROLES AND RESPONSIBILITIES

The following outlines who has the responsibility of implementing the Emergency Procedures in the event of a Bushfire.

Role	Person	Ext No	Mobile Phone Number
Incident Controller	Belinda Leksas	Ext 811	0479 162 395
Deputy Incident Controllers	Janene Hall	Ext 884	0467 067 505
	Daniel Lombardo	Ext 832	0439 248 108
CEO	Mark Fitzpatrick	Ext 802	0437 780 565
Building Warden Crommelin	Jenny Giddy	Ext 863	
	Access Plus	9441 2606	
	Nicole Hadlow (Gym)	Ext 804	
	Christina Ng (Gym)	Ext 816	
	Michelle Jamieson	Ext 846	
Building Warden Wyllie	Di McLean	Ext 861	
	Kelly O'Brien	Ext 888	
Building Warden Bendat	Sarah Launders	Ext 856	
	Caroline Arlt	Ext 836	
	Diane Haynes	Ext 803	
First Aid Officers	Chantal Podd	Ext 898	
	Michelle Jamieson	Ext 846	
	Briony Heap	Ext 847	
	Jessica Zurhaar	Ext 828	
	Karole Marshall	Ext 846	
	Kate Beilby	Ext 859	

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	Trude Hallaraker	Ext 887	
	Christina Ng	Ext 803	
	Kirsten Parsons	Ext 888	
	Beth Tomlinson	Ext 888	
	Molly Crozier	Ext 8888	
Key Personnel	CEO: Mark Fitzpatrick	Ext 802	0437 780 565
	Deputy Principal, Outpost: Geoff Reader	Ext 860	
	Deputy Principal, Talkabout: Di McLean	Ext 835	
	Human Resources: Caroline Artt	Ext 836	
	Psychologist: Jessica Yegorov	Ext 882	
	Psychologist: Nerida Beaumont	Ext 848	
	CEO AccessPlus	9441 2696	
TSH Contractors	Chubb (Fire Panel Monitoring)		0401 779 853
	Rest A Sured		0408 033 044
	Security Monitoring		9440 4999
	Carlo Picotti (Maintenance)		0450 093 838
Key Building Locations	Bendat: Reception	Ext 888	
	Wyllie: Di McLean	Ext 861	
	Crommelin: Jenny Giddy	Ext 863	
	AccessPlus: Reception	9441 2677	

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EXTERNAL EMERGENCY CONTACTS

Hazard Management Agencies	Dept. Fire/Emergency Services (DFES)	13 33 37
	Police	13 14 44
	Ambulance	9334 1222
	Town of Cambridge	9347 6000
	Dept Parks & Wildlife	9474 9055
	SES	132 500
Local	Doctor: Wembley General Practice (90 Harborne St, Wembley)	9381 6399
	Police Station (188 Salvado Road, Wembley)	9214 7100
	Bold Park Community School	9387 5050
	Lake Monger Primary School	9205 5400
Local Bus Companies	Thomson Coachlines	9493 6199
	Perth Bus	0400 287 287
	Northfleet	9242 5296
	All Ways Perth Bus	0431 917 803

RECOVERY

After the fire front passes, usually after 10 to 20 minutes, an assessment needs to be made as to when the safer location will be evacuated.

It is strongly recommended that you do not attempt to evacuate out of the school until a vehicle makes it through from the other side. This will establish whether there are trees or power lines over roads.

Evacuation of the critically injured or staff/students/visitors with mobility issues should be by helicopter and in addition:

- emergency services should be updated on your situation;
- staff can attend to small spot fires;
- buildings can be checked to assure there are no fires in ceiling spaces or under floors.
This is best left to emergency services if they are available;

Other recovery processes include:

1. First Aid:

An immediate priority is the evacuation of staff, visitors and students to a safe clear space. They may need a drink. In addition, there may need to be provision of first aid to any child or staff member who has sustained some form of physical injury as a result of the fire. This may involve the Department of Fire and Emergency Service, the Police or an Ambulance service. Evacuation of the critically injured should be by helicopter. In general, all relevant emergency services should be updated on the situation

2. Roll Call:

Having accurate class lists, attendance data visitor lists and staff lists is essential if the centre is to ascertain if all members of their community are safe and accounted for following a fire.

3. Contact with parents:

Contact details and a known emergency number that may be accessed by parents in the event of a fire may assist in advising worried parents of the safety of their child/ren. Parents also need to know when the Catastrophic FDR has been downgraded and that it is therefore safe for their children to return to school after a planned closure.

4. Student and Staff support

The Centre will need plans to ensure that there are counselling services available as and when required for both students and staff.

5. Returning to the site:

Staff, students and parents need to take extreme care when moving around a fire affected area, as conditions may change. Trees damaged in the fire will drop branches or fall over. Burnt stumps and trees may still be smouldering and burnt

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ground may still be hot. Fires may also restart from hidden smouldering debris. It is not recommended for anyone to re-enter a site if there is even the slightest suspicion of fire damage.

6. Building and site safety:

Be aware that some or all of the buildings may not be structurally sound and going into any possibly affected building can be very dangerous. Walls, roofs and ceilings can give way without warning and floors or stairs may not be as stable as they appear. No-one should enter the premises until it has been declared safe. A building inspector may be required to ensure the buildings are structurally safe before anyone re-enters the campus. The insurance company may contact a building inspector or the local government's building inspector may be able to help. The fire or falling debris may have also damaged chemical containers in the laboratory and ground-shed areas. If staff are unsure about handling these chemicals, contact DFES during business hours on 9323 9300 for advice.

7. Electricity and water supply:

Utilities such as electricity and water may have been shut off or disconnected during the fire. The suppliers of the centre's power and water will need to send a qualified tradesperson to inspect and repair any damage to these services and arrange for them to be reconnected.

8. The media has arrived:

The media often report on fires in their news bulletins. Staff should be advised that if a reporter approaches them for an interview, only the CEO or Head of Marketing and External Relations should decide whether to speak with them or not.

9. Contact the Board, the Department of Education and AISWA:

If there has been considerable damage to classrooms and the centre cannot be used at all for a period of time, the Principal should first make contact with their governing body and then contact Non-Government School Regulation to make arrangements for the continued education of the children. If a school is to be temporarily closed, AISWA should be advised, as a courtesy, so as to be able to provide support as and when required.

If consult rooms and playgroup rooms can no longer be used, the CEO and SLT should determine if it is appropriate for alternative arrangements to be made.

10. Contact insurance companies:

Understand if the insurance company will cover fire damage, re-housing of students and staff and so-forth. It is also advisable for schools to have plans in place for employees who may not be able to return to work as there are no classrooms or buildings left that are safe and the students may have been relocated through the assistance of NGSR.