SILVER TREE
STEINER SCHOOL

Bushfire Emergency Management Procedure

2026

This policy applies to: Staff, Contractors, Volunteers, Visitors and Parents

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SILVER TREE STEINER SCHOOL

BUSHFIRE EMERGENCY PROCEDURE

If Extreme Fire Danger is forecast, with an FBI of 75+, the school will be closed.

- Prior to the day of closure, an SMS message will be sent to all parents' mobile phone numbers registered with the school.
- Announcements will be made in the media.
- School closure signs and banners will be posted at the gate of the school.
- Children must not attend school.

In the event of a bushfire emergency during the school day:

Evacuation:

- School leadership will determine with the guidance of relevant authorities if evacuation can be safely implemented.
- If evacuation is to take place, parents will be notified via SMS (to the telephone number listed with the school) to collect their children from the evacuation site.
- The preferred evacuation site is Stirling Square, Meadow Street, Guildford.

Shelter in Place:

- If it is deemed safer to shelter in place than evacuate, children will be moved to the safe buildings (kindergarten buildings) which are fitted with roof sprinklers.
- A member of staff will be dispatched to the Incident Support Group.
- School Administration staff will carry out special duties as per the Emergency Plan.
- Medical kits, including student medication, will be taken to the safe buildings by the office staff.
- Bottled water is available in the kindergartens.
- Parents SHOULD NOT PHONE THE SCHOOL. All lines must be open for communication with the relevant authorities.
- Parents SHOULD NOT ATTEMPT TO COLLECT THEIR CHILDREN. In this situation, sheltering in place is safer than driving on the roads.
- Where possible, updates will be sent by SMS to parents.
- The 000 phone number should only be used to report emergencies.

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Introduction

Silver Tree Steiner School is nestled amongst over 10 hectares of beautiful bushland in the Perth Hills. It is also located in a designated Bushfire Prone Area (BPA).

BPAs are recognised by the State as being subject to, or likely to be subject to, bushfire attack. Silver Tree Steiner School considers the safety of its students and staff to be of the utmost importance and has sought advice from independent safety consultants in developing management strategies and arrangements to mitigate the risk and impact of bushfires on the school.

Due to the significant risk to the school of bushfire attack, comprehensive risk management and emergency response procedures have been developed.

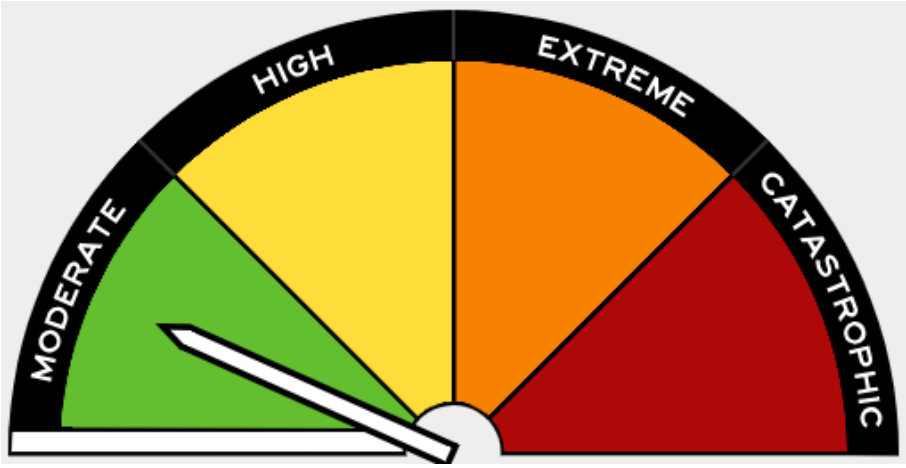
This document outlines responsibilities and actions of the school in the lead up to bushfire season and in the event of bushfire emergency.

Purpose

This Policy has been developed to reduce the risks associated with Bushfire events to students, staff and others, school property and grounds.

Fire Danger Ratings

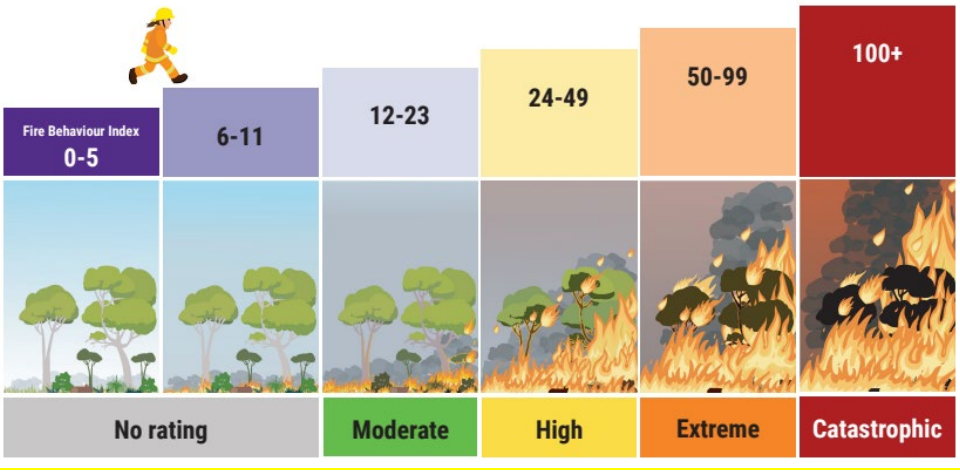
Nationally consistent Australian Fire Danger Rating System (AFDRS)



- **No Rating (white bar):** Conditions present minimal fire risk.
- **Moderate:** Plan and prepare.
- **High**: Be ready to act.
- **Extreme**: Take action now to protect your life and property.
- **Catastrophic**: For your survival, leave bushfire risk areas.

The Fire Danger Rating for an area is determined by the Fire Behaviour Index or FBI. The FBI is a scale of fire danger (0-100+) that uses the latest in fire science to produce outputs across the eight vegetation types.

It is important that parents know that following recommendations from AFDRS, Silver Tree Steiner School will pre-emptively close when we have a Fire Behaviour Index of 75 (Extreme Fire Danger) or greater being forecast for Swan Inland North fire weather district.



Responsibilities

The Leadership Team is responsible to:

- ensure comprehensive training of all staff in aspects of bushfire evacuation and shelter-in-place procedures.
- coordinate pre-emptive closure of the school when Extreme or Catastrophic Fire Danger (with an FBI of 75+) has been forecast.
- develop and regularly review maintenance schedules for bushfire prevention and mitigation works around the school grounds.

Procedures

Prevention

Silver Tree Steiner School will implement the maintenance schedule for bushfire prevention and mitigation works at key intervals throughout the year in the lead up to, and during, Bushfire Season (1st November to 31st March, or as stated by the Shire of Mundaring).

Preparation

Silver Tree Steiner School will be prepared in the event of Bushfire in the following ways:

- Emergency Management Team is trained in Warden roles and responsibilities in case of an emergency event.
- Fire-fighting equipment and water supply infrastructure is regularly serviced according to schedule.
- Conduct Bushfire Evacuation and Shelter-In-Place drills in Terms 4 and 1 each year.
- Regularly review and revise the Bushfire Emergency and Management Plan.
- Communicate the Bushfire Emergency Management Procedure to staff and parents.

- Facilitate an annual bushfire information session for the school community.
- Maintain the School's Asset Protection Zone (APZ) in accordance with the *Bushfire Risk Management Plan* and Shire of Mundaring Firebreak Notice.
- Monitor for bushfires on days when the forecast Fire Danger Rating is High or above.
- Facilitate school closure on days when the forecast Fire Danger Rating is Extreme or Catastrophic with an FBI of 75+

Response

Comprehensive procedures have been developed in consultation with *Bushfire Safety Consulting* which clearly outline the triggers which, in consultation with Emergency Services and relevant authorities, will determine how a response will be made during a bushfire threat. School staff are independently trained to determine if an evacuation is required.

In the event of a bushfire threat, the school's primary response will be early evacuation if safe to do so.

Early Evacuation

- Children will be evacuated to the primary off-site evacuation location using a chartered bus company:

  Stirling Square
  Meadow St
  Guildford WA 6055

  This site has been chosen for its location away from a potential fire threat, ease of access, toilet and water facilities, and shade.

- The school has an agreement with a chartered bus company that may be used in the event of evacuation.
- Parents will be notified by SMS (to the telephone number listed with the school) to collect their children from this location in Guildford.

Shelter-In-Place

If it is deemed safer to shelter in place than to evacuate, all persons on site will be moved to the safer buildings (Kindergarten buildings) which are fitted with roof sprinklers.

- Parents will be notified by SMS (to the telephone number listed with the school)
- Parents should not phone the school. All lines must be open for communication with the relevant authorities.
- Parents should not attempt to collect their children. In this situation, sheltering in place is safer than driving on the roads.
- The Emergency Management Team will carry out warden duties, including evacuating all areas of the school to the safer buildings in a quick, calm and organized manner. Water and medical kits (including student medications) will be taken to the safer buildings by the office staff.
- Where possible, updates will be sent by SMS to parents.

Recovery Phase

In the event of a shelter-in-place response:

- An assessment will be made by the Emergency Response Team in consultation with Emergency Services to determine when the threat of bushfire has passed. When deemed safe to do so, the safer buildings can be vacated.
- Parents will be notified by SMS to collect children.

- Emergency Management Team to continue in their Warden Roles until given the all-clear by Emergency Services.

Following a bushfire evacuation or shelter-in-place response, the following recovery protocols will be initiated by the school:

- Building and site safety must be ensured before anyone is allowed back on-site.
- Regular communication with families.
- De-brief and review of procedures.