Department of
Education

GOVERNMENT OF
WESTERN AUSTRALIA

Shaping the future

Standalone bushfire plan 2023-2024

WA College of Agriculture Narrogin

May 2023

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.

As principal, you must complete this template to have a plan in place to respond to a bushfire emergency. This plan is to be read in conjunction with information on Ikon to prepare for bushfire season at your school.

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 incident management plan, as per the Incident management manual.

Complete and lodge your plan online by 31 August.

Contents

1 School details

To complete this plan, on the front cover of the document:
- insert your school name
- add the year for the new bushfire season
- add the date in the footer to show when the plan became active.

Enter information into the **grey** sections of this document, following the prompts in the square brackets where featured. You can add extra rows to tables where necessary.

When your plan is complete, follow the steps on Ikon to [lodge, update or access your standalone bushfire plan online](#).

School name (include name of co-located school or facilities if applicable)	WA College of Agriculture Narrogin
School address	216 Cooraminning Rd Dumberning
Education Region	Wheatbelt
Number of students	153
Number of students requiring extra support if evacuating	0
Number of staff	53
Number of school sides bordered by bush	Boardered by farmland. North east corner adjoins the golf club and Water Corporation catchment reserve.
Names of major roads bordering school	Williams-Kondinin Road Cooraminning Road Tarwonga Road
School's site-specific alert, for example: • siren/pause x 3 • continuous handbell • continuous siren or short whistle blasts	Continuous siren + CODE RED (off site evac) Continuous siren + CODE Orange (evac to onsite safe location) (Air horn if system is down). Two-way radio used to alert Farm workers.

Plan prepared by (principal's name)	Clare Roser
Date prepared or reviewed	Reviewed 28/9/2023

2   Emergency response contact list

Enter the contact details into the following table:

Organisation	Details	Phone number / website
Local police (for example, name of nearest police station)	Narrogin Police Station	08 9882 2555 https://www.police.wa.gov.au/Contact%20Us/police/NARROGIN
Local hospital (name of nearest hospital or medical emergency facility)	Narrogin Regional Hospital	08 9881 0333 https://www.healthywa.wa.gov.au/Service-search
Department of Fire and Emergency Services regional contact	Narrogin Fire & Rescue Base	Dave Hayes, Captain 0427 779 063 www.dfes.wa.gov.au 13 3337
Local fire brigade (for example, name of nearest fire station)	Narrogin Volunteer Fire and Rescue	Narrogin Volunteer Fire and Rescue Simon Vogel 0427026967
Local bushfire brigade (for example name of nearest station)	Narrogin Central Narrogin South	Pip Porter 0429 859 041 Vern Gibson 0428 108 274
Bus contractors (ready for pre-emptive closure or offsite evacuation)	Nicholls Bus and Coach Service	(08) 9881 1736 98811590 / 0427811590 Boddington 98422133 / 98811032 Williams/Quindanning 98811736 / 0417182480 Narrogin
Electricity provider - in the case of a power outage	Western Power	131087

(for example, Horizon Power, Western Power)		
State emergency service (if known)	Narrogin Emergency Services	132 500
Poisons information (where relevant)	WA Poisons Information Centre	13 11 26
Director of Education name	Doug Cook	

2.1   Important bushfire emergency contact sources

DIAL 000 in an emergency

- **Emergency WA**
    - Website: https://www.emergency.wa.gov.au/

- **Department of Fire and Emergency Services**
    - Information line: 13 33 37
    - Website: https://www.dfes.wa.gov.au/
    - Facebook: https://www.facebook.com/dfeswa
    - Twitter: https://twitter.com/dfes_wa

- **ABC Emergency**
    - Website: https://www.abc.net.au/emergency

- **Local radio**
    - ABC local radio: Find your local radio station at https://www.abc.net.au/local
    - 6PR: Listen online at https://www.6pr.com.au/listen-live/ or tune into AM 882 and Digital Radio

3   School Response Team

Enter the names and mobile numbers of the staff responsible for carrying out emergency procedures during a bushfire event. The principal coordinates the incident response to onsite or offsite locations (refer to Appendix B & C procedures).
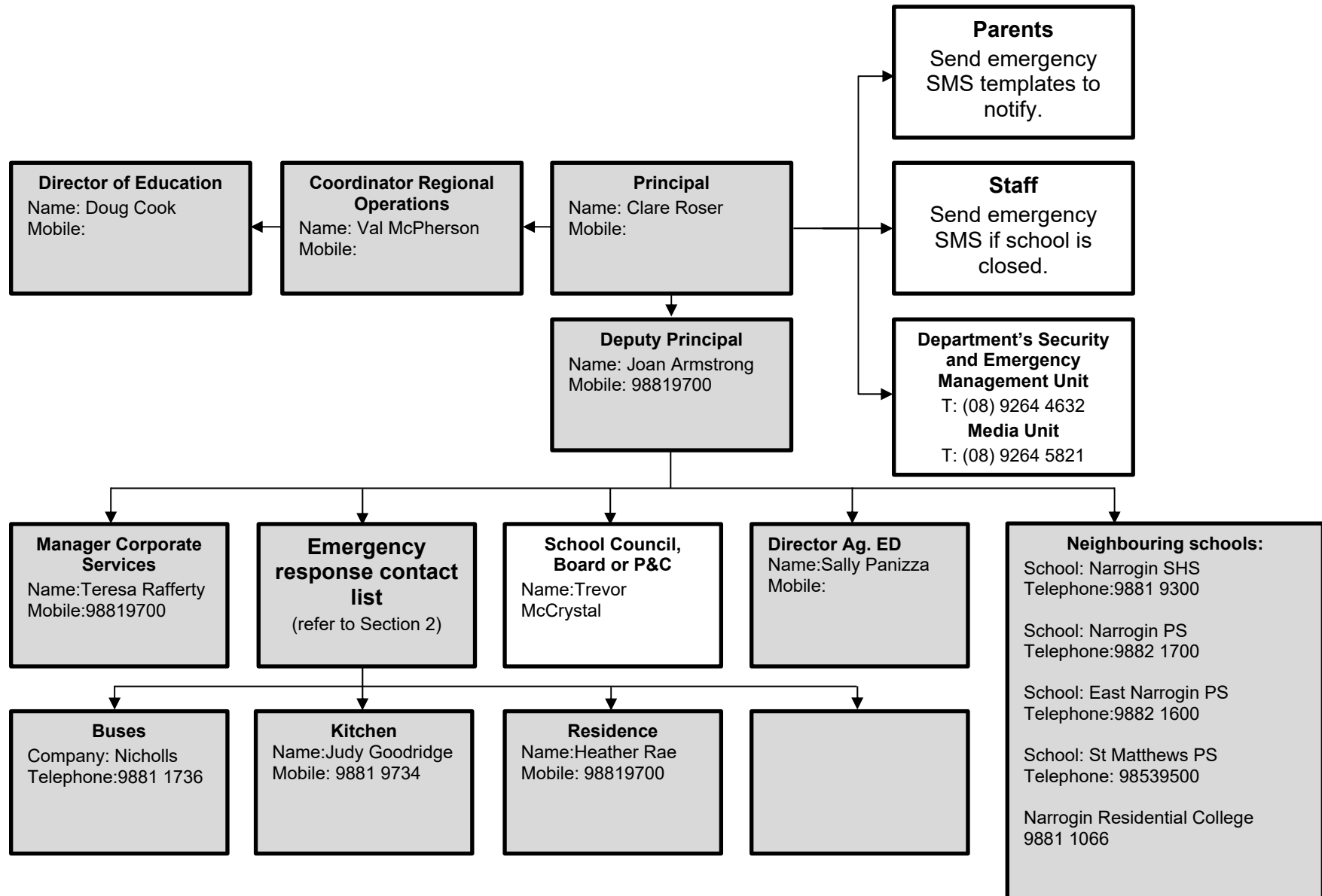
Examples of suggested duties include:
- fire warden duties
- checking all rooms
- keeping a copy of school registers for roll call
- monitoring the bushfires warnings stages (as per Appendix A)
- send out text alerts to parents
- liaising with emergency services, community members, parents and carers.

Consider making cards that outline the duties of the school response team. This can be useful to hand out at the start of the incident.

Position	Staff name	Duties	Phone number
Principal	Clare Roser	Chief Fire Warden	9881 9700
Deputy Principal	Joan Armstrong	Assistant Chief Fire Warden	9881 9700
Manager Corporate Services Admin Staff	Teresa Rafferty	Admin Team Manager School roll (staff and students) Emergency kit Sweep and lock main office	9881 9700
Farm Manager/Assistant Farm Manager	Steve Madson Ryan Hough	Responsible for notifying all farm groups	9881 9700
Residential Manager	Heather Rae	Responsible for sweep of Residential buildings and as directed	9881 9700
Teachers Farm Tech O. Voc Trainers Residential Supervisors	All Teachers, TO's and Vocational Trainers present	Responsible for faculty areas and as directed (roll call, sweep, lock)	various
Accredited first aid officers	Dee Dartnell Allan Dewing Frank Haydock	Ensure that the first aid kit from the duty room is collected and taken to 'Safer building' Provide first aid where necessary Consult with St John's Ambulance if required.	9881 9700
Gardener/Head Claeaner	Brad Gilmore Eugene McCarthy Kylie Kirby	Check for damage, gas leaks, power failure and any other hazard. Report to Principal immediately.	9881 9700

4 Bushfire response telephone tree

Complete the information boxes with the contact details for the relevant stakeholders.

Principal
Name: Clare Roser
Mobile:

Coordinator Regional Operations
Name: Val McPherson
Mobile:

Director of Education
Name: Doug Cook
Mobile:

Parents
Send emergency SMS templates to notify.

Staff
Send emergency SMS if school is closed.

Department's Security and Emergency Management Unit
T: (08) 9264 4632
Media Unit
T: (08) 9264 5821

Deputy Principal
Name: Joan Armstrong
Mobile: 98819700

Manager Corporate Services
Name:Teresa Rafferty
Mobile:98819700

Emergency response contact list
(refer to Section 2)

School Council, Board or P&C
Name:Trevor McCrystal

Director Ag. ED
Name:Sally Panizza
Mobile:

Neighbouring schools:
School: Narrogin SHS
Telephone:9881 9300

School: Narrogin PS
Telephone:9882 1700

School: East Narrogin PS
Telephone:9882 1600

School: St Matthews PS
Telephone: 98539500

Narrogin Residential College
9881 1066

Buses
Company: Nicholls
Telephone:9881 1736

Kitchen
Name:Judy Goodridge
Mobile: 9881 9734

Residence
Name:Heather Rae
Mobile: 98819700

5 Emergency equipment

Identify the location and the type of emergency equipment at your site.

Equipment	Details (include location/s, date checked and any other comments)
Evacuation kit (section 7 of the school Incident Management Plan).	Front Office Checked Feb 2023 Includes: high visibility vests, first aid kit, mega phone, air horns, mobile phone charger, student list and emergency contacts, pens, pencils, torches and batteries.
First aid kit(s) - include masks in case some students are susceptible to smoke.	Front Office, Farm Office, Workshop, Class Office, Residential Duty Room, Kitchen/Dining, Trades office, Front Office, All buses, Shearing Shed, Chemical Shed, Gardeners Shed Checked February 2023 by School Nurse. Checked every 12 months.
Emergency alert system and communication equipment, for example: • mobile telephones (charged) • hand-operated fire alarm (portable siren) • megaphone/loud hailer • portable CB radios • spare batteries.	Mobile telephones, charged and charger available in evacuation kit. Air horn and mega phone in evacuation kit. Cleaners portable radios Two-way radios on farm and in all farm vehicles Spare batteries and charging docks in evacuation kit
Registers for: • students • staff • visitors.	REACH / Compass- students Compass – Staff / Visitors Admin staff to print off and take to 'safer building'
Standalone bushfire plan: • hard copy in the evacuation kit • copy saved to an online platform for access offsite.	S:drive S:\AdminShared\Administration Staff\100 Administration\109 Policy\109.4 Crisis - Emergency Management Policy - Guidelines\2023\Current Plan

6 Bushfire preparation checklist

> Principals must:
> - complete this bushfire preparation checklist annually
> - inform all staff members of their responsibilities.
>
> You can provide details of your preparation activities in the comments.

Management activities	☑ or N/A	Comments
The annual review of the Standalone bushfire plan has been completed before the start of bushfire season.	✓	Late submission due to WHS audit and technical issues. Informed bushfire support team.
Consulted and received advice in preparing your Standalone bushfire plan from any of the following(as relevant): • 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 emergency management committee (LEMC) or local government representative • community emergency services manager, if there is one for the area.	✓	• Local Emergency Services • Department of Fire and Emergency Services
Staff have been made aware of the Standalone bushfire plan through: • staff meetings • staff bushfire induction session that includes: – an overview of the Standalone bushfire plan – 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.	✓	Staff induction process (as required) Section meetings – Week 9 Term 3 Daily Notices – fire weather warning
Students and parents or carers have been made aware of the Standalone bushfire plan through: • key bushfire safety messages incorporated into the curriculum • newsletters • school information booklet (include actions and procedures) • school website.	✓	Chronicle (f/n) Farm Training – ongoing Short Course – Students Plan uploaded to website

Principals must:
- complete this bushfire preparation checklist annually
- inform all staff members of their responsibilities.

You can provide details of your preparation activities in the comments.

Management activities	☑ or N/A	Comments
Communication plans are in place: • Emergency response contact list completed (section 2). • Bushfire response telephone tree completed (section 4). • communication templates for sample emergency text message, newsletter content and school notice text are complete (refer to Appendix D). Contact lists for staff and parents must be current.	✓	In Evacuation Case
Emergency equipment available and checked (section 5): • 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.	✓	Checked Feb 2023
Practise drills moving to your onsite 'safer building location(s)': • before the start of the bushfire season • at least once per term during the bushfire season. You must do at least 2 drills per year.	✓	Term 3 – On site Term 4 – Off site Term 1 following year - both
The asset protection zone, which is a minimum distance of 20 metres surrounding the main school buildings, is checked and is: • 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. For information on the asset protection zone, refer to Prepare for bushfire season at your school on Ikon.	✓	Managed all year round by on-site gardener and farm manager

7 Bushfire action plan maps
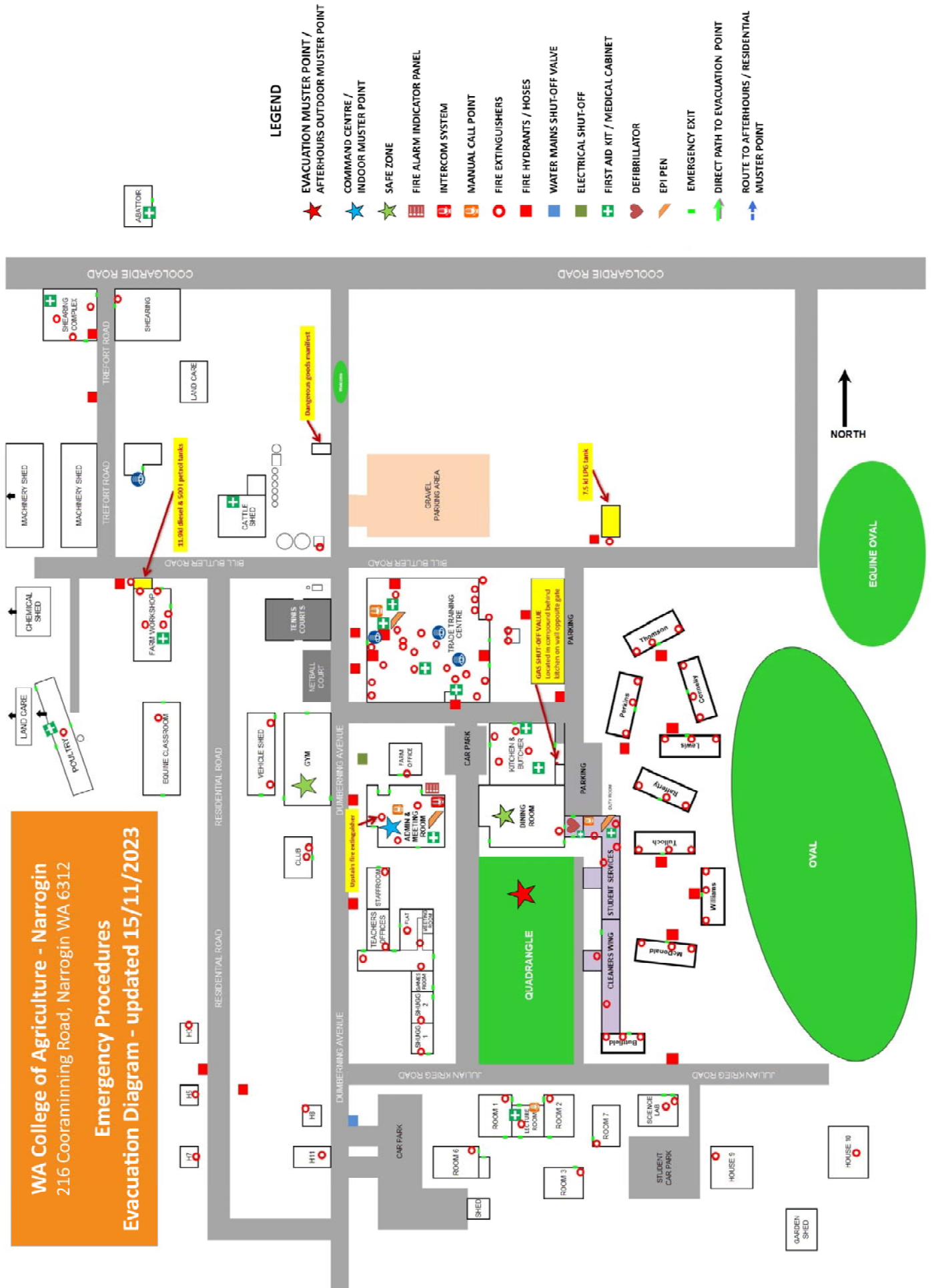
7.1 Onsite 'safer building location(s)'

Do not use an open area such as a school oval or non-enclosed building that may expose people to heat or other conditions.

Insert your school map and make sure it is marked with:
- the onsite 'safer building locations(s)'. Include the name of the building, such as 'library'
- routes to access the location
- fire hydrants
- electrical switchboards
- phones and communication board
- first aid kits
- evacuation kits
- any other relevant details.

Information to help select your offsite evacuation location and a sample map is available on Ikon in [Prepare for bushfire season at your school](#).

See attached	**Emergency, dial 000** **Primary action:** Determine if the bushfire is a threat to the school. Monitor official sources listed in section 2. **Secondary action:** Refer to Appendix B for the procedures to relocate to onsite 'safer building location(s).
	Dining Room or Gym (green star) Tennis Court (red star)
	Map last updated: 2023

WA College of Agriculture - Narrogin

216 Cooraminning Road, Narrogin WA 6312

Emergency Procedures

Evacuation Diagram - updated 15/11/2023

LEGEND

★ EVACUATION MUSTER POINT / AFTERHOURS OUTDOOR MUSTER POINT

★ COMMAND CENTRE / INDOOR MUSTER POINT

★ SAFE ZONE

▥ FIRE ALARM INDICATOR PANEL

▤ INTERCOM SYSTEM

▤ MANUAL CALL POINT

● FIRE EXTINGUISHERS

■ FIRE HYDRANTS / HOSES

■ WATER MAINS SHUT-OFF VALVE

▦ ELECTRICAL SHUT-OFF

✚ FIRST AID KIT / MEDICAL CABINET

◗ DEFIBRILLATOR

╱ EPI PEN

▬ EMERGENCY EXIT

⬆ DIRECT PATH TO EVACUATION POINT

⬆ ROUTE TO AFTERHOURS / RESIDENTIAL MUSTER POINT

NORTH

COOLGARDIE ROAD

BILL BUTLER ROAD

TREFORT ROAD

RESIDENTIAL ROAD

DUMBERNING AVENUE

JULIAN KRIEG ROAD

Dangerous goods manifest

11.0kl diesel & 500 l petrol tanks

7.5 kl LPG tank

GAS SHUT-OFF VALVE
Located in compound behind kitchen on wall opposite gate

Upstairs fire extinguisher

ABATTOIR

SHEARING COMPLEX

SHEARING

LAND CARE

MACHINERY SHED

MACHINERY SHED

CHEMICAL SHED

LAND CARE

POULTRY

FARM WORKSHOP

CATTLE SHED

EQUINE CLASSROOM

VEHICLE SHED

GYM

CLUB

TENNIS COURTS

NETBALL COURT

TRADE TRAINING CENTRE

GRAVEL PARKING AREA

PARKING

FARM OFFICE

ADMIN & MEETING ROOM

STAFFROOM

TEACHERS OFFICES

FLAT

MEETING ROOM

SHUGG 2

SHUGG 1

GAMES ROOM

KITCHEN & BUTCHER

CAR PARK

DINING ROOM

QUADRANGLE

STUDENT SERVICES

CLEANERS WING

Butifield

DUTY ROOM

Thomson

Connelly

Perkins

Lewis

Rafferty

Tulloch

Williams

McDonald

OVAL

EQUINE OVAL

PARKING

ROOM 1

LECTURE ROOM

ROOM 2

ROOM 7

ROOM 6

ROOM 3

SHED

SCIENCE LAB

STUDENT CAR PARK

HOUSE 9

HOUSE 10

GARDEN SHED

CAR PARK

H9

H5

H7

H11

H8

H3

Welcome

7.2   Offsite evacuation locations

Insert the school site map and make sure it is marked with:
- an assembly area
- 2 offsite evacuation locations. These locations cannot be a park, reserve, oval or other open space that may expose people to heat or other conditions.
- suitable routes to access the 2 locations.

Information to help select your offsite evacuation location and a sample map is available on Ikon in [Prepare for bushfire season at your school](#).

Narrogin SHS
Gray St

John Higgins Community Centre
Clayton Rd
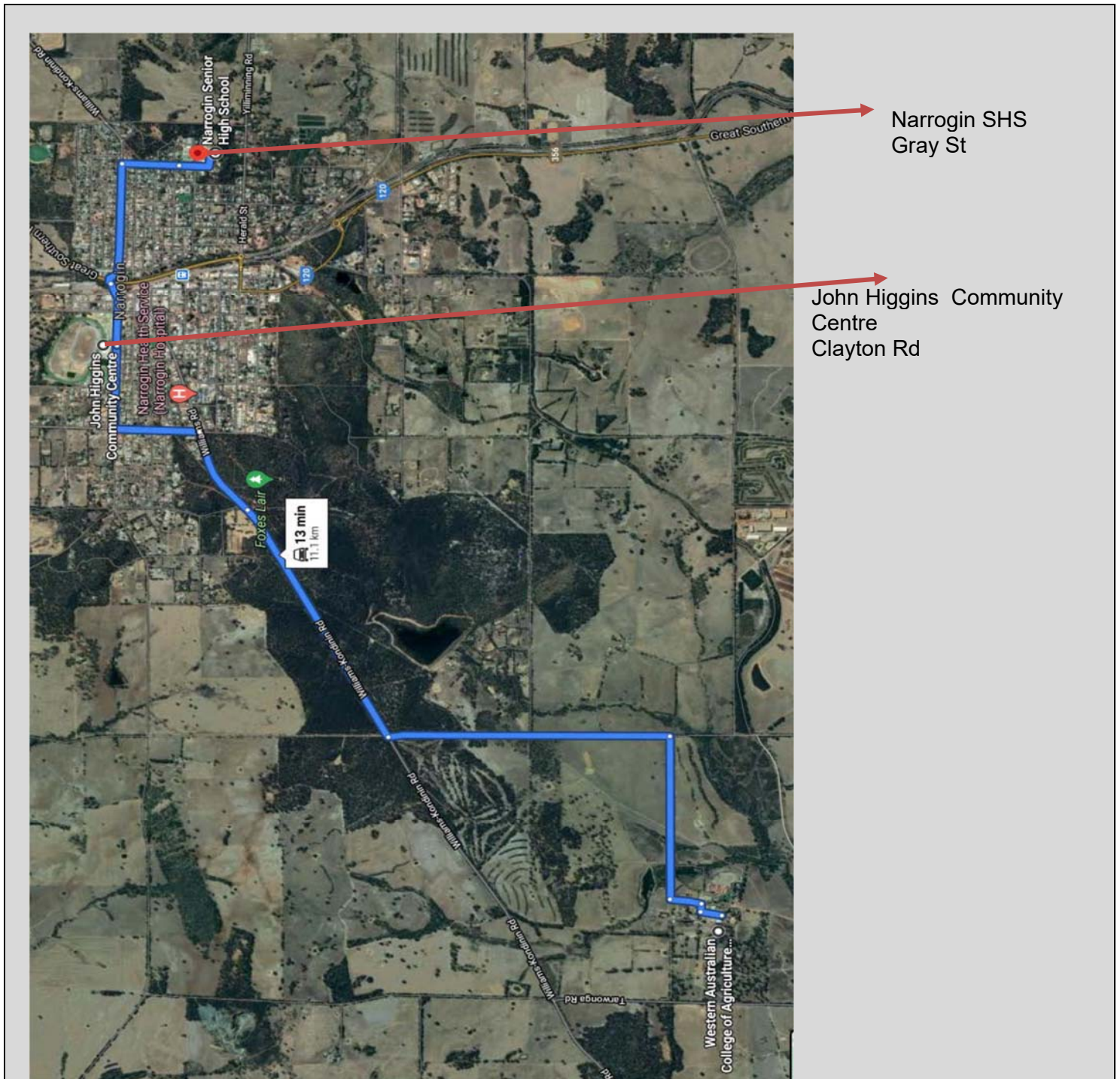
Appendix A - Bushfire warning stages

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

Bushfire warning stages	
ADVICE	**A fire has started, be aware and keep up to date.** This is general information to keep principals informed and up to date with developments. Principals must: • turn off evaporative air conditioners and ensure roof vents are closed. • check and patrol the school regularly for bushfire activity, paying particular attention to the evaporative air conditioners.
WATCH AND ACT	**There is a possible threat to lives and property. Conditions are changing.** Principals must prepare to: • evacuate; or • move students, staff and visitors to their pre-determined onsite 'safer building location'. They must not be moved to an open area. Evacuation orders are: • issued by the Incident Controller or Emergency Services if required. • relayed via official sources such as Emergency WA. It is vital that the principal: • accesses bushfire information from official sources • makes an informed decision to stay onsite or evacuate offsite based on advice from the Incident Controller or Emergency Services.
EMERGENCY	**A school is in danger as its area will be impacted by fire. Take immediate action to survive.** The 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. A siren, called the State Emergency Warning Signal (SEWS), may accompany an emergency warning. Evacuation orders are: • directed by the Incident Controller or Emergency Services. • relayed via official sources, such as Emergency WA.

	It is vital that the principal: • accesses bushfire information from official sources • makes an informed decision to stay onsite or evacuate offsite based on the advice.
All CLEAR	**The danger has passed, and the fire is under control, but stay alert in case the situation changes.** It may not be safe to return to school yet.

Appendix B - Procedures in the event of a sudden bushfire

Relocate to onsite 'safer building location'

You may be instructed to relocate to your onsite 'safer building location(s)'. Do not use an open area such as a school oval or non-enclosed building.

Initiate this procedure if either of the following occurs:

- a 'Watch and Act' or 'Emergency Warning' alert is issued on the Emergency WA website (refer to Appendix A for details about the alerts)
- instruction from the Department of Fire and Emergency Services, Emergency Services or your Director of Education.

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

Action	Notes (if required)
Dial 000 for emergency services and request fire brigade. When connected to Department of Fire and Emergency Services, advise: • your school name and address • the fire situation • how many students and staff are being impacted • if moving to a 'safer building location' and where it is located • if anyone requires medical attention • CB radio channel, if being used. Remain in contact with the Department of Fire and Emergency Services. Monitor official bushfire emergency information contact sources in section 2.1.	
Activate your school response team to carry out their responsibilities (section 3).	
Use your emergency response contact list to contact stakeholders (section 2).	
Follow your bushfire response telephone call tree (section 4) to communicate with the school community. Ensure parents receive emergency text message alerts to: • inform them of relocation • keep them updated (use the emergency text message alert templates, refer to Manage bushfire incident communications on Ikon). Parents must not collect students until instructed.	

Confirm: • evaporative air conditioners are turned off • all building roof vents, windows and doors are closed before anyone enters the onsite safer building location(s). • where possible and safe to do so, relocate vehicles or other combustible items (school bags, rubbish bins etc) at least 20 metres from safer building locations. • monitor embers for possible ignition.	
Take emergency equipment (section 5): • registers for students, staff and visitors • evacuation kit • water • mobile phones (charged) • student medication	
Sound the school emergency warning or alert system.	
Follow advice from the incident controller, emergency services, the Manager Security and Emergency Management or the director of education to move to the onsite safer building location(s) (section 7.1) Students and staff must remain in classrooms unless they are directed to move to an onsite safer building location.	
Check student, staff and visitor registers after moving to an onsite safer building location (roll call). Advise the police if anyone is missing. You must give special consideration to students with known respiratory conditions.	
Wait for emergency services to arrive or the incident controller to provide you with information. Ongoing advice will also be provided by the Manager, Security and Emergency Management or the director of education. Continue to monitor official bushfire information sources listed in section 2.1.	
The Department will consult the incident controller or 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 director of education.	

Offsite evacuation procedures

You may be instructed to relocate to your offsite evacuation location.

Initiate your offsite evacuation procedure if a 'watch and act' or 'emergency warning' bushfire warning alert on the Emergency WA website is invoked (refer to the bushfire warnings listed in Appendix A) and you receive direction from either:
- Department of Fire and Emergency Services, incident controller or emergency services or
- the director of education.

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 request fire brigade. When connected to Department of Fire and Emergency Services, advise: • your school name and address • the fire situation • how many students and staff are being impacted • if moving to a 'safer building location' and where it is located • if anyone requires medical attention • CB radio channel, if being used. Remain in contact with Department of Fire and Emergency Services and your director of education. Monitor official bushfire emergency information contact sources listed in section 2.1.	
Activate your School response team to carry out their responsibilities (section 3).	
Refer to the Emergency response contact list to contact stakeholders (section 2).	
Follow advice from the emergency services or the Manager, Security and Emergency Management or the director of education to decide which of the school's offsite evacuation location(s) is the safest to use (section 7.2).	
If safe to do so, muster at the identified assembly area where staff, students and visitors can gather to prepare for offsite evacuation. Use an alternative assembly area if your first identified assembly area is unsafe. 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 (section 4). Ensure parents and carers receive emergency SMS alerts to: • inform them of relocation • keep them updated (use the emergency text message alert templates, refer to Manage bushfire incident communications on Ikon). Note: Parents must not collect students until instructed.	
Confirm: • evaporative air conditioners are turned off • building roof vents and doors are closed.	
Take emergency equipment (section 5): • registers for students, staff and visitors • evacuation kit • mobile phones (charged). • student medication. Sound the school emergency warning or alert system.	
• Notify bus operators • Notify other contractors scheduled to visit the site • Move all students, staff and visitors from the assembly area to the offsite evacuation location.	
Check registers after evacuating staff, students and visitors (roll call). Advise the police if anyone is missing.	
The Manager, Security and Emergency Management or the director of education will provide ongoing advice. Continue to monitor official bushfire information sources listed in section 2.1.	
The Department will consult the incident controller or 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 director of education.	

Appendix C - Pre-emptive (planned) closure procedures

You may be instructed to pre-emptively close your school due to a fire behaviour index of 75 (extreme fire danger) or greater being forecast.
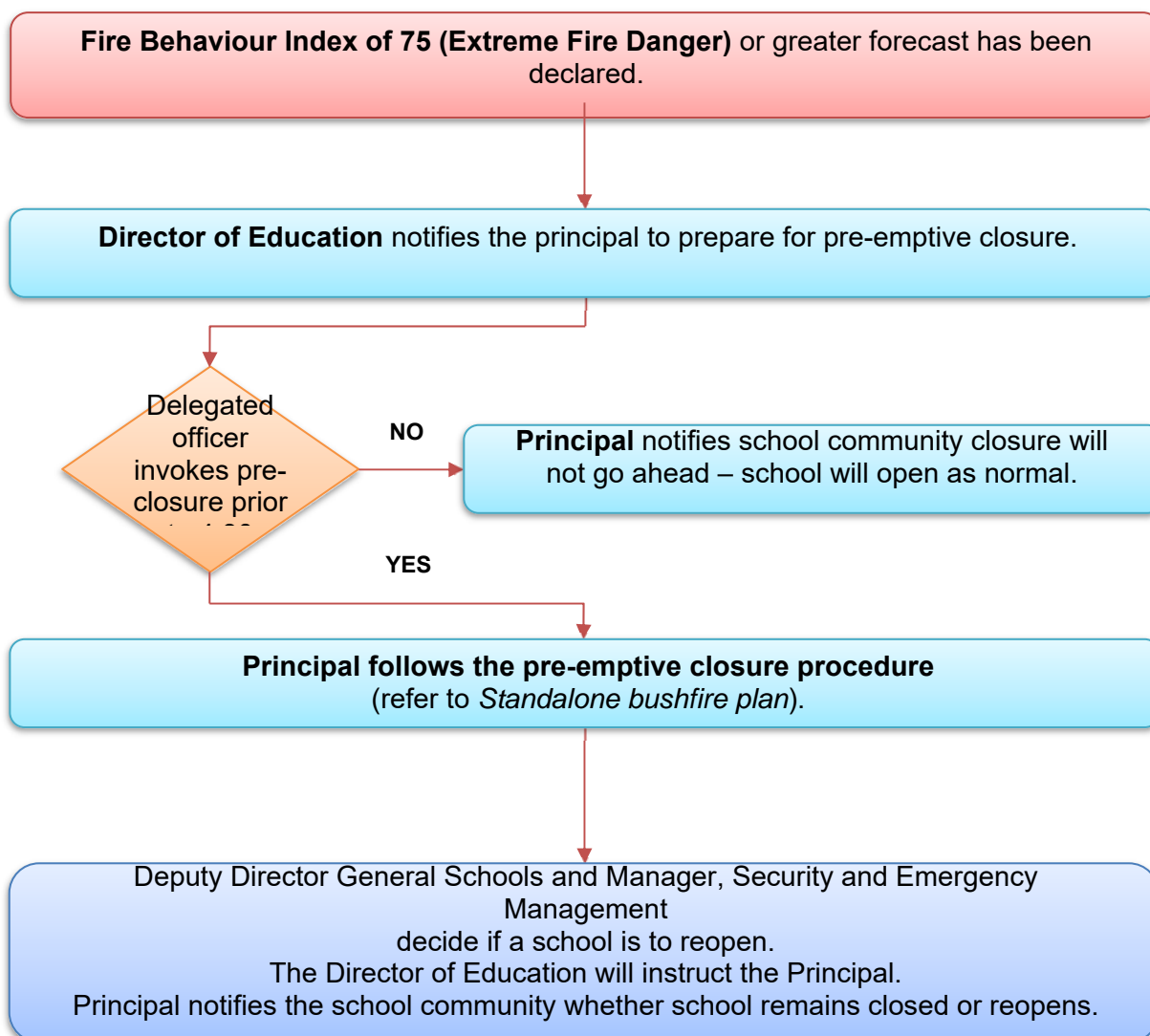
Initiate the closure procedure if you receive advice from the director of education or the Security and Emergency Management unit.

Follow these procedures for a planned school closure.

Action	Notes (if required)
Monitor official bushfire emergency information contact sources listed in section 2.1.	
Activate your School response team to carry out their responsibilities (section 3).	
Communicate the pre-emptive closure, continued closure or school reopening: • use your Emergency response contact list to contact stakeholders (section 2) • use your Bushfire response telephone tree (section 4) • use communication templates in Manage bushfire incident communications for SMS, social media posts and Connect notices to keep the school community informed • place the notice of temporary closure on external school access points and on the school website. Note: Contact lists for staff, parents and carers must be current.	
Confirm: • 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: • all security systems armed • site is secure.	
When the pre-emptive closure is cancelled, remove the notice of temporary closure from external school access points.	

Refer to the following Flow chart – Principal's response to fire behaviour index of 75 (extreme fire danger) or greater forecast.

Flow chart – Principal's response to Fire Behaviour Index of 75 (Extreme Fire Danger Rating) or greater

Fire Behaviour Index of 75 (Extreme Fire Danger) or greater forecast has been declared.

Director of Education notifies the principal to prepare for pre-emptive closure.

Delegated officer invokes pre-closure prior

NO → **Principal** notifies school community closure will not go ahead – school will open as normal.

YES

Principal follows the pre-emptive closure procedure
(refer to *Standalone bushfire plan*).

Deputy Director General Schools and Manager, Security and Emergency Management
decide if a school is to reopen.
The Director of Education will instruct the Principal.
Principal notifies the school community whether school remains closed or reopens.

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 both of the following occur:

- A 'Watch and act' or 'Emergency warning' bushfire warning alert on the Emergency WA website is invoked (refer to the bushfire warnings listed in Appendix A)
  AND
- Direction received from the Deputy Director General, Schools or the Manager, Security and Emergency Management. The director of education 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 director of education and monitor official bushfire emergency information contact sources listed 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 carers and staff emergency text message alerts to inform them of the school closure. To access sample SMS text, refer to Manage bushfire incident communications.	
Work with the director of education to seek alternative school and transport arrangements (if required).	
The Department's Media Unit and Incident Support Unit uses media outlets and Emergency WA to make public announcements of: • the school closure • temporary alternative accommodation.	
The Department will consult the incident controller or emergency services and notify you when it is safe for the school to reopen. You will receive advice from the director of education or the Manager, Security and Emergency Management.	
Send parents, carers and staff emergency text message alerts to inform them when school can reopen.	