Department of Education

GOVERNMENT OF WESTERN AUSTRALIA

Shaping the future

Standalone bushfire plan 2026-2027

WA College of Agriculture - Narrogin

July 2025

CC BY

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1. School or site details

School or site details	
School name	**Western Australian College of Agriculture – Narrogin**
School or site address	**216 Cooraminning Road DUMBERNING WA 6312**
Education region	**Wheatbelt**
Number of students	**150**
Number of students that may require extra support if evacuating	**9 students.** Year 10 – Samuel Williams Year 11 – Lilly Earl Year 11 – Paisley Ford Year 11 – Jesse Ives Year 11 – Kacey Johnson Year 12 – Grace Brown Year 12 – Rhyan Donnelly Year 12 – Rhys Holzknecht Year 12 – Shyla Rogers-Bouffler Year 12 – Hannah Smith
Number of students with asthma and allergies relating to bushfires	**21 students.** Year 10 – Luka Hall Year 10 – Alexander Junk Year 10 – Patrick Lynch Year 10 – Manton Schulz Year 10 – Georgia Willcocks Year 10 – Samuel Williams Year 11 – Zander Chesson Year 11 – Maison Clavey Year 11 – Lilly Earl Year 11 – Cody Edwards Year 11 – Christian Fisher Year 11 – Archer Groves Year 11 – Jeremiah Little-Taylor Year 11 – Maddison Sculley Year 11 – Lane Swindell-Mail Year 12 – Rowan Bradford Year 12 – Cooper Bryant-Smith Year 12 – Tyler Germain Year 12 – Bailey Perkins Year 12 – Emmalyn Squires Year 12 – Emily Willcocks
Number of staff	**85**
Estimated number of animals on site	**Approximately 3,210 farm animals. Approximately 10 pets (cats/dogs) are housed on site.**

	Farm animals on site: 1,000 Ewes 1,500 Lambs 200 Cattle 500 Hens 1 Goat 6 Pigs
Estimated number of animals on site that would require evacuation, if applicable	**Numbers will vary depending on the nature, location, and severity of the incident.**
Number of school or site sides bordered by bush	**3 sides bordered by farmland.** **1 side (NE) adjoins the Narrogin Golf Club and a Water Corporation catchment reserve.**
Names of major roads bordering school or site	**Williams-Kondinin Road (north)** **Lavater Road (south)** **Cooraminning Road (east)** **Tarwonga Road (west)**
School or site's site-specific alert	**Fire sire and/or continuous siren sound and relevant code number over the public address system.**

Plan prepared by (name)	Amy "Georgie" George
Date prepared or reviewed	27 August 2026

2. Emergency response contact list

Dial 000 in an emergency.

Details		Phone number
WA Police Force	Life threatening or time critical emergency	000
	Incident requiring police response, not life-threatening	13 14 44
	Narrogin Police Station	9881 1300
Ambulance		000
Hospital - Narrogin Health Service		9881 0333
Department of Fire and Emergency Services Upper Great Southern Region – Narrogin Office		6832 3110
Narrogin Volunteer Fire and Rescue Service Central Fire Brigade		000
State Emergency Service – SES Narrogin		13 25 00 0417 918 910
Local Governemt - Shire of Narrogin		9890 0900
Gas, ATCO faults & emergencies		13 13 52
Western Power, faults and power outage		13 13 51
Water Corporation, faults and emergencies		13 13 75
Poisons Information Centre		13 11 26
Health Direct, 24/7 health advice		1800 022 222
Polution Watch Hotline		1300 784 780
Crime Stoppers		1800 333 000
School Watch, vandalism and break ins		1800 177 777
Bus contractors Narrogin – Nicholls Coaches Narrogin/Boddington Williams/Quindanning		 1800 199 447 9881 1736 0417 182 480 9881 1590 0427 811 590 9842 2133 9881 1032
Director General, Department of Education Mr Jay Peckitt		9264 5050

Director of Education, Wheatbelt Sally Panizza	9622 0203 0439 434 873
Director of Agricultural Education and Residential Colleges Judith King	9402 4036 0457 169 107
Lead School Psychologist - Narrogin Mel Smith	0427 089 693

For agricultural colleges and farm schools only:

Contact person or organisation	Details	Phone number / website
Animal technicians	Alex Rumens	0456 810 1961
Local veterinarian or 24 hour emergency clinic	Narrogin Veterinary Clinic	9881 5417
Persons competent in humane euthanasia of livestock	Alex Rumens, Farm Manager	0456 810 1961
	Peter Zielke Ryan Hough	Contact through Farm Manager

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

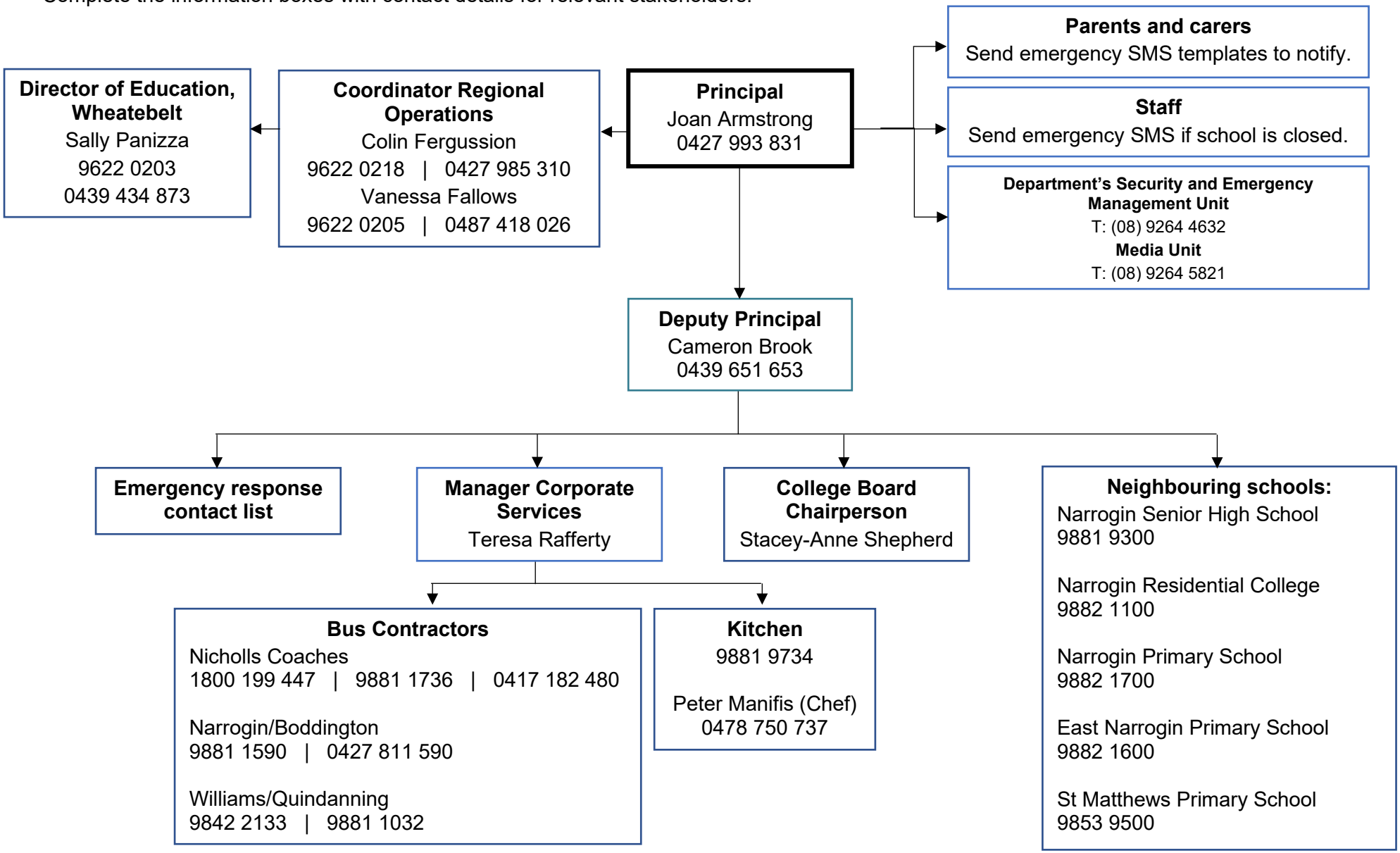
Local radio
ABC Great Southern: 558 AM

3. School or site Response Team

Position	Staff name	Duties	Phone Number
Principal	Joan Armstrong	Incident Controller - Fire Warden duties - monitoring the bushfire warning stages	0427 993 831
Deputy Principal Health, Safety & Wellbeing Officer	Cameron Brook Amy “Georgie” George	Deputy Incident Controller/ Checkpoint Officer - liaising with emergency services - checking all rooms	0439 651 653 0428 676 310
Manager Corporate Services Administration Staff	Teresa Rafferty Various	Admin team - send out text alerts to parents and carers - keep a copy of school roll (staff & students) - collect emergency incident kit - sweep and lock admin office - liaising with community members, parents and carers	9881 9700
Instructional Staff Residential Supervisors Support Staff	All staff onsite	- assist students and other staff as required throughout incident. - responsible for own faculty section and as directed - sweep & lock buildings - roll call if requested -move to muster point and follow directions as provided	
Accredited first aid officers	Various staff	- collect first aid kit from administration or Duty Room and take to muster point - provide first aid as required	
Animal technicians	Alex Rumens	- notify all farm groups & staff - unlock gates and control livestock as required - animal welfare as required	0427 811 255 2 way radio communication
Gardener Cleaner in Charge	Bradley Gilmore Eugene McCarthy	- check for damage, gas leaks, power failure, other hazards, and report to Principal/Incident Controller immediately.	2 way radio communication

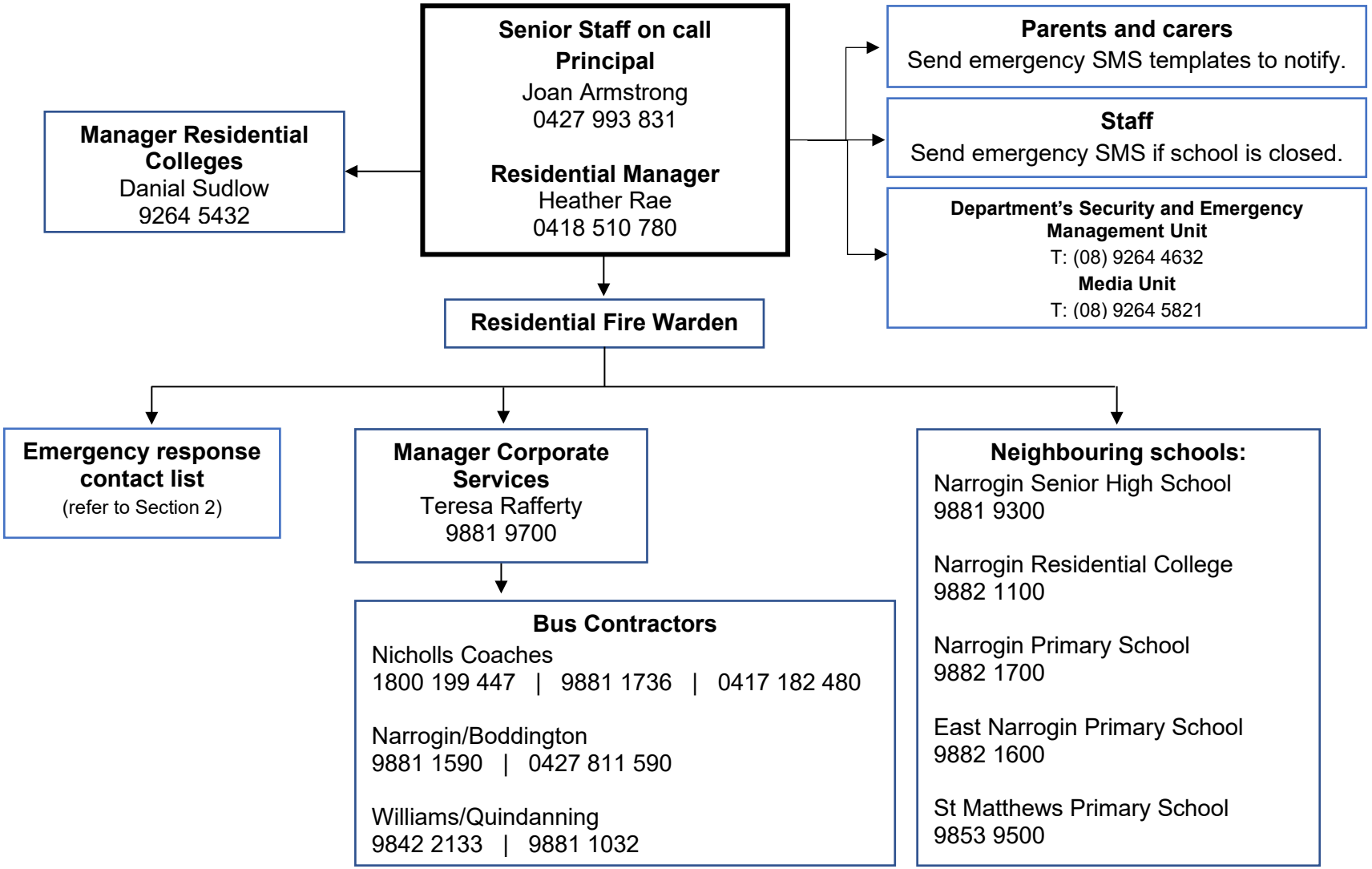
4. School or site response telephone tree

Complete the information boxes with contact details for relevant stakeholders.



4.1 Residential college response telephone tree

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



5. Emergency equipment

Equipment	**Details** (include location/s, date checked and any other comments)
Evacuation kit	High visibility vests, hard hats, fist aid kit, mega phone, air horn, mobile phone/tablet charger, student emergency information & contacts, stationery, torches, batteries.
First aid kit locations	All vehicles, front office, farm office, farm workshop, class office, duty room, kitchen, trades office, shearing shed, chemical storage, gardening shed.
Animal emergency kit	Varies between sections on Farm. Necessities are kept in close proximaty to section.
Emergency alert system and communication equipment	- mobile phones (chargers available in evacuation kit) - portable 2-way radios - air horn - megaphone
Registers for: • students • staff • visitors.	- Compass (day program) - REACH (after hours)
Standalone bushfire plan: • hard copy in the evacuation kit • copy saved to an online platform for access offsite.	- Hard copy in admin evacuation kit - Hard copy in residential supervisors information file - Electronic copy on S-Drive (Shared > AdminShared > All Staff > Staff Induction Folder > 2026)

6. Bushfire preparation checklist

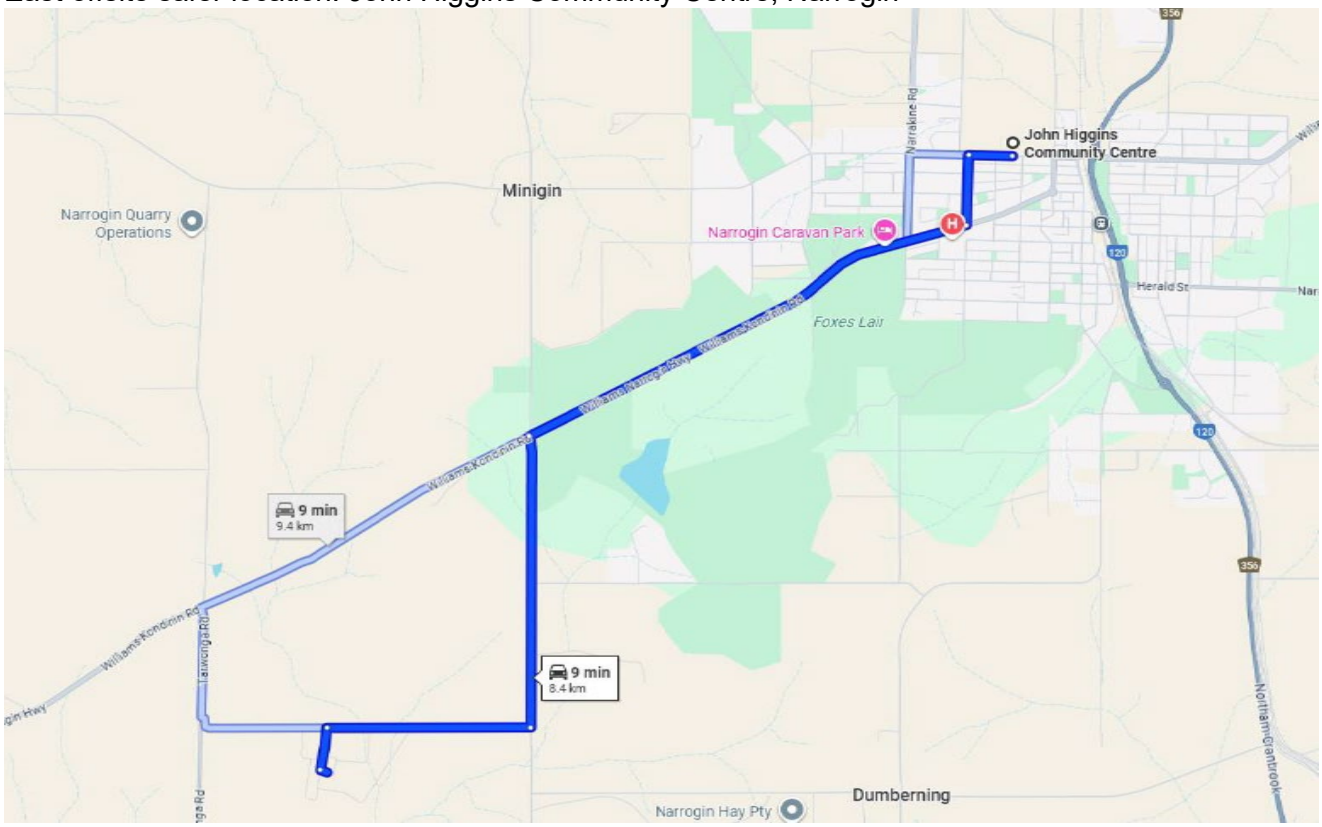
Management activities	☑ or N/A	Comments
The annual review of the Standalone bushfire plan has been completed before the start of bushfire season.	YES	27 August 2026
Consulted and received advice in preparing your Standalone bushfire plan	YES	Previously checked by Department of Fire and Emergency Services, no information changed
Staff have been made aware of the Standalone bushfire plan through: • staff meetings • staff inductions • toolbox talks	YES	
Students and parents or carers have been made aware of the Standalone bushfire plan through: • key bushfire safety messages incorporated into the curriculum • newsletters • college website	YES	
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 or site notice text are complete (refer to Appendix D). • Contact lists for staff and parents current.	YES	
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 • animal emergency kit • registers for students, staff and visitors readily accessible for roll call.	YES	
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.	YES	Second drill to be run late 2026
The asset protection zone, which is a minimum distance of 20 metres surrounding the main school or site 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.	YES	Managed year-round by Gardener and Farm Manager. Asset protection zone to be checked closer to bushfire season to ensure compliance.

7. Bushfire action plan maps

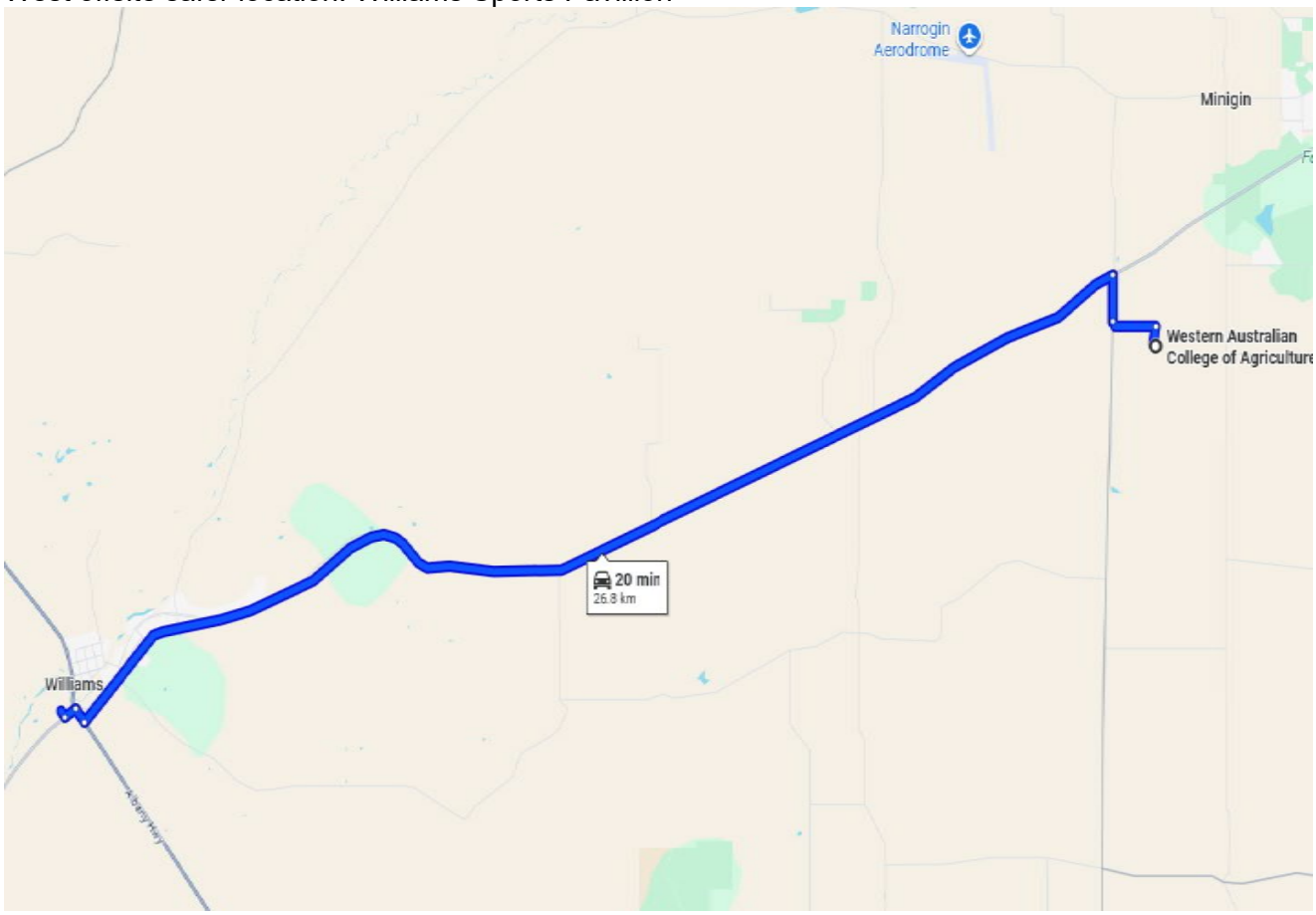
7.1 Onsite ‘safer building location(s)’



East offsite safer location: John Higgins Community Centre, Narrogin



West offsite safer location: Williams Sports Pavillion



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 is active but there is no immediate threat to lives or homes. Be aware and keep up to date.** This is general information to keep principals or site managers informed and up to date with developments. Principals or site managers must: • turn off evaporative air conditioners and ensure roof vents are closed. • check and patrol the school or site regularly for bushfire activity, paying particular attention to the evaporative air conditioners.
WATCH AND ACT 	**There is a possible threat to lives or homes.Take action now to protect yourself and others.** Principals or site managers 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 or site manager: • 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 	**There is a threat to lives and homes. You may be in danger and need to take immediate action.** The principal or site manager 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.

Appendix B - Procedures in the event of a sudden bushfire

Relocate to onsite 'safer building location'

The principal or site manager may enact this standalone bushfire plan including relocating to the onsite safer building location as deemed necessary, or upon the advice of the Incident Controller, emergency services, Director of Education, Security and Emergency Management or Incident Support Unit.

When sheltering in place do not use an open area such as a school oval or non-enclosed building.

Initiate this procedure if any of the following occurs:

- a 'Watch and Act' or 'Emergency Warning' alert is issued for an area including the school site on the Emergency WA website (refer to Appendix A for details about the alerts).
- instruction is received from the Incident Controller, emergency services, Director of Education, Security and Emergency Management or Incident Support Unit..
- any other conditions (eg. smoke or ember attack) where the principal or site manager deem it necessary to initiate this procedure.

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 or site 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 or site 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 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 or site emergency warning or alert system.	
The principal/site manager to liaise directly with emergency services to assess risk levels and confirm a safe alternative location for shelter or evacuation. If emergency services cannot be, for example no phone or internet services, then relocate students to the best solid structure – look for a solid brick or stone building with multiple entry and exits, minimal ember entry points and as much clearance from vegetation as possible. Students and staff must remain in classrooms or rooms 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.

The principal or site manager must act on the official advice received from the Incident Controller, emergency services, director of education, Security and Emergency Management or Incident Support Unit, which includes remaining on site and preparing for possible evacuation.

Offsite evacuation procedures should be initiated under direction from either:

- the Incident Controller
  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 or site 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 or site 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 incident controller, emergency services or the Manager, Security and Emergency Management, director of education or Incident Support Unit to decide which of the school or site'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 or rooms 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 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 or site 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 Incident Controller, emergency services or the Manager, Security and Emergency Management or Incident Support Unit will notify the director of education 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) school 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.

Note: Residential and agricultural colleges remain open when a forecast of a fire behaviour index of 75 (extreme fire danger rating) or greater is issued. These sites must have procedures in place to:

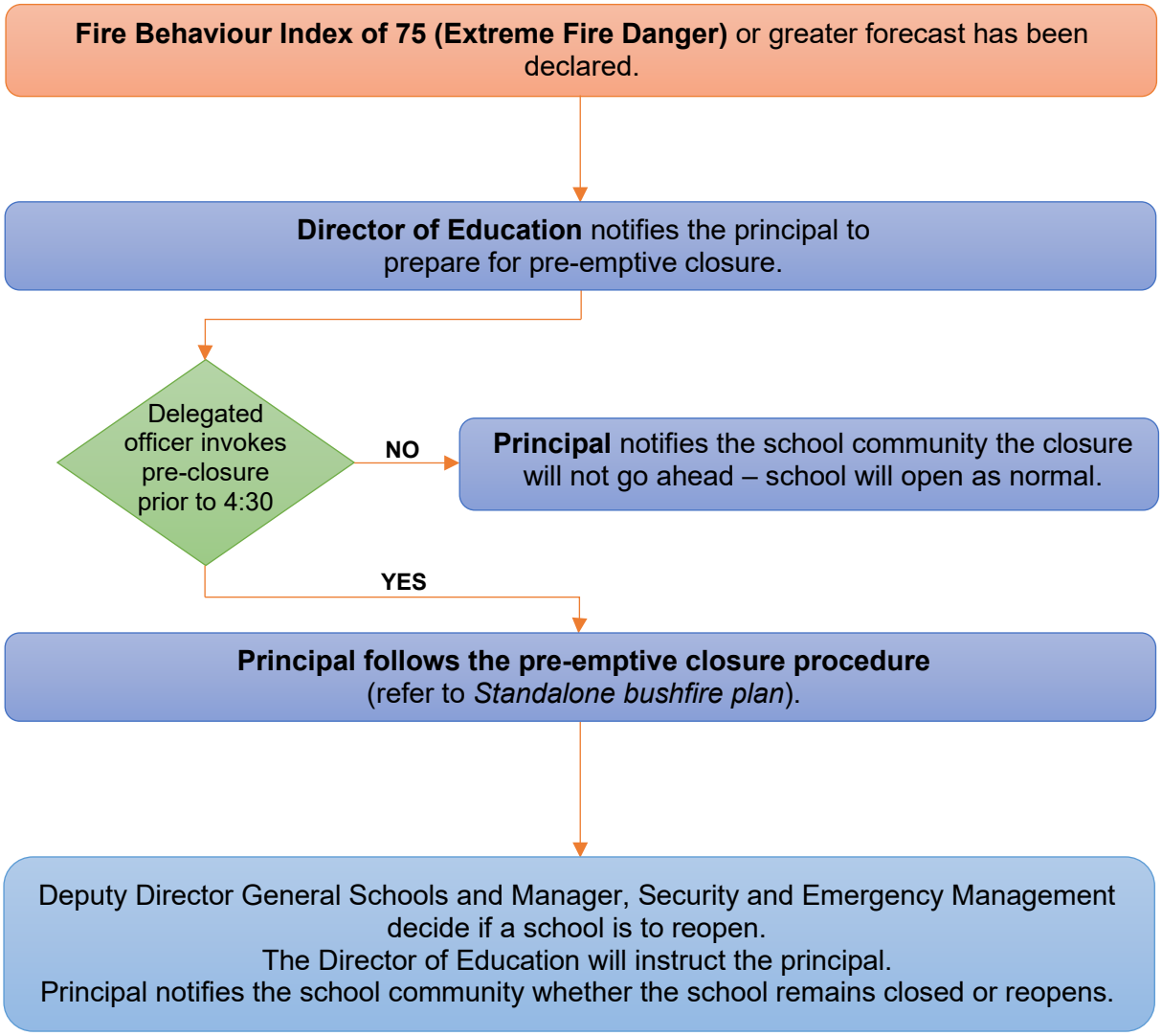
- monitor conditions
- move to the onsite safer building location, if there is any sign of a bushfire
- action an offsite evacuation, on advice from the emergency services.

Schools must initiate the closure procedures below if they receive advice from the director of education or the Security and Emergency Management unit.

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 or site 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 your community informed • place the notice of temporary closure on external school or site 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 pre-emptive school closure response.

Flow chart – Principal's pre-emptive school closure response



Appendix D – After-hours or school holiday procedures

You may be instructed to keep your school or site 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 your community. Send parents and carers and staff emergency text message alerts to inform them of the school or site closure. To access sample SMS text, refer to Manage bushfire incident communications.	
Work with the director of education to seek alternative school or site 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 or site closure • temporary alternative accommodation.	
The Department will consult the incident controller or emergency services and notify you when it is safe for the school or site 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 or site can reopen.	