

Standalone Cyclone Plan

2021-2022

Broome Primary School

Cyclone warning stages

Alerts issued by the Department of Fire and Emergency Services.

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

Cyclone warning stages		
1	Blue Alert	Get ready for a cyclone. You need to start preparing for cyclone weather and have your plan in place.
2	Yellow Alert	Take action and get ready to shelter from a cyclone. You need to prepare for the arrival of a cyclone. Schools commence the process to close. Residential facilities prepare to shelter students from the cyclone. Make adjustments to enact plan for animal welfare in emergencies.
3	Red Alert	Take shelter from the cyclone. You need to take shelter immediately.
4	All Clear	The Cyclone has passed but take care. Wind and storm surge dangers have passed but you need to take care to avoid the dangers caused by damage.

Procedures in the event of a cyclone

Initiate the below procedure if the following occurs:

- a cyclone alert is issued on the [Emergency WA](#) website or the [Department of Fire and Emergency Services Bushfire Warnings page of the Department of Fire and Emergency Services website](#)
- instruction from the Department of Fire and Emergency Services, Emergency Services or your Director of Education.

BLUE ALERT

Action

In a blue alert, schools remain open and students are to attend as per normal.

The frequency of the updates will depend on the type of cyclone alert (ABC Radio Official Broadcast).

Department of Fire and Emergency Services information line is 13 33 37.

Cyclone Warning Advice line is 1300 659 210.

If the alert escalates to yellow, your regional education office will inform you of site closure.

Check Main Roads WA website for possible road closures.

All information and updated reports relating to the warnings and school closure are also issued on ABC Radio.

Secure loose items and make the site ready for the cyclone.

Check communication plan.

Residential facilities remain open for business as usual.

- Make arrangements to ensure all students can be collected from school in the event that the alert is upgraded to Yellow.
- Where applicable, liaise with Independent and Catholic schools to understand and incorporate their plans.

YELLOW ALERT

Action

If a yellow alert is declared during a school day, the following will occur:

Yellow alert before 1200 hours:

- Students can be picked up immediately from the school.
- The school will close at lunch time.
- School bus operators must be informed of changes to normal operations.
- Students will not be sent home until collected by bus operators, or instructions are received from carers.

Yellow Alert after 1200 hours:

- Students can be picked up immediately from school.
- The school will close at the normal time.
- Students will not be sent home until instructions are received from carers.

Yellow Alert at or after 1400 hours:

- Schools will be closed the following day.
- School to continue to listen to the radio to receive information as to when schools will open.
- The closure advice will be repeated each morning until a decision to re-open is announced based on official advice from the Department of Fire and Emergency Services.
- A decision to re-open the school is made by the Deputy Director General, Schools, in consultation with the Director of Education.
- Principals will be notified if the school can re-open.
- Check Mains Roads WA website for possible road closures.
- School buses may be affected at this stage. It is important to keep in contact with the bus operator in case of changes to normal operations. If there is a change to normal bus operations and students cannot be collected, notify carers immediately.

Note:

The above does not preclude immediate closure in extenuating circumstances and if deemed necessary by your education regional office in consultation with the Deputy Director General, Schools.

RED ALERT**Action**

In a Red Alert, the School will remain closed.

In the event that a Red Alert is cancelled by the Department of Fire and Emergency Services, the Director of Education, in consultation with the Deputy Director General, Schools, will advise when the school can re-open. This will happen only after the site has been inspected by officers from the Department of Finance.

The school needs to keep informed via the radio until all threats from the cyclone have passed.

ALL CLEAR (After the Cyclone)**Action**

The Department of Finance, in consultation with the principal or site manager, will conduct an assessment of the school or site.

Staff and students cannot return or enter the school or site until this assessment has been completed and the school or site has been given the all clear.

If damage to the school is expected to take two days or more to repair, the Principal and Director of Education, in consultation with the central services appointed incident support coordinator, may consider temporary premises, online education programs or hardcopy resources.

All incidents, regardless of size and scale, require a single individual who is responsible for leading the response. The nature of the cyclone drives the size and nature of the response and support needed. The structures outlined below are activated in response to the level and severity of the cyclone.

Level 1 incidents

Principals or site managers manage level 1 incidents using local resources or with support from their education regional office or central services. External agencies such as the WA Police Force or medical professionals may be involved where required.

Level 2 incidents

Principals or site managers manage level 2 incidents at a local level with support from their education regional office or central services. However, if increased complexity or additional resource requirements necessitate further support and coordination, an executive director or above may appoint an incident support coordinator.

Level 3 incidents

Level 3 incidents involve a high degree of complexity. The Director General will appoint an incident commander. Level 3 incidents are managed under the direction of an incident commander.

Principals or site managers (except a Level 3 incident) are responsible for:

- **Preparing a communication plan. This should include:**
 - planning for how communication with parents and carers will occur, for example, Facebook or other electronic methods. Provision of daily updates (or more as required) for staff, parents and carers are essential;
 - updates should also ensure parents and carers are provided as much advance information regarding the likelihood of the school being closed for two or more days; and
 - contact the Department's Media Unit for advice on 9264 5821.
- **Provision of an educational program for students:**
 - teachers will be required to plan and provide a learning program for their students while the students are not able to attend school; and
 - schools are able to determine whether this is provided through learning packages or online delivery.
- **Emergency processes and procedures are current and this information is available to staff:**
 - this must include identification of offsite emergency premises in consultation with your Director of Education, should this be required.

The Department of Finance will confirm when the school or site can return to business as usual.

Upon approval from the Deputy Director General Schools to re-open the school, the Principal will alert staff, parents and carers. The Department will also use the media to provide information to carers on school openings.