



Department of  
Education

**Shaping the future**

# Standalone Cyclone Plan 2023-2024

## Pegs Creek Primary School

[Status]

17 December 2021



## Purpose

The *Standalone Cyclone Plan* document is a detailed plan of how your school or site can prepare and respond to a cyclone event.

This plan is to be read in conjunction with the Department of Education *Incident Management Manual*.

All staff, students, contractors and visitors on the school or facility site must follow this plan in a cyclone emergency.

All other emergencies are to be managed in accordance with your school or site's [incident management plan or standalone bushfire plan](#).

# Contents

- 1. School details..... 4
- 2. Emergency response contact list ..... 5
- 2.1. Other important emergency sources ..... 6
- 3. School/Site response team (SRT)..... 6
- 4. Cyclone response telephone tree..... 12
- 5. Emergency equipment..... 14
- 6. Cyclone preparation checklist..... 15
- Appendix A – Cyclone warnings stages ..... 18
- Appendix B – Procedures in event of a cyclone..... 19
- Appendix C – Communication templates ..... 23
- Emergency text and social media message templates ..... 23
- Notice of temporary school closure – sample text..... 27

## 1. School or site details

To complete this plan:

- use the *Incident Management Manual* to guide you.
- enter information into the **grey** sections of this document, following the prompts where applicable. You can add extra rows to tables where necessary.

School or site name (include name of co-located school, site or facilities if applicable)	Pegs Creek Primary School
School or site address	53 Galbraith Rd Karratha
Number of students	261
Number of staff	26
Number of students requiring extra support if evacuating	14
Estimated number of animals on site	0
Estimated number of animals on site that would require evacuation	0
Names of major roads bordering school or site	Galbraith Rd and Bayview Road
Site-specific alert, for example: <ul style="list-style-type: none"> <li>• siren/pause x 3</li> <li>• continuous handbell</li> <li>• continuous siren or short whistle blasts</li> </ul>	Message over PA system communicating the Cyclone status if required in Blue Message on Connect to parents on number to contact for more information.

Plan prepared by (Principal or site manager's name)	Katherine Mouda-Hughes
Date prepared	12/11/23

## 2. Emergency response contact list

Enter the contact details into the table below.

Organisation	Details	Phone number / Website
Director of Education – contact name	Sally Panizza	<b>91850118</b> <b>0439434873</b>
Other relevant Education contact (e.g. Manager Residential Colleges or Director of Agricultural Education)	Ian Knapgate Co-ordinator of Regional Operations	<b>9185 0134 or</b> <b>0484741691</b>
Department of Fire and Emergency Services	DFES	<b>000 or 91852580</b>
State Emergency Service (in your region)	SES	<b>91441848</b>
Local police (eg name of nearest police station)	Karratha Polica Station	<b>9143 7200</b>
Local hospital (eg name of nearest hospital or medical emergency facility)	Karratha Hospital	<b>91447777</b>
Animal technicians (Agricultural Colleges and Farm Schools only)	NA	NA
Local veterinarian - 24 hour emergency clinic (Agricultural Colleges and Farm Schools only)	NA	NA
Person competent in humane euthanasia of livestock (Agricultural Colleges and Farm Schools only)	NA	NA
Bus contractors (ready for pre-emptive closure or offsite evacuation)	Fortescue Bus Services	91854377
Electricity provider - in the case of a power outage (eg Horizon Power or Western Power)	Horizon Power	<b>132 351</b>
Water Corporation		<b>131 375</b>

## Dial 000 in an EMERGENCY

### 2.1. Other important emergency sources

- 1) [Emergency WA website](https://www.emergency.wa.gov.au/) - <https://www.emergency.wa.gov.au/>
- 2) **Department of Fire and Emergency Services**
  - Information line – 13 33 37
  - Twitter - [https://twitter.com/dfes\\_wa](https://twitter.com/dfes_wa)
- 3) **Local radio**
  - [ABC Emergency WA](#)
  - ABC local radio
  - 6PR

### 3. School/Site response team (SRT)

Enter the names and mobile numbers of the staff responsible for carrying out emergency procedures during a cyclone event.

The principal or site manager is responsible (except in the event of a Level 3 incident) for coordinating the incident response (refer to Appendix B procedures).

Examples of suggested duties include:

- fire warden duties
- checking all rooms
- keeping a copy of student registers for roll call
- gathering emergency equipment as required
- monitoring the cyclone warnings stages (as per Appendix A)
- communicate with parents and carers (refer Appendix C)
- enacting plan for animal welfare in an emergency if applicable.

Position	Staff Name	Duties	Mobile number
Principal or site manager	Kate Mouda-Hughes	<ul style="list-style-type: none"> <li>• Ensure that Stand Alone Cyclone Plan is shared with staff, Childcare, Parents and community. Share before end of term 4 in 2023 on newsletter and on the Webpage under the cyclone information.</li> <li>• Monitor Cyclone warning stages through BOM website.</li> <li>• Keep in communication with Director if required.</li> </ul>	Inform SALS/Joel Wilson is aware that a Blue alert has been called.
Blue Alert		<ul style="list-style-type: none"> <li>• Ensure that Childcare centre and SALS is aware when Blue Alert is called</li> <li>• Chipppo:0476 260 641</li> <li>• Joel Wilson 61400827884</li> </ul>	

## Red Alert

All Clear		<ul style="list-style-type: none"> <li>When the all clear has been called, Principal to meet Manager of Department of Finance to assess the site. Ensure the Asbestos Manual is accessible and shared on platform to access off site.</li> <li>Have a plan to relocate to local primary school if deemed by Director of Education if school is taking a longer time to be restored and deemed unsafe.</li> </ul>	
Deputy Principal/s  Blue Alert	Anissa Hinchcliffe	<ul style="list-style-type: none"> <li>Assist in the signing out of students and waiting with student who have not been collected in Yellow.</li> <li>Check Junior Block to ensure all staff and students have left after the yellow alert.</li> </ul>	0467 748 420
Manager Corporate Services  Blue Alert	Jenna Heemi	<ul style="list-style-type: none"> <li>Delegate to a staff member that all fridges in staffroom /breakfast club are cleaned out.</li> <li>Organise for local contractor to take down all shade sail and store in storeroom.</li> <li>Delegate to cleaners that all bins have been secured into the alcove at the back of the senior block.</li> <li>January 27 Ensure that School Officer has updated any cyclone contacts on the school Cyclone plan on both website and copy on teams.</li> <li>Print off school class lists and list on admissions if required to access if school has to relocate off site.</li> <li>Organise for the Asbestos Management file to be stored in platform (teams) so it can be accessed off site.</li> <li>Ring for skip bins to be collected when Blue alert is called.</li> </ul>	0499 864 759



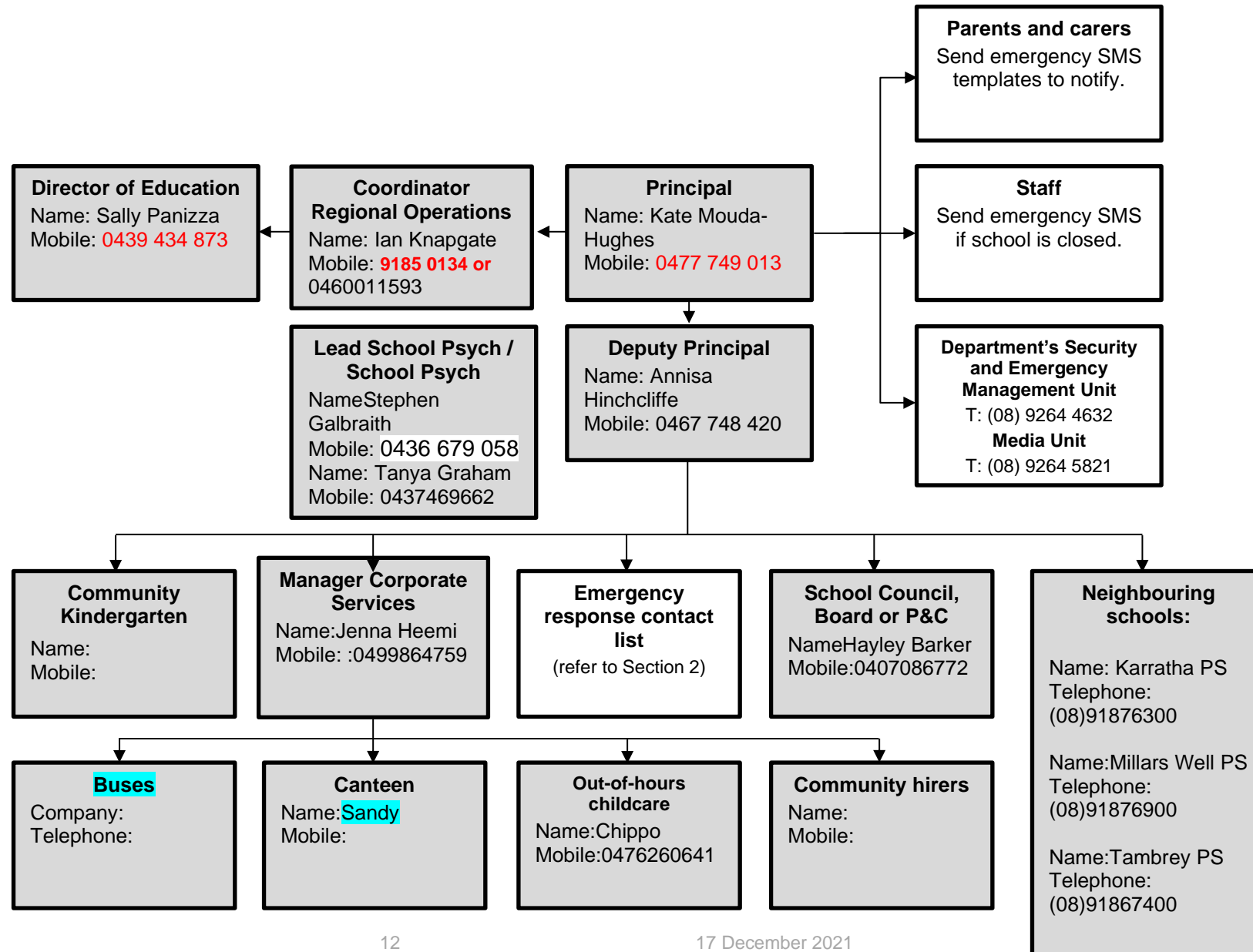
		<ul style="list-style-type: none"> <li>• Send MGM message to all Para-Professionals with updates.</li> <li>• Delegate to school officer to ensure all visitors and parents have signed out form passtab.</li> <li>• PA announcement that the school will be locking up.</li> <li>• Wait for all clear to be given from Principal.</li> <li>• Send mgm to staff when school deemed open</li> </ul>	
Teaching staff		<p>Beginning of the year: Have planning for at least one week ready to go in case of need to pivot to remote learning. Using See Saw as the means to complete this.</p> <p>Ensure that when students leave on yellow alert they take some tools to complete learning (pencils/pens, rubber,glue) at home</p> <p>Ensure planning is shared on platform (See Saw/Elastic) that can be accessed off site if we were to relocate or pivot to remote learning plan or relocate to another site.</p> <p>Ensure that packages have been collated ready for photocopying by office staff if required.</p> <p>Blue Alert: to ensure that there is the capacity to operate with planning from home.</p> <p>Ensure that all students have been collected and signed out on class SIS list.</p> <p>Ensure that iPads and Laptops are returned to the trolley and ipad stations and secured in locked storerooms that didn't get water damage last time.</p> <p>To unplug all electrics near the windows and move any items of value to the middle of the room is possible.</p> <p>Take any personal items home that require working from home.</p> <p>Ensure ECE Para Professional staff have placed all outdoor play equipment into sheds and locked sheds.</p>	

		Even when an all clear has been issued through BOM, wait until Principal has sent out a message through MGM /App deeming school site clear to enter after Department form Finance.	
Local contractors and School Gardener	Local contractors	Take down all shade sails and store in furniture storeroom.	
Accredited first aid officers	Jenna Heemi	TBC for 2023 Check with Kane	
Admin		<p>Secure all bins into the alcove areas in the bottom block and lock all gates when everyone is offsite bar the Principal.</p> <p>Secure all items that could be weapons (hoses, sprinklets, spades )in the gardeners shed.</p> <p>Double check all doors are locked and gates locked except administration gate, starting from the Senior Block and library working up to the Kindergarten. Assist ECE staff locking away all outdoor play equipment into sheds.</p> <p>Relocate PA from undercover storeroom to Staffroom/Office.</p> <p>When all clear is given to be back on site, place bins out, get out shade sales and assist in cleaning paths with blower.</p>	
Cleaners		Come into school on Blue Alert if it is called early, and empty all bins into the skip bins during Blue Alert. If blue is called late afternoon empty bins as per normal.	

School Psychologist	Tanya Graham	Identify information for parents if there children start to show signs of distress/anxiouness because another cyclone is coming. (Trauma from Cyclone Damien). Ask School Officer to place this information on Connect and Facebook during Blue alert. Also have this information on Webpage under cyclone Information in term 4	
Clontart And STARS		Ensure computer is turned off and relocated away from the window.  Ensure there is no food in the fridge, take home and dispose of.  When Yellow Alert is called take all students home and ensure an adult has a hand over. All buses to be off site.	

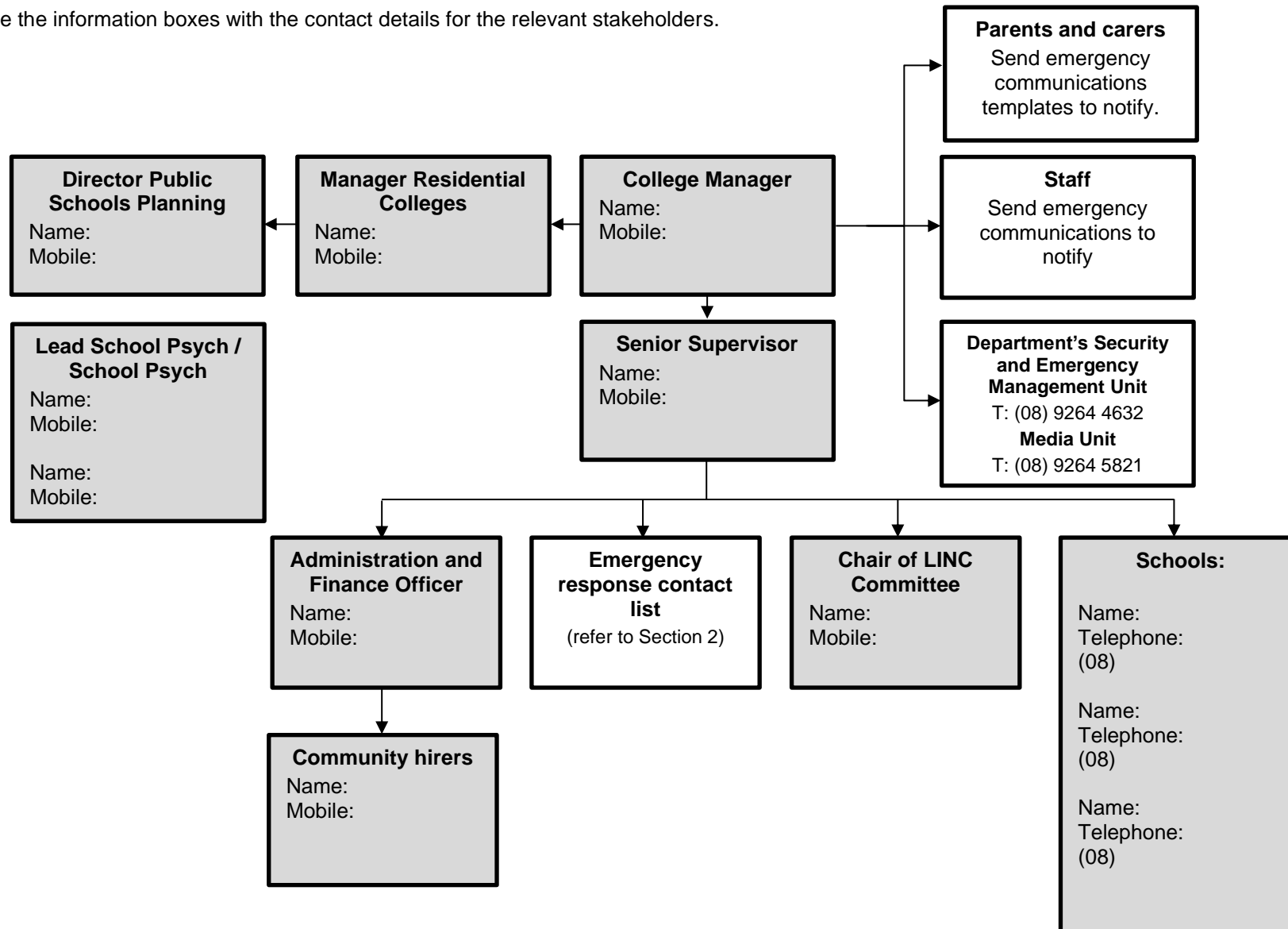
#### 4. School/site response telephone tree

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



## 4.1 Residential colleges response telephone tree

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



## 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	
First aid kit(s)	Checked in December and also will be checked in January
Emergency warning or alert system, eg: <ul style="list-style-type: none"> <li>mobile telephones (charged)</li> <li>hand-operated fire alarm (portable siren)</li> <li>portable radios</li> <li>spare batteries</li> </ul>	Principal and Deputy have school mobile phones  Ensure that the school has batteries and radio in case of all other communication is not available
Emergency communications equipment	Radio Phone
<a href="#">Animal emergency kit</a> (consult <a href="#">DPIRD</a> for further information)	NA
Registers for: <ul style="list-style-type: none"> <li>students</li> <li>staff</li> <li>visitors</li> </ul>	Print off class lists. Ensure that all visitors and parents are signed out
Standalone Cyclone Plan: <ul style="list-style-type: none"> <li>hard copy in the evacuation kit.</li> <li>copy saved to an online platform for access offsite.</li> </ul>	Saved on One Drive/Teams and also the School Website  Hard copy in evacuation kit

## 6. Cyclone preparation checklist

Principals and site managers must: <ul style="list-style-type: none"> <li>• complete this cyclone preparation checklist annually.</li> <li>• provide evidence in the form of notes to show that management activities have been actioned.</li> <li>• inform all staff members of their responsibilities.</li> </ul>		
Management activities	☑ or NA	Evidence
The annual review of the <i>Standalone Cyclone Plan</i> has been completed before the start of cyclone season.		10/12/21
Consulted and received advice in preparing your <i>Standalone Cyclone Plan</i> from any of the below (as relevant): <ul style="list-style-type: none"> <li>• State Emergency Services</li> <li>• Department of Fire and Emergency Services</li> <li>• WA Police Force</li> <li>• local emergency management committee (LEMC) or local government representative</li> <li>• community emergency services manager if there is one for the area</li> <li>• Department of Primary Industries and Regional Development and local veterinarian.</li> </ul>		
Staff have been made aware of the <i>Standalone Cyclone Plan</i> through: <ul style="list-style-type: none"> <li>• staff meetings</li> <li>• staff cyclone induction session that includes:             <ul style="list-style-type: none"> <li>○ an overview of the <i>Standalone Cyclone Plan</i></li> <li>○ how to close roof vents</li> <li>○ the types of <a href="#">Cyclone Warning</a> issued by the Department of Fire and Emergency Services</li> <li>○ to direct cyclone media enquiries to the Department's Media Unit (08) 9264 5821.</li> </ul> </li> </ul>		Communication meeting week 10 all staff were given a hard copy and it was included in the SDD January 27 2024.
Students and parents or carers have been made aware of the <i>Standalone Cyclone Plan</i> through: <ul style="list-style-type: none"> <li>• newsletters</li> <li>• information booklet (include actions and procedures)</li> <li>• Facebook page</li> <li>• website</li> </ul>		13/12/2021 Plan also placed on Pegs Creek Website and shared through facebook and key messages to parent in the newsletter in week 10.
Communication plans are in place: <ul style="list-style-type: none"> <li>• 'emergency response contact list' completed (refer to section 2)</li> <li>• 'cyclone response telephone tree' completed (refer to section 4)</li> </ul>		School officer to update 2024 contact list ready to place in plan.

Principals and site managers must: <ul style="list-style-type: none"> <li>complete this cyclone preparation checklist annually.</li> <li>provide evidence in the form of notes to show that management activities have been actioned.</li> <li>inform all staff members of their responsibilities.</li> </ul>		
Management activities	☑ or NA	Evidence
<ul style="list-style-type: none"> <li>communication templates for sample emergency text message, newsletter content and school notice text are complete (refer to Appendix C)</li> </ul> Note: Contact lists for staff, parents and carers must be current.		
Emergency equipment available and checked (as listed in section 5): <ul style="list-style-type: none"> <li>evacuation kit checked at least once per term</li> <li>emergency warning or alert system works</li> <li>emergency communications equipment available</li> <li>first aid kit(s) available</li> <li>animal emergency kit</li> <li>registers for students, staff and visitors readily accessible for roll call</li> </ul>		Communication Templates kept at office. Check Emergency Evacuation Kit Check to warning Sirens work Check First Aid Kit Register of current students. Every time a student Ensure that updated emergency files are kept up to date.
Evacuation of Residential and Agricultural Colleges: When it is not safe for students to leave site or for parents/carers to collect them, students must remain on site.  In preparation for this, evacuation drills should be practised in accordance with the <i>Incident Management Manual</i> .  An on-site Safer Building Location should be identified for use if it is not safe to leave or for parents/carers to collect students.  Colleges should liaise with the Department of Communities to confirm an off-site evacuation centre if there is no on-site Safer Building Location.  Note: A public school closure will be initiated during the Yellow Alert before a cyclone makes landfall. Therefore evacuation drills are not required for this purpose.		
<b>Resources</b>  Refer to the links below for additional information on being prepared in the event of a cyclone: <ul style="list-style-type: none"> <li><a href="#">Emergency WA</a></li> <li><a href="#">Cyclone SMART</a></li> <li><a href="#">Main Roads WA</a></li> <li><a href="#">DPIRD</a></li> </ul>		



<p>Principals and site managers must:</p> <ul style="list-style-type: none"><li>• complete this cyclone preparation checklist annually.</li><li>• provide evidence in the form of notes to show that management activities have been actioned.</li><li>• inform all staff members of their responsibilities.</li></ul>		
Management activities	☑ or NA	Evidence

## Appendix A – Cyclone warnings stages

Alerts issued by the Department of Fire and Emergency Services.

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

Cyclone warning stages		
<b>1</b>	<b>Blue Alert</b>	Get ready for a cyclone. You need to start preparing for cyclone weather and have your plan in place.
<b>2</b>	<b>Yellow Alert</b>	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.
<b>3</b>	<b>Red Alert</b>	Take shelter from the cyclone. You need to take shelter immediately.
<b>4</b>	<b>All Clear</b>	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.

## Appendix B – Procedures in 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](#) (refer to Appendix A for details about the alerts); and
- instruction from the Department of Fire and Emergency Services, Emergency Services or your Director of Education.

BLUE ALERT	
Action	Notes (if required)
<p>In a blue alert, schools remain open and students are to attend as per normal.</p> <p>The frequency of the updates will depend on the type of cyclone alert (ABC Radio Official Broadcast).</p> <p>Department of Fire and Emergency Services information line is 13 33 37.</p> <p>Cyclone Warning Advice line is 1300 659 210.</p> <p>If the alert escalates to yellow, your regional education office will inform you of site closure.</p> <p>Check Main Roads WA website for possible road closures.</p> <p>All information and updated reports relating to the warnings and school closure are also issued on ABC Radio.</p> <p>Secure loose items and make the site ready for the cyclone.</p> <p>Check communication plan.</p> <p>Residential facilities remain open for business as usual.</p> <ul style="list-style-type: none"> <li>• Make arrangements to ensure all students can be collected from school in the event that the alert is upgraded to Yellow.</li> <li>• Where applicable, liaise with Independent and Catholic schools to understand and incorporate their plans.</li> </ul>	

YELLOW ALERT	
Action	Notes (if required)
<p>If a yellow alert is declared during a school day, the following will occur:</p> <p><b>Yellow alert before 1200 hours:</b></p> <ul style="list-style-type: none"> <li>• Students can be picked up immediately from the school.</li> <li>• The school will close at lunch time.</li> <li>• School bus operators must be informed of changes to normal operations.</li> </ul>	

- Students will not be sent home until collected by bus operators, or instructions are received from carers.
- Residential facilities remain open.
  - Collect public school students and return them to the facility.
  - Where applicable, liaise with Independent and Catholic schools to collect students.

**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.
- Residential facilities remain open.
  - Collect public school students and return them to the facility.
  - Where applicable, liaise with Independent and Catholic schools to collect students.

**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.

Residential facilities remain open and staff rosters adjusted to ensure appropriate supervision of students.

Agricultural College animal technicians to make adjustments as per the animal welfare in emergencies plan.

<b>RED ALERT</b>	
<b>Action</b>	<b>Notes (if required)</b>
<p>In a Red Alert, the School will remain closed.</p> <p>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.</p> <p>The school needs to keep informed via the radio until all threats from the cyclone have passed.</p> <p>Residential facilities remain open. Staff and students take shelter.</p>	

<b>ALL CLEAR (After the Cyclone)</b>	
<b>Action</b>	<b>Notes (if required)</b>
<p>The Department of Finance, in consultation with the principal or site manager, will conduct an assessment of the school or site.</p> <p>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.</p> <p>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.</p> <p>If damage to a residential facility is such that students cannot be safely accommodated, the college is to close until the site has been given the all clear.</p> <p>Animal technicians at Agricultural Colleges to assess the impact on livestock and ensure they have access to a reliable food source and safe drinking water. Injured animals to be humanely euthanised and disposed of.</p> <p>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.</p> <p><b>Level 1 incidents</b> 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</p>	

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.

School buses may be affected as a result of road closures, flooding and storm surge. It is important to keep in contact with the bus operator for any changes to operations.

## Appendix C – Communication templates

### Emergency text message alert templates for schools

You can use these sample text templates update parents, carers and staff about a response to a cyclone. Residential facilities and Agricultural Colleges should tailor to their context.

#### Cyclone BLUE ALERT

##### Public schools still open

##### Text message or social media post:

Parents and carers in [Education Region or more specific location], we are aware of the Blue Alert due to Tropical Cyclone [Name].

If the alert is upgraded by the Bureau of Meteorology, we will advise of any changes to public schools.

Emergency information:

For the latest updates listen to your local ABC radio and check the [State Government emergency website](#).

#EmergencyWA

[ABC Emergency](#)

[Department of Fire and Emergency Services WA](#)

[Bureau of Meteorology](#)

##### Corresponding tweet

We are aware of the Blue Alert for Tropical Cyclone [Name]. No change to public schools at this stage. #EmergencyWA

[Add image and tag other agencies in the image.]

Tags:

ABC Emergency	@ABCEmergency <a href="https://www.facebook.com/ABCEmergency">https://www.facebook.com/ABCEmergency</a>
Department of Fire and Emergency Services	@dfes_wa <a href="https://www.facebook.com/dfeswa">https://www.facebook.com/dfeswa</a>
Department of Parks and Wildlife	@WAParksWildlife <a href="https://www.facebook.com/WAParksWildlife">https://www.facebook.com/WAParksWildlife</a>
WA Police	@WA_Police <a href="https://www.facebook.com/WA.Police">https://www.facebook.com/WA.Police</a>
Main Roads	@Perth_Traffic @WA_Roads <a href="https://www.facebook.com/MainRoadsWesternAustralia">https://www.facebook.com/MainRoadsWesternAustralia</a>
Bureau of Meteorology (Western Australia)	@BOM_WA <a href="https://www.facebook.com/bureauofmeteorology">https://www.facebook.com/bureauofmeteorology</a>

## Cyclone YELLOW ALERT

### Collect children from school

#### Text message or social media post:

Parents and carers, due to the Yellow Alert for Tropical Cyclone [Name], the following schools are closing immediately [or state time today]:

- [name of school – tag]
- [name of school – tag]
- [name of school – tag]
- [name of school – tag]
- [name of school – tag].

Please pick up your children right away.

School buses [will not be running / running at earlier time / insert details].

Emergency information:

For the latest updates listen to your local ABC radio and check the [State Government emergency website](#).

#EmergencyWA

[ABC Emergency](#)

[Department of Fire and Emergency Services WA](#)

[Bureau of Meteorology](#)

#### Corresponding tweet

Due to the Yellow Alert for Tropical Cyclone [Name] schools are being closed in [area]  
[link to Facebook post] #EmergencyWA

[Add image and tag other agencies in the image.]

## Cyclone RED ALERT

### Schools remain closed

#### Text message or social media post:

Parents and carers, due to the Red Alert for Tropical Cyclone [Name], the following schools are still closed until further notice:

- [name of school – tag]
- [name of school – tag]
- [name of school – tag]
- [name of school – tag]
- [name of school – tag].

Emergency information:

For the latest updates listen to your local ABC radio and check the [State Government emergency website](#).

#EmergencyWA

[ABC Emergency](#)

[Department of Fire and Emergency Services WA](#)



[Bureau of Meteorology](#)

**Corresponding tweet:**

Due to the Red Alert for Tropical Cyclone [Name], schools in [area] remain closed [link to Facebook post] #EmergencyWA  
[Add image and tag other agencies in the image.]

**Cyclone ALL CLEAR: Public schools to remain closed**

**Public schools impacted by cyclone to remain closed**

**Text message or social media post:**

Parents and carers in [area], some public schools were impacted by the cyclone and remain closed until further notice:

- [name of school – tag]
- [name of school – tag]
- [name of school – tag].

The school sites are not safe. [Provide further details of damage if known.]

We will provide an update as soon as alternative education arrangements have been made for students.

For parents and carers with students at the following schools, these schools were [not affected/ OR had only minor damage] and will re-open on [day, date]:

- [name of school – tag]
- [name of school – tag]
- [name of school – tag].

Parents and carers can call [Name of Region] Education Regional Office on [number] with queries about schools in this region.

Emergency information:

For the latest updates listen to your local ABC radio and check the [State Government emergency website](#).

#EmergencyWA

[ABC Emergency](#)

[Department of Fire and Emergency Services WA](#)

[Bureau of Meteorology](#)

**Corresponding tweet:**

Some public schools were affected by the cyclone – see: [link to Facebook post]  
#EmergencyWA  
[Add image and tag other agencies in the image.]

Tags:

ABC Emergency	@ABCemergency <a href="https://www.facebook.com/ABCemergency">https://www.facebook.com/ABCemergency</a>
Department of Fire and Emergency Services	@dfes_wa <a href="https://www.facebook.com/dfeswa">https://www.facebook.com/dfeswa</a>

Department of Parks and Wildlife	@WAParksWildlife <a href="https://www.facebook.com/WAParksWildlife">https://www.facebook.com/WAParksWildlife</a>
WA Police	@WA_Police <a href="https://www.facebook.com/WA.Police">https://www.facebook.com/WA.Police</a>
Main Roads	@Perth_Traffic @WA_Roads <a href="https://www.facebook.com/MainRoadsWesternAustralia">https://www.facebook.com/MainRoadsWesternAustralia</a>
Bureau of Meteorology (Western Australia)	@BOM_WA <a href="https://www.facebook.com/bureauofmeteorology">https://www.facebook.com/bureauofmeteorology</a>

## Cyclone ALL CLEAR: Public schools to re-open

### Schools to re-open

#### Text message or social media post:

Parents and carers in [area], emergency services have issued an all clear for ex-Tropical Cyclone [Name] so the following public schools will re-open on [day, date]:

- [name of school – tag]
- [name of school – tag]
- [name of school – tag]
- [name of school – tag]
- [name of school – tag]
- [name of school – tag].

Emergency information:

For the latest updates listen to your local ABC radio and check the [State Government emergency website](#).

#EmergencyWA

[ABC Emergency](#)

[Department of Fire and Emergency Services WA](#)

[Bureau of Meteorology](#)

#### Corresponding tweet:

Public schools in [area] to re-open tomorrow [or day, date] after cyclone all clear [link to Facebook post] #EmergencyWA

[Add image and tag other agencies in the image.]

Tags:

ABC Emergency	@ABCEmergency <a href="https://www.facebook.com/ABCEmergency">https://www.facebook.com/ABCEmergency</a>
Department of Fire and Emergency Services	@dfes_wa <a href="https://www.facebook.com/dfeswa">https://www.facebook.com/dfeswa</a>
Department of Parks and Wildlife	@WAParksWildlife <a href="https://www.facebook.com/WAParksWildlife">https://www.facebook.com/WAParksWildlife</a>
WA Police	@WA_Police <a href="https://www.facebook.com/WA.Police">https://www.facebook.com/WA.Police</a>

Main Roads	@Perth_Traffic @WA_Roads <a href="https://www.facebook.com/MainRoadsWesternAustralia">https://www.facebook.com/MainRoadsWesternAustralia</a>
Bureau of Meteorology (Western Australia)	@BOM_WA <a href="https://www.facebook.com/bureauofmeteorology">https://www.facebook.com/bureauofmeteorology</a>

### Notice of temporary school closure – sample text

The sample text below can be used in a notice to be placed on:

- the school main notice board at the front of the school
- main administration entrance doors
- other entry/exit doors throughout the buildings
- kindergarten and pre-primary, where relevant.

# CYCLONE ALERT

## NOTICE OF TEMPORARY SCHOOL CLOSURE

As the result of a 'Cyclone Red Alert', this school is temporarily closed.

The school will re-open on advice from the Department of Fire and Emergency Services (DFES).

For more information about the bushfire threat:

- call 13 DFES (13 33 37)
- visit [www.dfes.wa.gov.au](http://www.dfes.wa.gov.au) and [Emergency WA](#)
- stay tuned to ABC local radio.

For more information about the school, contact the principal on [insert contact details] or the [insert region] regional education office on [insert contact number].

Thank you,  
[Name]  
Principal