



Department of  
Education

**Shaping the future**

# Standalone cyclone plan

## Paraburdoo Primary School



## Purpose

The Standalone cyclone plan is a detailed plan of how our school can prepare and respond to a cyclone event.

This plan is to be read in conjunction with the [Incident Management Manual](#).

All staff, students, contractors and visitors on the school site or worksite 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. Find templates for these plans in the relevant sections of the [Incident Management Manual](#).

## Contents

<b>1. School or site details .....</b>	<b>4</b>
<b>2. Emergency response contact list .....</b>	<b>Error! Bookmark not defined.</b>
<b>2.1. Other important emergency sources .....</b>	<b>5</b>
<b>3. School or site response team (SRT) .....</b>	<b>6</b>
<b>4. School or site cyclone response telephone tree .....</b>	<b>9</b>
<b>5. Emergency equipment.....</b>	<b>10</b>
<b>6. Cyclone preparation checklist.....</b>	<b>11</b>
<b>Appendix A – Cyclone warnings stages .....</b>	<b>13</b>
<b>Appendix B – Procedures in event of a cyclone .....</b>	<b>14</b>
<b>Appendix C – Communication templates .....</b>	<b>18</b>
<b>Emergency text and social media message templates .....</b>	<b>18</b>
<b>Notice of temporary school closure – sample text.....</b>	<b>22</b>

## 1. School or site details

School or site name (include name of co-located school, site or facilities if applicable)	Paraburdoo Primary School
School or site address	DeGrey Road, Paraburdoo - Pllbara
Number of students	220 (fluctuations due to transience)
Number of staff	30 - 34
Number of students requiring extra support if evacuating	1
Estimated number of animals on site, if applicable	Nil
Estimated number of animals on site that would require evacuation, if applicable	Nil
Names of major roads bordering school or site	Nil
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>	<p>Continuous sounding of handbell or whistle - evacuation.</p> <p>Continuous sounding of school siren, or public address system announcement – lockdown.</p>
<b>Plan prepared by (principal or site manager name)</b>	Bruce Fraser
<b>Date prepared</b>	29 August, 2022

## 2. Emergency response contact list

Contact person or organisation	Contact name/details	Phone number or website
Director of Education	Cheryl Parkin	0427 420 270
Other relevant contact (for example, Manager Residential Colleges or Director Agricultural Education)		
Department of Fire and Emergency Services		000 9189 6111
State Emergency Service (in your region)		9159 8600
Local police (for example, name of nearest police station)	Paraburdoo Police	000 9159 8600
Local hospital (for example, name of nearest hospital or medical emergency facility)	Paraburdoo Hospital Emergency Department	9159 8222
Bus contractors (ready for pre-emptive closure or offsite evacuation if applicable)		
Electricity provider - in the case of a power outage (eg Horizon Power or Western Power)	Pilbara Utilities	1800 992 777
Water corporation	Pilbara Utilities	1800 992 777

### 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 or 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](#)).

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 to [Appendix C](#))
- enacting plan for animal welfare in an emergency if applicable.

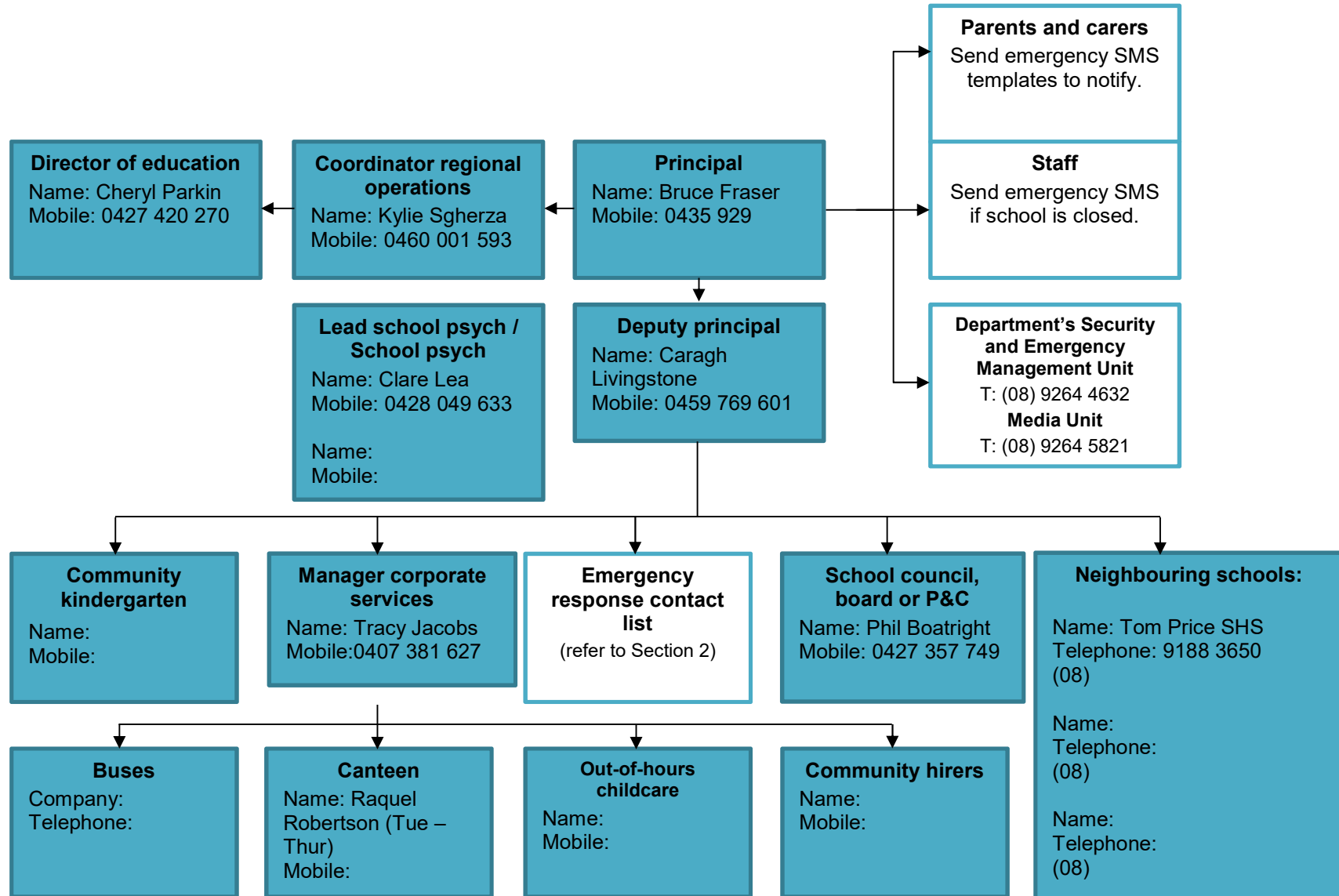
Position	Staff name	Duties	Mobile number
<b>Principal or site manager</b>	Bruce Fraser	Co-ordinate site responses <ul style="list-style-type: none"> <li>• Instruct School Officer to notify outside agencies as appropriate</li> <li>• Move to Muster Point.</li> <li>• Complete the evacuation check list.</li> <li>• Coordinate personnel at the Muster Point.</li> <li>• Decide when the evacuation will cease and the all clear is to be given.</li> <li>• Commence Student/Teaching Staff attendance checks with school officer.</li> </ul>	0435 929 617
<b>Deputy principal/s</b>	Caragh Livingstone	<b>Check Block B</b> <ul style="list-style-type: none"> <li>• Use a loud hailer, bell or whistle by sounding it continuously to indicate the need for <u>all people</u> to evacuate the school.</li> <li>• At the Muster Point, Deputies work with area co-ordinators and the School Officer to check that all classes, students and staff (teaching and non-teaching) are accounted for and then report to the Incident manager.</li> </ul>	0459 769 601

Position	Staff name	Duties	Mobile number
<b>Manager corporate services</b>	Tracy Jacobs	<ul style="list-style-type: none"> <li>• Check that all staff and students have evacuated <b>Block A</b>.</li> <li>• Take first aid kit to the Muster Point.</li> <li>• Check all staff and visitors are present.</li> <li>• Liaise with Principal to account for all staff and students.</li> </ul>	0407 381 627
<b>School Officer</b>		<ul style="list-style-type: none"> <li>• Collect Emergency Bag that contains the mobile phones, list of emergency numbers, first aid kit etc.</li> <li>• Collect Evacuation file: contains master timetable and current staff list and roster</li> <li>• Collect sign in and out books, daily absentee sheet and visitors' book.</li> <li>• Maintain communication lines.</li> <li>• Once at the Muster Point, liaise with the Manager Corporate Services.</li> <li>• Contact Emergency Services (as per Principal's instructions).</li> <li>• Check all staff are present.</li> </ul>	
<b>Teaching staff</b>	Danielle Smith	<b>Check Block C, Swimming Club and Gardener's Shed.</b>	0412 522 688
	Ruth Tyler	<b>Check Block D and St John's Ambulance Centre.</b>	0409 081 819
<b>Class Teachers</b>	Tabitha Haddock Janelle Jefferson Paula Jackson Ashleigh Capaan Thea Maneja Nicole Leighton Colin Hickey Sarah Nicholls David Haddock	<p>Teachers are responsible for the safe and orderly evacuation of their class from the school to the assembly area:</p> <ul style="list-style-type: none"> <li>• Count the students in your class.</li> <li>• Carry your attendance information with you, including an up-to-date class list.</li> <li>• Up-to-date form lists will be in any Yellow Evacuation Bag</li> </ul>	

Position	Staff name	Duties	Mobile number
		<ul style="list-style-type: none"> <li>• Accompany your students, ensuring they remain as a group and remain calm.</li> <li>• Students should move briskly, leaving their bags and work.</li> <li>• No-one should return to the class or teaching area.</li> <li>• Seat students in their form class within the appropriate year group facing away from the buildings.</li> <li>• Confirm class numbers at the Muster Point.</li> <li>• Check your roll for any absent students.</li> <li>• Advise designated staff member of any attendance discrepancies.</li> <li>• Remain with your class until instructed otherwise.</li> </ul>	
<b>Specialist Teachers</b>	Gareth James Rachel Bradburn Shelby Stephens Bonny Whitefoot	<ul style="list-style-type: none"> <li>• Be available to undertake duties as directed by Principal.</li> <li>• If taking a class handover to regular class teacher, or if offsite, assume the role of the classroom teacher.</li> </ul>	
<b>Accredited first aid officers</b>	Thea Maneja Sonia Aston Clare Passmore		
<b>Other (if applicable)</b>			



## 4. School or site response telephone tree



## 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	Located in Reception in back cupboard
First aid kit(s)	Located in sick bay cupboards
Emergency warning or alert system, for example: <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>	PA System or whistle
Emergency communications equipment	Mobile Phones
Animal emergency kit (refer to <a href="#">Department of Primary Industries and Regional Development</a> )	
Registers for: <ul style="list-style-type: none"> <li>• students</li> <li>• staff</li> <li>• visitors</li> </ul>	Passtab
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>	Located in one drive

## 6. Cyclone preparation checklist

Principals and site managers must:

- complete this cyclone preparation checklist annually
- provide evidence in the form of notes to show that management activities have been actioned
- inform all staff members of their responsibilities.

Management activities	☑ or NA	Evidence
The annual review of the Standalone cyclone plan is completed before the start of cyclone season		[date completed]
Consulted and received advice in preparing your Standalone cyclone plan 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</li> <li>• local veterinarian.</li> </ul>		
Staff have been made aware of the Standalone cyclone plan 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 Standalone cyclone plan</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 Media Unit by phone on (08) 9264 5821.</li> </ul> </li> </ul>		
Students and parents or carers have been made aware of the Standalone cyclone plan 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>		On Paraburdoo PS Website
Communication plans are in place: <ul style="list-style-type: none"> <li>• 'emergency response contact list' completed (refer to <a href="#">section 2</a>)</li> <li>• 'response telephone tree' completed (refer to <a href="#">section 4</a>)</li> <li>• communication templates for sample emergency text message, newsletter content and school notice text are complete (refer to <a href="#">Appendix C</a>)</li> </ul>		

<p>Contact lists for staff, parents and carers must be current.</p>		
<p>Emergency equipment available and checked (as listed in <a href="#">section 5</a>):</p> <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>		
<p>Evacuation at residential and agricultural colleges:</p> <p>When it is not safe for students to leave site or for parents or carers to collect them, students must remain on site.</p> <p>In preparation for this, evacuation drills should be practised in accordance with the Incident management manual.</p> <p>An on-site safer building location should be identified for use if it is not safe to leave or for parents or carers to collect students.</p> <p>Colleges should liaise with the Department of Communities to confirm an off-site evacuation centre if there is no on-site safer building location.</p> <p>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.</p>		<p>[insert dates when drills occurred and will occur]</p>
<p>Resources</p> <p>Refer to the links below for additional information on being prepared in the event of a cyclone:</p> <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>		

## Appendix A – Cyclone warning stages

Alerts are 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](#)).

<b>Cyclone warning stages</b>		
<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 this procedure when both of the following occur:

- a cyclone alert is issued on the [Emergency WA website](#) (for details about the alerts, refer to [Appendix A](#))
- 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>The Department of Fire and Emergency Services information line phone number is 13 33 37.</p> <p>The cyclone warning advice line phone number is 1300 659 210.</p> <p>If the alert escalates to yellow alert, your education regional office will inform you of site closure.</p> <p>Check <a href="#">Main Roads WA website</a> 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 Alert.</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 12:00pm:</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 12:00 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 14:00 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 reopen is announced based on official advice from the Department of Fire and Emergency Services.
- A decision to reopen 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.

Animal technicians at agricultural colleges are to make adjustments as per the animal welfare in emergencies plan.

Red Alert	
Action	Notes (if required)
<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>	

All Clear (after the cyclone)	
Action	Notes (if required)
<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 following incident level structures 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 for 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
  - schools are able to determine whether the learning program 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 reopen 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

Use these sample text templates to 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	
<p><b>Text message or social media post:</b>            Parents and carers in [Education Region or more specific location], we are aware of the Blue Alert due to Tropical Cyclone [Name].</p> <p>If the alert is upgraded by the Bureau of Meteorology, we will advise of any changes to public schools.</p> <p>Emergency information:            For the latest updates listen to your local ABC radio and check the <a href="#">state government emergency website</a>.</p> <p>#EmergencyWA  <a href="#">ABC Emergency</a>  <a href="#">Department of Fire and Emergency Services WA</a>  <a href="#">Bureau of Meteorology</a></p> <p><b>Corresponding tweet</b>            We are aware of the Blue Alert for Tropical Cyclone [Name]. No change to public schools at this stage. #EmergencyWA</p> <p>[Add image and tag other agencies in the image.]</p> <p>Tags:</p>	
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 reopen 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 reopen

Schools to reopen

**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 reopen 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 reopen 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 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 and 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 reopen 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 <https://www.emergency.wa.gov.au/>
- stay tuned to ABC local radio.

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

Thank you,  
[Name]  
Principal