Robertstown Primary School

Bushfire Response Plan

2026



Bushfire Response Plan

This document is to be considered specific to the bushfire response for Robertstown Primary School and is an addendum to the site's local emergency procedures. This document and the site's local emergency procedure documentation are to be electronically attached to the online Bushfire Preparation Audit for submission to the Bushfire and Emergency Management Team.

Site Demographic	
Enrolments	12
Staff Numbers	110(Various FTEs)
Site Rating	NR

Role/Position	**Name**	**Contact Number (School Hours)**	**Mobile Number**
Site Leader	Bronnie Whitelaw	(08) 8581 7127	0431134091
Fire Warden/WHS Rep	Bronnie Whitelaw	(08) 8581 7127	0431134091
Front Office SSO/First Aid Officer *Monday to Wednesday*	Sarah Tolhurst	(08) 8581 7127	0431950743
Front Office SSO/First Aid Officer *Wednesday to Friday*	Demi Schultz	(08) 8581 7127	0455220664
Grounds Person	Linden Calley	(08) 8581 7127	0419831035

Extreme Fire Danger Day

- Excursions may be cancelled.
- Offsite meetings may be cancelled.
- Parents may choose to keep their child home if this is part of their Personal Bushfire Response Plan
- Students collected during the day, **must** be signed out via the front office.

Catastrophic Fire Danger Days

Robertstown Primary school has been rated as a ***"Negligible Risk"*** *site and therefore is* ***not*** *automatically closed when Catastrophic bushfire weather conditions are forecast for the Mid North.*

Many staff live in bushfire prone areas and may choose to enact their Personal Bushfire Response Plan*, seeking to be absent from work. (PBRP) In instances where the number of staff approved to take personal leave or special leave as a consequence of their PBRPs impacts upon the school's ability to safely deliver 'normal business',* ***the site leader may seek authority to close.*** *If this is the case, the school will contact parents using our messaging service.*

Responsible Person	Duties	
Site Leader	• Check with staff who is enacting Personal Bushfire Response Plans that involve seeking absence from work.	
Site Leader	**Sufficient Staff Present** • Constantly monitor the CFS website or ABC radio 891. •	**Not Enough Sufficient Staff** • Seek approval from Education Director to close the school. • If approval is granted contact parents via messaging service to let them know the school will be closed. • Ensure all staff (teachers, SSO, NDIS workers and cleaner) are aware of the school's closure.
Front Office/First Aid Officers		Await clearance from site leader
Teachers & Support Staff		Await clearance from site leader