Prior to Fire Season:
1. The Principal shall ensure that:
   • The Safe Refuge is readied
   • Evacuation signage is in place
   • Onsite Evacuation Drills have been carried out
   • The Evacuation Kit is readied
   • Bushfire preparedness messages are incorporated into staff and classroom discussions as appropriate.
   • The school is included on AISWA’s register for notification of a Catastrophic Fire Warning and that AISWA has up to date contact details for designated Treetops staff.
   • Treetops’ email directory and staff telephone tree are up to date.
During Fire Season (1st October – 1st April)

1. Parents should not send their children to school on days when a Catastrophic Fire Warning has been issued. On these days the school will be closed, in accordance with the advice from Department of Education Services and The Association of Independent School of Western Australia (AISWA).
   Parents are encouraged to monitor Fire Danger Ratings during Fire season.

2. The Principal shall monitor the Fire Rating at regular intervals throughout the day (AISWA will provide back-up monitoring and will inform the school). If a Catastrophic Fire Danger Rating occurs a pre-emptive closure will be initiated.

3. If a Catastrophic Fire Rating is issued without warning, a decision will be made about the safety of an offsite evacuation of the school (requiring the coordination of parents to collect children).

4. If there is a Catastrophic Fire Rating and there is a fire in the area students will be immediately evacuated to the Safe Refuge and DFES Communication Centre will be notified of the situation. (See Bushfire Response in Treetops Emergency and Critical Incident Management Plan.) The school will follow the advice of Emergency Services in regards to evacuation and collection of students.