



Department of
Education

Shaping the future

Standalone Bushfire Plan 2023-2024

Wundowie Primary School

July 2023



Purpose

The *Standalone bushfire plan* document is a detailed plan of how your school is to prepare and respond to a catastrophic fire danger rating alert or to a bushfire event.

You must complete this template to have a plan in place to respond to a bushfire emergency until, during and after the attendance of Emergency Services. This plan is to be read in conjunction with the Department of Education *Principal's guide to bushfire*.

All staff, students, contractors and visitors on the school or facility site are to follow this completed plan in the event of a bushfire emergency. All other emergencies are to be managed in accordance with the school's [incident management plan](#).

You are required to complete and lodge your plan online by the 31st August 2023, before the bushfire season begins.

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**In the case of an EMERGENCY
Call 000**

1 School details

To complete this plan:

- use the *Principal's guide to bushfire (Principal's guide)* to help you
- on the front cover of the document, remove the word 'template' and replace it with your school's name
- enter information into the **grey** sections of this document, following the prompts in the square brackets where featured. You can add extra rows to tables where necessary.

When your plan is complete, access [Prepare for bushfire season at your school](#) on Ikon to lodge it as one document (include appendices).

School name	Wundowie Primary School
School address	276 Boronia Avenue, Wundowie, WA, 6560
Education Region	Wheatbelt
DFES Region Local Fire station Local Bush Fire Brigade	Wheatbelt Northam fire station Wundowie Fire Station
Number of students	80
Number of students requiring extra support if evacuating	8
Number of staff	21
Number of school sides bordered by bush	1
Names of major roads bordering school	Boronia Avenue, Hawke Avenue, Banksia Avenue and Kingia Road
School's site-specific alert, for example: <ul style="list-style-type: none"> • siren/pause x 3 • continuous handbell • continuous siren or short whistle blasts 	Siren x 10 (long bursts in quick succession)

Plan prepared by (principal's name)	Lynne Dowman
Date prepared	31 st July 2023

2 Emergency response contact list

Enter the contact details into the table below.

Organisation	Details	Phone number / Website
Local police (eg name of nearest police station)	Wundowie	(08) 9573 6244
Local hospital (e.g., name of nearest hospital or medical emergency facility)	Northam Hospital	(08) 9690 1300
DFES regional contact	Northam Fire and Rescue Service	(08) 9622 1071
Local fire brigade (eg name of nearest fire station)	Wundowie Fire and Rescue Service	W: 000 W: (08) 9573 6454 UHF (if appropriate) Community Emergency Services Manager (or suitable local contact) 0458 080 818
Local bushfire brigade (eg name of nearest station)	Wundowie bushfire brigade	(08) 9573 6454
Bus contractors (ready for pre-emptive closure or offsite evacuation)	Nil	Nil
Electricity provider - in the case of a power outage (eg Horizon Power or Western Power)	Western Power	13 13 51
State emergency service (if known)		132 500
Poisons information (where relevant)		131 126
Director of Education – Douglas Cook	Wheatbelt Regional Office	(08) 9622 0200

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
- 3) **Local radio**
 - [ABC Emergency WA](#)
 - ABC local radio
 - 6PR

3 School Response Team

Enter the names and mobile numbers of the staff responsible for carrying out emergency procedures during a bushfire event. The principal is responsible for coordinating the incident response to onsite or offsite locations (refer to Appendix B & C procedures).

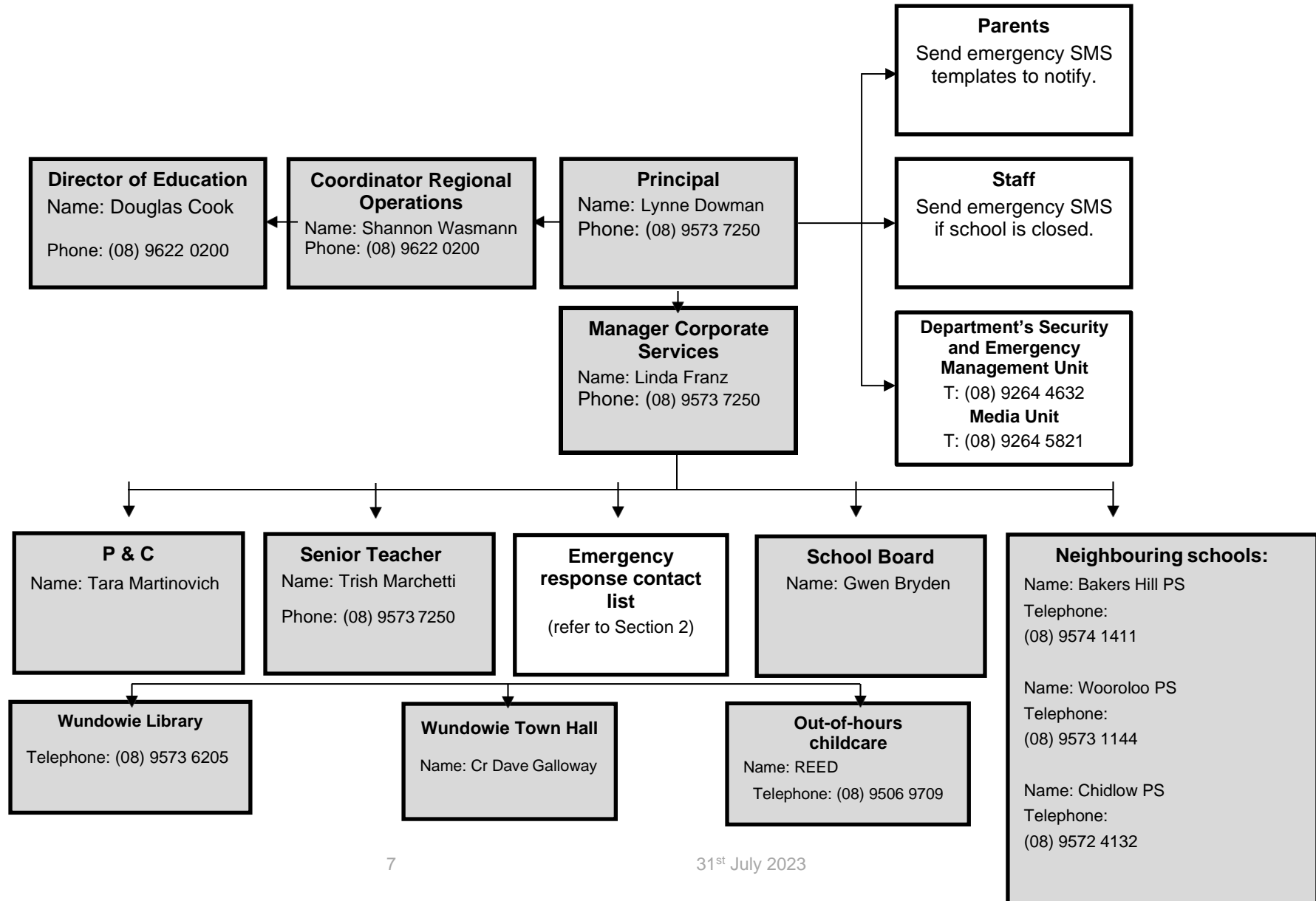
Examples of suggested duties include:

- fire warden duties
- checking all rooms
- keeping a copy of school registers for roll call
- monitoring the bushfires warnings stages (as per Appendix A)
- send out text alerts to parents (refer Appendix E)

Position	Staff Name	Duties	Mobile number
Principal	Lynne Dowman		
Manager Corporate Services	Linda Franz		(08) 9573 7250
Teachers	Karen Ward Amy Taylor Jamy Stallman Trish Marchetti Tenielle Greer		(08) 9573 7250
Accredited First Aid Officers	Alison Dellow Eileen Buckley		(08) 9573 7250
Staff	Hilary Joyce Julie MacKenzie		(08) 9573 7250

4 Bushfire response telephone tree

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	Front office, checked in February 2022 Next Scheduled check date: August 2023
First aid kit(s)	Front office, checked in February 2022 Next Scheduled check date: August 2023
Emergency warning or alert system, eg: <ul style="list-style-type: none"> • mobile telephones (charged) • hand-operated fire alarm (portable siren) • portable radios • spare batteries 	<ul style="list-style-type: none"> • Megaphone (working) • Megaphone has a portable siren • Staff Mobile phones charged • Spare batteries
Emergency communications equipment	Front office, checked in February 2022 Next Scheduled check date: August 2023
Registers for: <ul style="list-style-type: none"> • students • staff • visitors 	Front office Staff and visitors sign in daily Student information kept in container in the evacuation trolley (Gets updated as new students enrol or leave to go to another school)

6 Bushfire preparation checklist

Principals must:

- complete this bushfire 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 <i>Standalone bushfire plan</i> has been completed before the start of bushfire season.	☑	31 st July 2023
Consulted and received advice in preparing your <i>Standalone bushfire plan</i> from any of the below (as relevant): <ul style="list-style-type: none"> • local Emergency Services • Department of Fire and Emergency Services • Department of Biodiversity, Conservation and Attractions – Parks and Wildlife Service • local volunteer fire brigade • WA Police Force • local emergency management committee (LEMC) or local government representative • community emergency services manager if there is one for the area. 		[complete section 9]
Staff have been made aware of the <i>Standalone bushfire plan</i> through: <ul style="list-style-type: none"> • staff meetings • staff bushfire induction session that includes: <ul style="list-style-type: none"> ○ an overview of the <i>Standalone bushfire plan</i> ○ how to turn off evaporative air conditioner units, the location of switches ○ how to close roof vents ○ the types of Bushfire Warnings issued by the Department of Fire and Emergency Services and the Emergency Alert telephone warning system ○ to direct bushfire media enquiries to the Department's media unit (08) 9264 5821. 	☑	31 st July 2023 Staff email to organised for TEAMS session for 15 February 2022

<p>Students and parents or carers have been made aware of the <i>Standalone bushfire plan</i> through:</p> <ul style="list-style-type: none"> • key bushfire safety messages incorporated into the curriculum • newsletters • school information booklet (include actions and procedures) • school website 		<p>Term 3 (wk. 7-10) & Term 4 (wk. 1-3)</p> <p>Personal, social and community health: Being healthy, safe and active: (ACPPS003), (ACPPS017), (ACPPS022), (ACPPS035)</p> <p>Science Understanding: Physical Sciences: (ACSSU049)</p> <p>Science Understanding: Earth and Space Sciences: (ACSSU096)</p> <p>Science Understanding: Chemical Sciences: (ACSSU046), (ACSSU095)</p> <p>Science as a Human Endeavour: Use and Influence of Science: (ACSHE100)</p> <p>Geography: Factors that shape the environmental characteristics of places: (ACHGK030)</p> <p>Civics and Citizenship: Roles, responsibilities and participation: (ACHCK025)</p> <p>Special Principal's Note (Bushfire Information): Week 3, Term 1</p> <p>School information Booklet: S:\AdminShared\Administration Staff\100 Administration\109 Policy\Emergency Management\2020 Emergency Management</p> <p>Website: Under the Information tab in the Policies link. https://www.wundowieps.wa.edu.au/information/our-policies/</p>
<p>Communication plans are in place:</p> <ul style="list-style-type: none"> • 'emergency response contact list' completed (refer to section 2) • 'bushfire response telephone tree' completed (refer to section 4) • communication templates for sample emergency text message, newsletter content and school notice text are complete (refer to Appendix D) <p>Note: Contact lists for staff and parents must be current.</p>	<p><input checked="" type="checkbox"/></p>	<p>S:\AdminShared\Administration Staff\100 Administration\109 Policy\Emergency Management\2022 Emergency Management\2022 Bushfire Plan</p>

<p>Emergency equipment available and checked (as listed in section 5):</p> <ul style="list-style-type: none"> • evacuation kit checked at least once per term • emergency warning or alert system works • emergency communications equipment available • first aid kit(s) available • registers for students, staff and visitors readily accessible for roll call 	<input checked="" type="checkbox"/>	<p>S:\AdminShared\Administration Staff\100 Administration\109 Policy\Emergency Management\2022 Emergency Management\2022 Bushfire Plan</p>
<p>Evacuation drills practised to your onsite 'safer building location(s)':</p> <ul style="list-style-type: none"> • before the start of the bushfire season • at least once per term during the bushfire season. <p>Note: You must do at least three drills per year.</p>	<input checked="" type="checkbox"/>	<p>Term 1 – 2023 (week 5)</p> <p>Term 3 – 2023</p> <p>Term 4 - 2023</p>
<p>Onsite 'safer building location(s) are identified. Do not use an open area such as a school oval or non-enclosed building.</p> <ul style="list-style-type: none"> • shown in your school site plan in <i>section 7.1</i> • listed in the <i>Incident Management Plan</i> • regularly checked for readiness • local emergency services are informed of location(s) <p>Note: For further information, refer to section 4.2 in <i>Principal's guide</i>.</p>	<input checked="" type="checkbox"/>	<p>Wundowie Primary School Library</p> <p>The Air Conditioning Vent must be closed.</p> <p>February 2022</p> <p>'Bushfire action plan map – onsite safer building location(s)' – section 7.1)</p>
<p>Two or more suitable offsite evacuation locations have been identified in case one of the offsite locations is under threat from the bushfire. In most cases the off-site evacuation location will be determined by the incident controller.</p> <p>Local government authority has provided written or email approval on the use of these offsite locations.</p> <p>Note: For further information, refer section 4.3 in the <i>Principal's guide</i>.</p>	<input checked="" type="checkbox"/>	<p>Wundowie Townsite Community Hall</p> <p>July 2023 permission was granted</p> <p>'Bushfire action plan map – offsite locations' – Appendix section 7.2</p>
<p>The asset protection zone, which is a minimum distance of 20 metres surrounding the school is checked and:</p> <ul style="list-style-type: none"> • clear of all rubbish, long dry grass, bark, flammable and combustible materials, including leaf litter and unused piles of mulch • maintained routinely throughout the year 	<input checked="" type="checkbox"/>	<p>Bushfire Risk Assessment and Treatment Plan – treatment completed 17 April 2020</p>

<p>Note: For further information, refer to section 4.3 in the <i>Principal's guide</i>.</p>		
<p>Check the fuel load management (the clearing of dry grass, leaves, twigs, dead vegetation and dead bark) within the hazard separation zone (extending 80 metres from the outer edge of the asset protection zone) has reduced and:</p> <ul style="list-style-type: none"> • the likelihood of crown fires developing close to buildings • spot fire ignition potential within the zone 	<input checked="" type="checkbox"/>	<p>Bushfire Risk Assessment and Treatment Plan – treatment completed 17 April 2020</p>
<p>The use of machinery (such as angle grinders, mowers or machines with internal combustion engines) is restricted on severe fire danger days.</p> <p>The use of any machinery or power tools that can generate sparks on <i>total fire ban</i> days is not permitted.</p> <p>Note:</p> <ul style="list-style-type: none"> • Any 'hot works' including welding and grinding or the operation of plant, equipment or machinery in bushland areas, can potentially ignite vegetation and cause bushfires. • Refer to the <i>Principal's guide to bushfire</i> – 'Terminology' (section 13 of the guide) 	<input checked="" type="checkbox"/>	<p>Bushfire Risk Assessment and Treatment Plan – treatment completed 17 April 2020</p>

7 Bushfire action plan maps

7.1 Onsite 'safer building location(s)' Do not use an open area such as a school oval or non-enclosed building.

Insert your school map and include:

- The onsite safer building location(s) and routes to access this building
- location of fire hydrants (insert 'hydrant' icon on map)
- electrical switchboards (insert text boxes containing 'switchboard' on map)
- phones and communication board (insert icon and text box on map)
- first aid kits (insert 'first aid' icon on map)
- evacuation kits (insert text box onto map to show 'evacuation kit' location).

A sample of an action plan map is available in *section 9.2 of the Principal's guide*

<p>WUNDOWIE PRIMARY SCHOOL BUSHFIRE EVACUATION PLAN</p> <p>Map revised February 2021</p>	<p>Emergency Dial 000 Primary action: Determine if the bushfire is a threat to the school. Monitor official sources listed in section 2.</p> <p>Secondary action: Refer to Appendix B for the procedures to Relocate to onsite 'safer building location(s)'. Location: Wundowie PS library</p>
<p>Map last updated: February 2021</p>	

7.2 Offsite evacuation locations

Insert the school site map and include:

- assembly point(s) (insert 'assembly point' icon on map)
- identify two offsite evacuation locations
- include directional arrows to show routes to your offsite evacuation locations.

A sample of an action plan map is available in *section 9.2 of the Principal's guide*.



Emergency Dial 000
Primary action: Determine if the bushfire is a threat to the school. Monitor official sources listed in section 2.
Secondary action: Refer to Appendix B for the procedures to Relocate to offsite evacuation location
Wundowie Town Hall 54 Boronia Avenue, Wundowie WA 6560
Map last updated: August 2020

8 Bushfire mitigation management register

Attach your bushfire mitigation register for any treatment works or actions undertaken to reduce risk (refer section 3.2 of the *Principal's guide*)

Note: If your school has not received a *bushfire risk assessment and treatment* plan and had the identified works undertaken, you are not required to complete this register.




Reference number	Bushfire mitigation actions	Target date for completion	Responsible	Source of funds	Notes	Completion date
DFES map item reference	Treatment strategy / works required	Date (dd/mm/yy)	The staff member name who will sign off the action as complete	eg school or central funding	Progress or issues associated with the work (including date of progress or issues)	Date (dd/mm/yyyy)
1	Asset Protection Zone-Remove dead branches	Nov.2019	Georgina Wales	Contractor/BMW		17 April 2020
2	Asset Protection Zone- Remove dead tree pine sapling and under prune tree up to 2metres	Nov.2019	Georgina Wales	Contractor/BMW		17 April 2020
3	Asset Protection Zone / Hazard Separation Zone- In area, remove scrub (circled in image) and prune trees up to 2metres	Nov.2019	Georgina Wales	Contractor/BMW		17 April 2020
4	Asset Protection Zone- Prune vegetation within 1 metre of building wall and roof	Nov.2019	Georgina Wales	Contractor/BMW		17 April 2020
5	Asset Protection Zone / Hazard Separation Zone- In area, remove; dead vegetation, pines, regrowth less than 0.1 metres in diameter and shrubs (circled in images)	Nov.2019	Georgina Wales	Contractor/BMW		17 April 2020
5	Under prune trees up to 2metres in height Spread mulch		Hilary Joyce (Gardener)			17 April 2020

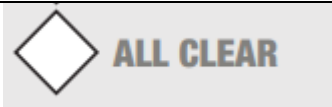
Identify the date and source of the advice.

Appendix A – Bushfire warnings stages

Issued by the Department of Fire and Emergency Services and Department of Biodiversity, Conservation and Attractions – Parks and Wildlife Service.

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

Bushfire warning stages		
1	 ADVICE	<p>A fire has started but there is no known danger.</p> <p>This is general information to keep principals informed and up to date with developments.</p> <p>Principal must:</p> <ul style="list-style-type: none"> • turn off evaporative air conditioners and ensure roof vents are closed. • check and patrol school regularly for bushfire activity, paying special attention to the evaporative air conditioners.
2	 WATCH AND ACT	<p>There is a possible threat to lives and property. Conditions are changing.</p> <p>Principal must prepare to:</p> <ul style="list-style-type: none"> • evacuate • or • move students, staff, and visitors to their pre-determined onsite 'safer building location'. They must not be moved to an open area. <p>Evacuation orders are:</p> <ul style="list-style-type: none"> • issued by the incident controller or emergency services if required. • relayed via a variety of official sources such as the DFES website and Emergency WA website. <p>It is vital that the principal:</p> <ul style="list-style-type: none"> • accesses bushfire information from official sources. • makes an informed decision to stay on-site or evacuate offsite based on advice from the incident controller or emergency services.
3	 EMERGENCY WARNING	<p>A school is in danger as its area will be impacted by fire. Take immediate action to survive.</p> <p>Principal will be advised whether staff, students and visitors can leave the area or if they must shelter where they are as the fire burns through the area.</p> <p>An emergency warning may be accompanied by a siren sound called the Standard Emergency Warning Signal (SEWS).</p> <p>Cont...</p>

		<p>Evacuation orders are:</p> <ul style="list-style-type: none"> • directed by the incident controller or emergency services • relayed via a variety of official sources, such as the Bushfire warning system, DFES website and Emergency WA website. <p>It is vital that the principal:</p> <ul style="list-style-type: none"> • accesses bushfire information from official sources • makes an informed decision to stay onsite or evacuate offsite based on the advice .
4		<p>The danger has passed and the fire is under control, but stay alert in case the situation changes.</p> <p>It may not be safe to return to school yet.</p>

Flow chart – Principal’s response to ‘catastrophic’ fire danger rating

