



Department of
Education



Wundowie Primary School Incident Management Plan

2022-2023

March 2022

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Date of Review	Reviewing Officer	Date Submitted	Next scheduled Review
September 2020	Georgina Wales	September 2020	February 2021
February 2021	Georgina Wales	February 2021	September 2021
September 2021	Georgina Wales	September 2021	February 2022
February 2022	Georgina Wales	February 2022	September 2022

School name: (include name of co-located school if applicable)	Wundowie Primary School
School address:	Boronia Avenue Wundowie WA 6560
Plan prepared by: (principal's name)	Georgina Wales
Date prepared:	February 2022

1. School Details

Number of students:	92
Number of students with special needs:	4
Number of staff:	21
Number of students requiring extra support if evacuating	8
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 Eg. <ul style="list-style-type: none"> • Siren/Pause x 3 • Continuous handbell • Continuous siren or short whistle blasts 	<ul style="list-style-type: none"> • Evacuation Procedure: Siren x 3 (long bursts in quick succession) • Bushfire Procedure: Siren x 10 (long bursts in quick succession) • Lockdown Procedure Duress alarm (Blue light flashing and sound for 1 minute)

2. Emergency Contacts

Group		Phone Number
WA Police Force	Life-threatening or time-critical emergency	000
	Non-life threatening incident requiring Police response	131 444
	Local Police Station	
Ambulance		000
Department of Fire and Emergency Services		000
State Emergency Service		132 500
Hospital(s)		08 9690 1300
Poisons Information Centre		131 126
Gas (regional schools need to check for local number)		131 352
Electricity (regional schools need to check for local number)		131 351
Water Corporation (regional schools need to check for local number)		131 375
Health Direct		1800 022 222
Local Government – Shire of Northam		08 9622 6100
Pollution Watch Hotline		1300 784 780

Central Services Contact	Phone Number
Incident Support Unit	9264 4768
Deputy Director General, Schools	9264 5602
Department's media unit (diverts to a mobile phone outside of normal business hours)	9264 5821
Security Monitoring Centre	9264 4632 9264 4771
Manager Environmental Services	9264 5186
Corporate Communications and Marketing	9264 4855

3. School Specific Contacts

Organisation	Details	Phone No/ Website
Local Police	Wundowie	08 9573 6244
Local Ambulance/hospital	Northam Hospital	08 9690 1300
Local Fire brigade	Wundowie	W: 000 M: 9573 6465 UHF (if appropriate) Community Emergency Services Manager (or suitable local contact) 0458 080 818
Bus contractors (ready for Pre-emptive Closure or offsite evacuation)	Nil	Nil
Electricity provider (in the case of a power outage)	Western Power	13 13 51
State emergency service		132 500
Poisons information		131 126
Director of Education	Doug Cook	08 9622 0200
Education Regional Office	Wheatbelt Regional Office	08 9622 0200

Role	Name	Phone Numbers		
		Daytime	Mobile	Out of Hours
Principal	Georgina Wales			
Manager of Corporate Services Monday, Tuesday & Wednesday	Linda Franz			
School Officer Thursday	Kim Pomfret			
Year Leaders / Coordinators				
Teacher – K/PP	T. Marchetti			
Teacher – Year 1/2	S. Read			
Teacher – Year 2/3	N. Hale			
Teacher – Year 3/4	S. Egan			
Teacher – Year 5/6	J. Stallman			
Specialist Teacher Science and Physical Education	R. Jackson			
Lead School Psychologist				
School Psychologist	Vanessa Armitage			
School Nurse	Fiona Liddle			
School Chaplain	Fiona McDougall			
OSH Representative/s	Trish Marchetti			
Board Chairman	Brett Martinovich			
P&C President	Tara Martinovich			
Wundowie Town Hall – Key	Cr Dave Galloway			
Phone number (assigned number that all calls can be directed too)	Georgina Wales			

4. School Response Team Details

TEAM	Name/Mobile number	Back-up number	Officer	Name/Mobile
Principal	Georgina Wales	Shauna Egan Nikita Hale		
Manager Corporate Services	Linda Franz			
School Officer Thursday	Kim Pomfret			
Support Staff	Hilary Joyce Shauna Egan Lyn Forbes Julie McKenzie			
Communications	Linda Franz	Kim Pomfret (Friday)		
First Aid	Alison Dellow Nikita Hale Eileen Buckley (Friday) Kim Pomfret (Thursday)			

5. Evacuation Details

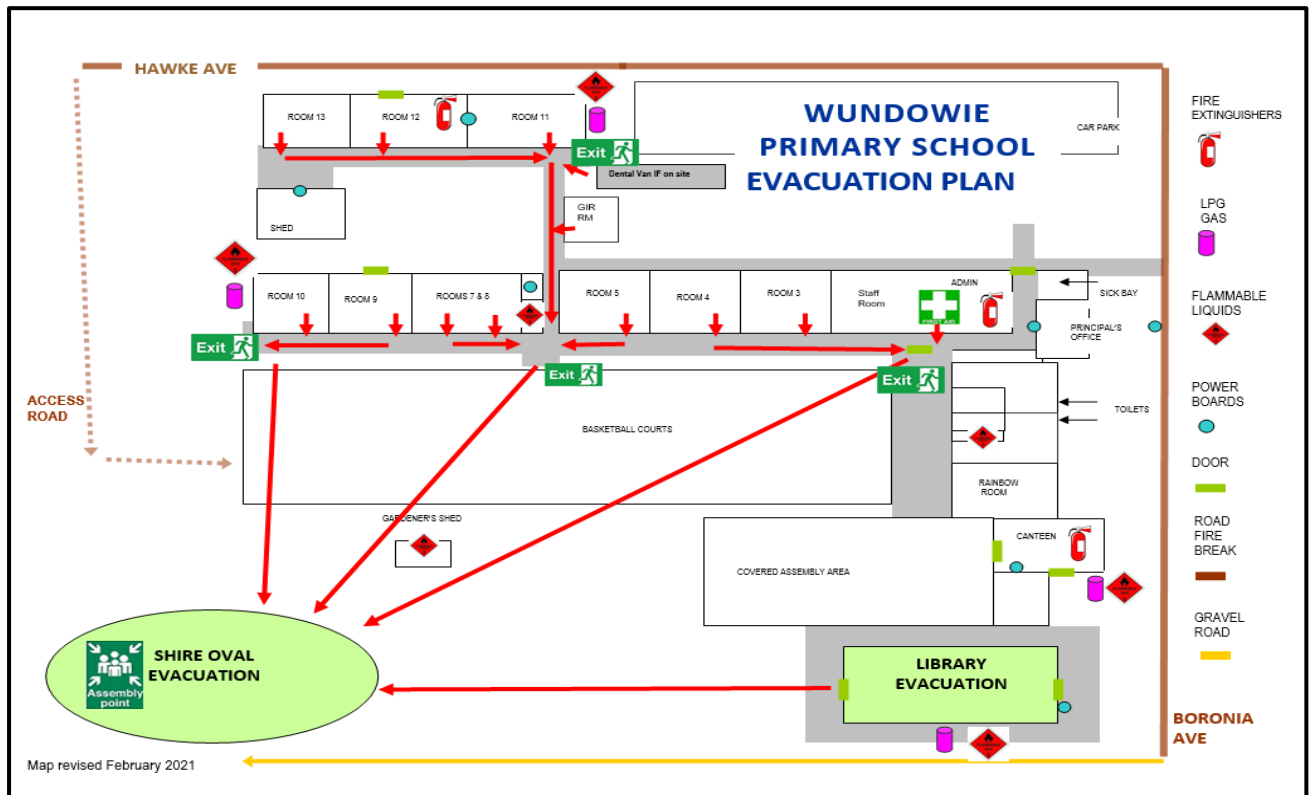
Important Locations

AREAS	LOCATION	NOTES
Emergency Control Post	Wundowie Primary School-Principal's Office	In the event of a bushfire the post is the Wundowie Primary School Library
Emergency Control Post (Alternative)	Wundowie Primary School - Staffroom	Two doors as an escape route
Evacuation Assembly Areas	Wundowie Oval	
Evacuation On-site Designated Safer Locations	Wundowie Primary School Library	
Evacuation Off-site Designated Safer Locations	Wundowie Town Hall	Collect the key from the Wundowie Public Library (Town)
Evacuation Kit	Front Office	Near the MCS desk
First Aid kit	Front Office	Near the MCS desk. The student medical trolley is in the cupboard in the MCS office
Security keys (Note: this could create a security risk depending on how widely this document is distributed)	Behind the door of the Filing Room	A code is needed. Principal, MCS and School Officer know the code
Power board	Next to the Principal's Office door	Behind the big banner. Key is needed – Principal, MCS, School Officer and Gardener have keys.
Water mains – shutoff	In the front garden near the roses	Boronia venue side. In line of the principal's front window.
Gas main – shutoff	Staff Car park Outside Room 10 Outside the canteen Outside library on the boundary side	The school is on bottled gas not main gas
List of people on site	Sign in register for staff and visitors in the front office	Different sign in books for gardener and cleaners in the front office
Other	Wundowie Town Hall - key	Contact Cr Dave Galloway on 0419 989 009 The rear door is available from IGA

6. Maps

School Site Map and Assembly Points

Insert school site map with clearly marked assembly points.



School Off-site Map Insert an aerial view of your school showing off-site locations in opposite direction



