WULUNGARRA COMMUNITY SCHOOL
EMERGENCY MANAGEMENT PLAN

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To be reviewed annually.
Next review due November 2014.
WULUNGARRA COMMUNITY SCHOOL
EMERGENCY MANAGEMENT PLAN

PART ONE: BACKGROUND AND BUSHFIRE RISKS

Wulungarra Community School is a small community school in the Kimberley region of Western Australia. Located south east of Fitzroy Crossing on the edge of the Great Sandy Desert and surrounded by the Saint George Ranges. The school is built on Millijiddee Cattle Station and both the school and the cattle station are owned and run by Kadjina Community.

The school grounds are comprised of either well-watered green lawn areas that are kept fairly short, sandy areas under shade trees \textit{(where grass won't grow)}, and artificial areas such as concrete surrounding buildings. In the immediate vicinity of buildings bushfire fuel levels are very low, with little vegetation posing a risk \textit{(see Figure 1)}. Grounds Staff remove any vegetation debris from the grounds on a daily basis.

The area immediately surrounding the school grounds is mainly comprised of grasses and small shrubs. These areas are maintained by the local community and burnt back regularly \textit{(see Figure 2)}. Fires in these areas are mostly short lived followed by low intensity smouldering.

\begin{figure}[h]
\centering
\includegraphics[width=\linewidth]{figures/School_Grounds.png}
\caption{School Grounds}
\end{figure}
Figure 2: Area immediately surrounding school.

**Bushfire Risks**

Bushfires in the areas surrounding the local community are likely to be fast moving grass fires, providing a fairly intense, but relatively brief fire front followed by low intensity smoldering *(low risk)*.

There is usually significant smoke associated with localised fires, this can be disruptive to satellite communications and vehicles travelling in and out of the community *(low risk)*.
## PART TWO: ROLES AND RESPONSIBILITIES

### EMERGENCY CONTROL ORGANISATION: (Responsible for evacuation and emergency response)

<table>
<thead>
<tr>
<th>Role</th>
<th>Title</th>
<th>Work Number</th>
<th>Home Number</th>
<th>Mobile Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHIEF WARDEN</td>
<td>Anthony Vandermolen</td>
<td>(08) 9191 7402</td>
<td>(08) 9191 7402</td>
<td>0458 886 789</td>
</tr>
<tr>
<td>DEPUTY CHIEF WARDENS</td>
<td>Chantelle Smith</td>
<td>(08) 9191 7402</td>
<td>(08) 9191 7402</td>
<td>0437 027 518</td>
</tr>
<tr>
<td>WARDENS</td>
<td>Ellie Blokland</td>
<td>(08) 9191 7402</td>
<td>(08) 9191 7944</td>
<td>0413 271 321</td>
</tr>
<tr>
<td></td>
<td>Kylie Hunter</td>
<td>(08) 9191 7402</td>
<td>(08) 9191 7944</td>
<td>0428 468 007</td>
</tr>
<tr>
<td>FIRST AID OFFICER</td>
<td>Anthony Vandermolen</td>
<td>(08) 9191 7402</td>
<td>(08) 9191 7402</td>
<td>0458 886 789</td>
</tr>
<tr>
<td>COMMUNICATIONS OFFICER</td>
<td>Chantelle Smith</td>
<td>(08) 9191 7402</td>
<td>(08) 9191 7402</td>
<td>0437 027 518</td>
</tr>
</tbody>
</table>
PART THREE: EMERGENCY CONTACTS

You must report all fires and emergencies no matter how minimal.

IMPORTANT PHONE NUMBERS

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire and Emergency Services</td>
<td>000</td>
</tr>
<tr>
<td>SES Assistance</td>
<td>132 500</td>
</tr>
<tr>
<td>Broome Fire &amp; Rescue Service</td>
<td>(08) 9192 1393</td>
</tr>
<tr>
<td>Derby Fire &amp; Rescue Service</td>
<td>(08) 9193 1194</td>
</tr>
<tr>
<td>Fitzroy Crossing Police Station</td>
<td>(08) 9163 9555</td>
</tr>
<tr>
<td>Fitzroy Crossing Hospital</td>
<td>(08) 9166 1777</td>
</tr>
<tr>
<td>Royal Flying Doctor Services</td>
<td>1800 625 800</td>
</tr>
<tr>
<td>Noonkanbah Clinic</td>
<td>(08) 9191 7879</td>
</tr>
</tbody>
</table>

PART FOUR: BUSHFIRE INFORMATION CONTACTS

IMPORTANT PHONE NUMBERS

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Broome Fire &amp; Rescue Service</td>
<td>(08) 9192 1393</td>
</tr>
<tr>
<td>Derby Fire &amp; Rescue Service</td>
<td>(08) 9193 1194</td>
</tr>
<tr>
<td>Volunteer Fire Brigade/State Emergency Service (SES)</td>
<td>(08) 9191 5163</td>
</tr>
<tr>
<td>Western Australia Department of Fire &amp; Emergency Services Website:</td>
<td><a href="http://www.dfes.wa.gov.au">www.dfes.wa.gov.au</a></td>
</tr>
<tr>
<td>Western Australia Department of Fire &amp; Emergency Services Information Line:</td>
<td>1300 657 209</td>
</tr>
</tbody>
</table>
PART FIVE: IN THE EVENT OF A BUSHFIRE

In the event of a bushfire three options for action are available to the school’s staff:

1. Evacuation Procedure
2. Refuge Procedure
3. Cancellation of School Procedure

The implementation of one of these three options is dependent on the conditions at the time and any expected changes to those conditions, with pupil, staff and parent safety the paramount deciding factor.

1. EVACUATION PROCEDURE

IN CASE OF AN EVACUATION THE SCHOOL BELL NEEDS TO BE RUNG LOUDLY THREE TIMES TO ALERT PEOPLE THAT THERE IS AN EMERGENCY AND AN EVACUATION NEEDS TO TAKE PLACE.

There are four (4) types of Evacuation that can take place and the Principal will determine which Evacuation is required.

4 Types of Evacuation

1. Evacuation within the building.
   o May occur when the danger is confined to one section of a building.
2. Evacuation to another building.
   o May occur when the danger is confined to one of the school buildings.
3. Evacuation within the school ground.
   o May occur if the danger zone extends to all school buildings, but not to open areas elsewhere around the school (e.g. Evacuation Assembly Area adjacent to the School Administration Building).
4. Evacuation beyond the school.
   o May be required if the emergency affects the whole school or district (In this case the Evacuation Assembly Area will be adjacent to the School Administration Building).

PROCEDURE FOR EVACUATIONS

• The Principal raises the alarm (Ringing the School Bell three times and sending a runner to classrooms if deemed necessary) and determines a safe place to gather away from the danger or hazard. The area adjacent to the School Administration Building is the designated Evacuation Assembly Area unless the danger or hazard is on the front school oval then the Principal needs to choose another safe location to gather and notify everyone else (through a runner).
• Classroom Teachers are responsible for the safe and orderly evacuation of students and any other classroom visitors when the evacuation signal sounds or instructed to do so by a runner or the Principal. Teachers will take their attendance roll with them and ensure that students are accounted for and check toilets and storerooms within their own classrooms. Appliances need to be turned off and doors and windows shut before leaving the room IF TIME PERMITS.
• Teachers must supervise their students at all times. If directed to another job by the Principal, it is the responsibility of the class Teacher to arrange alternative supervision before leaving the students.
• The Principal needs to take a first aid kit on the way to the Evacuation Assembly Area.
• The Principal telephones 000 and requests attendance and assistance by emergency services or delegates this job to someone else.
• School Administrator will be responsible for telephone communications including notification to parents.

PRACTICE EMERGENCY EVACUATIONS WILL BE CONDUCTED TWICE A YEAR AND ARE RECORDED ON THE SCHOOL TERM PLANNER MAINTAINED BY THE SCHOOL ADMINISTRATOR. EVACUATION PLANS ARE DISPLAYED IN ALL CLASSROOMS AND SCHOOL BUILDINGS.

2. REFUGE PROCEDURE: IF EVACUATION IS NOT POSSIBLE
If conditions prevent evacuation of the pupils and staff due to insufficient time or unsafe conditions then the following procedure should be followed. Pupils are relocated to a central and relatively fire-safe building within the school premises to increase ease of protection. The School Administration Building is deemed to be a fire-safe building in a central location.

ACTIONS:
1. Emergency Services to be contacted and informed of Refuge Procedure being actioned.
2. Each class to relocate to the School Administration Building in a timely and orderly manner.
3. Classroom teacher/s to ensure all pupils are accounted for, Principal to ensure all staff are accounted for.
4. School lock in procedure in place (See Appendix 1.0), with pupils and staff being kept at school to prevent unsafe evacuation.
5. Chief Warden or Deputy Chief Warden to ensure all windows and doors are closed, with blankets or towels placed at base of doors.
6. Air conditioning to be turned off.
8. Students only to leave refuge escorted by a Staff Member
9. Chief Warden or Deputy Chief warden to liaise with Fire & Emergency Services (000).

MITIGATING HAZARDS
In bushfire conditions staff and students may suffer:
• Panic Attack
• Smoke Inhalation
• Dehydration
• Burns
• Injury due to fall or other

3. CANCELLATION OF SCHOOL PROCEDURE DUE TO BUSHFIRES
If bushfire conditions are deemed to be of extreme risk with a sever bushfire likely or expected to impact on the village within the next 24 hours then the Principal may cancel attendance at school for the following day.

ACTIONS:
• Principal to action procedure for closing school
• Parents to be informed the day prior to cancellation of school
• Emergency services to be informed
PART SIX: BUSHFIRE MANAGEMENT PROCEDURE

BUSHFIRE MANAGEMENT PROCEDURE

Wulungarra Community School is in a High Risk area for bush fire and may need to consider PRE-EMPTIVE CLOSURE when a CATASTROPHIC FIRE DANGER RATING is declared. AISWA has asked schools in areas that are rated at High Risk of bushfire attack to supply contact details for people who can initiate a PRE-EMPTIVE EVACUATION for CATASTROPHIC FIRE DANGER RATED days AISWA has contact details for the Principal. The Principal and Administrator will also be following latest warnings given on radio and FESA website at www.fesa.wa.gov.au and FESA information line on 1300 657 209. Student and staff safety is prioritised above defending buildings. In the even of a bush fire starting during the school day, and the school has not already received a ‘StateAlert’ or a message from the Local Fire Personnel, the Principal would seek communication with Shire of Derby/West Kimberley Administration Office (08) 9191 0999 and seek direction and instructions which would then be carried out with the school community.

Is it fire season?

What is the fire rating?

Extreme or Severe

Catastrophic

No Warning

Early Warning

Close School

Is it safe to evacuate?

No

Yes

Initiate Evacuation Procedure

Is there fire approaching?

No

Yes

Evacuate to Safe Refuge

Monitor radio, weather & fire services
PART EIGHT: PLAN OF SCHOOL GROUNDS
PART NINE: LOCK IN PROCEDURE

A school Lock-In procedure may occur where a situation is construed as a threat to the safety of the children or staff at Wulungarra Community School. If a Lock-In procedure is required, **ALL** personnel on site must participate in the Lock-In.

THE PRINCIPAL WILL DETERMINE IF A LOCK-IN PROCEDURE IS DEEMED NECESSARY AND NOTIFY EVERYONE VIA TELEPHONE OR FIVE RINGS OF THE SCHOOL BELL.

The following actions need to take place in a Lock-In:

- All people must be locked internally in the school building and move to the safest part of that building.
- Teachers are required to check that all children are accounted for, using their attendance rolls.
- Ensure that all doors and windows are locked internally.
- Principal to phone police or other services for assistance.
- No person is permitted to leave the secured area until an all clear is given by the Principal.

PRACTICE EMERGENCY LOCK-INS WILL BE CONDUCTED TWICE A YEAR AND WILL BE RECORDED ON THE SCHOOL TERM PLANNER BY THE ADMINISTRATOR.
PART TEN: FIRE EXTINGUISHER PROCEDURE

Fire extinguishers are located in classrooms and the Administration Building. Fire blankets are located in all kitchens.

In case of fire carry out the following actions:

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Rescue</strong></td>
<td>Rescue any person/s in immediate danger only if it is safe to do so and grab the roll so that a roll call can be carried out.</td>
</tr>
<tr>
<td><strong>Alarm</strong></td>
<td>Raise the alarm and follow the evacuation plan.</td>
</tr>
<tr>
<td><strong>Contain</strong></td>
<td>Close doors to contain the fire only if it is safe to do so.</td>
</tr>
<tr>
<td><strong>Extinguish</strong></td>
<td>Attempt to extinguish the fire only if you are trained and it is safe to do so.</td>
</tr>
</tbody>
</table>

When using a fire extinguisher follow the action below:

- **P** Pull the pin.
- **A** Aim low.
- **S** Squeeze the handle.
- **S** Sweep from side to side.

*(Community members are trained onsite in the effective use of fire safety equipment)*
PART ELEVEN: BOMB THREAT PROCEDURE

BOMB THREAT PROCEDURE

• All bomb threats, real or hoax, are offences. Police should be notified immediately by staff when a bomb threat is received.

• Bomb threats can be received in written or telephone form. Written threats need to be placed in a plastic envelope with minimal handling and given to police.

• Telephone threats need to be recorded on a Bomb Threat Checklist by the receiver of the call. The receiver needs to keep the caller on the line as long as possible and get as much information out of the caller as possible (Refer to Bomb Threat Checklist).

• The threat needs to be evaluated by police and staff and appropriate action taken. The following actions can be taken depending on level of threat:

  1. Take no further action.
  2. Search without evacuation.
  3. Evacuate and search.
  4. Evacuate immediately (without search).

• If an evacuation takes place people need to take any personal possessions with them, this will help in identifying suspicious objects that may be in the evacuated area.

• The best-qualified people to carry out a thorough search in any given area are the occupants. These people have a good understanding of what belongs or not in a location at any given time. Staff may be asked to assist police in a search.
PART TWELVE: SUSPICIOUS PACKAGE PROCEDURE

If a package is received that appears to be out of the ordinary follow the steps below. Out of the ordinary could mean the package is from an unknown sender, poorly wrapped, contains unusual contents, etc.

If you have not opened the package – DO NOT OPEN IT.

• Leave the package where it is.
• Get everyone out of the room and close the door. Isolate the room and prevent others from entering.
• Call Fitzroy Crossing police on (08) 9163 9555.
• Make a list of persons who were in the room to give to authorities when they arrive.
• Wait in a safe assembly area (having followed evacuation procedure) until emergency services arrive and follow their instructions.

If you have opened a suspicious package – leave it where it is and cover it if possible.

• Get everyone out of the room and close the door. Isolate the room and prevent others from entering. If you are able, turn off the air conditioning.
• If possible, wash your hands or shower with soap and water. Do not touch your mouth and eyes with your hands.
• Call Fitzroy Crossing police on (08) 9163 9555.
• If you are experiencing any immediate physical symptoms call RFDS 1800 625 800 and ask to speak to a doctor.
• Make a list of persons who were in the room to give to authorities when they arrive.
• Wait in a safe assembly area (having followed evacuation procedure) until emergency services arrive and follow their instructions.