



Department of
Education

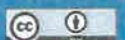
Shaping the future



LESMURDIE
SENIOR HIGH SCHOOL

Standalone bushfire plan 2023-2024

August 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.

As principal, you must complete this template to have a plan in place to respond to a bushfire emergency. This plan is to be read in conjunction with information on Ikon to [prepare for bushfire season at your school](#).

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, as per the [Incident management manual](#).

Complete and lodge your plan online by 31 August.

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1 School details

To complete this plan, on the front cover of the document:

- insert your school name
- add the year for the new bushfire season
- add the date in the footer to show when the plan became active.

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, follow the steps on Ikon to [lodge, update or access your standalone bushfire plan online](#).

School name (include name of co-located school or facilities if applicable)	Lesmurdie Senior High School
School address	21 Reid Road, Lesmurdie
Education Region	South Metropolitan
Number of students	980
Number of students requiring extra support if evacuating	0
Number of staff	135
Number of school sides bordered by bush	4
Names of major roads bordering school	Reid Road, Pomeroy Road, Albert 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 	Quick blasts of the siren repeated over a 30 second period followed by a verbal PA Announcement In situations where the siren and PA system do not operate, runners will be sent to each building

Plan prepared by (principal's name)	Kerry Chipchase
Date prepared or reviewed	1 August 2023

2 Emergency response contact list

Enter the contact details into the following table:

Organisation	Details	Phone number / Website
Local police	Forrestfield	9359 1033 or 131 444
Local hospital	St John of God Midland Public Hospital Ambulance – Kalamunda	9462 4000 9334 1233
DFES regional contact	Armada Office Event of an Incident	6424 1500 admin.southeastmetropolitan@dfes.wa.gov.au 13 33 37
Local fire brigade	Kalamunda Volunteer Fire & Rescue Service, Kalamunda	9257 1666 (answering machine)
Local bushfire brigade	Kalamunda Volunteer Bush Fire Brigade, Walliston	9257 9999
Bus contractors (ready for pre-emptive closure or offsite evacuation)	Paul's Bus Company Buswest - Denise Lesmurdie Bus Service – Roy Transperth Horizons West	0417 188 434 0409 834 975 0408 197 258 136 213 9351 8980
Electricity provider - in the case of a power outage	Perth Energy	9420 0300
State emergency service	Kalamunda SES	9257 1649 (0419 969 006)
Poisons information (where relevant)	WA Poisons Information Centre	13 11 26
Director of Education – contact name	Ken Perris	9336 9563 / 0408 918 019

2.1 Important bushfire emergency contact sources

DIAL 000 in an emergency

- **Emergency WA**
 - Website: <https://www.emergency.wa.gov.au/>

- **Department of Fire and Emergency Services**
 - Information line: 13 33 37
 - Website: <https://www.dfes.wa.gov.au/>
 - Facebook: <https://www.facebook.com/dfeswa>
 - Twitter: https://twitter.com/dfes_wa

- **ABC Emergency**
 - Website: <https://www.abc.net.au/emergency>

- **Local radio**
 - ABC local radio: Find your local radio station at <https://www.abc.net.au/local>
 - 6PR: Listen online at <https://www.6pr.com.au/listen-live/> or tune into AM 882 and Digital Radio

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 (section 7 of the school Incident Management Plan).	Deputy Principal School Improvement and Innovation - Storeroom
First aid kit(s) - include masks in case some students are susceptible to smoke.	Lower School, Senior School, HOPE, Nurses Office
Emergency alert system and communication equipment, for example: <ul style="list-style-type: none"> • mobile telephones (charged) • hand-operated fire alarm (portable siren) • megaphone/loud hailer • portable CB radios • spare batteries. 	<ul style="list-style-type: none"> • Personal phones used • Donna Gardiner – Deputy Principal • Donna Gardiner – Deputy Principal • Fire Wardens • Admin - MCS
Registers for: <ul style="list-style-type: none"> • students • staff • visitors. 	<ul style="list-style-type: none"> • Lower School and Senior School Support staff • Admin • Admin
Standalone Bushfire Plan: <ul style="list-style-type: none"> • hard copy in the evacuation kit. • copy saved to an online platform for access offsite. 	

6 Bushfire preparation checklist

Principals must:

- complete this bushfire preparation checklist annually
- inform all staff members of their responsibilities.

You can provide details of your preparation activities in the comments.

Management activities	☑ or NA	Evidence
The annual review of the Standalone bushfire plan has been completed before the start of bushfire season.		1 August 2023
<p>Consulted and received advice in preparing your Standalone bushfire plan from any of the following (as relevant):</p> <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. 		<p>2023 first fire drill combined with Amy Riebe from DFES and DoE</p> <p>LEMC meeting 23 February 2023 and 31 August 2023</p>
<p>Staff have been made aware of the Standalone bushfire plan through:</p> <ul style="list-style-type: none"> • staff meetings • staff bushfire induction session that includes: <ul style="list-style-type: none"> – an overview of the Standalone bushfire plan – 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. 		<p>Staff Development Days Terms 1 and 4</p> <p>Included as part of induction of new staff members</p>
<p>Students and parents or carers have been made aware of the Standalone bushfire plan 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>Two drills per year during Bushfire season</p> <p>Bushfire plan promoted on Facebook at the beginning of terms 1 and 4</p> <p>https://www.lesmurdie.wa.edu.au/</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>1 August 2023</p> <p>1 August 2023</p> <p>1 August 2023</p>
<p>Emergency equipment available and checked (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. 		<p>Business Support Officer to check DPSII DPSII School Officer</p> <p>LS,SS, HOPE, Nurse</p> <p>Register available online. Hard copies to be printed out on days of extreme fire danger</p>
<p>Practise drills moving 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>You must do at least 2 drills per year.</p>		<p>5 December 2023</p> <p>20 February 2024</p>
<p>The asset protection zone, which is a minimum distance of 20 metres surrounding the main school buildings, is checked and is:</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. <p>For information on the asset protection zone, refer to Prepare for bushfire season at your school on Ikon.</p>		<p>Ongoing clearing of fuel load by LSHS Manager of Facilities and Grounds</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).

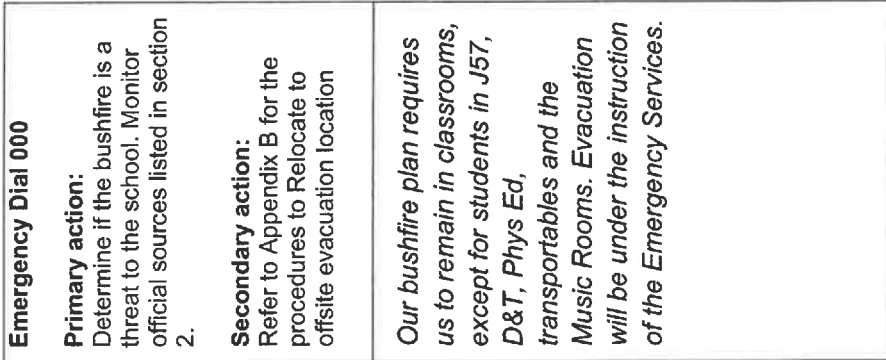

A sample of an action plan map is available in section 9.2 of the *Principal's guide*.

<p>Our bushfire plan requires us to remain in classrooms, except for students in D&T, Phys Ed, transportables and the Music Rooms who should move to:</p> <ol style="list-style-type: none"> 1. J57 into J Block open area 2. Music into E Block East (Upper Common Room) 3. F45, F46, F47 and F48 into E Block West (Lower Common Room) 4. Phys Ed classes on the oval, T37, T38, T39, T40, T49 and in the Gym move to the PAC, enter through foyer, overflow to Gym 5. Visitors, parents, contractors and Canteen Staff to relocate to front office in the Administration building 6. All other Support Staff to stay in Lockdown within their areas. 	<p>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 onsite 'safer building location(s)'. C Block D Block E Block Home Ec J Block Performing Arts Centre (Gym overflow) Library Administration and Senior School</p>
    	<p>Map last updated: 07/02/20</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.

	<p>Emergency Dial 000</p> <p>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 offsite evacuation location</p> <p><i>Our bushfire plan requires us to remain in classrooms, except for students in J57, D&T, Phys Ed, transportables and the Music Rooms. Evacuation will be under the instruction of the Emergency Services.</i></p>
<p>LESUMURDIE SENIOR HIGH SCHOOL</p> <p>SCHOOL SERVICES</p> <p>Map last updated: 27/08/20</p>	

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			Responsible	Source of funds	Notes	Completion date
	Treatment strategy / works required	Target date for completion	The staff member name who will sign off the action as complete				
DFES map item reference		Date (dd/mm/yyyy)					
Map of school site	Pipe pump	Jan 2024	B Thornton	DoE	Nil		
Map of school site	Gutter Cleans	Ongoing	B Thornton		Nil	ongoing	

Appendix A - Bushfire warning stages

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	
<p>ADVICE</p> 	<p>A fire has started, be aware and keep up to date.</p> <p>This is general information to keep principals informed and up to date with developments.</p> <p>Principals must:</p> <ul style="list-style-type: none"> • turn off evaporative air conditioners and ensure roof vents are closed. • check and patrol the school regularly for bushfire activity, paying particular attention to the evaporative air conditioners.
<p>WAT  ACT</p>	<p>There is a possible threat to lives and property. Conditions are changing.</p> <p>Principals 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 official sources such as Emergency WA. <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 advice from the Incident Controller or Emergency Services.
<p>EMERGENCY</p> 	<p>A school is in danger as its area will be impacted by fire. Take immediate action to survive.</p> <p>The 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>A siren, called the State Emergency Warning Signal (SEWS), may accompany an emergency warning.</p> <p>Evacuation orders are:</p> <ul style="list-style-type: none"> • directed by the Incident Controller or Emergency Services.

	<ul style="list-style-type: none">relayed via official sources, such as Emergency WA. <p>It is vital that the principal:</p> <ul style="list-style-type: none">accesses bushfire information from official sourcesmakes an informed decision to stay onsite or evacuate offsite based on the advice.
All CLEAR	<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>

Appendix B - Procedures in the event of a sudden bushfire

Relocate to onsite 'safer building location'

You may be instructed to relocate to your onsite 'safer building location(s)'. Do not use an open area such as a school oval or non-enclosed building.

Initiate this procedure if either of the following occurs:

- a 'Watch and Act' or 'Emergency Warning' alert is issued on the [Emergency WA](#) website (refer to Appendix A for details about the alerts)
- instruction from the Department of Fire and Emergency Services, Emergency Services or your Director of Education.

Follow these procedures to relocate to the onsite safer building location(s).

Action	Notes (if required)
<p>Dial 000 for emergency services and request fire brigade.</p> <p>When connected to Department of Fire and Emergency Services, advise:</p> <ul style="list-style-type: none"> • your school name and address • the fire situation • how many students and staff are being impacted • if moving to a 'safer building location' and where it is located • if anyone requires medical attention • CB radio channel, if being used. <p>Remain in contact with the Department of Fire and Emergency Services.</p> <p>Monitor official bushfire emergency information contact sources in section 2.1.</p>	
<p>Activate your school response team to carry out their responsibilities (section 3).</p>	
<p>Use your emergency response contact list to contact stakeholders (section 2).</p>	
<p>Follow your bushfire response telephone call tree (section 4) to communicate with the school community.</p> <p>Ensure parents receive emergency text message alerts to:</p> <ul style="list-style-type: none"> • inform them of relocation • keep them updated (use the emergency text message alert templates, refer to Manage bushfire incident communications on Ikon). <p>Parents must not collect students until instructed.</p>	

<p>Confirm:</p> <ul style="list-style-type: none"> • evaporative air conditioners are turned off • all building roof vents, windows and doors are closed before anyone enters the onsite safer building location(s). • where possible and safe to do so, relocate vehicles or other combustible items (school bags, rubbish bins etc) at least 20 metres from safer building locations. • monitor embers for possible ignition. 	
<p>Take emergency equipment (section 5):</p> <ul style="list-style-type: none"> • registers for students, staff and visitors • evacuation kit • water • mobile phones (charged) • student medication 	
<p>Sound the school emergency warning or alert system.</p>	
<p>Follow advice from the incident controller, emergency services, the Manager Security and Emergency Management or the director of education to move to the onsite safer building location(s) (section 7.1)</p> <p>Students and staff must remain in classrooms unless they are directed to move to an onsite safer building location.</p>	
<p>Check student, staff and visitor registers after moving to an onsite safer building location (roll call). Advise the police if anyone is missing.</p> <p>You must give special consideration to students with known respiratory conditions.</p>	
<p>Wait for emergency services to arrive or the incident controller to provide you with information.</p> <p>Ongoing advice will also be provided by the Manager, Security and Emergency Management or the director of education.</p> <p>Continue to monitor official bushfire information sources listed in section 2.1.</p>	
<p>The Department will consult the incident controller or emergency services and notify you when it is safe to return to classrooms or for students to be collected by parents. You will receive advice from the director of education.</p>	