

EMERGENCY MANAGEMENT PLAN

Elliston Area School



Emergency plans are required by sites under [Work Health and Safety Regulations 2012](#) (see Appendix).

This document provides an Emergency Management Plan template for all DECD sites.

The template includes mandatory components representative of a good Emergency Management Plan. Refer to Emergency Management Plan Template Instructions and Appendix for further detail when preparing your plan specific to your site circumstances.

Your site is required to annually update this document relative to your individual circumstances in line with the DECD Emergency Management Framework. Completed Emergency Management Plans should be submitted for auditing to the DECD Security, Bushfire and Emergency Management Team and will be kept on file to enable the team to provide support in the event of an emergency incident.

CONTENTS

Emergency Contact Numbers.....	3
Emergency Management Team (EMT)	4
Facility Profile	5
Risk Identification	6
Emergency Assembly Areas and Alarm Tones.....	7
Emergency Response	8
Post Emergency Procedures	11
Scheduled/Completed Emergency Drills and Training	12
*Bushfire Response Plan	13
Area Maps and Site Plans	15
Emergency Management Plan – Abridged.....	16

The completion and submission of this template replaces any existing site emergency templates. Sites can continue to display and utilise existing emergency support documentation (i.e. flip charts, posters etc.) provided that the information reflects the procedures detailed in the site’s Emergency Management Plan.

***IMPORTANT:** All R1 and R2 bushfire risk rated sites are required to review their existing Bushfire Response Plans and transfer them into this template. Completion of the Bushfire Response Plan *as part* of the Emergency Management Plan *replaces* any separate requirements regarding Bushfire Response Plan compliance.



EMERGENCY CONTACT NUMBERS

Emergency (Police, Fire, Ambulance)	000
Police	131 444
Local Police (as applicable)	86879006
Local Fire (as applicable)	86879397
CFS Bushfire Information Hotline	1300 362 361
DECD Security and Emergency Hotline	1800 000 279
State Emergency Service (SES)	132 500
SA Power Networks	131 366
Local Hospital – Elliston Hospital	86879001
Education Director – Rowena Fox	86820700
DECD Security, Bushfire & Emergency Team	8226 2524 8226 3714
DECD Media Unit	8226 7990
SafeWork SA	1300 365 255
Environmental Protection Authority	8204 2004
Alcohol and Drug Information Service/Needle Clean Up Hotline	1300 131 340
Poisons Information Centre	13 11 26



EMERGENCY MANAGEMENT TEAM (EMT)

The EMT are key people who may be required to be contacted during an emergency or play an active role in the site's emergency response procedures.

It is expected that the OSHC/Vacation Care contact is identified as a member of the site Emergency Management Team (w service operates).

These are suggestions only, sites may choose to delete or include additional role/position titles as required. Please type N/A if not applicable, do not leave blank spaces.

Role/Position	Name	Contact Number (daytime)	Mobile Number	Contact Number (Out of Hours)
Site Leader / Principal / Director	C O'NEIL	86879167	041138754	
Deputy Principal / Deputy Site Leader	C FLEMING	86879167	0488546188	
Fire Warden	K WILLIAMS	86879167	0429879164	
WHS Representative	K NEWTON	86879167	0437424051	
Front Office SSO / ECW	J CUSTANCE	86879167	0428879178	
OSHC / Vacation Care				
Grounds Person	J TREE	86879167	0428870403	
Third Party / User Groups (e.g. Basketball Club, Netball Club)				

FACILITY PROFILE

Site Information

Site Name	Elliston Area School		
Address	Flinders Highway, Elliston 5670		
Phone	86879167		
Fax	86879057		
Time Service Starts	9am	Time Service Finishes	3.25pm

Student/Staff Information

Enrolments	61
Staff numbers	16
Proportion of staff disability/health factors (%)	0
Proportion of student disability/special education needs (%)	5%

Building Information

Monitored security alarm/fire system	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Buildings NOT covered by system; ALL	
System used for alert tone/warnings; SIREN / BELL	
Emergency Telephone	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Location/Type; IN ADMIN BUILDING 2 / REFUGE 86879057
On-site hazards (i.e. science lab, chemical storage) SCIENCE LAB, TECH STUDIES, GROUNDS SHED, CLEANING CHEMICALS	Location; BUILDINGS 2, 5, 6

Include information below relating to the backup power supply available for use on your site in the event of an emergency incident (e.g. generator). Include information such as where to access the supply, what system is connected to the supply and basic operational information.

If not applicable, please type N/A. Do not leave blank spaces.

Emergency Power System (type)

Location	NA
Provides Power To	NA
Shutoff Instruction	NA

Include basic information regarding the main utility supplies connected to your site and how to locate and operate or switch off in the event of an emergency.

Utilities	Location of Shutoff Valve/Switch	Special Instructions
Gas (Mains/Bottled etc.)	AT BOTTLES	CHAD TO TURN OFF
Water	3 MAINS METERS	
Electricity	BUILDING 1	
Sprinkler System (type)	NA	
Heating System	POWER SWITCHES IN ALL BUILDINGS ON AIR CONDITIONERS	STAFF TO TURN OFF

RISK IDENTIFICATION

An assessment of your sites relative risk of specific hazards should be undertaken to establish the types of incidents that specific emergency response actions should be developed to implement in the event of an emergency.

Sites should determine what hazards are relevant and what level of risk they pose, such as;

- Bushfire
- Pandemic/communicable disease
- Severe Storm
- Hazardous substance (on site and close to site)
- Flooding
- Intruder
- Criminal incident or threat
- Lightning strike
- Earthquake
- Snakes / Pests
- Bomb Threat
- Other hazards (e.g. road collisions)
- Internal fire/smoke

Sites may consider including hazards that are not listed above. Hazards identified and their relevant level of risk should be taken into consideration when developing or updating your site emergency procedures.

Risk/Priority	Hazards (site specific)
Extreme/Very High	BUSHFIRES
High	
Medium	SNAKES, SEVERE STORMS AND WIND
Low	



EMERGENCY ASSEMBLY AREAS & ALARM TONES

Alarm description could include;

- Continuous/intermittent bell, horn,
- whistle Bell sound three times,
- Flashing light

These are **suggestions only**; the alarm details will depend on the system or procedure being employed at your sit.

SHELTER IN PLACE (S.I.P.)

An emergency response intended to utilise a structure and its indoor atmosphere to protect occupants from a threat or danger external to their location (e.g. external structure fire, bushfire, chemical fumes, disruptive student / visitor / resident)

Location(s):

- BUILDING 1 REFUGE

Alarm tone(s) / method(s) used to initiate:

- CONTINUOUS

PRECAUTIONARY BUILDING CONFINEMENT (P.B.C) / LOCKDOWN

An emergency response to the evident or suspected threat of serious unlawful violence by an intruder or building occupant, necessitating the physical securing of rooms and buildings for the safety and protection of all occupants

Alarm tone / method used to initiate:

INTERMITTENT

EVACUATION

An emergency response to a scenario where there is an evident or suspected threat to a building or facility that results in all building occupants relocating to an external area or location for safety (e.g. internal fire, bomb threat, noxious gas escape)

On- Site Location(s) / Muster Point(s):

- FLAG POLE

Alarm tone(s) / method(s) used to initiate:

- CONTINUOUS

Off-Site / Backup Location(s):

- ELLISTON SPORTSCENTRE

Alarm tone(s) / method(s) used to initiate:

- CONTINUOUS

EMERGENCY RESPONSE

Detail your site's procedures to be followed in an emergency or major incident below. These are suggestions only, sites may choose to delete or include additional actions as appropriate.

The members of the Emergency Management Team (EMT) shall be entirely aware of the sites emergency response plan and may be called upon by the DECD Security, Bushfire and Emergency Management Team to discuss the site's processes in detail. Random communication may be made to ensure sites are appropriately prepared and knowledgeable of the actions to take in the event of an emergency. The table below also identifies specific roles and responsibilities of your site's EMT in relation to your plan.

Position / Title / Name Responsible	Shelter in Place (S.I.P)	Precautionary Building Confinement (P.B.C) / Lockdown	Evacuation – On Site	Evacuation – Off Site
PRINCIPAL C O'NEIL e.g. Site Leader	Activate continuous alarm to notify of emergency Contact appropriate Emergency Services / DECD Security, Bushfire and Emergency Management Team and Education Director SUPERVISE STAFF AND STUDENTS INTO SIP ALL STAFF ARE ACCOUNTED FOR CHECK WITH STAFF THAT STUDENTS ARE ACCOUNTED FOR AND PROVIDE SUPERVISION	Activate intermittent alarm to notify of emergency Contact appropriate Emergency Services / DECD Security, Bushfire and Emergency Management Team and Education Director ENSURE ALL BUILDINGS ARE IN LOCKDOWN ALL STAFF ARE ACCOUNTED FOR CHECK WITH STAFF THAT STUDENTS ARE ACCOUNTED FOR AND PROVIDE SUPERVISION	Activate continuous alarm to notify of emergency Contact appropriate Emergency Services / DECD Security, Bushfire and Emergency Management Team and Education Director ENSURE ALL STAFF ARE ACCOUNTED AT FLAG POLE CHECK WITH STAFF THAT ALL STUDENTS ARE ACCOUNTED FOR AND PROVIDE SUPERVISION	Activate continuous alarm to notify of emergency Contact appropriate Emergency Services / DECD Security, Bushfire and Emergency Management Team and Education Director MOVE ALL SCHOOL PERSONNEL TO THE SPORTSCENTRE ENSURE ALL STAFF ARE ACCOUNTED FOR IN REFUGE 2 AT THE SPORTSCENTRE CHECK WITH STAFF THAT ALL STUDENTS ARE ACCOUNTED FOR AND PROVIDE SUPERVISION IN REFUGE 2

<p>C FLEMING e.g. Deputy Site Leader</p>	<p>As Principal proxy, Activate continuous alarm to notify emergency</p> <p>Contact appropriate Emergency Services / DECD Security, Bushfire and Emergency Management Team and Education Director</p> <p>SUPERVISE STAFF AND STUDENTS INTO SIP</p>	<p>As Principal proxy, Activate intermittent alarm to notify emergency</p> <p>Contact appropriate Emergency Services / DECD Security, Bushfire and Emergency Management Team and Education Director</p> <p>ENSURE ALL BUILDINGS ARE IN LOCKDOWN</p> <p>ALL STAFF ARE ACCOUNTED FOR</p> <p>CHECK WITH STAFF THAT STUDENTS ARE ACCOUNTED FOR AND PROVIDE SUPERVISION</p>	<p>As Principal proxy, Activate continuous alarm to notify emergency</p> <p>Contact appropriate Emergency Services / DECD Security, Bushfire and Emergency Management Team and Education Director</p> <p>ENSURE ALL STAFF ARE ACCOUNTED AT FLAG POLE</p> <p>CHECK WITH STAFF THAT ALL STUDENTS ARE ACCOUNTED FOR AND PROVIDE SUPERVISION</p>	<p>As Principal proxy, Activate continuous alarm to notify emergency</p> <p>Contact appropriate Emergency Services / DECD Security, Bushfire and Emergency Management Team and Education Director</p> <p>Move all school personnel to Sportscentre</p> <p>ENSURE ALL STAFF ARE ACCOUNTED FOR IN REFUGE 2</p> <p>CHECK WITH STAFF THAT ALL STUDENTS ARE ACCOUNTED FOR IN REFUGE 2 AND PROVIDE SUPERVISION</p>
<p>K WILLIAMS e.g. Fire Warden / WHS Representative / First Aid Officer</p>	<p>Activate continuous alarm to notify emergency</p> <p>Monitor situation with Site Leader</p> <p>Administer First aid if required</p> <p>COLLECT FIRST AID AND BUSHFIRE EMERGENCY KIT</p> <p>MONITOR LOCAL CFS WEBSITE / ABC RADIO</p> <p>CHECK ALL BUILDINGS ON ALARM</p>	<p>Activate intermittent alarm to notify emergency</p> <p>Monitor situation with Site Leader</p> <p>Administer First aid if required</p> <p>CHECK ALL BUILDINGS VIA PHONE</p>	<p>Activate continuous alarm to notify emergency</p> <p>Monitor situation with Site Leader</p> <p>Administer First aid if required</p> <p>MONITOR LOCAL CFS WEBSITE / ABC RADIO</p> <p>CHECK ALL BUILDINGS</p>	<p>Activate continuous alarm to notify emergency</p> <p>Monitor situation with Site Leader</p> <p>Administer First aid if required</p> <p>COLLECT FIRST AID AND BUSHFIRE EMERGENCY KIT</p> <p>MONITOR LOCAL CFS WEBSITE / ABC RADIO</p> <p>CHECK ALL BUILDINGS</p> <p>Move to Sportscentre</p>

<p>J CUSTANCE e.g. Front Office SSO / ECW</p>	<p>Activate / Identify appropriate alarm to notify emergency</p> <p>Administration area Refuge building 1 is closed, safe and keep all personnel calm</p> <p>Collect student information lists, sign in register</p> <p>Assist the Site Leader with any directions to be given</p> <p>ENACT PHONE TREE TO CONTACT SCHOOL COMMUNITY</p>	<p>Activate / Identify appropriate alarm to notify emergency</p> <p>Ensure all people in Admin area are in Lock down</p> <p>Collect student information lists, First aid, sign in register</p> <p>Assist the Site Leader with any directions to be given</p>	<p>Activate / Identify appropriate alarm to notify emergency</p> <p>Clear administration area of all personnel</p> <p>Collect student information lists, First aid , sign in register</p> <p>Move to Flag pole</p> <p>Assist the Site Leader with any directions to be given</p> <p>ENACT PHONE TREE TO CONTACT SCHOOL COMMUNITY</p>	<p>Activate / Identify appropriate alarm to notify emergency</p> <p>Clear administration area of all personnel</p> <p>Collect student information lists, First aid , sign in register r</p> <p>Move to Sportscentre</p> <p>Assist the Site Leader with any directions to be given</p> <p>ENACT PHONE TREE TO CONTACT SCHOOL COMMUNITY</p>
<p>K NEWTON D CHAPMA J PENNA S LAPSLEY K JERVIS I DUDLEY M BOURKE e.g. Teachers</p>	<p>Identify emergency from alarm tone</p> <p>Assemble students to prepare to move to the S.I.P. location - BUILDING 1 REFUGE</p> <p>Complete a roll call and advise the site leader of any missing students and their whereabouts</p> <p>Advise if any additional visitors present</p> <p>Complete another roll call on arrival at location to ensure all are accounted for</p> <p>Follow instructions from site leader</p> <p>Wait for the all clear</p>	<p>Identify emergency from alarm tone</p> <p>Lock all doors, windows, turn off lights and keep out of sight</p> <p>Complete a roll call and advise the site leader by phone of any missing students and their whereabouts</p> <p>Advise if any additional visitors present</p> <p>Encourage all to remain calm</p> <p>Follow instructions from site leader</p> <p>Wait for the all clear</p>	<p>Identify emergency from alarm tone</p> <p>Assemble students to prepare to move to the on-site evacuation location - FLAGPOLE</p> <p>Complete a roll call and advise the site leader of any missing students and their whereabouts</p> <p>Advise if any additional visitors present</p> <p>Follow instructions from site leader</p> <p>Wait for the all clear</p>	<p>Identify emergency from alarm tone</p> <p>Assemble students to prepare to move to the off-site evacuation location - SPORTSCENTRE</p> <p>Complete a roll call and advise the site leader of any missing students and their whereabouts</p> <p>Advise if any additional visitors present</p> <p>Complete another roll call on arrival at SPORTSCENTRE to ensure all are accounted for</p> <p>Follow instructions from site leader</p> <p>Wait for the all clear</p>
<p>e.g. OSHC / Vacation Care</p>				



<p>J TREE e.g. Grounds Person</p>	<p>Identify emergency from alarm tone Turn off mains power Turn on sprinklers</p>	<p>Identify emergency from alarm tone Direct Students / visitors / workers to safety in nearest classroom Contact Front Office by phone of whereabouts</p>	<p>Identify emergency from alarm tone Turn off mains power Turn on sprinklers Assemble at Flagpole</p>	<p>Identify emergency from alarm tone Turn off mains power Turn on sprinklers Check all access points are safe and accessible Secure doors of sheds/buildings Move to Refuge 2 - Sportscentre</p>



POST EMERGENCY PROCEDURES

Detail your site's procedures to be followed after an emergency or major incident below. These are suggestions only, sites may choose to delete or include additional actions as appropriate.

<p>Incident Management and Reporting</p>	<p>Ensure all staff and students are accounted for</p> <p>Check for and treat any injuries</p> <p>Move to alternate location upon emergency services advice</p> <p>Inform and liase with Education Director Rowena Fox 86820700 and/or DECD Security, Bushfore and Emergency Management Team 82263714 or hotline 1800 000 279 .</p> <p>Enact phone tree and contact school community.</p> <p>Notify appropriate contacts (parents, caregivers etc.) of incident and action taken - Seek advice from Education Director and/or DECD Security, Bushfire and Emergency Management Team regarding content and methods</p> <p>Check with SA Police for safe routes before driving anywhereOnly authorise Sheringa bus to leave after specific direction from SAPOL or Emergency Services re the level of risk to students and driver. Cancel the bus if there is lack of clarity.</p> <p>Maintain student collection record (when, who etc</p> <p>Family members can pick their children up at the Refuge when all clear is given. Duty of care is passed to parent - caregivers when they arrive at Refuge. Supervision will be provided for remaining students until family members arrive to pick the students up.</p> <p>At an appropriate time after the incident, lead a debrief of the bush fire emergency situation and procedures undertaken at the time.</p> <p>Arrange to have fire fighting systems checked and readied again for use.</p>
<p>Post Incident and Recovery</p>	<p>Log information in IRMS (Incident and Response Management System).</p> <p>Contact Education Director Rowena Fox 86820700 to discuss requirements for additional support including psychological first aid (counsellors, social workers etc) for support with staff and or student trauma and distress.</p> <p>Arrange and conduct debriefing/memorials (if necessary)</p> <p>Facility Manager/DECD corporate to arrange appropriate facility repairs</p> <p>Facility Manager/ appropriate authority to assess safety and accessibility of facility and equipment</p> <p>Restock emergency supply kits (check every 3 months regardless)</p> <p>Review hazardous materials storage; test and repair or replace equipment</p> <p>Review Emergency Management Plans, training procedures and modify where required</p> <p>Refer media enquiries to Education Director or DECD Media Unit</p> <p>Be aware and take into consideration staff personal bushfire or emergency plans</p>

SCHEDULED/COMPLETED EMERGENCY DRILLS

Sites must schedule emergency drills (both desktop and physical) relative to their specific risks. It is expected schools and preschools practice emergency procedures on at least two (2) occasions *per term*. This schedule should be kept up to date.

Detail (i.e. S.I.P drill, evacuation drill, training)	Date

EMERGENCY TRAINING

Include details regarding planned and undertaken emergency training (e.g. fire warden, first aid)

Details	Date
Fire Warden / Fire Extinguisher - C O'Neil	2 nd December 2013
Basic Casualty Care - all staff	4 th September 2015





BUSHFIRE RESPONSE PLAN -

It is a Departmental requirement for all R1 and R2 bushfire risk rated sites to complete the Bushfire Response Plan. Completion of this template within your sites Emergency Management Plan supersedes any previous Bushfire Response Plan updating process or documentation.

Bushfire Refuge

The term Bushfire Refuge has been adopted by DECD to reduce confusion with the terminology used by the CFS, and is generally a building on site that can provide short-term shelter from a bushfire to the site population only.

The term Last Resort Refuge is identified in each Council for community members as a space or building which could be used as a place of last resort for individuals to go to and remain during the passage of fire through their neighbourhood. A Last Resort Refuge is intended to provide a place of relative safety during a bushfire, but does not guarantee the survival of those who assemble there, and should only be used when personal Bushfire Survival Plans cannot be implemented or have failed.

NOTE: No DECD sites have been identified by the CFS as a Last Resort Refuge.

IMPORTANT: It is the responsibility of the site EMT to determine trigger points and act upon them as per the site's Bushfire Response Plan.

Examples of a site's Trigger Point may include the following:

- A CFS Watch and Act message advising of a fire within a 20km radius of the township
- Receipt of a SAFECOM SMS/phone call emergency alert advising of an imminent bushfire threat

The EMT must not rely on a call from the CFS that a bushfire threat is in the area and should not wait for instruction to move to the site's designated Bushfire Refuge.

Trigger Point* to prepare for movement to the *Bushfire Refuge*:

40km radius as trigger point. Continuous monitoring of CFS Watch and Act messages and website, ABC radio warnings, Warning of fire within the district from Emergency Services - CFS, SAPOL, SES or locals via phone. Observations and monitoring of town and school grounds for smoke or flames.

Emergency alarm to prepare for movement to the *Bushfire Refuge* sounds like:

Continuous blast of the siren

Location of site *Bushfire Refuge* (address if off-site or attach school plan):

BUILDING 1

Other educational sites/services that may use *Bushfire Refuge*:

Elliston Memorial RSL Childrens Centre

Contact details of other educational sites/services that may use *Bushfire Refuge*:

86879113

Location of off-site evacuation point and intended method of transport:

Walk safely to Refuge 2 Elliston Sports Centre

Drinking Water Contingency Plan

If the Bushfire Refuge does not have available drinking water then other sources such as large water bottles MUST be taken into the Bushfire Refuge for use during a S.I.P.

Rainwater tanks used for drinking purposes must incorporate disinfection via an ultraviolet light irradiation system. For further information regarding drinking water see the DECD Intranet at <https://myintranet.learnlink.sa.edu.au/operations-and-management/facilities-and-security/energy,-water-and-waste-management/water>

Water for Ablutions

During a power failure, a site may not have abluion water available, therefore alternatives should be considered. Sites may consider portable options (i.e. camping toilets) for use within the Bushfire Refuge during a bushfire *emergency situation* if water is not available for ablutions.

Provide details of the sites drinking water supply plan during a bushfire risk situation;

Water in plastic containers stored in Refuge 1 and Refuge 2

Provide details of the sites abluion options during a bushfire emergency situation;

Toilet available in Refuge 1 and access to bucket water and face masks. Toilets available in Refguge 2.

AREA MAPS AND SITE PLANS

AREA MAPS

Insert a detailed Area Map of the facility and its surrounding area. Such a map should show external evacuation routes and destinations. A minimum of two external evacuation points will be required.

- The Map should show
- Evacuation assembly areas
- Evacuation routes
- Surrounding Streets
- Major Landmarks
- Exit points

Does your site have an area map?

Yes Please attach.

No

SITE PLANS

In accordance with **Australian Standard 3745-201: Planning for Emergencies in Facilities**, evacuation plans must have the following minimum requirements:

- A pictorial diagram of the floor or area (A3, at least 200mm X 150mm in size. Facilities with large floor areas should be prepared in sections so that no more than two exits are shown on each diagram)
- The title EVACUATION DIAGRAM
- The 'YOU ARE HERE' location
- The designated exits, which must be shown in green
- Communication equipment locations e.g. Warden Intercom points (WIPs) which must be shown in red and main panel/controls for warning equipment
- Hose reels, which must be shown in red
- Extinguishers, which must be shown in red
- Fire blankets, which must be shown in red
- Designated shelter-in-place location (if present)
- Date diagram was validated
- Location of assembly areas
- A legend to reflect the symbols used

Also consider including the following:

- North
- First aid stations and kits (denoted by a white cross on a green background)
- Hazardous chemical store
- Spill response kits
- Evacuation procedure
- Paths of travel, coloured green
- Hydrants, which must be shown in red

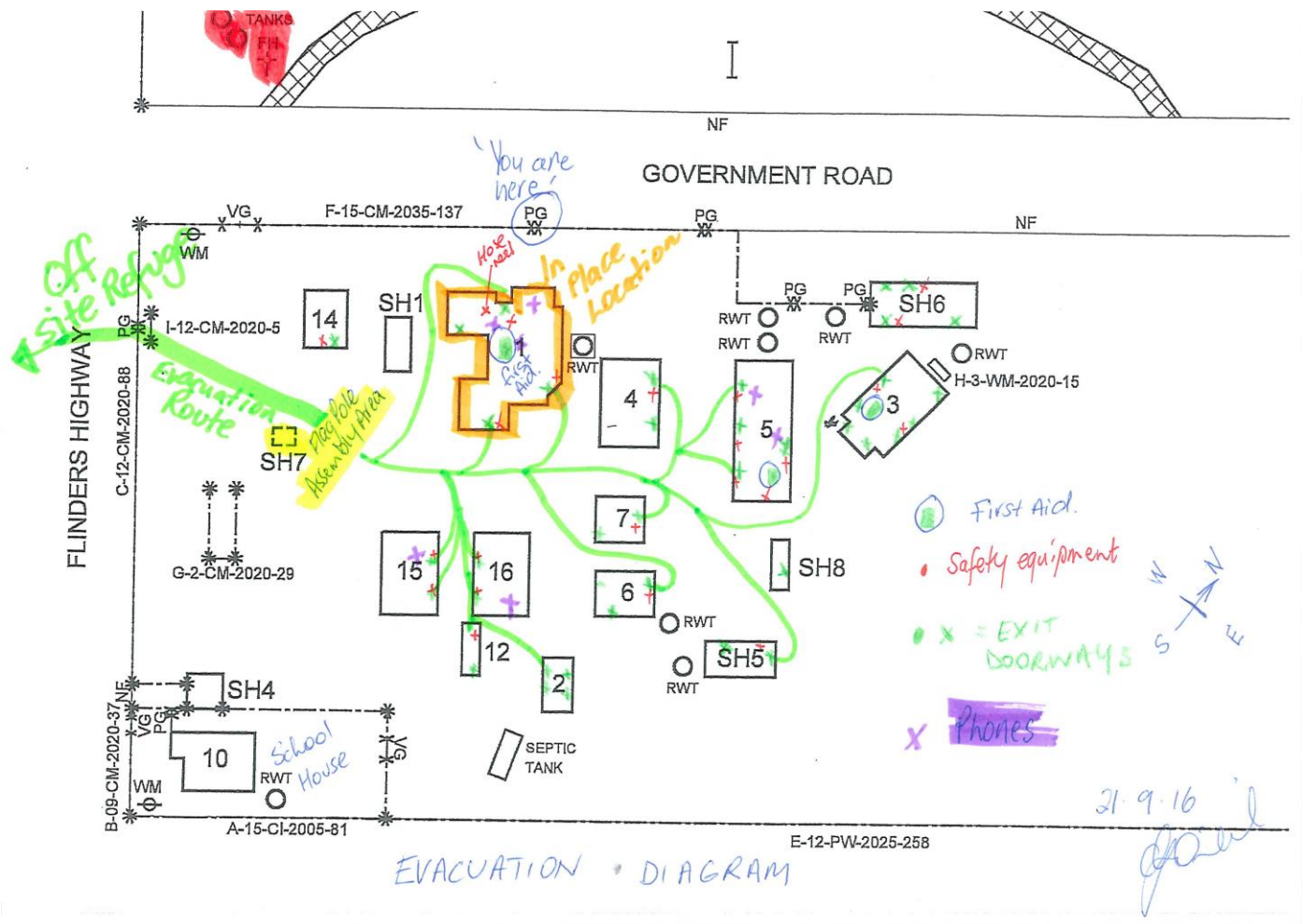
Does your site have an area map?

Yes Please attach.

No

EMERGENCY MANAGEMENT PLAN (Abridged)

[Include





site photo or logo]

Emergency plans are required by sites under [Work Health and Safety Regulations 2012](#) (see Appendix).

This document provides an Emergency Management Plan template for all DECD sites.

The template includes mandatory components representative of a good Emergency Management Plan. Refer to Emergency Management Plan Template Instructions and Appendix for further detail when preparing your plan specific to your site circumstances.

Your site is required to annually update this document relative to your individual circumstances in line with the DECD Emergency Management Framework. Completed Emergency Management Plans should be submitted for auditing to the DECD Security, Bushfire and Emergency Management Team and will be kept on file to enable the team to provide support in the event of an emergency incident.

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Environmental Protection Authority	8204 2004
Alcohol and Drug Information Service/Needle Clean Up Hotline	1300 131 340
Poisons Information Centre	13 11 26



FACILITY PROFILE

Site Information

Site Name	Elliston Area School		
Address	Flinders Highway, Elliston 5670		
Phone	86879167		
Fax	86879057		
Time Service Starts	9am	Time Service Finishes	3.25pm

Student/Staff Information

Enrolments	61
Staff numbers	16
Proportion of staff disability/health factors (%)	0
Proportion of student disability/special education needs (%)	5%

RISK IDENTIFICATION

An assessment of your sites relative risk of specific hazards should be undertaken to establish the types of incidents that specific emergency response actions should be developed to implement in the event of an emergency.

Sites should determine what hazards are relevant and what level of risk they pose, such as;

- | | |
|---|--|
| <ul style="list-style-type: none"> – Bushfire – Severe Storm – Flooding – Criminal incident or threat – Earthquake – Bomb Threat – Internal fire/smoke | <ul style="list-style-type: none"> – Pandemic/communicable disease – Hazardous substance (on site and close to site) – Intruder – Lightning strike – Snakes / Pests – Other hazards (e.g. road collisions) |
|---|--|

Sites may consider including hazards that are not listed above. Hazards identified and their relevant level of risk should be taken into consideration when developing or updating your site emergency procedures.

Risk/Priority	Hazards (site specific)
Extreme/Very High	BUSHFIRESBUSHFIRES



High	
Medium	SNAKES, SEVERE STORMS AND WIND
Low	

EMERGENCY ASSEMBLY AREAS & ALARM TONES

Alarm description could include;

- Continuous/intermittent bell, horn,
- whistle Bell sound three times,
- Flashing light

These are **suggestions only**; the alarm details will depend on the system or procedure being employed at your sit.

SHELTER IN PLACE (S.I.P.)

An emergency response intended to utilise a structure and its indoor atmosphere to protect occupants from a threat or danger external to their location (e.g. external structure fire, bushfire, chemical fumes, disruptive student / visitor / resident)

Location(s):

- BUILDING 1 REFUGE

Alarm tone(s) / method(s) used to initiate:

- CONTINUOUS

PRECAUTIONARY BUILDING CONFINEMENT (P.B.C) / LOCKDOWN

An emergency response to the evident or suspected threat of serious unlawful violence by an intruder or building occupant, necessitating the physical securing of rooms and buildings for the safety and protection of all occupants

Alarm tone / method used to initiate:

INTERMITTENT

EVACUATION

An emergency response to a scenario where there is an evident or suspected threat to a building or facility that results in all building occupants relocating to an external area or location for safety (e.g. internal fire, bomb threat, noxious gas escape)

On- Site Location(s) / Muster Point(s):

- FLAG POLE

Alarm tone(s) / method(s) used to initiate:

- CONTINUOUS

Off-Site / Backup Location(s):

- ELLISTON SPORTSCENTRE

Alarm tone(s) / method(s) used to initiate:

CONTINUOUS

POST EMERGENCY PROCEDURES

Detail your site's procedures to be followed after an emergency or major incident below. These are suggestions only, sites may choose to delete or include additional actions as appropriate.

Incident Management and Reporting

Ensure all staff and students are accounted for

Check for and treat any injuries

Move to alternate location upon emergency services advice

Inform and liase with Education Director Rowena Fox 86820700 and/or DECD Security, Bushfore and Emergency Management Team 82263714 or hotline 1800 000 279 .

Enact phone tree and contact school community.

Notify appropriate contacts (parents, caregivers etc.) of incident and action taken - Seek advice from Education Director and/or DECD Security, Bushfire and Emergency Management Team regarding content and methods

Check with SA Police for safe routes before driving anywhere Only authorise Sheringa bus to leave after specific direction from SAPOL or Emergency Services re the level of risk to students and driver. Cancel the bus if there is lack of clarity.

Maintain student collection record (when, who etc

Family members can pick their children up at the Refuge when all clear is given. Duty of care is passed to parent - caregivers when they arrive at Refuge. Supervision will be provided for remaining students until family members arrive to pick the students up.

At an appropriate time after the incident, lead a debrief of the bush fire emergency situation and procedures undertaken at the time.

Arrange to have fire fighting systems checked and readied again for use.

Post Incident and Recovery

- Log information in IRMS (Incident and Response Management System).
- Contact Education Director Rowena Fox 86820700 to discuss requirements for additional support including psychological first aid (counsellors, social workers etc) for support with staff and or student trauma and distress.
- Arrange and conduct debriefing/memorials (if necessary)
- Facility Manager/DECD corporate to arrange appropriate facility repairs
- Facility Manager/ appropriate authority to assess safety and accessibility of facility and equipment
- Restock emergency supply kits (check every 3 months regardless)
- Review hazardous materials storage; test and repair or replace equipment
- Review Emergency Management Plans, training procedures and modify where required
- Refer media enquiries to Education Director or DECD Media Unit
- Be aware and take into consideration staff personal bushfire or emergency plans

BUSHFIRE RESPONSE PLAN -

It is a Departmental requirement for all R1 and R2 bushfire risk rated sites to complete the Bushfire Response Plan. Completion of this template within your sites Emergency Management Plan supersedes any previous Bushfire Response Plan updating process or documentation.

Bushfire Refuge

The term Bushfire Refuge has been adopted by DECD to reduce confusion with the terminology used by the CFS, and is generally a building on site that can provide short-term shelter from a bushfire to the site population only.

The term Last Resort Refuge is identified in each Council for community members as a space or building which could be used as a place of last resort for individuals to go to and remain during the passage of fire through their neighbourhood. A Last Resort Refuge is intended to provide a place of relative safety during a bushfire, but does not guarantee the survival of those who assemble there, and should only be

used when personal Bushfire Survival Plans cannot be implemented or have failed.

NOTE: No DECD sites have been identified by the CFS as a Last Resort Refuge.

IMPORTANT: It is the responsibility of the site EMT to determine trigger points and act upon them as per the site's Bushfire Response Plan.

Examples of a site's Trigger Point may include the following:

- A CFS Watch and Act message advising of a fire within a 20km radius of the township
- Receipt of a SAFECOM SMS/phone call emergency alert advising of an imminent bushfire threat

The EMT must not rely on a call from the CFS that a bushfire threat is in the area and should not wait for instruction to move to the site's designated Bushfire Refuge.

Trigger Point* to prepare for movement to the *Bushfire Refuge*:

40km radius as trigger point. Continuous monitoring of CFS Watch and Act messages and website, ABC radio warnings, Warning of fire within the district from Emergency Services - CFS, SAPOL, SES or locals via phone. Observations and monitoring of town and school grounds for smoke or flames.

Emergency alarm to prepare for movement to the *Bushfire Refuge* sounds like:

Continuous blast of the siren

Location of site *Bushfire Refuge* (address if off-site or attach school plan):

BUILDING 1

Other educational sites/services that may use *Bushfire Refuge*:

Elliston Memorial RSL Childrens Centre

Contact details of other educational sites/services that may use *Bushfire Refuge*:

86879113

Location of off-site evacuation point and intended method of transport:

Walk safely to Refuge 2 Elliston Sports Centre

Drinking Water Contingency Plan

If the Bushfire Refuge does not have available drinking water then other sources such as large water bottles MUST be taken into the Bushfire Refuge for use during a S.I.P.

Rainwater tanks used for drinking purposes must incorporate disinfection via an ultraviolet light irradiation system. For further information regarding drinking water see the DECD Intranet at <https://myintranet.learnlink.sa.edu.au/operations-and-management/facilities-and-security/energy,-water-and-waste-management/water>

Water for Ablutions

During a power failure, a site may not have abluion water available, therefore alternatives should be considered. Sites may consider portable options (i.e. camping toilets) for use within the Bushfire Refuge during a bushfire *emergency situation* if water is not available for ablutions.

Provide details of the sites drinking water supply plan during a bushfire risk situation;

Water in plastic containers stored in Refuge 1 and Refuge 2

Provide details of the sites abluion options during a bushfire emergency situation;

Toilet available in Refuge 1 and access to bucket water and face masks. Toilets available in Refguge 2.