

Elliston Area School

Local Emergency Management Procedures

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Introduction

In accordance with the principles of the [Work Health and Safety Regulations 2012](#) under the *Work Health and Safety Act 2012* and Australian Standard, Planning for Emergencies in Facilities AS3745-2010, **each Department for Education (DfE) site must have a site Emergency Management Plan in place.**

The purpose of this template document is to ensure a minimum standard of considerations in responding to an emergency or other major incident at a DfE site and should ideally be completed by a member of your Emergency.

You are required to undertake a minimum of two (2) emergency exercises per term, which should be used to assess the likely success or failure of your processes openly and honestly. Where necessary, changes should be made to ensure any deficiencies are adequately addressed.

The Security and Emergency Management unit can provide advice to assist you in the development or amendment of your emergency plan.

As the site Emergency Management Plan must be checked for currency at least once per year, the Security and Emergency Management unit will ensure the online availability of any updated versions of this template by 31st May of each year. Note – you will only be required to complete *new* sections of the template, not the whole document.

The completion of this template supersedes any pre-existing site emergency templates and any prior displays of emergency contact information must be consistent with the information contained within this document.

Non-Site Emergency Contacts

Emergency (Police, Fire, Ambulance)	000
Police	131 444
Local Police	08 86879006
Local Fire	08 86879397
CFS Bushfire Information Hotline	1300 362 361
DfE Security and Emergency Hotline	1800 000 279
Security and Emergency Team (SEM)	1800 000 279
State Emergency Service (SES)	132 500
SA Power Networks	131 366
Local Hospital –	08 8687 9001
Education Director –	08 8688 3488
DfE Media Unit	8226 7990
SafeWork SA	1300 365 255
Environmental Protection Authority	8204 2004
Alcohol & Drug Information Service/Needle Clean Up Hotline	1300 131 340
Poisons Information Centre	13 11 26

Site Emergency Contacts

In the table below, list personnel situated at the site, who may be contacted in the event of an emergency situation impacting upon your site. Considerations should be given to the inclusion of details for persons/groups likely to be using the site outside of normal business hours, e.g. OSCH, sporting activities, clubs etc.

Site Role/Position	Name	Contact Number	Out of Hours Contact Number
Site Leader / Principal / Director	C FLEMING	86229100	0488546188
Deputy Principal / Deputy Site Leader	K Newton	86229100	0437454051
Fire Warden	T McDougall	86229100	0438879330
WHS Representative	J Tree	86229100	0428870403
Front Office SSO / ECW	J CUSTANCE	86229100	0428879178
OSHC / Vacation Care			
Grounds Person	T McDougall	86229100	0438879330
Preschool Director	Kirsty Docking	0437648968	0428882337

Incident Response Group

Structure

Figure 1 below has been provided as an *example* of an Incident Response Group (IRG) and includes **mandatory roles** of an **Incident Controller**, a **Communications Officer** and an **Operations Officer**. In the case of smaller sites, the Communications Officer and Operations Officer may be the same person or, where necessary, all three roles may be performed by the same person.

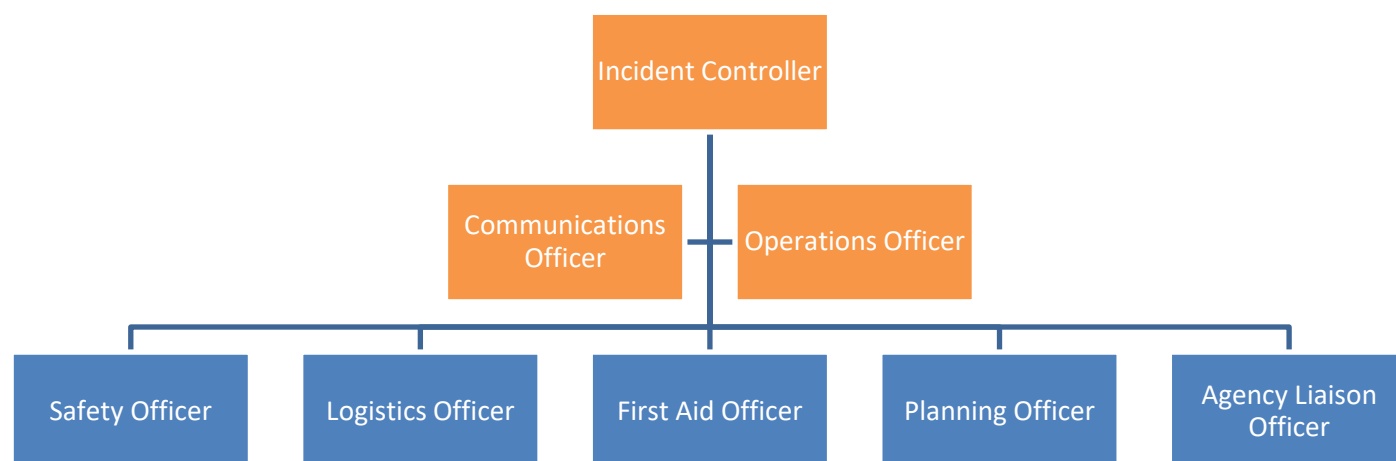


Figure 1 Example of an Incident Response Group structure, including mandatory (yellow) and optional (blue) roles

Incident Response Group, Roles and Responsibilities Summary Table¹

Roles	Responsibilities	
	During an emergency	Post emergency
Incident Controller (IC)	IC provides leadership, directs and coordinate resources to ensure the safety of occupants at the site	IC collates relevant information from various members of IRG and liaises with EMT to organise a debrief session. IC provided inputs to facilitate reviews of the actions taken and recommendations to amend plans.
Operations Officer (OO)	OO oversees the implementation of the relevant action plans and is responsible for managing, supervising and monitoring on-going operations.	OO liaises with EMT to assess damaged properties and to restore facilities/services.

¹ Detailed responsibilities and recommended skillsets, experience, disposition or qualifications (where relevant) are provided in the help sheet.

Roles	Responsibilities	
	During an emergency	Post emergency
Communications Officer (CO)	CO manages and monitors all communications with internal and external agencies e.g. DfE Central Office, Emergency Services or Parents.	CO liaises with EMT to issue communiques for the staff, students, parents and the community, and attends to queries related to incident.
Safety Officer (SO)	SO works closely with the other members to ensure work health and safety of occupants at the site during the incident	SO liaises with EMT to review the safety of the site and its facilities, and make recommendations to mitigate resultant risks.
Logistics Officer (LO)	LO manages the logistical needs, including equipment, services and manpower, to facilitate the operations	LO liaises with EMT to review the status of the emergency equipment and services, and make recommendations to reinstate them.
First Aid Officer (FAO)	FAO administers first-aid to occupants and documents occurrence of illnesses and injuries requiring treatment	FAO liaises with EMT to review the status of the first-aid equipment and make recommendations to reinstate them.
Planning Officer (PO)	PO collects and evaluates information related to the incident and resources, and formulates strategies to mitigate identified risks for implementation by IC	PO liaises with IC and OO to review the incident and risks identified during the emergency and make recommendations to enhance the plan.
Agency Liaison Officer (ALO)	ALO assists CO with liaison with internal and external agencies	ALO assist CO in the liaison with EMT in the issuance of communiques and to attend to queries related to the incident.



Mandatory role within an Incident Response Group



Optional but recommended role within an Incident Response Group

(NB: Titles may differ but the responsibilities will be as described within above summary table).

Incident Response Group Contacts

Fill in the names and contacts of the main and alternate persons nominated for the respective roles in your Incident Response Group.

Incident Controller	
Main:	C Fleming
Contact:	0488546188
Alternate:	K Newton
Contact:	04237424051

Operations Officer	Communications Officer
Main:	K Newton
Contact:	0437424051
Alternate:	J Tree
Contact:	0428870403

Safety Officer	Logistics Officer
Main:	J Tree
Contact:	0428870403
Alternate:	T McDougall
Contact:	0438879330

First Aid Officer	Planning Officer
Main:	J Custance
Contact:	0428879178
Alternate:	
Contact:	

Agency Liaison Officer	
Main:	Kristy Newton
Contact:	0437424051
Alternate:	Julie Tree
Contact:	0428870403

Site Profile

Site Information

Site Name	Elliston Area School		
Address	Flinders Highway Elliston SA 5670		
Telephone	08 86229100		
Fax	08 86879057	Email	dl.0128.leaders@schools.sa.edu.au
Time Site Opens	8:30 am		
Time Site Closes	4:00pm		

Student/Staff Information

Number of Current Enrolments	65
Number of Staff	21
Proportion of Staff Disability/Health Factors (%)	0
Proportion of Student Disability/Special Education Needs (%)	7%

Building Information

Do you have a Monitored Security Alarm?	No	Make/Model	
If "Other" make/model, provide details			
List buildings <i>NOT</i> covered by security alarm	1. All Building		
2.	3.		
4.	5.		
Do you have a separate Fire Alarm System? (If "yes", provide details of make/model)	No	Make/Model	
List buildings <i>NOT</i> covered by fire alarm	1. All Buildings		
2.	3.		
4.	5.		
Is there an emergency telephone?	Yes	Type	Power fail-safe phone
If "Others", provide details			
Select method used for alert tone warnings?	Manual bell		
If "Others", provide details			
List on-site hazards (e.g. gas/pool chemicals)	Location (e.g. science lab, chemical storage)		
1. Chemical	Science Lab (Building 6) and Grounds Shed (SH5)		
2. Gas Cylinders	Science Lab(B6), Tech Studies(B3), Home Economics (B5)		
3. Paint etc	Grounds Shed (SH5) and Tech Studies(B3)		
4. Fuel	Grounds Shed (SH5)		
5. Cleaning Chemical	Admin Building – Cupboard in Toilet Area (B1)		

Emergency Power System		
Please provide information below relating to the backup power supply available for use on your site in the event of an emergency (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.		
Location	N/A	
Systems connected	1. N/A	2. N/A
	3. N/A	4. N/A
Basic operating instructions or location of hard copy operating instructions		

Utilities		
Please provide basic information below regarding the main utility supplies connected to your site. Include information such as how to locate, operate or switch off these utilities in the event of an emergency. If not applicable, please type N/A. DO NOT LEAVE BLANK SPACES.		
Utilities	Location of Shutoff Valve/Switch	Special Instructions
Gas (Mains/Bottled)	Inside Home Economics building and In Science Lab	Science Lab Gas is currently disconnected. Chad to turn off
Water	3 Mains meters – 2 at the bottom of the school yard. -1 located right Hand corner of the yard. 1 located over by the school house. One over by the water storage tank area.	
Electricity	Main Switch Board is in Front Office	
Sprinkler System	N/A	
Heating System	Split Systems in each building	Staff to turn off

Site Plans and Area Maps

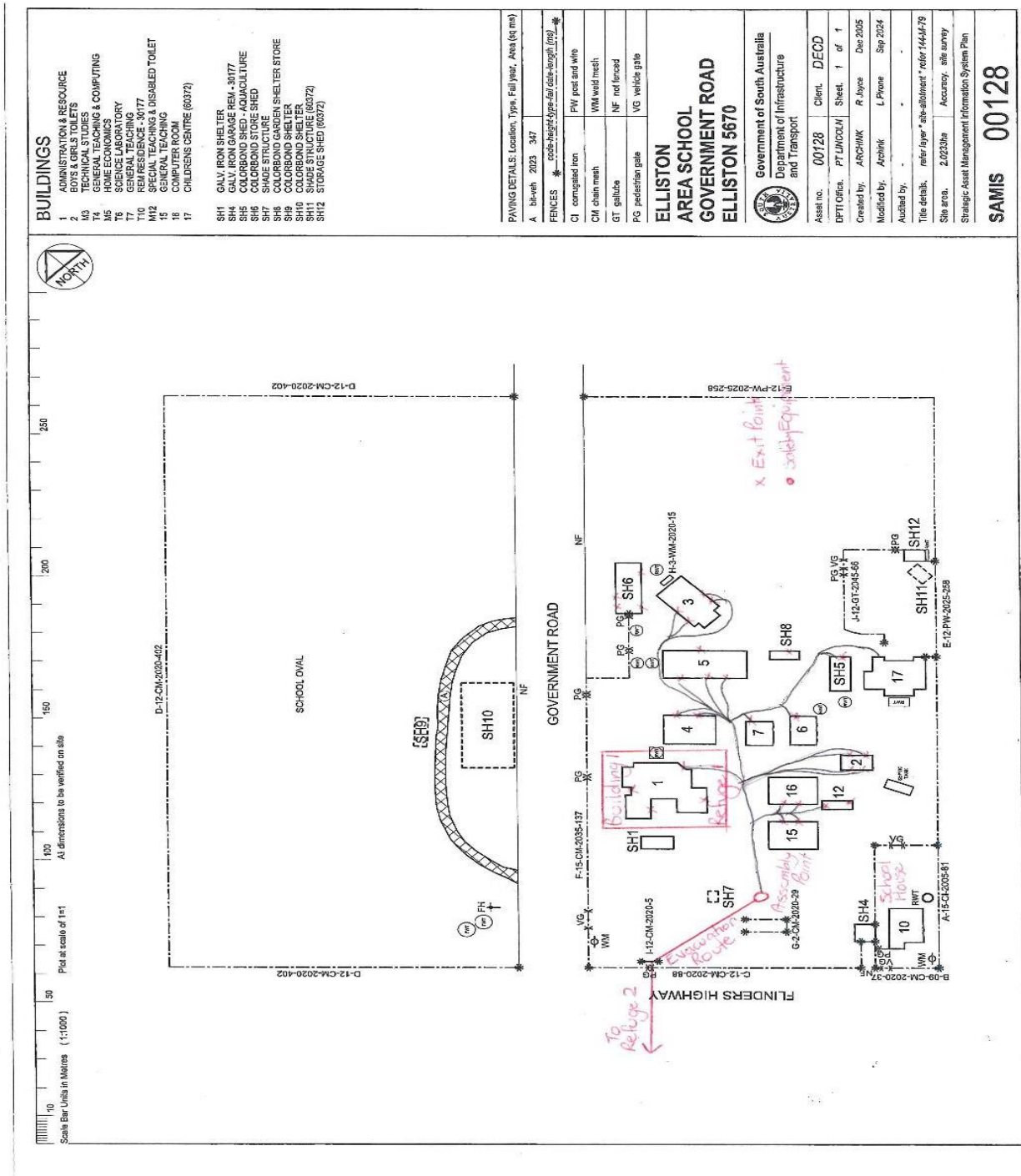
Site Map

It is a requirement that you attach a copy of your site plan and area map within this document

Please indicate that you have attached a copy of your site plan²

(click below to insert an image file e.g. .jpeg, .gif, .png of your site plan within the page)

Yes ☒ No ☐



Area Map

Please indicate that you have attached a copy of your area map

Yes ☒ No ☐

(click below to insert an image file e.g. .jpeg, .gif, .png of your area map within the page)



Emergency Assembly Areas and Alarm Tone Procedures

IMPORTANT! The alarms raised for each emergency response should be easily distinguishable from each other. For example, an alarm tone and/or duration to direct persons to a Shelter in Place MUST differ from an alarm tone for an Evacuation response, in order to avoid any confusion.

Shelter-In-Place

Shelter in Place Location (specify SAMIS Building number, room number or facility type)	
Building 1 -Administration Building	
Alarm Tone/Alert Method Used	Duration/Pattern of Alarm Tone (where applicable)
Choose an item Bell (electric)	Choose an item Long continuous
If "Other", please provide further details	
If no power use horn	

Lockdown

Lockdown Location (specify SAMIS Building number, room number or facility type)	
All on site to go to, or remain in nearest building. Staff and students on oval to go to the secondary building.	
Alarm Tone / Alert Method Used	Duration/Pattern of Alarm Tone (where applicable)
Choose an item Bell (electric)	Choose an item Short Continuous
If "Other", please provide further details	
Lock the door and pull down the blinds	

Evacuation

On-site / Adjacent Muster Point Location(s) (e.g. oval/car park/courtyard)	
On Site Location A	Flag Pole on Lawn Area
On Site Location B (optional)	
If there are two locations A & B, please state the protocol used to direct the occupants to either A or B during an emergency.	
Alarm Tone/Method Used	Duration/Pattern of Alarm Tone
Choose an item Bell (electric)	Choose an item Long continuous
If "Other", please provide further details	

Off-site Back-up Location

Off-site Back-up Location(s)	
Off Site Location A	Elliston Sports Centre
Off Site Location B (optional)	
If there are two locations A & B, please state the protocol used to direct the occupants to either A or B during an emergency.	
Alarm Tone/Method Used	Duration/Pattern of Alarm Tone
Choose an item Bell (Electric)	Choose an item Long Continuous
If "Other", please provide further details	

Hazard Identification and Risk Assessment

Hazard identification, risk assessment and control procedures are necessary to prepare you to respond effectively to any emergency situations on or around your site, in order to ensure the safety of the site and its occupants.

Using the table below, click on the check-boxes for the assessed risk associated to each of the potential hazard/emergency situation that we have pre-identified. For example, if your site is situated in a high risk bushfire location, click on the check-box in the red 'High Risk' column for 'Bushfire'; however, should your site be located within the CBD and be considered at an insignificant risk of a bushfire emergency, then click on the check-box in the corresponding white 'Insignificant Risk' column. **Additional spaces have been made available to include any other additional site specific hazards relevant to your site. Where a potential high risk hazard/emergency situation is identified, the procedures developed to address such an event must be completed in the next section.**

Hazard/Potential Emergency Situation	Insignificant Risk	Low Risk	Medium Risk	High Risk*
Armed or violent intruders	☐	☒	☐	☐
Bushfires	☐	☐	☐	☒
Bomb Threats	☐	☒	☐	☐
Cattle escapees	☒	☐	☐	☐
Chemical leaks	☐	☒	☐	☐
Earthquakes	☒	☐	☐	☐
Flooding	☒	☐	☐	☐
Hazardous Substances (on-site/ close to site)	☐	☒	☐	☐
Gas leaks	☐	☒	☐	☐
Internal Fire/Smokes	☐	☒	☐	☐
Lightning Strikes	☐	☒	☐	☐
Pandemic/Communicable Diseases	☐	☐	☒	☐
Road Collisions	☐	☒	☐	☐
Severe Storms	☐	☐	☒	☐
Snakes/Pests	☐	☒	☐	☐
Other hazards	☐	☐	☐	☐
Other hazards	☐	☐	☐	☐
Other hazards	☐	☐	☐	☐
Other hazards	☐	☐	☐	☐
Other hazards	☐	☐	☐	☐

High Risk Emergency Procedures

In the Event of an Emergency

Following your site's risk assessment and hazard identification, emergency procedures must be in place for each role within the Incident Response Group. For examples of procedural checklists for the mandatory roles, please refer to Appendices A, B & C. Please note these checklists can be used and adapted as per the requirements of your site(s). **For ALL identified 'high risk' hazards or emergency situations, please state the specific procedures you have in place for each of these events (EXCEPT for 'Bushfire' whereby the Bushfire Response Plan in the next section should be completed).**

Example

Hazard	Emergency response
Flood	Off-site evacuation
Additional procedures	
List additional procedures to complement those developed for your 'Off-site evacuation' procedures as stated in the earlier section 'Emergency Assembly Areas and Alarm Tone Procedures'	

Hazard	Emergency response
Bush Fire	Shelter-In-Place
Additional procedures	
Siren – long continuous blast. Staff and students meet at the flag pole. The Principal/person in charge will give instructions to either shelter in the administration building or go to the Elliston Sports Centre.	

Hazard	Emergency response
Bush Fire	Off-Site Evacuation
Additional procedures	
Second refuge is the Elliston Community Sports Centre. Staff and students to walk calmly to the Sports Centre	

Hazard	Emergency response
	Choose an item.
Additional procedures	

Hazard	Emergency response
	Choose an item.
Additional procedures	

Hazard	Emergency response
	Choose an item.
Additional procedures	

Emergency Supplies Plan

In your response to an actual or imminent emergency, the occupants of your site may have to remain on the school grounds for a prolonged period, until the threat has been adequately addressed by the emergency services and then given the clearance to leave the site. Hence, it is important to maintain sufficient stock of emergency supplies for the expected number of occupants of the site during an emergency.

Drinking Water Supply Plan

Drinking water must be readily available at the site and it must not be reliant on the mains (water or power) for its provision. Otherwise, sufficient drinking water supply (e.g. bottled water) must be maintained at the site at all times. The stock should be checked periodically to ensure that it has not expired. Ideally, there should be about 4 litres of water allocated to each person. However, due to the limitations on the amount of water that you can store on site, **we would recommend at least 1 litre of water be allocated for each person** for the purpose of your site's emergency supplies plan.

Rainwater tanks used for drinking purposes must incorporate disinfection via an ultraviolet light irradiation system. For further information regarding drinking water, see the DfE intranet at:

<https://myintranet.learnlink.sa.edu.au/operations-and-management/facilities-and-security/energy,-water-and-waste-management/water>

State your site's drinking water supply plan and availability during an emergency situation

Mains and potable water available in Administration building and sports centre

Food Supply Plan

Your site may store at least a one-day **supply of non-perishable food** (e.g. biscuits, canned food, cereals) that do not require refrigeration, cooking, water or special preparation. Be sure to include a can opener and eating utensils (e.g. paper cups/plates, plastic spoon/fork) in your stock. The stock should be checked periodically to ensure that it has not expired.

State your site's food supply plan and availability during an emergency situation

Biscuits and snacks supplied by school.

If time permits students will bring their bags with recess, lunch and drink bottle.

Essential Items Supply Plan

During an emergency, the power and water supply from the mains, as well as internet and mobile/landline connectivity may be affected. Your site may maintain the stock of these basic items to facilitate emergency operations, alleviate the trauma experienced by the occupants and to aid the recovery process after the event. You may add further items to the list by using the spaces provided.

Some of the items that you may want to include are:

- Battery-powered, wind-up or solar powered radio
- Waterproof torch
- Spare batteries for all devices (especially mobile)
- First aid kit with guide book
- Toiletries (soap, handwash, alcohol wipes, toilet paper, tissues)
- Blankets
- Candles with matches
- Glow sticks (non-toxic)
- Whistle (to signal for help)
- Dust masks, plastic sheeting and duct tape (for Shelter-In-Place)
- Children activities (board games, colouring books, toys)
- Safety vests (for identification of key personnel)
- Garbage bags and ties
- Megaphone

Add other items using space provided

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Student Collection Protocol

Students Attendance Record

All schools must have a system to record student attendance and be able to account for the presence or absence of all students during an emergency. In addition, processes must exist to ensure students are only released to authorised individuals.

Provide details of your site's current system to account for students following an emergency response and any methods for corroborating student collection authorities

Roll books marked daily through EMS.

Print out of students on site daily report

Emergency contact book kept in front office – taken to assembly point.

When students collected teachers complete sign out record

Student Collection During Emergency

Emergencies may occur at any time and often without warning. In such circumstances, it may not be possible for students to be collected by their usual family member or authorised person, or indeed be permitted to make their way home in the usual manner. Sites must ensure that adequate processes are implemented to facilitate urgent changes to usual collection or release arrangements (e.g. SMS authorities permitted with agreed codeword, proactive communication to parents on Total Fire Ban days or during storm events, urgent OSHC arrangements).

Detail any specific arrangements to accommodate urgent changes to collection / release authorities during an emergency

nil

Bushfire Response Plan - Error! Reference source not found.

It is a DfE requirement that all R1 and R2 bushfire risk rated sites and sites which have identified 'Bushfire' as a potential high risk hazard/emergency (refer to Section 'Hazard Identification & Risk Assessment'), to complete the Bushfire Response Plan.

Completion of this template within your site's Emergency Management Plan supersedes any previous Bushfire Response Plan updating process or documentation.

Bushfire Shelter In Place

The term 'Bushfire Shelter In Place' has been adopted by DfE 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 neighborhood. 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 DfE sites have been identified by the CFS as a Last Resort Refuge.

Important: It is the responsibility of the site's EMT to determine trigger points and act upon them as per the site's Bushfire Response Plan. It is also useful to include several means to enable the trigger points in case one or some of these failed to function during an emergency.

Examples include the following:

- A CFS Watch and Act message advising of a fire within 20km radius of the township
 - Receipt of an AlertSA SMS (Emergency Warning Message), or an "Emergency Alert" SMS/automated phone call, advising of an imminent bushfire threat

State your site's Trigger Points to prepare for movement to a Bushfire Shelter In Place.

40 km radius as a 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 and flames.

State the alarm tone/method used to prepare for movement to the Bushfire Shelter In Place?

Note: The alarm tone MUST be clearly distinguishable from the other emergency alarm tones as noted in the earlier section 'Emergency Assembly Areas and Alarm Tone Procedures'.

Alarm Tone/Method Used	Duration/Pattern of Alarm Tone
Choose an item Bell (Electric)	Choose an item continuous
If "Other" alarm tone or duration, please provide further details	
If no power use horn	

State the location of the Bushfire Shelter In Place.

- For an on-site Bushfire Shelter In Place, please state the SAMIS Building Number and any specific facility used for the Shelter In Place (e.g. Building 1 - Library).
- If it is an off-site Bushfire Shelter In Place, please provide a detailed description and an address of the location (e.g. ABC Caravan Park located at 123 Beach Road SA 5XXX).

Building 1

List other educational sites or services which utilise your Bushfire Shelter In Place and their key contact details

Other Site/Service	Contact Role/Name/Mobile	Site/Service Land Line
Elliston Children's Centre	Name: Annette Williams Role: Director Mobile: 0427 818 205 / 0437 648 968	
	Name: Role: Mobile:	
	Name: Role: Mobile:	
	Name: Role: Mobile:	
	Name: Role: Mobile:	

State the location of your off-site evacuation point should your site need to evacuate the Bushfire Shelter In Place

Elliston Sports Centre

State the planned method of transport to relocate all persons away from the Bushfire Shelter In Place and to the off-site evacuation point

Walk safely to Refuge 2 – Elliston Sports Centre

Drinking Water Contingency Plan

Drinking water must be readily available at the Bushfire Shelter In Place location and it must not be reliant on the mains (water or power) for its provision. Otherwise, sufficient drinking water supply must be stocked at the location during Total Fire Ban days. Ideally, there should be about 4 litres of water allocated to each person. However, we appreciate the limitations to the amount of water that you can store on site; hence, **we would recommend at least 1 litre of water be allocated for each person** for the purpose of your site's Bushfire Response Plan.

Rainwater tanks used for drinking purposes must incorporate disinfection via an ultraviolet light irradiation system. For further information regarding drinking water, see the DfE intranet at:

<https://myintranet.learnlink.sa.edu.au/operations-and-management/facilities-and-security/energy,-water-and-waste-management/water>

State your site's drinking water supply plan and availability during a bushfire emergency situation

Mains and potable water available at Refuge 1 and Refuge 2

Water for Ablutions/Sanitary Purposes

During an emergency, water and/or power supply from mains may be affected and a site may not have ablution water available; therefore, alternatives should be considered. Sites may consider portable options (i.e. camping portable toilets) for use within the Bushfire Shelter in Place during a bushfire emergency situation.

State your site's ablution options during a bushfire emergency situation

Toilet is available in Refuge 1 and Refuge 2

Administrative Support Plan

Scheduled Emergency Drills

Sites must schedule emergency drills (theory or practical) relative to their specific risks. It is expected for schools and preschools to practice emergency procedures on at least two (2) occasions per term. It is important for the sites to validate ALL forms of emergency responses (i.e. Shelter-In-Place, Lockdown, On-Site Evacuation, Off-Site Evacuation and Bushfire Shelter In Place) on at least one (1) occasion over the calendar year. For R1/R2 bushfire rated sites, they are required to schedule additional (1) Shelter-In-Place and (1) Evacuation prior to the commencement of the Fire Danger Season.

Please record schedules to be counted for the mandatory number of simulations to be performed by each site for each calendar year (i.e. 8 for non-bushfire rated sites schools and 10 for bushfire rated sites).

Emergency Response Type	Simulated Scenario (e.g. flood, fire, bomb threat)	Theory or Practical	Date Scheduled
Evacuation (On Site)	Bush Fire	Practical	
Precautionary Building Confinement/Lockdown	Lockdown	Practical	
Evacuation (On Site)	Bush Fire	Practical	
Precautionary Building Confinement/Lockdown	Lockdown	Practical	
Evacuation (On Site)	Evacuation on site	Practical	
Precautionary Building Confinement/Lockdown	Lockdown	Practical	
Evacuation (On Site)	Bush Fire	Practical	
Precautionary Building Confinement/Lockdown	Lockdown	Practical	
Choose a response type		Choose type	
Choose a response type		Choose type	

First Aid Training

List all staff trained in first aid and responding in the event of an emergency situation.

Name	Mobile Number	Location (e.g. room no., floor level)
Chad Fleming	0488546188	Admin Building
Kristy Newton	0437424051	Year 9/10 Office
Julie Custance	048879178	Admin Building
Murray Adams	0400396689	Art Room Office
Rennae Romanowycz	0447094056	SSO Room
Ian Dudley	0427527813	Art Room Office
Heather Wright	0484093407	Year 9/10 Office
Maree Bourke	0488115787	Year 5/6 Room
Joanne Penna	0488594690	Year 3/4 Room
Jay Dudley	0488116513	Year 3/4 Room
Kate Jervis	0415961372	Year 2 Room
Stevie Romanowycz	0408853764	Year 2 Room
Tannille Fleming	0427604271	Reception/ Year 1 Room
Jess Jacobs	0427508348	SSO
Fiona Dawe	0428143688	SSO
Larissa Carter	0405775252	SSO

Sonia Ryan	0428512370	SSO
Laura Bowman	0473388364	SSO
Tyson McDougall	0438879330	Grounds

Emergency Management Skill Register

List all staff who are trained or have experience in Emergency Management. For example, staff who may have qualifications in Emergency Planning or similar courses, or have experience from their volunteer or past work appointments (as an emergency service personnel).

Name	Training/Experience (e.g. warden)	Mobile Number	Location (e.g. room no., floor level)

Emergency Management Skill Training Plan

List proposed training or courses for staff who are allocated roles in the Incident Response Group (IRG) as main or alternative appointments.

Name	Incident Response Group Appointment	Reason for proposed training/course	Proposed training/courses
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		

Persons Requiring Additional Assistance Register (PEEP's)

Please complete the below register with occupants that would require assistance in the event of an emergency situation i.e. those with special needs or disabilities.

Name	Location/Area	Condition	Type of assistance required during emergency	Name of responsible person for provision of assistance	Responsible person contact number

Completion Checklist

Please go through the checklist to ensure completion of the Emergency Management Plan for your site.

Section	Completed?		
Emergency Contact Numbers	Yes ☐	No ☐	NA ☐
Incident Response Group. Structure	Yes ☐	No ☐	NA ☐
Site Profile	Yes ☐	No ☐	NA ☐
Site Plans and Area Maps	Yes ☐	No ☐	NA ☐
Emergency Assembly Areas and Alarm Tone Procedures	Yes ☐	No ☐	NA ☐
Hazard Identification and Risk Assessment	Yes ☐	No ☐	NA ☐
High Risk Emergency Procedures	Yes ☒	No ☐	NA ☐
Emergency Supplies Plan	Yes ☐	No ☐	NA ☐
Student Collection Protocol	Yes ☐	No ☐	NA ☐
Bushfire Response Plan	Yes ☐	No ☐	NA ☐
Administrative Support Plan	Yes ☐	No ☐	NA ☐

This document is completed by

Name:	
Designation:	
Contact Number:	
Email:	
Date of completion:	

Appendix A1 – Incident Controller (Emergency Procedure)

Emergency Procedure Checklist: Incident Controller

The intention of this checklist is to provide a helpful guide as to the minimum requirements for actions taken in response or in anticipation of an emergency event by the mandatory role of an Incident Controller within an Incident Response Group (IRG). Your site may have additional steps to be followed and these should be listed within the spaces available.

Actions	Yes	No
1. Ascertain the nature of the emergency and determine the appropriate action/alarm to be raised to initiate procedures to be followed (if not already activated)	☐	☐
2. Establish a Control Centre (for operations and communications) at suitable location, convene the Incident Response Group (IRG), define objectives, assign initial tasks to IRG members (including timelines for action and reporting) and determine next scheduled briefing time	☐	☐
3. Brief emergency services personnel upon arrival on type, scope and location of the emergency, the status of the evacuation and thereafter act on senior officer's instructions	☐	☐
4. At the next scheduled briefing, IRG members provides updates on progress of tasks, and new or additional tasks to be assigned as appropriate	☐	☐
5. Set timelines and further reporting/review of incident status.	☐	☐
6. If the incident is still 'active', repeat step 4 and 5 above.	☐	☐
7. If the incident is no longer 'active', organize debrief of incident and final report by IRG members.	☐	☐
8. Authorise the safe return of occupants when satisfied to do so and after consultation with emergency services.	☐	☐
9. Stand down IRG	☐	☐
<i>All other responsibilities as listed below:</i>		
	☐	☐
	☐	☐
	☐	☐
	☐	☐

Appendix A2 – Incident Controller (Post Emergency Procedure)

Emergency Post Procedure Checklist: Incident Controller

The intention of this checklist is to provide a helpful guide as to the minimum requirements for post procedure actions to be completed by the mandatory role of an Incident Controller within an Incident Response Group. Your site may have additional steps to be followed or may delegate some of the post procedure actions to another member of the Incident Response Group. Please list additional actions within the spaces available.

Actions	Yes	No
1. Provide relevant information to facilitate entry into IRMS (Incident and Response Management System)	☐	☐
2. Collates information from various IRG members in preparation for a debrief of the action taken during the emergency by the group	☐	☐
3. Attend the de-briefing session with IRG and Emergency Management Team (EMT) members to discuss and review the situation, plans, actions taken (or should be taken) : a. Circumstances of the incident; b. Identify the underlying cause of the incident; c. Establish whether the initial management and emergency response was implemented according to plan; d. Review the log of activities recorded and actions taken; e. Review effectiveness and adequacy of actions taken; f. Review the risk associated with the incident; g. Review the plans/actions to mitigate the risk to acceptable level; h. Identify staff or students who may be at risk, for support to aid recovery.	☐	☐
<i>All other responsibilities as listed below:</i>		
	☐	☐
	☐	☐
	☐	☐
	☐	☐

Appendix B1 – Operations Officer (Emergency Procedure)

Emergency Procedure Checklist: Operations Officer

The intention of this checklist is to provide a helpful guide as to the minimum requirements for actions taken in response or in anticipation of an emergency event by the mandatory role of an Operations Officer within an Incident Response Group. Your site may have additional steps to be followed or the Incident Controller may have delegated additional duties during an emergency for this role. These should be listed within the spaces available.

Actions	Yes	No
1. Establish an Operations Area within the Control Centre at site to manage, supervise and monitor the operations.	☐	☐
2. Have a working mobile telephone and the emergency telephone contact lists	☐	☐
3. Have site map(s)/area map detailing safest possible exits from the building(s) or away from site	☐	☐
4. Have a first aid kit and other necessary emergency supplies	☐	☐
5. Have a list of 'Persons Requiring Additional Assistance Register' for evacuation purposes	☐	☐
6. Have a list of staff who are First Aid and/or Emergency Management trained	☐	☐
7. Ensure roll calls completed, occupants been accounted for and all areas evacuated	☐	☐
8. Ensure utilities (power, water, gas etc.) are shut-off (where necessary or possible)	☐	☐
9. Ensure availability of emergency power supply (if possible or necessary)	☐	☐
10. Ensure availability of emergency supplies (drinking water, food and essential items)	☐	☐
11. Ensure availability of emergency sanitary setup (e.g. kitty litter or camping toilet)	☐	☐
12. Prepare setup to facilitate student collection protocol	☐	☐
13. Maintain a log of events, notes and instructions	☐	☐
14. Manage, supervise and monitor operations	☐	☐
15. Report on situation, control progress and emerging risks	☐	☐
16. Ensure safety and report on incidents/accidents	☐	☐
<i>All other responsibilities as listed below:</i>		
	☐	☐
	☐	☐

Appendix B2 – Operations Officer (Post Emergency Procedure)

Emergency Post Procedure Checklist: Operations Officer

The intention of this checklist is to provide a helpful guide as to the minimum requirements for post procedure actions to be completed by the mandatory role of an Operations Officer within an Incident Response Group. Your site may have additional steps to be followed or the Incident Controller may have delegated additional post procedure duties for this role. Please list additional actions within the spaces available.

Actions	Yes	No
1. Review the effectiveness of the emergency management plan and prepare to provide inputs to improve its implementation for future events	☐	☐
2. Attend de-briefing session with IRG and EMT members to provide inputs on the management, supervision and monitoring of operations during the emergency situation	☐	☐
3. Liaise with EMT to assess damaged properties and to restore facilities/services	☐	☐
4. Coordinate with SO (if any) for liaison with EMT to review the safety of the site and its facilities, and make recommendations to mitigate resultant risk	☐	☐
5. Coordinate with LO (if any) for liaison with EMT to review the status of the emergency equipment and services, and make recommendations to reinstate them	☐	☐
6. Coordinate with FAO (if any) for liaison with EMT to review the status of the first-aid equipment and make recommendations to reinstate them	☐	☐
<i>All other responsibilities as listed below:</i>		
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐

Appendix C1 – Communications Officer (Emergency Procedure)

Emergency Action Plan Procedure Checklist: Communications Officer

The intention of this checklist is to provide a helpful guide as to the minimum requirements for actions taken in response or in anticipation of an emergency event by the mandatory role of a Communications Officer within an Incident Response Group. Your site may have additional steps to be followed or the Incident Controller may have delegated additional duties during an emergency for this role. These should be listed within the spaces available.

Actions	Yes	No
1. Establish a Communications Area within the Control Centre at site to manage and monitor all communications with internal and external agencies	☐	☐
2. Have a working mobile telephone and the emergency telephone contact lists	☐	☐
3. Notify the emergency services using their emergency numbers	☐	☐
4. Notify the DfE (Security and Emergency Management)	☐	☐
5. Notify relevant parties (e.g. other sites, head office, third parties, parents)	☐	☐
6. Provide information to emergency services who arrived at the school	☐	☐
7. Coordinate requests for information from internal or external parties	☐	☐
8. Coordinate dissemination of information to internal or external parties	☐	☐
9. Maintain a log of events, communications and instructions	☐	☐
10. Maintain safety	☐	☐
<i>All other responsibilities as listed below</i>		
	☐	☐
	☐	☐
	☐	☐
	☐	☐

Appendix C2 – Communications Officer (Post Emergency Procedure)

Emergency Action Plan Post Procedure Checklist: Communications Officer

The intention of this checklist is to provide a helpful guide as to the minimum requirements for post procedure actions to be completed by the mandatory role of a Communications Officer within an Incident Response Group. Your site may have additional steps to be followed or the Incident Controller may have delegated additional post procedure duties for this role. Please list additional actions within the spaces available.

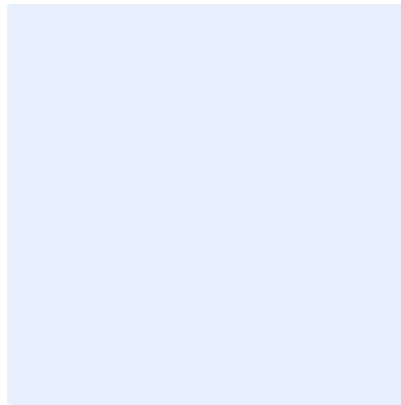
Actions	Yes	No
1. Review the effectiveness of the management of information and communications during the emergency situation and prepare to provide inputs to improve its implementation for future events	☐	☐
2. Attend de-briefing session with IRG and EMT members to provide inputs on the management, coordination and monitoring of communication activities during the emergency situation	☐	☐
3. Coordinate with EMT to issue communiques for the staff, students and parents/caregivers, contractors and the community	☐	☐
4. Coordinate with EMT to provide inputs or to attend to queries related to the incident	☐	☐
<i>All other responsibilities as listed below:</i>		
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐

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EMERGENCY MANAGEMENT PLAN (abridge)

HELP! *What is the Emergency Management Plan (Abridged) version and how do I use it?*

[Click below to insert an image file e.g. .jpeg, .gif, .png of your site photo or logo within this page]



Non-Site Emergency Contact Numbers

Emergency (Police, Fire, Ambulance)	000
Police	131 444
Local Police	08 86879006
Local Fire	08 86879397
CFS Bushfire Information Hotline	1300 362 361
DfE Security and Emergency Hotline	1800 000 279
DfE Security and Emergency Team	1800 000 279
State Emergency Service (SES)	132 500
SA Power Networks	131 366
Local Hospital -	08 86879001
Education Director - Error! Reference source not found.	08 8688 3488
DfE 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
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Incident Response Group

Each site will have an Incident Response Group (IRG) organised during an actual or imminent occurrence of an emergency. The group will be responsible for implementing the action plans in response to various situations, in accordance to the Emergency Management Plan. **Figure 1** below shows an *example* of an Incident Response Group and includes **mandatory roles** of an **Incident Controller**, a **Communications Officer** and an **Operations Officer**. In the case of smaller sites, the Communications Officer and Operations Officer may be the same person or, where appropriate, all three roles may be performed by the same person.

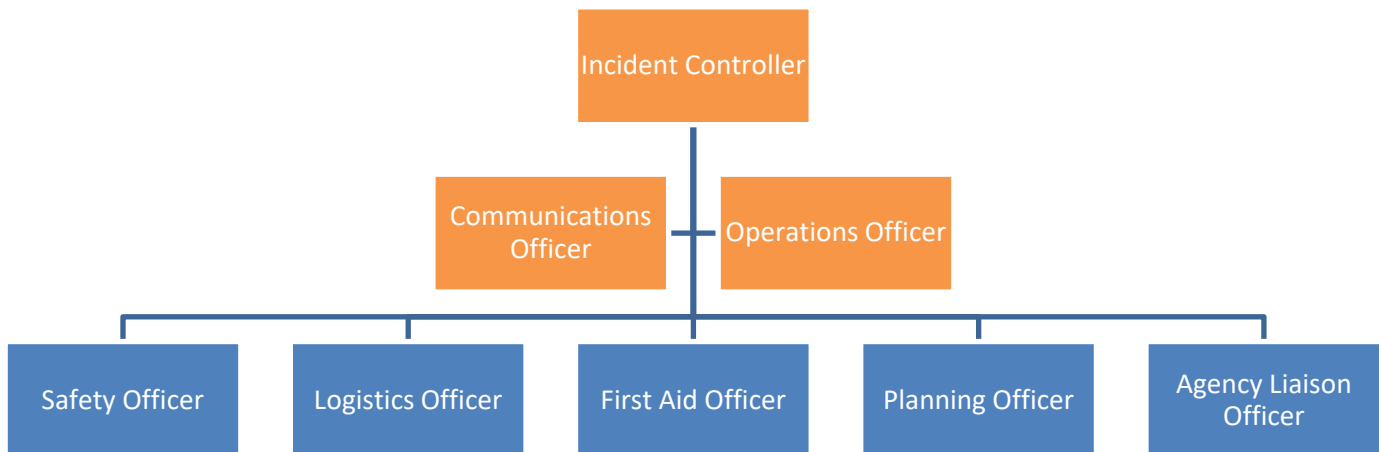


Figure 1 Example of an Incident Response Group, including mandatory (yellow) and optional roles (blue)

Summary Table for Incident Response Group - Roles and Responsibilities		
Roles	Responsibilities	
	During an emergency	Post emergency
Incident Controller (IC)	IC provides leadership, directs and coordinate resources to ensure the safety of occupants at the site	IC collates relevant information from various members of IRG and liaises with EMT to organise a debrief session. IC provided inputs to facilitate reviews of the actions taken and recommendations to amend plans.
Communications Officer (CO)	CO oversees the implementation of the relevant action plans and is responsible for managing, supervising and monitoring on-going operations.	CO liaises with EMT to assess damaged properties and to restore facilities/services.
Operations Officer (OO)	CO manages and monitors all communications with internal and external agencies e.g. DfE Central Office, Emergency Services or Parents.	CO liaises with EMT to issue communiques for the staff, students, parents and the community, and attends to queries related to incident.
Safety Officer (SO)	SO works closely with the other members to ensure work health and safety of occupants at the site during the incident	SO liaises with EMT to review the safety of the site and its facilities, and make recommendations to mitigate resultant risks.
Logistics Officer (LO)	LO manages the logistical needs, including equipment, services and manpower, to facilitate the operations	LO liaises with EMT to review the status of the emergency equipment and services, and make recommendations to reinstate them.
First Aid Officer (FAO)	FAO administers first-aid to occupants and documents occurrence of illnesses and injuries requiring treatment	FAO liaises with EMT to review the status of the first-aid equipment and make recommendations to reinstate them.
Planning Officer (PO)	PO collects and evaluates information related to the incident and resources, and formulates strategies to mitigate identified risks for implementation by IC	PO liaises with IC and OO to review the incident and risks identified during the emergency and make recommendations to enhance the plan.
Agency Liaison Officer (ALO)	ALO assists CO with liaison with internal and external agencies	ALO assist CO in the liaison with EMT in the issuance of communiques and to attend to queries related to the incident.

Site Profile

Site Information			
Site Name	Elliston Area School		
Address	Flinders Highway Elliston SA 5670		
Telephone	08 8622 9100		
Fax	08 8687 9057	Email	Chad.fleming638@schools.sa.edu.au
Time Site Opens	800		
Time Site Closes	1700		

Student/Staff Information	
Number of Current Enrolments	65
Number of Staff	21
Proportion of Staff Disability/Health Factors (%)	0
Proportion of Student Disability/Special Education Needs (%)	7%

Emergency Assembly Areas and Alarm Tone Procedures

Shelter-In-Place

Shelter in Place Location	
Administration building	
Alarm Tone/Alert Method Used	Duration/Pattern of Alarm Tone
Siren	Long Continuous
If "Other" alarm tone/alert method or duration/pattern of alarm tone, please note following details	
If no power – use horn	

Lockdown

Lockdown Locations	
All on site to go to, or remain in nearest building. Staff and students on oval to go to the secondary building.	
Alarm Tone / Alert Method Used	Duration/Pattern of Alarm Tone
siren	Short burst continuous
If "Other" alarm tone/alert method or duration/pattern of alarm tone, please note following details	

Evacuation

On-site / Adjacent Muster Point Location(s) (e.g. oval/car park/courtyard)	
On Site Location A	Flag Pole
On Site Location B (optional)	
If there are two locations A & B, please note the following protocol used to direct the occupants to either A or B	
Alarm Tone/Method Used	Duration/Pattern of Alarm Tone
Siren	Long Continuous
If "Other" alarm tone/alert method or duration/pattern of alarm tone, please note following details	

Off-site Back-up Location

Off-site Back-up Location(s)	
Off Site Location A	Elliston Community Sports Centre
Off Site Location B (optional)	
If there are two locations A & B, please note the following protocol used to direct the occupants to either A or B	
Alarm Tone/Method Used	Duration/Pattern of Alarm Tone
Siren	Long Continuous
If "Other" alarm tone/alert method or duration/pattern of alarm tone, please note following details	

Bushfire Response Plan - Error! Reference source not found.

Bushfire Shelter In Place

The term 'Bushfire Shelter In Place' has been adopted by DfE 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 DfE sites have been identified by the CFS as a Last Resort Refuge.

Site's Trigger Points to prepare for movement to a Bushfire Shelter In Place

40 km radius as a 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 and flames.

The alarm tone/method used to prepare for movement to the Bushfire Shelter In Place

Alarm Tone/Method Used	Duration/Pattern of Alarm Tone
Siren	Long continuous

If "Other" alarm tone/alert method or duration/pattern of alarm tone, please note following details

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Location of the Bushfire Shelter In Place

Administration Building

Location of off-site evacuation point should the site need to evacuate the Bushfire Shelter In Place

Elliston Sports Centre

Planned method of transport to relocate all persons away from the Bushfire Shelter In Place and to the off-site evacuation point

Walk to the Sports Centre

Drinking Water Contingency Plan

Drinking water will be available at the Bushfire Shelter In Place location and it is not reliant on the mains (water or power) for its provision. Otherwise, sufficient drinking water supply will be stocked at the location during Total Fire Ban days.

Site's drinking water supply plan and availability during a bushfire emergency situation

Mains and potable water available at Refuge 1 and Refuge 2

Water for Ablutions/Sanitary Purposes

During an emergency, water and/or power supply from mains may be affected and a site may not have ablution water available; therefore, alternatives will be available for use within the Bushfire Shelter In Place during a bushfire.

Site's ablution options during a bushfire emergency situation

Rain water (gravity fed)

Student Collection Protocol

Student Attendance Record

All schools have systems to record students' attendance and are able to account for the presence or absence of students during an emergency. In addition, there are processes ensure students are only released to authorised individuals.

Site's system to account for students following an emergency response and any methods for corroborating student collection authorities

Nil

Student Collection During Emergency

Emergencies may occur at any time and often without warning. In such circumstances, it may not be possible for students to be collected by their usual family member or authorised person, or indeed be permitted to make their way home in the usual manner. Sites have processes implemented to facilitate urgent changes to usual collection or release arrangements

Site's arrangements to accommodate urgent changes to collection / release authorities during an emergency

Nil