

CADELL PRIMARY SCHOOL

2019

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	85402105
Local Fire	85403300
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 - Waikerie Hospital	85410555
Education Director - Stan Hagias	85320725
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

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. DECD 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	Cadell Primary School		
Address	415 Cadell Valley Road, Cadell SA 5330		
Telephone	85403291		
Fax	85403317	Email	dl.0704.info@schools.sa.edu.au
Time Site Opens	8:30am		
Time Site Closes	4:00pm		

Student/Staff Information

Number of Current Enrolments	10
Number of Staff	10
Proportion of Staff Disability/Health Factors (%)	0
Proportion of Student Disability/Special Education Needs (%)	11%



Emergency Assembly Areas and Alarm Tone Procedures

Shelter-In-Place

Shelter in Place Location	
Admin building area 1. The shelter in Place is the Resource/Library Centre in the middle of the stone building	
Alarm Tone/Alert Method Used	Duration/Pattern of Alarm Tone
Siren	Other
If "Other" alarm tone/alert method or duration/pattern of alarm tone, please note following details	
5 slow long siren blasts	

Precautionary Building Confinement (PBC)/Lockdown

Precautionary Building Confinement (PBC)/Lockdown Location	
Students, staff and visitors to lockdown in Building 1,3,4 or 5	
Alarm Tone / Alert Method Used	Duration/Pattern of Alarm Tone
Siren	Other
If "Other" alarm tone/alert method or duration/pattern of alarm tone, please note following details	
High wailing continuous siren	

Evacuation

On-site / Adjacent Muster Point Location(s) (e.g. oval/car park/courtyard)	
On Site Location A	School oval
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	
n/a	
Alarm Tone/Method Used	Duration/Pattern of Alarm Tone
Bell (hand)	Other
If "Other" alarm tone/alert method or duration/pattern of alarm tone, please note following details	
Continuous bell ringing	



Off-site Back-up Location

Off-site Back-up Location(s)	
Off Site Location A	School Oval- Across the oval furthest distance from school
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
Bell (hand)	Other
If "Other" alarm tone/alert method or duration/pattern of alarm tone, please note following details	
Continuous bell ringing	



Bushfire Response Plan - CADELL PRIMARY SCHOOL

2019

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.

Site's Trigger Points to prepare for movement to a Bushfire Refuge

Receipt of SMS/phone call emergency alert advising of an imminent bushfire threat.

An Alert SA alert of an imminent bushfire threat in close proximity.

Direct physical contact by Emergency Services personnel.

The alarm tone/method used to prepare for movement to the Bushfire Refuge

Alarm Tone/Method Used

Duration/Pattern of Alarm Tone

Siren

Other

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

5 slow long siren blasts

Location of the Bushfire Refuge

Building no. 1 - Library of the Admin building.

Location of off-site evacuation point should the site need to evacuate the Bushfire Refuge

Oval directly across the road from the school.

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

Within walking distance.





Drinking Water Contingency Plan

Drinking water will be available at the Bushfire Refuge 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

During an emergency if the power is off there will be no functioning water pump and hence no water supply. Students are encouraged to have full water bottles on their desk which will be taken to the required location. There is also 24 bottles of purchased water in the shelter area.

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 Refuge during a bushfire.

Site's ablution options during a bushfire emergency situation

Portable camping toilet is available and stored in Bushfire Emergency Cupboard. If safe to use existing toilets, water can be obtained for flushing from fire fighting tanks or swimming pool.

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

Student attendance is recorded in class roll books each morning. They are sent over to the front office and kept on a labelled shelf specifically for the roll book.

When any students leave the school or arrive late, the parent/caregiver will record the arrival or departure of that student in the sign in day sheet in the front office.

All emergency contact details are kept up to date on EDSAS. Paper copies of up to date emergency contact details are held in labelled folders in the front office, in the Emergency Management Plan Folder, in the Bushfire cupboard and held by Principal.

A satellite phone is available to make and receive emergency calls only if all land lines and mobile phone lines are down. This number is not to be given to families.

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

All students to be signed out via front office when leaving site.

Only authorised collectors may collect a child from the site. If an alternative person is to collect the child written authority or a phone call from the parent/caregiver must be received first.

In the first instance of an emergency situation where a parent/caregiver is to collect a child they will be telephoned. If phone communications are down, children will be kept safe on site until the parent/caregiver makes contact.

The collection protocol will be proactively communicated to all parents and caregivers.

Parents have been advised that during an active emergency situation they will not be directed to collect their children unless it is deemed safe by emergency service personnel.