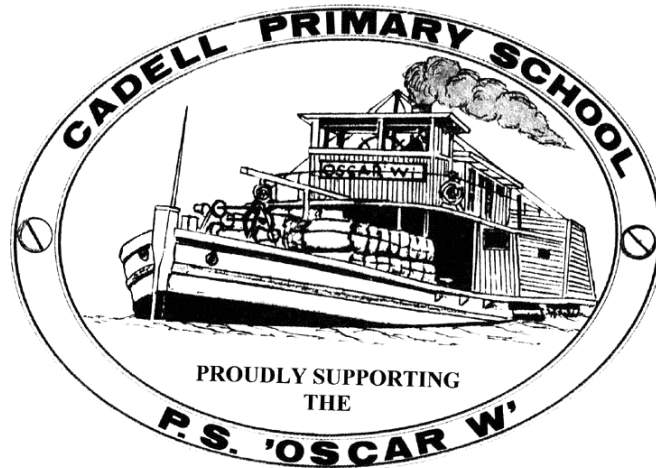# CADELL PRIMARY SCHOOL
EMERGENCY MANAGEMENT PLAN

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

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Contents

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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 and Child Development (DECD) 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 DECD site and should ideally be completed by a member of your Emergency Management Team, Incident Response Group or a suitably qualified or experienced individual.

Once complete, your site Emergency Management Plan is to be submitted to the Security and Emergency Management unit at DECD.SecurityIncident@sa.gov.au within DECD Central Office, Adelaide for audit and compliance as per the listed requirements within the Site Reporting Companion and mandated by the *Emergency Management Framework*.

Please note that scope of the internal audit is:

1) to confirm the existence of an approved *Emergency Management Plan* at each site
2) to confirm that all areas of the template have been completed
3) to confirm that *distinctly different notification tones or systems* exist for the various emergency response options to ensure evacuation alerts and shelter in place alerts are not misinterpreted

The Security and Emergency Management unit cannot accurately assess the quality or viability of the specific processes you document for your Incident Response Group, since they must be tailored specifically to your infrastructure, occupancy and staffing.

You are required to undertake a minimum of two (2) emergency simulations per term, which should be used to openly and honestly assess the likely success or failure of your processes. 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.

Please note that all updated and completed plans are to be submitted prior to 31st July each year.

> **The completion and submission 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	**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 – Con Karvouniaris	**85952323**
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 & Drug Information Service/Needle Clean Up Hotline	**1300 131 340**
Poisons Information Centre	**13 11 26**
Satellite Phone	**0147143349**
:	

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	Amy Farquarson		
Teacher	Susan Santella		
Admin Officer	Joanne Oates		
Teacher	Phillip Lawson		
Teacher	Karen Bolt		
Playcentre Leader	Kirsty Smith		
Caroline Kreusler	SSO		
Rachel Kratopoulos	SSO		

Site Role/Position	Name	Contact Number	Out of Hours Contact Number
Renee Floyd	Pastoral Care Worker		
Jason Lukacs	Pool Operator		
Elaine Molzer	Groundsperson		

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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 the performed by the same person.

HELP!   *What is the purpose of the Incident Response Group and how does this differ from an Emergency Management Team?*

HELP! *What are the roles, responsibilities and skill requirements of an Incident Response Group?*
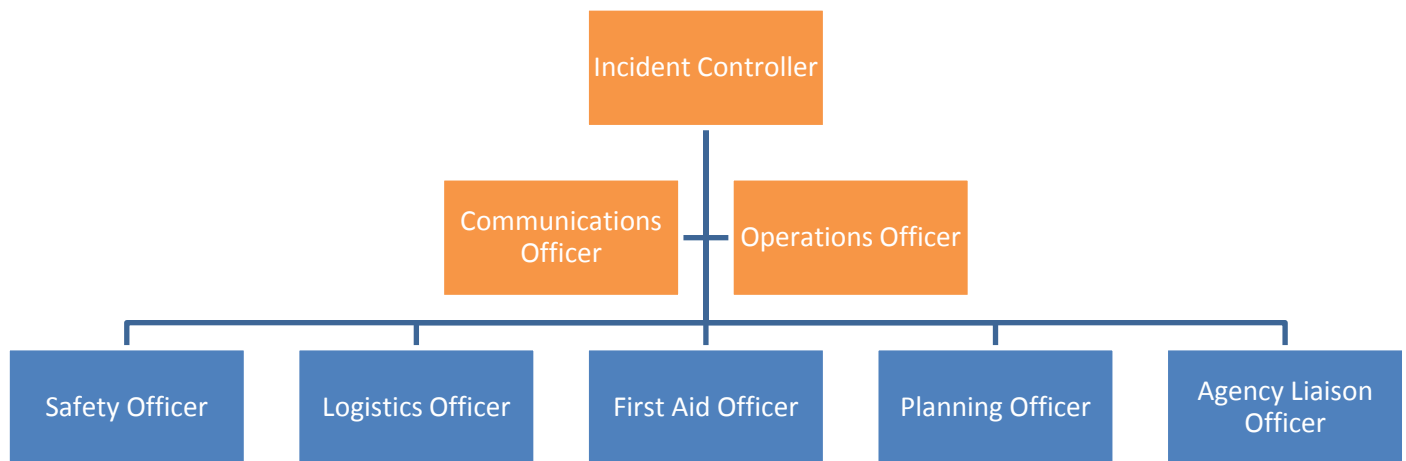
Figure 1 *Example of an Incident Response Group structure, including mandatory (yellow) and optional (blue) roles*

Incident Response Group, Roles and Responsibilities Summary Table[1]

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.

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

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Roles	Responsibilities	
	During an emergency	Post emergency
Communications Officer (CO)	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.

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).

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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:	Amy Farquharson
Contact:	
Alternate:	Susan Santella
Contact:	0417854972

Operations Officer

Main:	Amy Farquahson
Contact:	
Alternate:	Susan Santella
Contact:	

Communications Officer

Main:	Amy Farquharson
Contact:	
Alternate:	Susan Santella
Contact:	0417854972

Safety Officer

Main:	Rachel Kratopoulos
Contact:	
Alternate:	
Contact:	

Logistics Officer

Main:	
Contact:	
Alternate:	
Contact:	

First Aid Officer

Main:	Joanne Oates
Contact:	
Alternate:	
Contact:	

Planning Officer

Main:	
Contact:	
Alternate:	
Contact:	

Agency Liaison Officer

Main:	
Contact:	
Alternate:	
Contact:	

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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	15
Number of Staff	10
Proportion of Staff Disability/Health Factors (%)	15%
Proportion of Student Disability/Special Education Needs (%)	20%

Building Information

Do you have a Monitored Security Alarm?	Yes, it's a combined security and fire alarm system	**Make/ Model**	TECOM
If "Other" make/model, provide details	Challenger		
List buildings *NOT* covered by security alarm	1. N/A		
2. N/A	3. N/A		
4. N/A	5. N/A		
Do you have a separate Fire Alarm System? (If "yes", provide details of make/model)	Yes	**Make/ Model**	DAS Direct Alarm Supplies
List buildings *NOT* covered by fire alarm	1. sheds		
2. N/A	3. N/A		
4. N/A	5. N/A		
Is there an emergency telephone?	Yes	**Type**	Satellite phone
If "Others", provide details			
Select method used for alert tone warnings?	Dedicated emergency warning system		
If "Others", provide details			
List on-site hazards (e.g. gas/pool chemicals)	**Location (e.g. science lab, chemical storage)**		
1. Chemical Storage	Swimming Pool Shed		
2.			
3.			
4.			
5.			

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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
Shutoff Instruction	n/a	

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)	n/a	n/a
Water	Water meter located across road at the oval on corner nearest to school	Turn off
Electricity	Main board in Admin area	Large black switch at the bottom of the box is flicked up to isolate
Sprinkler System	In pump shed on oval	Manually activate
Heating System	All electric	Isolate electricity

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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 plan[2] **(click below to insert an image file e.g. .jpeg, .gif, .png of your site plan <u>within the page</u>)**	**Yes** ☒ **No** ☐

HELP! *Are there any guidelines as to what an ideal site plan should look like?*

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[2] Please note that all site maps submitted will be accepted in its current format for the purposes of avoiding any delay in submitting a reference map for your site i.e. you will not currently be required to conform to AS3745-2010 at this stage.

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Scale Bar Units in Metres (1:500)

Plot at a scale of 1=0.50

All dimensions to be verified on site

10 20 30 40 50 100

Evacuation Routes

Bushfire Refuge

POOL

SH5

6

SH4

HODGE ROAD

VG

4

2

SH3

5

SH2

3

SH1

1

SH6

VG

SH7

MAIN ROAD

2.3K TO CADELL

TO WAIKERIE

NORTH

BUILDINGS

1 ADMINISTRATION & GENERAL TEACHING
2 TOILET BLOCK
T3 RESOURCE
T4 GENERAL TEACHING
T5 PLAY GROUP
6 POOL CHANGE ROOMS

SH1 GALV. IRON GARAGE
SH2 GALV. IRON STORE SHED
SH3 GALV. IRON SHELTER SHED
SH4 GALV. IRON STORE SHED
SH5 GALV. IRON STORE SHED
SH6 GALV. IRON POOL FILTRATION
ARBOR

FENCES ✳ height-type-fail date-length (metres) ✳

CI corrugated iron PW post and wire
CM chain mesh WM weld mesh
GT galltide NF not fenced
PG Pedestrian gate VG Vehicle gate
⊕-WM Water Meter ✳ Fence Junction
⊡-GM Gas Meter PMT Pad mild trans

Department for Administrative and Information Services

CADELL PRIMARY SCHOOL

CADELL-WAIKERIE ROAD

Asset no.	00704	Client.	DETE
DAIS Office.	BERRI		
Created by.	BLAMS	Sheet.	1 of 2
Modified by.	Archlink	-	Jul 1987
Title details.	G Roberts		Dec 2001
Site area.	refer layer " site-allotment " P.R. 004-M-79		
	2.6223 ha	Accuracy,	Unknown
Internet.	www.blams.dais.sa.gov.au		

BLAMS 00704

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Area Map	
Please indicate that you have attached a copy of your area map (click below to insert an image file e.g. .jpeg, .gif, .png of your area map **within the page**)	Yes ☒ No ☐

HELP! *Are there any guidelines as to what an ideal area map should look like?*

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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 Precautionary Building Confinement MUST differ from an alarm tone for an Evacuation response, in order to avoid any confusion.

Shelter-In-Place

HELP! *What is meant by Shelter in Place?*

Shelter in Place Location (specify SAMIS Building number, room number or facility type)	
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 (where applicable)**
Siren	Other
If "Other", please provide further details	
5 slow siren blasts	

Precautionary Building Confinement (PBC)/Lockdown

HELP! *What is meant by Precautionary Building Confinement (PBC)/Lockdown?*

PBC/Lockdown Location (specify SAMIS Building number, room number or facility type)	
Students, staff and visitors to lockdown in Building 1,3,4 or 5	
Alarm Tone / Alert Method Used	**Duration/Pattern of Alarm Tone (where applicable)**
Siren	Other
If "Other", please provide further details	
High wailing continuous siren	

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Evacuation	

HELP! *What is meant by an 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 state the protocol used to direct the occupants to either A or B during an emergency.	
n/a	
Alarm Tone/Method Used	**Duration/Pattern of Alarm Tone**
Bell (hand)	Other
If "Other", please provide further details	
Continuous bell ringing	

Off-site Back-up Location	

HELP! *Why do I need an 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 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**
Bell (hand)	Other
If "Other", please provide further details	
Continuous bell ringing	

Hazard Identification and Risk Assessment

Hazard identification, risk assessment and control procedures are necessary to prepare you to response 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.**

HELP! *Why do I need to identify specific risks?*

HELP! *Where do I gain more information about assistance with a site risk assessment?*

HELP! *Are there any helpful policies or templates?*

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	☐	☐	☐	☐

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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 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
	Choose an item.
Additional procedures	

Hazard	Emergency response
	Choose an item.
Additional procedures	

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Hazard	Emergency response
	Choose an item.
Additional procedures	

Hazard	Emergency response
	Choose an item.
Additional procedures	

Hazard	Emergency response
	Choose an item.
Additional procedures	

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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 DECD 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

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.

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

There are packets of biscuits, breakfast bars, fruit bars and canned foods such as baked beans and spaghetti. There are also eating utnesils and disposable cups.

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
- 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

- Satellite Phone
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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.

HELP! *What are the key features of a system to record students' attendance and nominated persons (or otherwise approved persons) for collection?*

Provide details of your site's current 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 labellled 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 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).

HELP! *What are the guidelines in developing an effective student collection protocol during an emergency?*

Detail any specific 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 protocal 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.

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Bushfire Response Plan - CADELL PRIMARY SCHOOL

It is a DECD 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 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'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 a SAFECOM SMS/phone call emergency alert advising of an imminent bushfire threat

State your 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.

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

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
Siren	Other

If "Other" alarm tone or duration, please provide further details

5 slow siren blasts

State the location of the Bushfire Refuge.
- **If it is an on-site Bushfire Refuge, please state the SAMIS Building Number and any specific facility used for the refuge (e.g. Building 1 - Library).**
- **If it is an off-site Bushfire Refuge, please provide a detailed description and an address of the location (e.g. ABC Caravan Park located at 123 Beach Road SA 5XXX).**
Building no. 1 - Library of the Admin building.

List other educational sites or services which utilise your Bushfire Refuge and their key contact details		
Other Site/Service	**Contact Role/Name/Mobile**	**Site/Service Land Line**
Playcentre	Name: Kirsty Smith Role: Co-ordinator Mobile:	85403291
	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 Refuge
Oval directly across the road from the school.

State the planned method of transport to relocate all persons away from the Bushfire Refuge and to the off-site evacuation point
Within walking distance.

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Drinking Water Contingency Plan

Drinking water must be readily available at the Bushfire Refuge 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 DECD 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

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 should be considered. Sites may consider portable options (i.e. camping toilets or 'kitty litter') for use within the Bushfire Refuge during a bushfire emergency situation.

State your 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.

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, PBC/Lockdown, On-Site Evacuation, Off-Site Evacuation and Bushfire Refuge) 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
Shelter-In-Place	Bushfire	Practical	Week 2 Term 1
Precautionary Building Confinement/Lockdown	Intruder	Practical	Week 6 Term 1
Evacuation (On Site)	Fire	Practical	Week 10 Term 1
Shelter-In-Place	Bushfire	Practical	Week 2 Term 2
Precautionary Building Confinement/Lockdown	Storm	Practical	Week 6 Term 2
Evacuation (Off Site)	Bomb threat	Practical	Week 9 Term 2
Precautionary Building Confinement/Lockdown	Lockdown	Practical	Week 2 Term 3
Evacuation (On Site)	Fire	Practical	Week 6 Term 3
Shelter-In-Place	Bushfire	Practical	Week 9 Term 3
Precautionary Building Confinement/Lockdown	Intruder	Practical	Week 2 Term 4

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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)**
Amy Farquharson		Administration/Classroom
Susan Santella		Classroom
Karen Bolt		Classroom
Kirsty Smith		Playcentre
Caroline Kreusler		Classroom/Playcentre
Rachel Kratopoulos		Classroom

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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)**

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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.		
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	Choose an item.		

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	Choose an item.		
	Choose an item.		
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	Choose an item.		

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Persons Requiring Additional Assistance Register					
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

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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:	Julie Seton/Amy Farquharson
Designation:	WHS Offier/Principal
Contact Number:	0885402102/85403291
Email:	dl.0704_info@schools.sa.edu.au
Date of completion:	4/7/2017

PLEASE SAVE THIS DOCUMENT AS YOUR SITE NAME BEFORE SUBMITTING TO DECD

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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	☐	☐
All other responsibilities as listed below:		
	☐	☐
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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.	☐	☐
All other responsibilities as listed below:		
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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 addition 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	☐	☐
All other responsibilities as listed below:		
	☐	☐

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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 addition 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	☐	☐
All other responsibilities as listed below:		
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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 addition 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 DECD (Security, Bushfire 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	☐	☐
All other responsibilities as listed below		
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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 addition 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 memebers 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	☐	☐
All other responsibilities as listed below:		
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CADELL PRIMARY SCHOOL
EMERGENCY MANAGEMENT PLAN (abridge)

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

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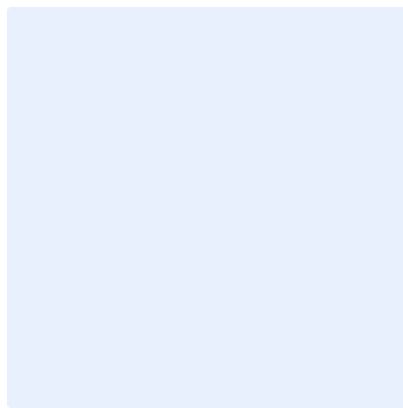
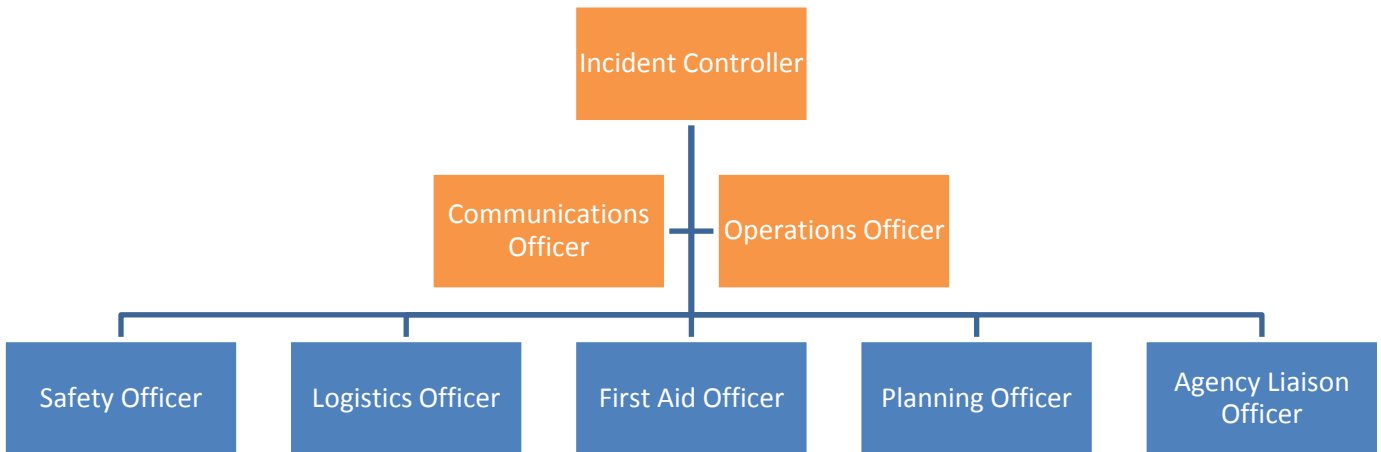| Non-Site Emergency Contact Numbers	
Emergency (Police, Fire, Ambulance)	**000**
Police	**131 444**
Local Police	**85402105**
Local Fire	**85403300**
CFS Bushfire Information Hotline	**1300 362 361**
DECD Security and Emergency Hotline	**1800 000 279**
State Emergency Service (SES)	**132 500**
SA Power Networks	**131 366**
Local Hospital - Waikerie Hospital	**85410555**
Education Director - Con Karvouniaris	**85952323**
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**
Satellite Phone	**0147143349**
:	

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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 the performed by the same person.

```
                        ┌──────────────────┐
                        │Incident Controller│
                        └──────────────────┘
                ┌──────────────┐   ┌──────────────┐
                │Communications│   │  Operations  │
                │   Officer    │   │   Officer    │
                └──────────────┘   └──────────────┘
   ┌──────────┐ ┌──────────┐ ┌──────────┐ ┌──────────┐ ┌──────────────┐
   │  Safety  │ │ Logistics│ │ First Aid│ │ Planning │ │Agency Liaison│
   │  Officer │ │  Officer │ │  Officer │ │  Officer │ │   Officer    │
   └──────────┘ └──────────┘ └──────────┘ └──────────┘ └──────────────┘
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Figure 1 Example of an Incident Response Group, including mandatory (yellow) and optional roles (blue)

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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)	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.
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.

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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	15
Number of Staff	10
Proportion of Staff Disability/Health Factors (%)	15%
Proportion of Student Disability/Special Education Needs (%)	20%

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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 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	

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Bushfire Response Plan - CADELL PRIMARY SCHOOL

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 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 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.

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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 labellled 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 protocal 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.