

# WIRRABARA PRIMARY SCHOOL EMERGENCY MANAGEMENT PLAN



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

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

The template includes mandatory components representative of a good Emergency Management Plan and accompanied by instructions and appendices that can be used by your site when preparing your plan specific to your site circumstances. Your site is required to annually update this document relative to your individual circumstances in line with the DECD Emergency Management Policy. Completed Emergency Management Plans should be submitted for auditing to the DECD Security, Bushfire and Emergency Management Team and will be kept on file to enable the team to provide support in the event of an emergency incident.

## REVISION RECORD

Date	Version	Revision Description
18/9/2015	1	Transferred to this template
24/05/2016	2	Updated
14/12/2016	3	Updated
20/06/2017	4	Updated

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\*IMPORTANT: These sections are required to be completed, reviewed and submitted to the Security, Bushfire and Emergency Management Team on an annual basis. The completion and submission of this template replaces any existing site emergency templates. Sites can continue to display and utilise existing emergency support documentation (i.e. flip charts, posters etc.) provided that the information reflects the procedures detailed in the site's Emergency Management Plan. All R1 and R2 bushfire risk rated sites are required to review their existing Bushfire Response Plans and transfer them into this template. Completion of the Bushfire Response Plan *as part* of the Emergency Management Plan *replaces* any separate requirements regarding Bushfire Response Plan compliance. *Refer to Emergency Management Plan Template Instructions and Appendix for further detail.*

## EMERGENCY CONTACT NUMBERS

<b>Emergency (Police, Fire, Ambulance)</b>	<b>000</b>
<b>Police</b>	<b>131 444</b>
<b>Local Police</b>	<b>8668 4060</b>
<b>Local Fire</b>	<b>8668 4391</b>
<b>CFS Bushfire Information Hotline</b>	<b>1300 362 361</b>
<b>DECD Parent Bushfire Information Hotline</b>	<b>1800 000 279</b>
<b>State Emergency Service (SES)</b>	<b>132 500</b>
<b>SA Power Networks</b>	<b>131 366</b>
<b>Hospital – Laura</b>	<b>8663 3100</b>
<b>Education Director – Dean Angus</b>	<b>8632 0602</b>
<b>DECD Media Unit</b>	<b>8226 7990</b>
<b>SafeWork SA</b>	<b>1300 365 255</b>
<b>Environmental Protection Authority</b>	<b>8204 2004</b>
<b>Alcohol and Drug Information Service/Needle Clean Up Hotline</b>	<b>1300 131 340</b>
<b>Poisons Information Centre</b>	<b>13 11 26</b>

## EMERGENCY RESPONSE TEAM (ERT)

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

NOTE: It is expected that the OSHC/Vacation Care contact is identified as a member of the site Emergency Response Team (where service operates).

	Name	Mobile Phone	Home Phone	Responsibilities during;		
				Invacuation/ On-Site Evacuation	Off-Site Evacuation	Precautionary Building Confinement/Lockdown
<b>Site Leader</b>	Jayne Mainprize-Potter	0472716940	86622338	Activate alarm, of a series of long blasts advise staff, Contact Emergency Services, contact Emergency Management Team, advise of incident.	Activate alarm, of a series of long blasts, advise staff, Contact Emergency Services, and Emergency Management Team, advise of incident.	Activate alarm, one continual blast for at least 30 seconds, advise staff, Contact Emergency Services and Emergency Management Team, advise of incident.
<b>Deputy Principal/ Teacher</b>	Marg Sanders	0428683736	86672057	Direct other staff and students to muster point check with other teaching staff that all students are accounted for.	Ensure all staff are accounted for at muster point, check with other teaching staff that all students are accounted for.	Ensure all staff are accounted for at muster point, check with other teaching staff that all students are accounted for.

<b>Fire Warden/WHS Rep</b>	Jodie McCallum	0427486120	8667 2227	Liase with Emergency Services, take emergency box with all documentation and items needed e.g mobile phone etc	Liase with Emergency Services, collect first aid box, radio, mobile phone, radion etc. Check all students and staff are out of buildings, lock doors and gather at muster point for evacuation.	Liase with Emergency Services, follow Emergency Management Procedures and instructions from SAPOL. Lock down until told otherwise by SAPOL.
<b>Front Office SSO/ECW</b>	Jodie McCallum	0427486120	8667 2227	as above	as above	as above
<b>Grounds Person</b>	Greg Peacock	0427537009				
<b>OSHC/ Vacation Care/Other Third Party Services Provider</b>	N/A	N/A	N/A	N/A	N/A	N/A

## FACILITY PROFILE

Site Information			
Site Name	Wirrbara Primary School		
Address	East Tce Wirrabara SA 5481		
Phone	08 8668 4087		
Fax	08 8668 4008		
Classes Start	8.45am	Classes Finish	3.20pm

Student/Staff Information	
Enrolments	9
Staff numbers	8
Proportion of staff disability/health factors (%)	0
Proportion of student disability/special education needs (%)	0

Building Information	
Monitored security alarm/fire system	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Buildings <b>NOT</b> covered by system; All	
System used for alert tone/warnings; Siren or hand bell if no power	
Emergency Telephone	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Location/Type; Front Office/Fire
On-site hazards (i.e. science lab, chemical storage) Garden Products	Location; Garden shed/ kitchen veranda

Emergency Power System (type)		
Location	Nil	
Provides Power To		
Shutoff Instruction		

Utilities	Location of Shutoff Valve/Switch	Special Instructions
Gas (Mains/Bottled etc.)	Eastern side of building 1	only on during term 2 & 3. turned off in Term 1 & 4
Water	Eastern end of oval and southern side of school on fence line	
Electricity	building 1	
Sprinkler System (type)	nil	
Heating System	nil	

**Risk Identification**

A risk assessment will assist your site to determine which events are most appropriate to develop emergency response procedures to incorporate into your site’s Emergency Management Plan.

Sites to determine what hazards are relevant and what level of risk they pose to the individual sites such as;

- Bushfire
- Severe storm
- Flooding
- Criminal incident or threat
- Earthquake
- Bomb threat
- Internal fire/smoke
- Pandemic/communicable disease
- Hazardous substance (on site and close to site)
- Intruder
- Other hazards

Insert relevant incident types into the appropriate Risk/Priority (the above list offers suggestions and may not include all hazard types that are relevant to your site. Estimated levels of risk are prioritised into a list of the risks requiring further action.

Risk/Priority	Hazards (site specific)
Extreme/Very High	
High	Bushfire
Medium	Severe storm, criminal incident or threat
Low	Pandemic, communicable diseases, flooding, bomb threat, internal fire threat, earthquake, chemical spills, accidents





Include a site plan (available from SAMIS) including;

- Evacuation/invacuation routes
- Exit points
- Evacuation assembly areas
- Bushfire Refuge or on-site invacuation area
- Location of emergency equipment
- Roof access points

## Invacuation/ On-Site Evacuation

Location 1 or Bushfire Refuge (external threat e.g. bushfire/trespasser): Wirrabara Primary School Oval

Alarm: A series of long blasts on siren or ringing of hand bell

Location 2 (internal threat e.g. building fire): Remain in classrooms, or if outside and safe to do so, go to closest supervised classroom.

Alarm: One continuous of siren for at least 30 seconds

## Precautionary Building Confinement/Lockdown

Alarm: One continuous blast of siren

## Off-Site Evacuation

Location 1 (closer to site): Verandah outside main building to congregate check rolls and then to Wirrabara Town Hall.

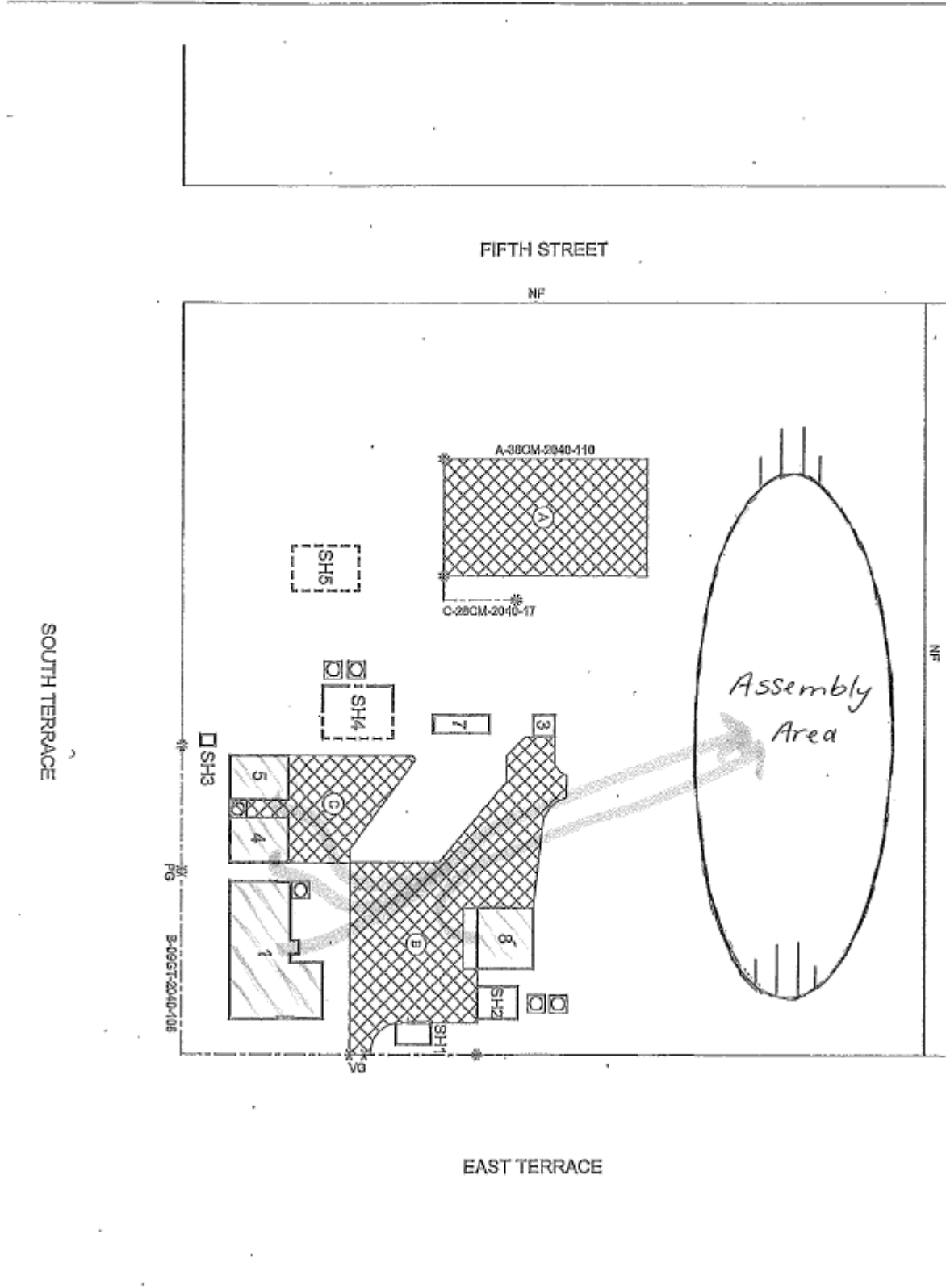
Alarm: A series of long blasts on siren or hand bell if no power.

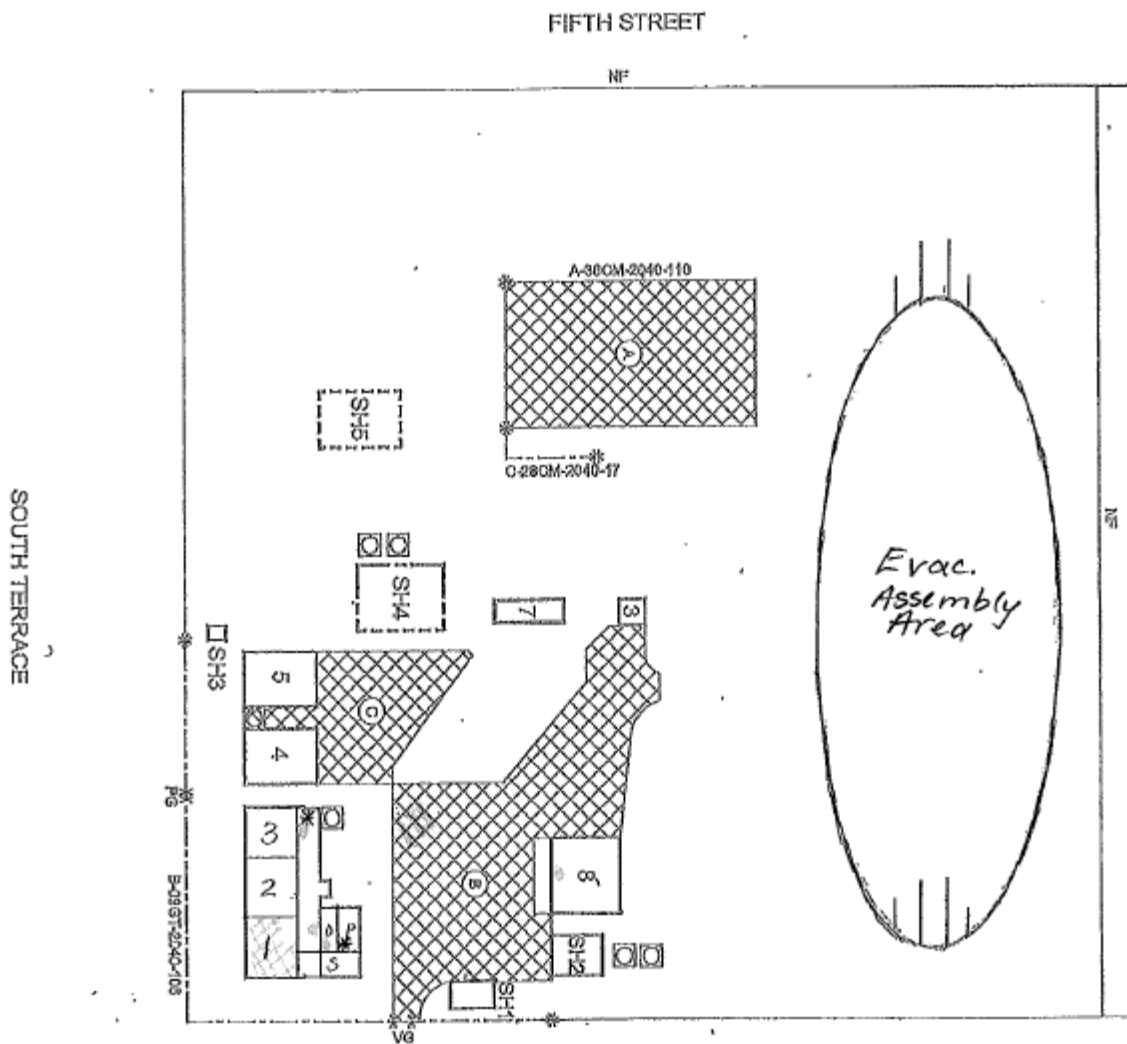
Location 2 (further from site): Verandah outside main building to congregate check rolls and then Wirrabara Golf course.

Alarm: A series of long blasts on siren.

Include a detailed map of your site and surroundings including;

- Evacuation assembly areas
- Surrounding streets
- Exit points
- Evacuation routes
- Major landmarks





- Emergency Equipment \*
- On-site evacuation area Room 1
- Bush fire assembly area - on site
  - then transported off-site to Wirrabarra Town Hall
- Roof access \*

## EMERGENCY RESPONSE

Detail your site's procedures to be followed in an emergency or major incident below. *Refer to Emergency Management Plan Template Instructions and Appendix for further information.*

	Invacuation/ On-Site Evacuation	Off-Site Evacuation	Precautionary Building Confinement/Lockdown
Immediate Action	<p>Sound alarm a series of long blasts, contact Emergency Services and advise, nature and names or number people involved, location of incident and return contact number.</p> <p>Activate Site Emergency Procedure, ensure safety of all staff and students, remove people from hazard or danger. Attend to injuries, administer first aid.</p>	<p>Principal advises all staff and Education Director of evacuation, has mobile phone on them at all times. Evacuation alarm to be activated a series of long blasts. Front Office SSO will contact Emergency Services and advise of incident and discuss any updates, current information and advice. Front Office SSO to turn off gas and electricity, gather first aid kit, torch and radio. Class teachers encourage students to fill water bottles and take with them. All staff and students to relocate under verandah then onto Wirrabara Primary School Oval, roll will be called, all students will be transported to refuge by staff vehicles.</p>	<p>Principal contact all staff and advise of lockdown. Activate alarm, one long blast for at least 30 seconds. Contact SAPOL and advise of situation, location, number of people involved and if possible their names. Teachers lock classroom doors and windows, check rolls, notifies Principal of any missing students. If students are involved in outside activities go to nearest supervised classroom. Front Office Staff take mobile phone, visitors and or other staff and assemble in staff room, lock office door and shut staff room door, close blinds.</p>
Identify Incident Type and Determine Safest Location	<p>Follow any instructions given by Emergency Services, activate alarm process according to emergency, relocate to secure location,</p>	<p>Follow any instructions given by Emergency Services. Relocate to safest of two refuges determined by Emergency Services.</p>	<p>Follow any instructions given by SAPOL, students to relocate to nearest supervised classroom if not already in one. Staff to keep their mobile phones on them at all times for communication via Principal.</p>

<p><b>Incident Management and Reporting</b></p>	<p>Examine any injuries and administer first aid, ensure all student and students are accounted for, remain in location until advised otherwise by authorities. Inform Education Director, Bushfire Emergency Management team, seek advice on method and content for contacting parents of students and notify of incident and action taken. Check with SAPOL regarding safe routes before requesting transport in or out of scene. Maintain all records and documents used within invacuation.</p>	<p>When trigger has been alerted Principal will sound fire alarm, all students and staff will relocate to verandah outside main building, electricity to be turned off and doors and windows locked. Rolls to be called and relocate to refuge. All students to travel in staff cars. Principal turn on grounds irrigation system and ensure everybody is off site. Once at refuge rolls are called, and Front Office SSO will monitor volunteers and visitors. Principal informs Regional Office of our relocation and provide information, what why and where etc, Number of staff and students and community members present at refuge. The Principal ensures that no one has left refuge until situation has been assessed as safe by Emergency Services authorities.</p>	<p>Check all students and staff are accounted for, safe and not injured. Remain in lockdown location until advised otherwise by Principal. Inform Education Director, and liase with SAPOL for safety of situatuion. When have been advised by SAPOL it is safe to do so, activate release alarm one long blast for 30 seconds to notify all on site that lockdown procedure is complete.</p>
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<p><b>Post Incident and Recovery</b></p>	<p>Lodge information in IRMS, contact Education Director to discuss any additional requirements needed by students and staff. Arrange a debriefing if necessary. Facility Manager to assess any damage and arrange any repairs. Restock emergency supply kits, first aid items etc. Review emergency management plans, procedures and modify in necessary. Refer any media enquiries directly to Education Director.</p>	<p>Teaching staff remain on duty until all students are collected from refuge by parents. Front Office SSO records names of students who are leaving and with whom, Principal liases with Emergency Services and follows instructions at all times, advises Education Director of current situation, and discuss any additonal requirements needed by staff and or students. Lodge information in IRMS, arrange a debriefing if necessary. Review Emergency Management Procedures and modify if necessary. Refer any media enquiries directly to Education Director.</p>	<p>When advised by SAPOL it is safe and threat is over, activate release alarm one long blast for 30 seconds. Return to regular areas. Lodge informaton in IRMS, contact Education Director and discuss possible future requirements for staff and students. Review emergency procededures and modify if necessary. Refer all media enquiries directly to Education Director.</p>
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## SCHEDULED/COMPLETED EMERGENCY DRILLS AND TRAINING

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

Detail (i.e. evacuation drill, invacuation drill, training)	Date
bushfire drill	21/10/15
bushfire drill	20/11/15
invacuation	31/05/16
bushfire drill	07/12/16
bushfire drill	20/6/2017
invacuation	04/07/2017

## BUSHFIRE RESPONSE PLAN

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

### Bushfire Refuge

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

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

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

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

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

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

- CFS information [siren] and warning messages broadcast on the local ABC radio indicate a fire is moving towards the township of Wirrabara.
- The local Emergency Services advise that a bushfire is likely to impact on the site.

**There is a confirmed sighting of nearby smoke or flame.**

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

**A series of long blasts.**

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

**Wirrabara Town Hall, Main North Rd, Wirrabara.**

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

**Nil**

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

**Nil**

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

**1) Wirrabara Town Hall, Main North Rd, Wirrabara, by staff vehicles.**





\*Examples of a site’s Trigger Point may include the following:

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

<p><b>Drinking Water Contingency Plan</b></p> <p>If the Bushfire Refuge does not have available drinking water then other sources such as large water bottles <b>MUST</b> be taken into the Bushfire Refuge for use during an invacuation.</p> <p>Rainwater tanks used for drinking purposes must incorporate disinfection via an ultraviolet light irradiation system. For further information regarding drinking water see the DECD Intranet at <a href="https://myintranet.learnlink.sa.edu.au/operations-and-management/facilities-and-security/energy,-water-and-waste-management/water">https://myintranet.learnlink.sa.edu.au/operations-and-management/facilities-and-security/energy,-water-and-waste-management/water</a></p>
<p><b>Water for Ablutions</b></p> <p>During a power failure, a site may not have abluion water available, therefore alternatives should be considered. Sites may consider portable options (i.e. camping toilets) for use within the Bushfire Refuge during a bushfire <i>emergency situation</i> if water is not available for abluions.</p>
<p>Provide details of the sites drinking water supply plan during a bushfire risk situation;  <b>water is available and children will take some of their own.</b></p>
<p>Provide details of the sites abluion options during a bushfire emergency situation;  <b>toilets are available power not needed.</b></p>

