

CLARENDON PRIMARY SCHOOL EMERGENCY MANAGEMENT PLAN



2015-16

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
OCTOBER 2015	1	Revised all documentation, procedures and schedules

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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

Emergency (Police, Fire, Ambulance)	000
Police	131 444
Local Police	8392 9000
Local Fire	8204 3600
CFS Bushfire Information Hotline	1300 362 361
DECD Parent Bushfire Information Hotline	1800 000 279
State Emergency Service (SES)	132 500
SA Power Networks	131 366
Hospital – Flinders Medical Centre	8204 5511
Education Director – Nanette Van Ruiten	8391 4705
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
Families SA	8124 4185
Onkaparinga Council	8384 0666
Police Security	8207 5999

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
Site Leader	Josh Anderson	0418 142 565	85567325	Coordinate/Delegate Check Outdoor Areas Including Toilets and Kitchen Classroom	Coordinate/Delegate Check Outdoor Areas Including Toilets and Kitchen Classroom	Coordinate/Delegate
Deputy Principal/ Teacher	N/A	N/A				
Fire Warden/WHS Rep	Jackie Cooney	0422 120 012		Sound Alarm, Liase with Principal and Staff - Support Coordination of event with Principal. Manage first Aid as required..	Sound Alarm, Liase with Principal and Staff - Support Coordination of event with Principal. Manage first Aid.	Sound Alarm, Liase with Principal and Staff - Support Coordination of event with Principal.
Front Office SSO/ECW	Jackie cooney Robin Howard	0422 120 012 0429 366 074		Check Admin Area, Bring Registers and First Aid Kit and medication.	Check Admin Area, Bring Registers and First Aid Kit and medication..	Secure admin area

Grounds Person	Terry Thorpe	0421 252 854	8383 6037	As delegated and directed by Site Manager / Coordinator if on site during emergency.	As delegated and directed by Site Manager / Coordinator if on site during emergency	As delegated and directed by Site Manager / Coordinator if on site during emergency
OSHC/ Vacation Care/Other Third Party Services Provider	N/A					

FACILITY PROFILE

Site Information			
Site Name	Clarendon Primary School		
Address	Potter Road Clarendon		
Phone	8383 6110		
Fax	8383 6453		
Classes Start	9.00am gates open from 8.30am	Classes Finish	3.20pm- final duty completed at 3.45pm.

Student/Staff Information	
Enrolments	90
Staff numbers	14
Proportion of staff disability/health factors (%)	N/A
Proportion of student disability/special education needs (%)	10

Building Information	
Monitored security alarm/fire system	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Buildings NOT covered by system; N/A	
System used for alert tone/warnings; Siren or portable gas cannister hooter.	
Emergency Telephone	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Location/Type; Bushfire refuge office
On-site hazards (i.e. science lab, chemical storage) N/A	Location;

Emergency Power System (type)	
Location	n/a
Provides Power To	
Shutoff Instruction	

Utilities	Location of Shutoff Valve/Switch	Special Instructions
Gas (Mains/Bottled etc.)	Bottled Gas - Admin - external valve on southern side of building (oval side). Internal valve by principal's office door and treatment room door. Bottled Gas - Kitchen Classroom - external valve on eastern wall (car park side)	
Water	Potter Road - inside front fence near large pine tree, left from the PA gate leading to the school crossing.	

Electricity	Distribution Boards in Admin, Library, and 2 classrooms. Main Box is at the front vehicile gate of the school - Potter Road.	Solar Inverter is in Junior Primary classroom - behind eastern end door.
Sprinkler System (type)	Oval pop ups- controlled from costume room / storage room off the staff kitchen. Front lawn pop ups - controlled from inside 3/4 building (window side wall) Playground pop ups- controlled from inside JP builidng - Window side wall (western end)- Kitchen Garden - drip system contolled from below deck of kitchen classroom.	
Heating System	GAs heating system in admin / office building. Reverse Cycle AC in all other buildings.	

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	Bushfire
High	
Medium	Internal Fire/Smoke, Criminal Incident or Threat, Severe Storm.
Low	Intruder, Pandemic



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): Resource Centre

Alarm: 5 x 5 Second Blasts on the Siren or Whistle or verbal notification

Location 2 (internal threat e.g. building fire): The Grassed area West of the Stone Classroom near the fence

Alarm: Repeated 3 second Blasts on the Whistle or siren or Verbal notification

Precautionary Building Confinement/Lockdown

Alarm: Telephone

Off-Site Evacuation

Location 1 (closer to site): Clarendon Hall / Kindergarten carpark - if required in emergency other than bushfire.

Alarm: Alert from Site Manager or delegate.

Location 2 (further from site): Old Clarendon Inn - Front lawns - Grants Gully Road Clarendon or Clarendon Community Oval - Riverbend Park, Nicolle Road, Clarendon

Alarm: As above.

Include a detailed map of your site and surroundings including;

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

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	Notify Principal/Delegate of problem Sound appropriate alarm Move persons to Invac/Evac area depending on the emergency. Close doors, windows if safe to do so	This would be determined by Principal/Delegate after instruction from appropriate authorities. EG: Police, Fire Officers has been given	Notify principal/Delegate Notify Class Techers SSOs via telephone sound appropriate alarm, if safe to do so
Identify Incident Type and Determine Safest Location	Follow Principal/delegate instructions move to appropriate Invac/Evac area	Follow Principal/delegate instructions move to appropriate Invac/Evac area staff will report to Principal/delegate if there are any missing Students, Staff members or visitors. Staff will collect Registers, First Aid, Medication, Mobile phone	Instruct staff to lock doors, close blinds Staff from each area will notify Principal/Delegate via telephone which members of class that are in other areas of the school
Incident Management and Reporting	staff will report to Principal/delegate if there are any missing Students, Staff members or visitors. Staff will collect Registers, First Aid, Medication, Mobile phone	Principal/Delegate will communicate with appropriate members of the community/authorities and follow instructions	Principal/Delegate will locate missing students/staff and instuct them as to the safest route to confinement area.
Post Incident and Recovery	Follow instruction from appropriate sources. Return to area after being given the all clear from principal/Delegate	Follow instruction from Principal/Delegate after communicatin with the appropriate sources. Return to school if given the all clear	Staff will remain in confined area until notification has been given by Principal/Delegate that it is safe to return to normal duties.

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
Evacuation	17/9/2015
Invacuation	14/10/2015
Evacuation	27/8/2015
Invacuation	09/11/2015
Evacuation	27/11/2015
Invacuation	05/02/2016
Evacuation	17/02/2016
Invacuation	16/03/2016

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*:

Bushfire confirmed within 10km radius of the school by school staff, local media, Police, CFS watch and act message, safecom message, MFS or other emergency services, incident controllers or DECD personnel.

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

Siren - 5 X 5 Second Blasts

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

School Resource Centre Building.

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

Clarendon Kindergarten

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

Clarendon Kindergarten - Director - Ida Dillon ph.

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

Off site evacuation not possible in event of bushfire.

*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

Drinking Water Contingency Plan

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

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

Water for Ablutions

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

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

Bottled water is kept in the 'Bushfire Refuge'

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

Camp toilet is kept in the 'Bushfire Refuge' with appropriate chemicals & ready to use