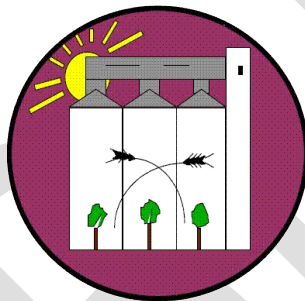


# Roseworthy Primary School

## 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. Refer to Emergency Management Plan Template Instructions and Appendix for further detail 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 Framework. 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.

## CONTENTS

<b>Emergency Contact Numbers</b> .....	<b><a href="#">3</a></b>
<b>Emergency Management Team (EMT)</b> .....	<b><a href="#">4</a></b>
<b>Facility Profile</b> .....	<b><a href="#">5</a></b>
<b>Risk Identification</b> .....	<b><a href="#">6</a></b>
<b>Emergency Assembly Areas and Alarm Tones</b> .....	<b><a href="#">7</a></b>
<b>Emergency Response</b> .....	<b><a href="#">8</a></b>
<b>Post Emergency Procedures</b> .....	<b><a href="#">11</a></b>
<b>Scheduled/Completed Emergency Drills and Training</b> .....	<b><a href="#">12</a></b>
<b>*Bushfire Response Plan</b> .....	<b><a href="#">13</a></b>
<b>Area Maps and Site Plans</b> .....	<b><a href="#">15</a></b>

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.

**\*IMPORTANT:** 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.

## EMERGENCY CONTACT NUMBERS

<b>Emergency (Police, Fire, Ambulance)</b>	<b>000</b>
<b>Police</b>	<b>131 444</b>
<b>Local Police (as applicable)</b>	<b>85220400</b>
<b>Local Fire (as applicable)</b>	<b>85241088</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>Local Hospital - Gawler</b>	<b>85212000</b>
<b>Education Director – Kathryn Bruggemann</b>	<b>85220900</b>
<b>DECD Security, Bushfire &amp; Emergency Team</b>	<b>8226 2524</b> <b>8226 3714</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>

PUBLIC



## EMERGENCY MANAGEMENT TEAM (EMT)

The EMT are key people who may be required to be contacted during an emergency or play an active role in the site's emergency response procedures.

It is expected that the OSHC/Vacation Care contact is identified as a member of the site Emergency Management Team (w service operates).

These are suggestions only, sites may choose to delete or include additional role/position titles as required. Please type N/A if not applicable, do not leave blank spaces.

Role/Position	Name	Contact Number (daytime)	Mobile Number	Contact Number ( Out of Hours)
Site Leader	Matt Saunders	85248032		85248032
Senior Leaders	Mel Mclean and Lindsay Schliebs	85248032		85248032
Fire Warden	Lyn Moeller	85248032		85248032
WHS Representative	Lyn Moeller	85248032		85248032
Front Office SSO / ECW	Gail Ranaldo Jo Mew	85248032		85248032
OSHC / Vacation Care	Sabrina Stallon- Gibbs	0450266167		0450226167
Grounds Person	Darin Dix	85248032		85248032



## FACILITY PROFILE

### Site Information

Site Name	Roseworthy Primary School		
Address	Gartrell Street		
Phone	Roseworthy		
Fax	85248254		
Time Service Starts	0830	Time Service Finishes	1530

### Student/Staff Information

Enrolments	220
Staff numbers	30
Proportion of staff disability/health factors (%)	0
Proportion of student disability/special education needs (%)	

### Building Information

Monitored security alarm/fire system	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Buildings <b>NOT</b> covered by system; None			
System used for alert tone/warnings; Siren			
Emergency Telephone	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Location/Type;
On-site hazards (i.e. science lab, chemical storage) Groundsman Shed- Building SH6			Location; Building SH6

Include information below relating to the backup power supply available for use on your site in the event of an emergency incident (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.

### Emergency Power System (type)

Location	NA
Provides Power To	NA
Shutoff Instruction	NA

Include basic information regarding the main utility supplies connected to your site and how to locate and operate or switch off in the event of an emergency.

Utilities	Location of Shutoff Valve/Switch	Special Instructions
Gas (Mains/Bottled etc.)	Building SH6	
Water	Outside BER hall near street fence and Near entrance of school off Railway Terrace	
Electricity	Courtyard, Building 14-outside admin area	
Sprinkler System (type)	Automatic underground- building 13	
Heating System	NA	

PUBLIC



## RISK IDENTIFICATION

An assessment of your sites relative risk of specific hazards should be undertaken to establish the types of incidents that specific emergency response actions should be developed to implement in the event of an emergency.

Sites should determine what hazards are relevant and what level of risk they pose, such as;

- Bushfire
- Pandemic/communicable disease
- Severe Storm
- Hazardous substance (on site and close to site)
- Flooding
- Intruder
- Criminal incident or threat
- Lightning strike
- Earthquake
- Snakes / Pests
- Bomb Threat
- Other hazards (e.g. road collisions)
- Internal fire/smoke

Sites may consider including hazards that are not listed above. Hazards identified and their relevant level of risk should be taken into consideration when developing or updating your site emergency procedures.

Risk/Priority	Hazards (site specific)
<b>Extreme/Very High</b>	
<b>High</b>	Refer Site Risk Register: Falling Limbs from gumtrees and uprooted trees
<b>Medium</b>	
<b>Low</b>	





## EMERGENCY ASSEMBLY AREAS & ALARM TONES

Alarm description could include;

- Continuous/intermittent bell, horn,
- whistle Bell sound three times,
- Flashing light

These are **suggestions only**; the alarm details will depend on the system or procedure being employed at your sit.

### SHELTER IN PLACE (S.I.P.)

*An emergency response intended to utilise a structure and its indoor atmosphere to protect occupants from a threat or danger external to their location (e.g. external structure fire, bushfire, chemical fumes, disruptive student / visitor / resident)*

Location(s):

- Classrooms

Alarm tone(s) / method(s) used to initiate:

- Invac Siren- alternate high/low pitch siren

### PRECAUTIONARY BUILDING CONFINEMENT (P.B.C) / LOCKDOWN

*An emergency response to the evident or suspected threat of serious unlawful violence by an intruder or building occupant, necessitating the physical securing of rooms and buildings for the safety and protection of all occupants*

Alarm tone / method used to initiate:

Invacuation procedures

### EVACUATION

*An emergency response to a scenario where there is an evident or suspected threat to a building or facility that results in all building occupants relocating to an external area or location for safety (e.g. internal fire, bomb threat, noxious gas escape)*

On- Site Location(s) / Muster Point(s):

- Large oval near cricket nets as per evacuation procedures

Alarm tone(s) / method(s) used to initiate:

- Evac Siren-Whoop/whoop siren

---

Off-Site / Backup Location(s):

- NA

Alarm tone(s) / method(s) used to initiate:

- NA

## EMERGENCY RESPONSE

Detail your site's procedures to be followed in an emergency or major incident below. These are suggestions only, sites may choose to delete or include additional actions as appropriate.

The members of the Emergency Management Team (EMT) 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 EMT in relation to your plan.

Position / Title / Name Responsible	Shelter in Place (S.I.P)	Precautionary Building Confinement (P.B.C) / Lockdown	Evacuation – On Site	Evacuation – Off Site
Matt Saunders Site Leader	Activate appropriate alarm to notify of emergency  Contact appropriate Emergency Services / DECD Security, Bushfire and Emergency Management Team	Activate appropriate alarm to notify of emergency  Contact appropriate Emergency Services / DECD Security, Bushfire and Emergency Management Team	Activate appropriate alarm to notify of emergency  Contact appropriate Emergency Services / DECD Security, Bushfire and Emergency Management Team	Activate appropriate alarm to notify of emergency  Contact appropriate Emergency Services / DECD Security, Bushfire and Emergency Management Team
Mel Mclean / Lindsay Schliebs Senior Leaders	Activate / Identify appropriate alarm to notify emergency  Contact appropriate Emergency Services / DECD Security, Bushfire and Emergency Management Team	Activate / Identify appropriate alarm to notify emergency  Contact appropriate Emergency Services / DECD Security, Bushfire and Emergency Management Team	Activate / Identify appropriate alarm to notify emergency  Contact appropriate Emergency Services / DECD Security, Bushfire and Emergency Management Team	Activate / Identify appropriate alarm to notify emergency  Contact appropriate Emergency Services / DECD Security, Bushfire and Emergency Management Team
Lyn Moeller Fire Warden / WHS Representative / First Aid Officer	Activate / Identify appropriate alarm to notify emergency  Monitor situation with Site Leader  Administer First aid if required	Activate / Identify appropriate alarm to notify emergency  Monitor situation with Site Leader  Administer First aid if required	Activate / Identify appropriate alarm to notify emergency  Monitor situation with Site Leader  Administer First aid if required	Activate / Identify appropriate alarm to notify emergency  Monitor situation with Site Leader  Administer First aid if required

<p>Gail Ranaldo e.g. Front Office SSO / ECW</p>	<p>Activate / Identify appropriate alarm to notify emergency</p> <p>Clear administration area of all personnel</p> <p>Collect student information lists, First aid , sign in register asbestos register</p> <p>Move to identified S.I.P. location</p> <p>Assist the Site Leader with any directions to be given</p>	<p>Activate / Identify appropriate alarm to notify emergency</p> <p>Clear administration area of all personnel</p> <p>Collect student information lists, First aid , sign in register asbestos register</p> <p>Assist the Site Leader with any directions to be given</p>	<p>Activate / Identify appropriate alarm to notify emergency</p> <p>Clear administration area of all personnel</p> <p>Collect student information lists, First aid , sign in register asbestos register</p> <p>Move to identified on-site evacuation location</p> <p>Assist the Site Leader with any directions to be given</p>	<p>Activate / Identify appropriate alarm to notify emergency</p> <p>Clear administration area of all personnel</p> <p>Collect student information lists, First aid , sign in register asbestos register</p> <p>Move to identified off-site location</p> <p>Assist the Site Leader with any directions to be given</p>
<p>Teaching Staff</p>	<p>Identify emergency from alarm tone</p> <p>Assemble students to prepare to move to the S.I.P. location</p> <p>Complete a roll call and advise the site leader of any missing students and their whereabouts</p> <p>Advise if any additional visitors present</p> <p>complete another roll call on arrival at location to ensure all is accounted for</p> <p>Follow instructions from site leader</p> <p>Wait for the all clear</p>	<p>Identify emergency from alarm tone</p> <p>Lock all doors, windows, turn off lights and keep out of sight</p> <p>Complete a roll call and advise the site leader of any missing students and their whereabouts</p> <p>Advise if any additional visitors present</p> <p>Encourage all to remain calm</p> <p>Follow instructions from site leader</p> <p>Wait for the all clear</p>	<p>Identify emergency from alarm tone</p> <p>Assemble students to prepare to move to the on-site evacuation location</p> <p>Complete a roll call and advise the site leader of any missing students and their whereabouts</p> <p>Advise if any additional visitors present</p> <p>Complete another roll call on arrival at location to ensure all is accounted for</p> <p>Follow instructions from site leader</p> <p>Wait for the all clear</p>	<p>Identify emergency from alarm tone</p> <p>Assemble students to prepare to move to the off-site evacuation location</p> <p>Complete a roll call and advise the site leader of any missing students and their whereabouts</p> <p>Advise if any additional visitors present</p> <p>Complete another roll call on arrival at location to ensure all is accounted for</p> <p>Follow instructions from site leader</p> <p>Wait for the all clear</p>

<p>Darin Dix e.g. Grounds Person</p>	<p>Identify emergency from alarm tone Turn off mains power Turn on sprinklers</p>	<p>Identify emergency from alarm tone Direct Students to safety</p>	<p>Identify emergency from alarm tone Turn off mains power Turn on sprinklers</p>	<p>Identify emergency from alarm tone Turn off mains power Turn on sprinklers Check all access points are safe and accessible Secure doors of sheds/buildings</p>

PUBLIC



## POST EMERGENCY PROCEDURES

Detail your site's procedures to be followed after an emergency or major incident below. These are suggestions only, sites may choose to delete or include additional actions as appropriate.

<p><b>Incident Management and Reporting</b></p>	<ul style="list-style-type: none"> <li>Ensure all staff and students are accounted for</li> <li>Check for and treat any injuries</li> <li>Remain at safe location until advised safe to relocate by emergency services</li> <li>Move to alternate location upon emergency services advice</li> <li>Inform and liase with Education Director and/or DECD Security, Bushfore and Emergency Management Team</li> <li>Notify appropriate contacts (parents, caregivers etc.) of incident and action taken - Seek advice from Education Director and/or DECD Security, Bushfire and Emergency Management Team regarding content and methods</li> <li>Check with SA Police for safe routes before driving anywhere</li> <li>Maintain student collection record (when, who etc.)</li> </ul>
<p><b>Post Incident and Recovery</b></p>	<ul style="list-style-type: none"> <li>Log information in IRMS (Incident and Response Management System).</li> <li>Contact Education Director to discuss requirements for additional support including psychological first aid (counsellors, social workers etc.)</li> <li>Arrange and conduct debriefing/memorials (if necessary)</li> <li>Facility Manager/DECD corporate to arrange appropriate facility repairs</li> <li>Facility Manager/ appropriate authority to assess safety and accessibility of facility and equipment</li> <li>Restock emergency supply kits (check every 3 months regardless)</li> <li>Review hazardous materials storage; test and repair or replace equipment</li> <li>Review Emergency Management Plans, training procedures and modify where required</li> <li>Refer media enquiries to Education Director or DECD Media Unit</li> <li>Be aware and take into consideration staff personal bushfire or emergency plans</li> </ul>

## SCHEDULED/COMPLETED EMERGENCY DRILLS

Sites must schedule emergency drills (both desktop and physical) 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. S.I.P drill, evacuation drill, training)	Date
Invacuation	31/3/15
Evacuation	29/5/15
Invacuation	27/8/15
Evacuation	23/9/15
Evacuation	8/2/2016

## EMERGENCY TRAINING

Include details regarding planned and undertaken emergency training (e.g. fire warden, first aid)

Details	Date
BELS	12/6/2015
Asthma-online	March 2014
Fire Warden- Lyn Moeller	9/2/2015
Diabetes	2/3/2016

PUBLIC



# BUSHFIRE RESPONSE PLAN - Roseworthy Primary School

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 EMT to determine trigger points and act upon them as per the site's Bushfire Response Plan.

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

The EMT 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 Watch and Act message- High Alert notification**

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

**Invac Siren or advised by Pricipal/Principal delegate**

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

**Classrooms**

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

**OSHC**

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

**OSHC- 0450266067**

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

**NA**



## 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 a S.I.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 <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;

### **Drinking water available**

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

### **Toilets in classroom area available**

## AREA MAPS AND SITE PLANS

### AREA MAPS

Insert a detailed Area Map of the facility and its surrounding area. Such a map should show external evacuation routes and destinations. A minimum of two external evacuation points will be required.

- The Map should show
- Evacuation assembly areas
- Evacuation routes
- Surrounding Streets
- Major Landmarks
- Exit points

**Does your site have an area map?**

Yes  Please attach.

No

### SITE PLANS

In accordance with **Australian Standard 3745-201: Planning for Emergencies in Facilities**, evacuation plans must have the following minimum requirements:

- A pictorial diagram of the floor or area (A3, at least 200mm X 150mm in size. Facilities with large floor areas should be prepared in sections so that no more than two exits are shown on each diagram)
- The title EVACUATION DIAGRAM
- The 'YOU ARE HERE' location
- The designated exits, which must be shown in green
- Communication equipment locations e.g. Warden Intercom points (WIPs) which must be shown in red and main panel/controls for warning equipment
- Hose reels, which must be shown in red
- Extinguishers, which must be shown in red
- Fire blankets, which must be shown in red
- Designated shelter-in-place location (if present)
- Date diagram was validated
- Location of assembly areas
- A legend to reflect the symbols used

*Also consider including the following:*

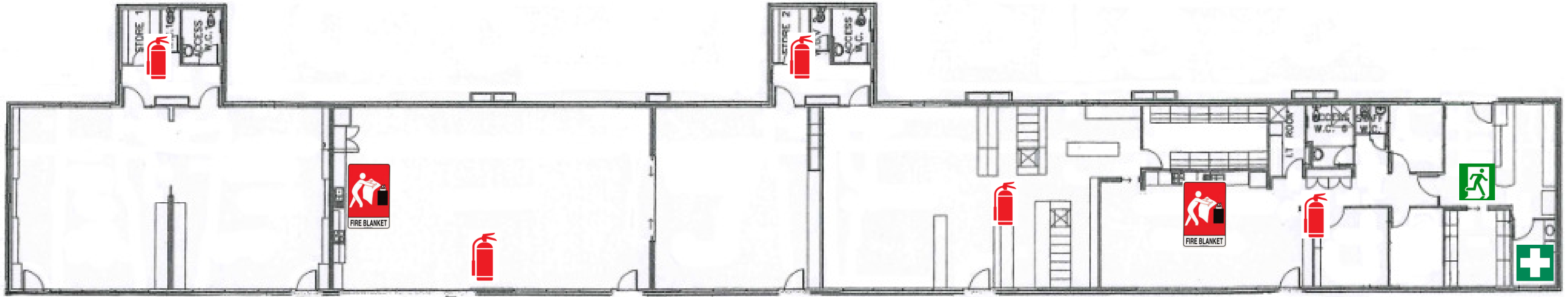
- North
- First aid stations and kits (denoted by a white cross on a green background)
- Hazardous chemical store
- Spill response kits
- Evacuation procedure
- Paths of travel, coloured green
- Hydrants, which must be shown in red

**Does your site have an area map?**

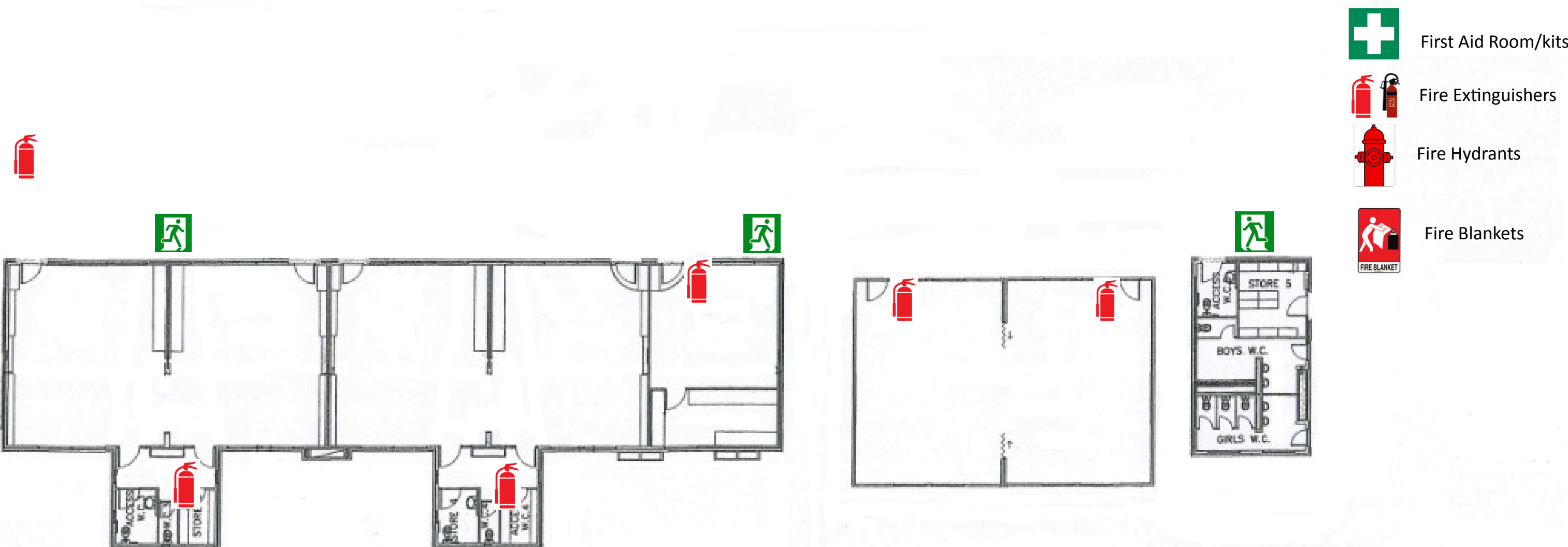
Yes  Please attach.

No

Elizabeth Street

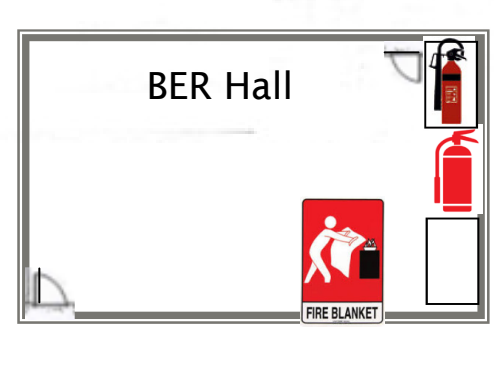


Railway Terrace



Groundsman Shed— 1 ABE

Fire Hydrant Booster



Gartrell Street

