

MOUNT BARKER PRIMARY SCHOOL

2024

EMERGENCY MANAGEMENT PLAN

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



Contents

Introduction	3
Non-Site Emergency Contacts	4
Site Emergency Contacts	5
Incident Response Group	7
Site Profile	10
Site Plans and Area Maps	13
Emergency Assembly Areas and Alarm Tone Procedures	15
Hazard Identification and Risk Assessment	17
High Risk Emergency Procedures	18
Emergency Supplies Plan	20
Student Collection Protocol	23
Bushfire Response Plan - Enter Site Name	24
Administrative Support Plan	28
Completion Checklist	36
Appendix A1 – Incident Controller (Emergency Procedure).....	37
Appendix A2 – Incident Controller (Post Emergency Procedure).....	39
Appendix B1 – Operations Officer (Emergency Procedure).....	41
Appendix B2 – Operations Officer (Post Emergency Procedure).....	43
Appendix C1 – Communications Officer (Emergency Procedure)	45
Appendix C2 – Communications Officer (Post Emergency Procedure)	47
EMERGENCY MANAGEMENT PLAN (abridge)	49

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	8398 1700
Local Fire	000
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 –	8393 1777
Education Director – Maxine McSherry	0418922903
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
Police Security	8116 9230

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
Principal	Jo Simpson	08 8391 1241	0408 023 622
Deputy Principal	Di Clements	08 8391 1241	0412 305 660
WHS Rep / Fire Warden	Ben Tobin	08 8391 1241	0423 654 870
Admin Officer - Front Office	Elizabeth Grace	08 8391 1241	0418 961 815
Groundsperson	Finch	08 8391 1241	0439 385 605
Fire Warden - Dental Clinic Local Ops manager	Julie Brown Deb Schiller	08 8391 0858 0423027311	0423 027 311
OSHC - Happy Haven Families Team	Tia Langford	0414375834 08 81555444	
Servicing SA (cleaners)	Krish DeSilva	0406747112	

Site Role/Position	Name	Contact Number	Out of Hours Contact Number
Education Director	Maxine McSherry	08 8391 4705	0418 922 903
Mt Barker Taxi - Des'Cabs		391 1888	
SSO Front Office	Meegan Thompson	08 8391 1241	0421 865 050
Wallis Cinema - off site refuge	Ben	8391 2777	



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 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?

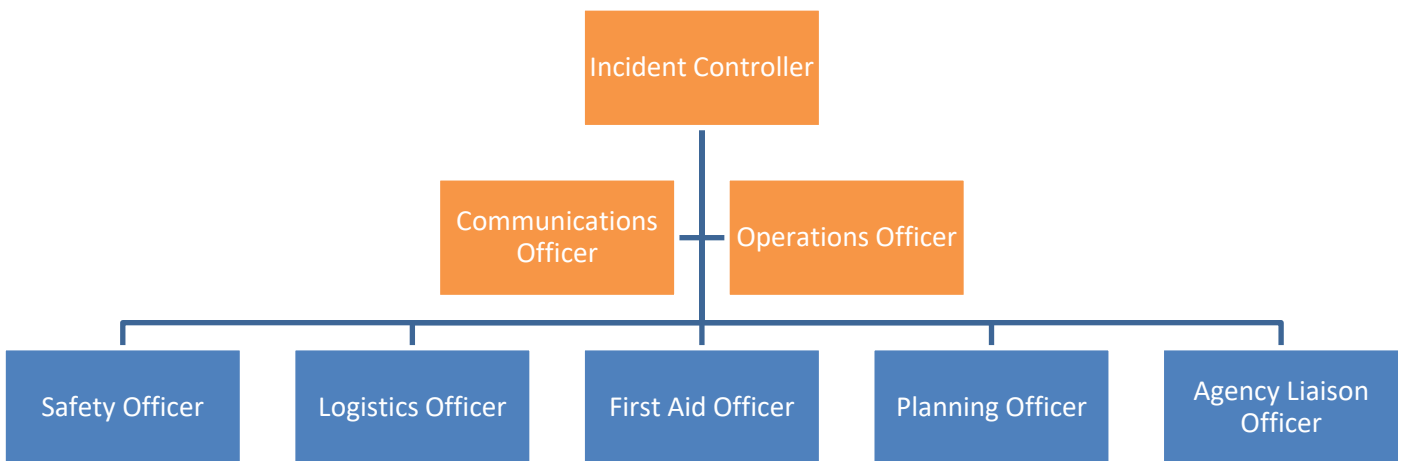


Figure 1 Example of an Incident Response Group structure, including mandatory (yellow) and optional (blue) roles

Incident Response Group, Roles and Responsibilities Summary Table¹

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.

Roles	Responsibilities
-------	------------------

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

	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).

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:	Jo Simpson				
Contact:	0408 023 622				
Alternate:	Di Clements				
Contact:	0412 305 660				
Operations Officer				Communications Officer	
Main:	Di Clements			Main:	Elizabeth Grace
Contact:	0412 305 660			Contact:	0418 961 815
Alternate:	Rani McDonald			Alternate:	Meegan Thompson
Contact:	0427 922 331			Contact:	0421 865 050
Safety Officer				Logistics Officer	
Main:	Ben Tobin			Main:	
Contact:	08 8391 1241			Contact:	
Alternate:				Alternate:	
Contact:				Contact:	
First Aid Officer				Planning Officer	
Main:	Elizabeth Grace			Main:	
Contact:	08 8391 1241			Contact:	
Alternate:	Meegan Thompson			Alternate:	
Contact:	08 8391 1241			Contact:	
Agency Liaison Officer					
Main:					
Contact:					
Alternate:					
Contact:					

Site Profile

Site Information

Site Name	Mount Barker Primary School		
Address	2A, Dumas Street, Mount Barker, SA, 5251		
Telephone	08 8391 1241		
Fax	08 8391 4208	Email	info.mbps339@schools.sa.edu.au
Time Site Opens	0630		
Time Site Closes	1830		

Student/Staff Information

Number of Current Enrolments	298
Number of Staff	46
Proportion of Staff Disability/Health Factors (%)	5%
Proportion of Student Disability/Special Education Needs (%)	10%

Building Information

Do you have a Monitored Security Alarm?	Yes, it's a combined security and fire alarm system	Make/Model	Other
If "Other" make/model, provide details	Integrity		
List buildings NOT covered by security alarm	1. Building 8		
2. Grounds shed	3. Equipment shed		
4.	5.		
Do you have a separate Fire Alarm System? (If "yes", provide details of make/model)	No	Make/Model	
List buildings NOT covered by fire alarm	1. Building 8		
2. Grounds Shed	3. Equipment shed		
4.	5.		
Is there an emergency telephone?	Yes	Type	Satellite phone
If "Others", provide details	Red dedicated analog Fire Phone in Hall		
Select method used for alert tone warnings?	Dedicated emergency warning system		
If "Others", provide details	if no power - horn		
List on-site hazards (e.g. gas/pool chemicals)	Location (e.g. science lab, chemical storage)		
1. Gas bottles	external on Hall		
2. Petrol	Grounds shed		
3. Bleach	Cleaners room		
4.			
5.			

Emergency Power System		
<p>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.</p> <p>If not applicable, please type N/A. DO NOT LEAVE BLANK SPACES.</p>		
Location	N/A	
Systems connected	1. N/A	2. N/A
	3. N/A	4. N/A
Basic operating instructions or location of hard copy operating instructions	N/A	

Utilities		
<p>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.</p> <p>If not applicable, please type N/A. DO NOT LEAVE BLANK SPACES.</p>		
Utilities	Location of Shutoff Valve/Switch	Special Instructions
Gas (Mains/Bottled)	Above gas bottles	Key to gas cage in Admin key safe and Hall emergency supplies
Water	Fence line near Dental Clinic	N/A
Electricity	Power box in garden between building 10 (library) and fenceline on Dumas Street	Key in Admin or power company
Sprinkler System	Ground sprinklers on oval side of hall	Controls in the Hall
Heating System	Central Heating and Cooling System	



Site Plans and Area Maps

Site Map

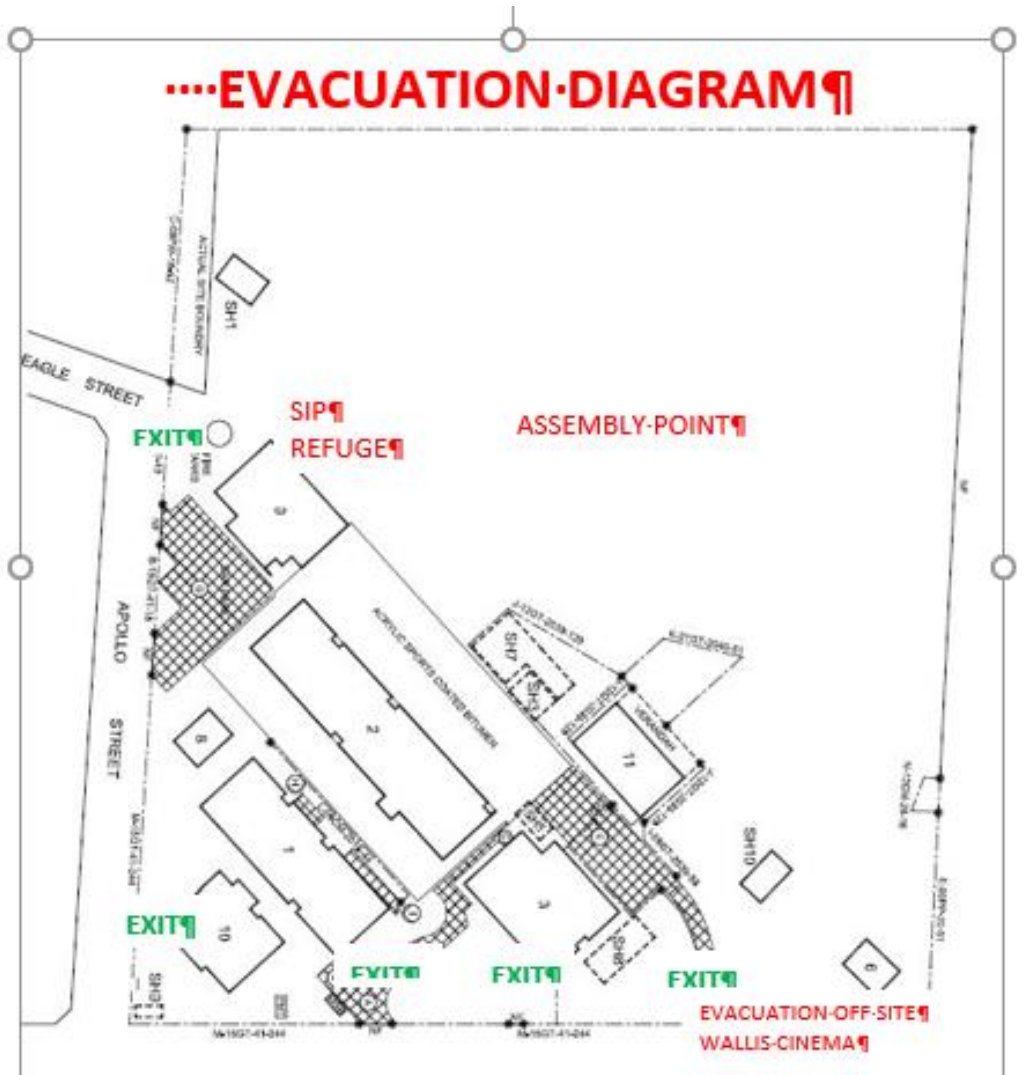
It is a requirement that you attach a copy of your site plan and area map within this document

Please indicate that you have attached a copy of your site plan²

Yes No

(click below to insert an image file e.g. .jpeg, .gif, .png of your site plan within the page)

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



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.

Area Map

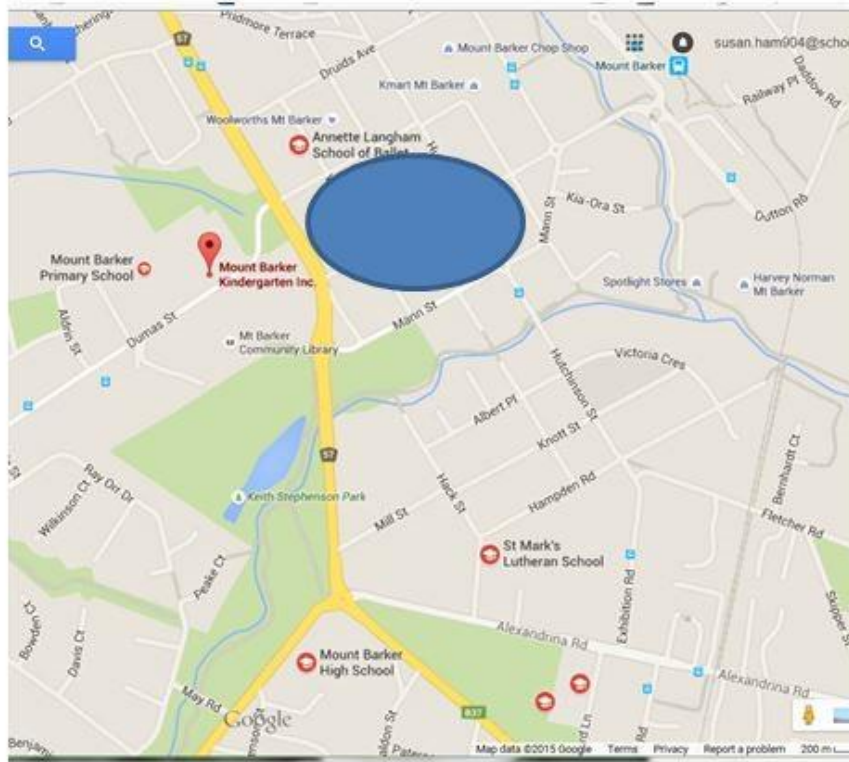
Please indicate that you have attached a copy of your area map

Yes No

(click below to insert an image file e.g. .jpeg, .gif, .png of your area map within the page)

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

SCHOOL ENVIRONS



Indicates town centre.

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)	
Building 9 - Hall	
Alarm Tone/Alert Method Used	Duration/Pattern of Alarm Tone (where applicable)
Alarm (electronic) and Tanoi/speaking system	Pre-recorded voice instructions
If "Other", please provide further details	
if no power - use horn	
moving to bushfire refuge - pre-recorded voice instructions	

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)	
All on site go to, or remain in, nearest building. Staff and students on oval to go to Kindergarten if danger between them and buildings.	
Alarm Tone / Alert Method Used	Duration/Pattern of Alarm Tone (where applicable)
Alarm (electronic) and Tanoi/speaking system	Pre-recorded voice instructions
If "Other", please provide further details	

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	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.	
Alarm Tone/Method Used	Duration/Pattern of Alarm Tone
Alarm (electronic) and Tanoi/speaking system	Pre-recorded voice instructions
If "Other", please provide further details	

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	Wallis Cinema Complex
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
Alarm (electronic) and Tanoi/speaking system	Pre-recorded voice instructions
If "Other", please provide further details	

Hazard Identification and Risk Assessment

Hazard identification, risk assessment and control procedures are necessary to prepare you to respond 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	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bushfires	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bomb Threats	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cattle escapees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical leaks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Earthquakes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flooding	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous Substances (on-site/ close to site)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gas leaks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internal Fire/Smokes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lightning Strikes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pandemic/Communicable Diseases	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Road Collisions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Severe Storms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Snakes/Pests	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 be 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	

Hazard	Emergency response
	Choose an item.
Additional procedures	

Hazard	Emergency response
	Choose an item.
Additional procedures	

Hazard	Emergency response
	Choose an item.
Additional procedures	



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

Mains & Portable supply in Hall

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

Biscuits, snacks supplied by school.

Time permitting students will bring their bags with recess & lunch & drink bottle.

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 (non-toxic)
- 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

- 7 bath towels
- 2 blankets
- 2 large torch / lantern, battery & spare globe
- 1 jumbo toilet roll
- 1 battery powered radio & batteries
- 1 street directory
- 2 plastic dust sheets
- 1 roll duct tape
- 1 scissors
- 1 air horn
- 1 bucket
- 1 pack dettol wipes
- 100 drinking cups
- gas cage key
- 5 pencils & writing paper
- 3 whistles
- mobile phone
- sat phone

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

Roll books marked daily through online Academy System

Ipad to access roll books and evacuation reports taken to assembly point.

Paper Roll taken and students accounted for.

Current print out of student details including emergency contacts kept in emergency box in Admin - taken to assembly point.

When students collected teachers complete sign out record sheet.

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

nil

Bushfire Response Plan - MOUNT BARKER PRIMARY SCHOOL

2024

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.

CFS advice message broadcast on local ABC radio &/or CFS website indicates a fire is moving towards Mt Barker.

Local emergency services advise that a bushfire is likely to impact on the site.

We are advised that a bushfire is burning in any of the surrounding townships - 20km radius includes Hahndorf, Nairne, Echunga, Wistow, Stirling, Woodside, Callington, Macclesfield, Meadows.

There is a confirmed sighting of nearby smoke or flame

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
Alarm (electronic) and Tanoi/speaking system	Pre-recorded voice instructions
If "Other" alarm tone or duration, please provide further details	



Following initial evacuation voice instructions - or if no power, long continuous on air horn to move to refuge.



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 9 - Hall

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
OSHC	Name: Tia Langford Role: Director Mobile: 0414375834	08 8391 1241
Dental Clinic	Name: Julie Brown Role: Fire Warden Mobile:	08 8391 0858
SADS	Name: Deb Schiller Role: Local Ops Manager SADS Mobile: 0423027311	
	Name: Role: Mobile:	
	Name: Role: Mobile:	

State the location of your off-site evacuation point should your site need to evacuate the Bushfire Refuge

Wallis Cinema Complex - Dumas Street - Opposite school.

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

Walk over the road via school crossing.

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

Portable water supply kept in Hall.

Water for Ablutions/Sanitary Purposes

During an emergency, water and/or power supply from mains may be affected and a site may not have ablation 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 ablation options during a bushfire emergency situation

Kitty litter in a bucket. Toilet located in bushfire refuge

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	
Precautionary Building Confinement/Lockdown	Lockdown	Practical	
Evacuation (On Site)	Evacuation on site	Practical	
Precautionary Building Confinement/Lockdown	Bushfire	Practical	
Evacuation (Off Site)	Evacuation off site	Theory	
Evacuation (On Site)	Fire/emergency drill	Practical	
Precautionary Building Confinement/Lockdown	Lockdown	Practical	
Shelter-In-Place	Bushfire	Practical	
Precautionary Building Confinement/Lockdown	Lockdown	Theory	
Evacuation (On Site)	Fire/emergency drill	Theory	

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)
Elizabeth Grace	0418 961 815	Admin
Meegan Thompson	0421 865 050	Admin
Chad Rathjen	0417 659 433	Disability Unit
Rani McDonald	0427 922 331	Admin
Susan Martin	0417 871 414	Room 3
Di Clements	0412 305 660	Leadership
Sally Turra	0410 015 917	Leadership
Pamela Morley	0458 640 788	Room 0
Betty Spiller	0407 721 512	student support
Kellie Baker	0411 800 098	Room 17
Angela Strauss	0407 720 652	student support
Jo Simpson	0408 023 622	Leadership
Ben Tobin	0423 654 870	PE Teacher

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)
Ben Tobin	HSR-1. Provider Business SA		Hall - building 9

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.		
	Choose an item.		
	Choose an item.		

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

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
James Stevenson Cooper Wilkins	Disability Unit	Autism	Assist walking	Chad Rathjen	
Connor Kuchel	Disability Unit	Autism	Assist walking	Chad Rathjen	
Harley Peel	Disability Unit	Autism	Assist walking	Chad Rathjen	
Noah Fragnito Gurshan Singh Brooklyn Crewe	Disability Unit		Assist walking	Chad Rathjen	

Lexis Robertson	Disability Unit		Assist walking	Chad Rathjen	

Completion Checklist

Please go through the checklist to ensure completion of the Emergency Management Plan for your site.

Section	Completed?		
Emergency Contact Numbers	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
Incident Response Group. Structure	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
Site Profile	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
Site Plans and Area Maps	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
Emergency Assembly Areas and Alarm Tone Procedures	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
Hazard Identification and Risk Assessment	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
High Risk Emergency Procedures	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
Emergency Supplies Plan	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
Student Collection Protocol	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
Bushfire Response Plan	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
Administrative Support Plan	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>

This document is completed by

Name:	Di Clements / Elizabeth Grace
Designation:	Deputy Principal / Admin Officer
Contact Number:	08 8391 1241
Email:	di.clements102@schools.sa.edu.au
Date of completion:	09/05/2023

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

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)	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>
4. At the next scheduled briefing, IRG members provides updates on progress of tasks, and new or additional tasks to be assigned as appropriate	<input type="checkbox"/>	<input type="checkbox"/>
5. Set timelines and further reporting/review of incident status.	<input type="checkbox"/>	<input type="checkbox"/>
6. If the incident is still 'active', repeat step 4 and 5 above.	<input type="checkbox"/>	<input type="checkbox"/>
7. If the incident is no longer 'active', organize debrief of incident and final report by IRG members.	<input type="checkbox"/>	<input type="checkbox"/>
8. Authorise the safe return of occupants when satisfied to do so and after consultation with emergency services.	<input type="checkbox"/>	<input type="checkbox"/>
9. Stand down IRG	<input type="checkbox"/>	<input type="checkbox"/>
<i>All other responsibilities as listed below:</i>		
see site Incident Response Procedures	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

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)	<input type="checkbox"/>	<input type="checkbox"/>
2. Collates information from various IRG members in preparation for a debrief of the action taken during the emergency by the group	<input type="checkbox"/>	<input type="checkbox"/>
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) : <ul style="list-style-type: none"> 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. 	<input type="checkbox"/>	<input type="checkbox"/>
<i>All other responsibilities as listed below:</i>		
see site Incident Response Procedures	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

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 additional 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.	<input type="checkbox"/>	<input type="checkbox"/>
2. Have a working mobile telephone and the emergency telephone contact lists	<input type="checkbox"/>	<input type="checkbox"/>
3. Have site map(s)/area map detailing safest possible exits from the building(s) or away from site	<input type="checkbox"/>	<input type="checkbox"/>
4. Have a first aid kit and other necessary emergency supplies	<input type="checkbox"/>	<input type="checkbox"/>
5. Have a list of 'Persons Requiring Additional Assistance Register' for evacuation purposes	<input type="checkbox"/>	<input type="checkbox"/>
6. Have a list of staff who are First Aid and/or Emergency Management trained	<input type="checkbox"/>	<input type="checkbox"/>
7. Ensure roll calls completed, occupants been accounted for and all areas evacuated	<input type="checkbox"/>	<input type="checkbox"/>
8. Ensure utilities (power, water, gas etc.) are shut-off (where necessary or possible)	<input type="checkbox"/>	<input type="checkbox"/>
9. Ensure availability of emergency power supply (if possible or necessary)	<input type="checkbox"/>	<input type="checkbox"/>
10. Ensure availability of emergency supplies (drinking water, food and essential items)	<input type="checkbox"/>	<input type="checkbox"/>
11. Ensure availability of emergency sanitary setup (e.g. kitty litter or camping toilet)	<input type="checkbox"/>	<input type="checkbox"/>
12. Prepare setup to facilitate student collection protocol	<input type="checkbox"/>	<input type="checkbox"/>
13. Maintain a log of events, notes and instructions	<input type="checkbox"/>	<input type="checkbox"/>
14. Manage, supervise and monitor operations	<input type="checkbox"/>	<input type="checkbox"/>
15. Report on situation, control progress and emerging risks	<input type="checkbox"/>	<input type="checkbox"/>
16. Ensure safety and report on incidents/accidents	<input type="checkbox"/>	<input type="checkbox"/>
<i>All other responsibilities as listed below:</i>		
see site Incident Response Procedures	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

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 additional 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	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>
3. Liaise with EMT to assess damaged properties and to restore facilities/services	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>
<i>All other responsibilities as listed below:</i>		
see site Incident Response Procedures	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

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 additional 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	<input type="checkbox"/>	<input type="checkbox"/>
2. Have a working mobile telephone and the emergency telephone contact lists	<input type="checkbox"/>	<input type="checkbox"/>
3. Notify the emergency services using their emergency numbers	<input type="checkbox"/>	<input type="checkbox"/>
4. Notify the DECD (Security, Bushfire and Emergency Management)	<input type="checkbox"/>	<input type="checkbox"/>
5. Notify relevant parties (e.g. other sites, head office, third parties, parents)	<input type="checkbox"/>	<input type="checkbox"/>
6. Provide information to emergency services who arrived at the school	<input type="checkbox"/>	<input type="checkbox"/>
7. Coordinate requests for information from internal or external parties	<input type="checkbox"/>	<input type="checkbox"/>
8. Coordinate dissemination of information to internal or external parties	<input type="checkbox"/>	<input type="checkbox"/>
9. Maintain a log of events, communications and instructions	<input type="checkbox"/>	<input type="checkbox"/>
10. Maintain safety	<input type="checkbox"/>	<input type="checkbox"/>
<i>All other responsibilities as listed below</i>		
see site Incident Response Procedures	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>



	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

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 additional 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	<input type="checkbox"/>	<input type="checkbox"/>
2. Attend de-briefing session with IRG and EMT members to provide inputs on the management, coordination and monitoring of communication activities during the emergency situation	<input type="checkbox"/>	<input type="checkbox"/>
3. Coordinate with EMT to issue communiques for the staff, students and parents/caregivers, contractors and the community	<input type="checkbox"/>	<input type="checkbox"/>
4. Coordinate with EMT to provide inputs or to attend to queries related to the incident	<input type="checkbox"/>	<input type="checkbox"/>
<i>All other responsibilities as listed below:</i>		
see site Incident Response Procedures	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>



MOUNT BARKER PRIMARY SCHOOL

2024

EMERGENCY MANAGEMENT PLAN (abridge)

HELP! *What is the Emergency Management Plan (Abridged) version and how do I use it?*

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



Non-Site Emergency Contact Numbers

Emergency (Police, Fire, Ambulance)	000
Police	131 444
Local Police	8398 1700
Local Fire	000
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 -	8393 1777
Education Director - Maxine McSherry	0418922903
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
Police Security	8116 9230

Incident Response Group

Each site will have an Incident Response Group (IRG) organised during an actual or imminent occurrence of an emergency. The group will be responsible for implementing the action plans in response to various situations, in accordance to the Emergency Management Plan. **Figure 1** below shows an *example* of an Incident Response Group and includes **mandatory roles** of an **Incident Controller**, a **Communications Officer** and an **Operations Officer**. In the case of smaller sites, the Communications Officer and Operations Officer may be the same person or, where appropriate, all three roles may be performed by the same person.

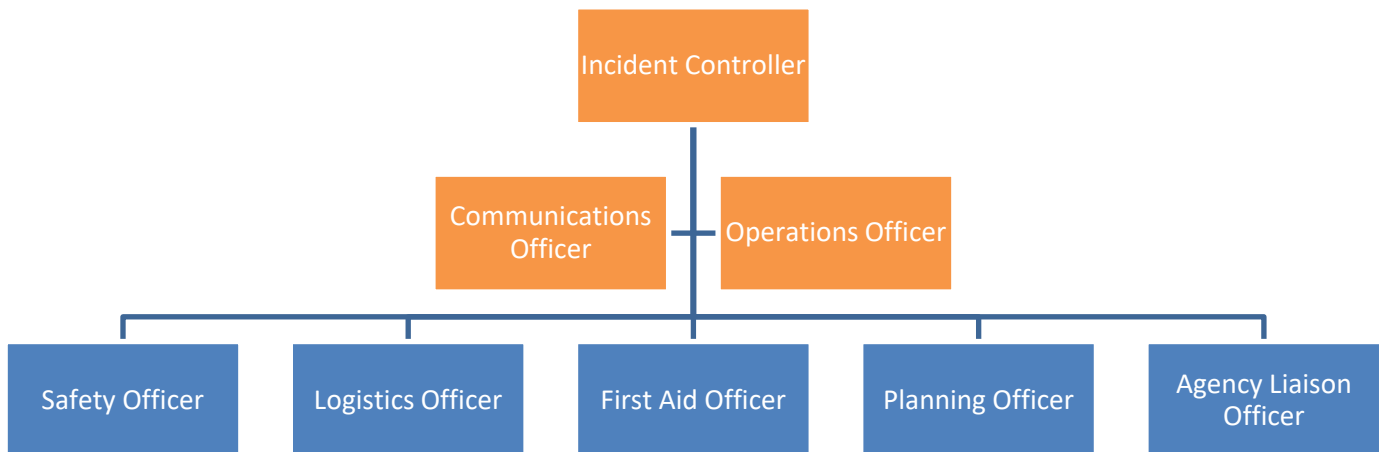


Figure 1 Example of an Incident Response Group, including mandatory (yellow) and optional roles (blue)

Summary Table for Incident Response Group - Roles and Responsibilities

Roles	Responsibilities	
	During an emergency	Post emergency
Incident Controller (IC)	IC provides leadership, directs and coordinate resources to ensure the safety of occupants at the site	IC collates relevant information from various members of IRG and liaises with EMT to organise a debrief session. IC provided inputs to facilitate reviews of the actions taken and recommendations to amend plans.
Communications Officer (CO)	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.

Site Profile

Site Information

Site Name	Mount Barker Primary School		
Address	2A, Dumas Street, Mount Barker, SA, 5251		
Telephone	08 8391 1241		
Fax	08 8391 4208	Email	info.mbps339@schools.sa.edu.au
Time Site Opens	0630		
Time Site Closes	1830		

Student/Staff Information

Number of Current Enrolments	298
Number of Staff	46
Proportion of Staff Disability/Health Factors (%)	5%
Proportion of Student Disability/Special Education Needs (%)	10%

Emergency Assembly Areas and Alarm Tone Procedures

Shelter-In-Place

Shelter in Place Location	
Building 9 - Hall	
Alarm Tone/Alert Method Used	Duration/Pattern of Alarm Tone
Alarm (electronic) and Tanoi/speaking system	Pre-recorded voice instructions
If "Other" alarm tone/alert method or duration/pattern of alarm tone, please note following details	
if no power - use horn	
moving to bushfire refuge - pre-recorded voice instructions	

Precautionary Building Confinement (PBC)/Lockdown

Precautionary Building Confinement (PBC)/Lockdown Location	
All on site go to, or remain in, nearest building. Staff and students on oval to go to Kindergarten if danger between them and buildings.	
Alarm Tone / Alert Method Used	Duration/Pattern of Alarm Tone
Alarm (electronic) and Tanoi/speaking system	Pre-recorded voice instructions
If "Other" alarm tone/alert method or duration/pattern of alarm tone, please note following details	

Evacuation

On-site / Adjacent Muster Point Location(s) (e.g. oval/car park/courtyard)	
On Site Location A	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	
Alarm Tone/Method Used	Duration/Pattern of Alarm Tone
Alarm (electronic) and Tanoi/speaking system	Pre-recorded voice instructions
If "Other" alarm tone/alert method or duration/pattern of alarm tone, please note following details	

Off-site Back-up Location

Off-site Back-up Location(s)	
Off Site Location A	Wallis Cinema Complex
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
Alarm (electronic) and Tanoi/speaking system	Pre-recorded voice instructions
If "Other" alarm tone/alert method or duration/pattern of alarm tone, please note following details	



Bushfire Response Plan - MOUNT BARKER PRIMARY SCHOOL

2024

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

CFS advice message broadcast on local ABC radio &/or CFS website indicates a fire is moving towards Mt Barker.

Local emergency services advise that a bushfire is likely to impact on the site.

We are advised that a bushfire is burning in any of the surrounding townships - 20km radius includes Hahndorf, Nairne, Echunga, Wistow, Stirling, Woodside, Callington, Macclesfield, Meadows.

There is a confirmed sighting of nearby smoke or flame

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

Alarm Tone/Method Used	Duration/Pattern of Alarm Tone
Alarm (electronic) and Tanoi/speaking system	Pre-recorded voice instructions

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

Following initial evacuation voice instructions - or if no power, long continuous on air horn to move to refuge.

Location of the Bushfire Refuge

Building 9 - Hall

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

Wallis Cinema Complex - Dumas Street - Opposite school.

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

Walk over the road via school crossing.



Drinking Water Contingency Plan

Drinking water will be available at the Bushfire Refuge location and it is not reliant on the mains (water or power) for its provision. Otherwise, sufficient drinking water supply will be stocked at the location during Total Fire Ban days.

Site's drinking water supply plan and availability during a bushfire emergency situation

Portable water supply kept in Hall.

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

Kitty litter in a bucket. Toilet located in bushfire refuge

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

Roll books marked daily through online Academy System

Ipad to access roll books and evacuation reports taken to assembly point.

Paper Roll taken and students accounted for.

Current print out of student details including emergency contacts kept in emergency box in Admin - taken to assembly point.

When students collected teachers complete sign out record sheet.

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

nil