

EMERGENCY MANAGEMENT PLAN

SWALLOWCLIFFE SCHOOL P-7

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

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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	82079411
Local Fire	000
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 – LYELL MC EWIN	81829000
Education Director – David O'Brien (School & Regional Operations)	83144026
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
Elizabeth Neighbourhood Policing Team	82079466

Glenn Pink (Policing Team)	0457560913
Elizabeth Medical & Dental Centre	82568000

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	Tonia Noble	0488015200		Request alarm to be activated. Alert members of the Emergency Response Team as stated. Liase with emergency services if called. Monitor situation. Provide relevant communication to community. Contact DECD security and Emergency management team to advise of incident. Complete IRMS report and other relevant reports.	Activate alarm. Activate and advise Emergency Response Team as stated. Liase with emergency services if called. Monitor situation. Make decision if off site evacuation will be needed. Contact DECD security and emergency management team to advise of incident. Provide relevant communication to community.	Request alarm to be activated Alert members of the Emergency Response Team as stated. Liase with emergency services if called. Monitor situation Provide relevant communication to the community. Contact DECD security and Emergency Management team to advise of incident. Complete IRMS report and other relevant reports.

<p>Deputy Principal/ Teacher</p>	<p>Eleanor Rawson</p>	<p>0425536529</p>		<p>Request Admin staff to ring emergency services.</p> <p>Monitor student and staff movement.</p> <p>Co-ordinate communication to students and staff.</p> <p>Take over Principal role if Principal not on site.</p>	<p>Request staff to ring emergency services.</p> <p>Ensure all staff are accounted for.</p> <p>Check with teachers to ensure all students are accounted for.</p>	<p>Request staff to ring emergency services.</p> <p>Ensure all staff are accounted for.</p> <p>Check with teacher to ensure all students are accounted for.</p> <p>Follow up with those students who were not in class when lockdown began.</p>
<p>Fire Warden/WHS Rep</p>	<p>Lianne Garton</p>	<p>0426814665</p>		<p>Assess reason for evac or invac and be the person to advise emergency services upon arrival where the emergency is occurring.</p> <p>If having an evac making sure all toilets are empty with no students left behind.</p> <p>Providing feedback for further improvement around the process.</p> <p>If parents of site, make sure parents are following the emergency procedures.</p>	<p>Check all buildings to ensure no person remains on site.</p>	<p>Assess reason for evac or invac and be the person to advise emergency services upon arrival where the emergency is occurring.</p> <p>Providing feedback for further improvement around the process.</p> <p>If parents of site, making sure parents are following the emergency procedures.</p>

<p>Front Office SSO/ECW</p>	<p>Wendy Watson</p>	<p>0401567775</p>	<p>82870401</p>	<p>Invac-Ring invac bell. Ring police if directed by principal. Answer phone calls if safe to do so. When directed ring the siren giving the all clear to return to normal classroom duties. Make sure front office doors are locked</p> <p>Evac-Collect visitors book and roll books to take out onto oval (meeting area). Receive staff when they come and get their names checked off. Give out roll books to teachers so that Wendy is able to get verification that all students are at the evacuation position.</p> <p>Make sure all visitors have their names ticked off when still on site.</p>	<p>AS FOR EVAC PROCEDURES</p>	<p>Lockdown - ring invac bell. Ring police if directed by principal. Answer phone calls if safe to do so. When directed ring the siren giving the all clear to return to normal classroom duties. Make sure front office doors are locked</p>
<p>Grounds Person</p>	<p>ONLY ATTENDS SCHOOL ONE DAY A WEEK</p>			<p>N/A</p>		

<p>OSHC/ Vacation Care/Other Third Party Services Provider</p>	<p>Clair Dilliway NACY'S</p>			<p>They have their own invac / evac procedures</p>		
<p>WHS REP/Admin/Finance</p>	<p>Jillian Stanley</p>		<p>82552908</p>	<p>Invac-Ring the invac bell. Help front office staff to lock all admin doors. Help receive phone calls from teachers if safe to do so, ring police. Any admin roles that the Principal may need doing if safe to do so.</p> <p>When all clear ring the all clear siren.</p> <p>Meet with the Principal when appropriate to do a risk assessment on the incident.</p> <p>Do a follow up survey with staff to monitor how procedures went.</p>		<p>Ring the lockdown bell (same as invac bell). Make sure all doors in admin building are locked. Move away from glass windows and doors. Ring police if required. Take phone calls from staff in units if needed and safe to do so.</p> <p>As directed by Principal support Admin staff.</p> <p>When given the all clear, ring the appropriate all clear for teachers and students to continue with lessons.</p> <p>When appropriate meet with Principal to do a risk assessment on the incident.</p> <p>Do a follow up survey with staff to monitor how procedures went.</p>

FACILITY PROFILE

Site Information			
Site Name	SWALLOWCLIFFE SCHOOL P-7		
Address	SWALLOWCLIFFE ROAD DAVOREN PARK SA 5113		
Phone	82552908		
Fax	82870559		
Classes Start	9:00	Classes Finish	3:00

Student/Staff Information	
Enrolments	411 + PRESCHOOL 93
Staff numbers	57
Proportion of staff disability/health factors (%)	
Proportion of student disability/special education needs (%)	18%

Building Information	
Monitored security alarm/fire system	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Buildings <i>NOT</i> covered by system; N/A	
System used for alert tone/warnings; WHOLE SCHOOL SIREN	
Emergency Telephone	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Location/Type;
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.)	LOCATED BACK OF SCHOOL OVAL	N/A
Water	LOCATED INSIDE OF FENCE ON SWALLOWCLIFFE ROAD	N/A
Electricity	MAIN SWITCHBOARD LOCATED NEXT TO CANTEEN FACING COLA	N/A
Sprinkler System (type)	N/A	
Heating System	N/A	

Risk Identification

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

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

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

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

Risk/Priority	Hazards (site specific)
Extreme/Very High	
High	CRIMINAL INCIDENT OR THREAT
Medium	INTERNAL FIRE/SMOKE, INTRUDER
Low	



EVACUATION PROCEDURE

Continuous intermittent blasts on the siren mean:

- Cease activities
- Gather children by the door
- Check all students are accounted for
- Collect roll book if in the class
- Leave the room and close the door
- Assemble at centre of oval. Students sit in class grouping
- Do a roll call
- Report all children present or any students missing to the principal
- All staff also to report they are present to the principal upon their arrival on the oval



WHEN IT IS ALL CLEAR, THERE WILL BE 4 LONG BLASTS. YOU ARE THEN ABLE TO TAKE STUDENTS BACK TO CLASS IN AN ORDERLY MANNER.

4 L---O---N---G BLASTS

LOCKDOWN

ONE L---O---N---G BLAST

- All students / teachers in classrooms stay inside.
- Students / teachers on oval move into the gym.
- Students / teachers in JP yard move as quickly as possible into JP building (unit 2/3).
- Students / teachers under the COLA and verandah areas move as quickly as possible into the Upper Primary building (unit 4/5).

★ TEACHERS IN THE STAFF ROOM OR BUILDINGS TO REMAIN INSIDE.

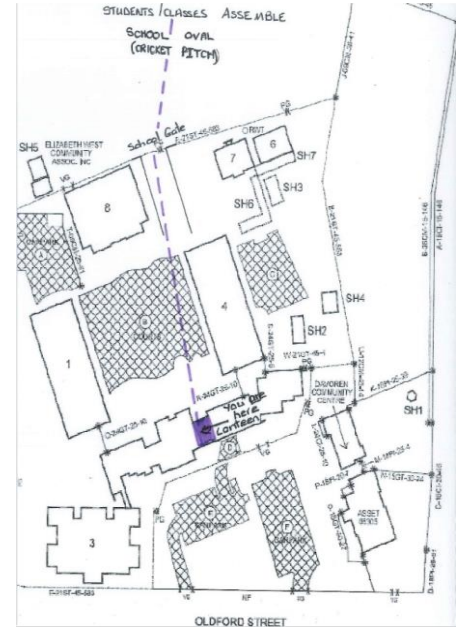
★ ALL OUTSIDE TOILET DOORS TO BE LOCKED AND ALL EXTERNAL DOORS ALSO TO BE LOCKED AND SECURED.

★ STUDENTS MUST WALK TO THE CENTRE OF THE BUILDING, STAYING AWAY FROM



ALL CLEAR AFTER 4 L---O---N---G BLASTS

ANY COMMUNICATION FROM UNITS BY TELEPHONE OR WALKIE-TALKIE



(AN EXAMPLE OF EVACUATION ROUTES FROM DIFFERENT BUILDINGS FOR EVACUATION. THESE MAPS ARE IN ALL ROOMS)

FIRE EQUIPMENT SITE REGISTER

CeaseFire PO Box 573 Hindmarsh SA 5007 Phone: 08 8346 0 Fax: 08 8346 11

SITE: Swallowcliffe School P-7 (Spotless)
Site Address: Swallowcliffe Road Davoren Park

Equip No.	Type & Size	Rating	Make	Location
1	ABE 4.5kg			Main entrance foyer
2	ABE 4.5kg	ES		Main entrance foyer
3A	Hose reel	38m		Admin foyer
4	ABE 4.5kg			Passage outside staff room
5	ABE 4.5kg			Staff room
6	Fire blanket			Staff room
7	ABE 4.5kg			Library
8	ABE 4.5kg			Library
9	ABE 4.5kg			Canteen
10A	Fire blanket			Canteen
11	ABE 4.5kg			Activity hall
12	ABE 4.5kg			Activity hall
13	Hose reel	38m		Activity hall
14	ABE 4.5kg			Preschool west entrance
15	ABE 4.5kg	ES		Preschool kitchen
16A	Fire blanket			Preschool kitchen
17	ABE 4.5kg	ES		Preschool foyer
18	ABE 4.5kg	ES		Preschool shed
19	ABE 4.5kg			Unit 3 entrance
20	ABE 4.5kg			Unit 3 middle

Technician: M Williams/ J Ingham Page

CeaseFire PO Box 573 Hindmarsh SA 5007 Phone: 08 8346 0 Fax: 08 8346 11

SITE: Swallowcliffe School P-7 (Spotless)
Site Address: Swallowcliffe Road Davoren Park

Equip No.	Type & Size	Rating	Make	Location
21	ABE 4.5kg			Unit 2 east door middle
22	ABE 4.5kg			Unit 2 north door
23	ABE 4.5kg			Unit 2 west door
24	ABE 4.5kg	ES		Room 4
25	ABE 4.5kg	ES		Room 3
26	ABE 4.5kg	ES		Room 2
27	ABE 4.5kg	ES		Room 1
28	ABE 4.5kg			Unit 4 west
29	ABE 4.5kg			East exit
30	ABE 4.5kg			Unit 4 north
31	ABE 4.5kg			Unit 5 middle
32	ABE 4.5kg			Unit 5 hallway
33A	ABE 4.5kg			Unit 4 art room
33B	Fire Blanket			Unit 4 art room
34	ABE 4.5kg	C		Unit 5 hallway
35	ABE 4.5kg			Unit 5 kitchen
36	ABE 4.5kg			Unit 5 east
37	ABE 4.5kg			Unit 7 west entrance
38	ABE 4.5kg			Unit 7 meeting room
39	ABE 4.5kg			Unit 7 2nd room RHS

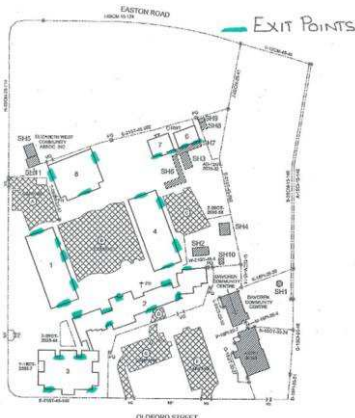
Technician: M Williams/ J Ingham

CeaseFire PO Box 573 Hindmarsh SA 5007 Phone: 08 8346 0 Fax: 08 8346 11

SITE: Swallowcliffe School P-7 (Spotless)
Site Address: Swallowcliffe Road Davoren Park

Equip No.	Type & Size	Rating	Make	Location
40	ABE 4.5kg			Unit 7 classroom end corridor RHS
41	ABE 4.5kg			Unit 7 end corridor
42	ABE 4.5kg			Unit 6 east classroom
43	ABE 4.5kg			Unit 7 class
44	ABE 4.5kg			Unit 7 north computer room
45	ABE 4.5kg			Unit 6 east
46	ABE 4.5kg			Unit 6/7 west exit
47	ABE 4.5kg			Unit 6/7 room 23
48				
49	ABE 4.5kg	ES		Gardeners shed
50	ABE 2.5kg			Gardeners shed
51	ABE 4.5kg			North plant room
52	ABE 4.5kg			South plant room
53				
54	Hose reel	38m		Gym
55	ABE 4.5kg	ES		Gym
56	ABE 4.5kg	ES		Gym west wall
57	ABE 4.5kg	ES		Gym kitchen
58	Fire blanket			Gym kitchen
59	ABE 2.5kg			Grounds shed adj door

Technician: M Williams/ J Ingham



CeaseFire PO Box 573 Hindmarsh SA 5007 Phone: 08 8346 0 Fax: 08 8346 11

SITE: Swallowcliffe School P-7 (Spotless)
Site Address: Swallowcliffe Road Davoren Park

Equip No.	Type & Size	Rating	Make	Location
60	ABE 4.5kg			Grounds shed bench
61	Hydrant	64mm		Fire Hose
62	Hydrant	64mm		"
63	Hydrant	64mm		"
64	Hydrant	64mm		"

Equipment Summary

51	Powder
3	Fire blanket
3	Hose reel
4	Hydrant



Invacuation/ On-Site Invacuation(Precautionary building confinement)

Location 1 (trespasser): GO INTO LOCKDOWN PRECEDURES

Alarm: WHOLE SCHOOL SIREN – ONE LONG BLAST

Alarm all clear: 4 long blasts as per procedures

EVACUATION

Location 2 (internal threat e.g. building fire): MEET AT THE SCHOOL OVAL

Alarm: WHOLE SCHOOL SIREN- CONTINUOUS INTERMITTENT BLASTS

Alarm all clear: 4 long blasts as per procedures

EMERGENCY RESPONSE

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

	Invacuation/ On-Site Evacuation	Off-Site Evacuation	Precautionary Building Confinement/Lockdown
Immediate Action	<p>*Contact Emergency Services if required and advise; call 000</p> <p>*Nature of incident and time you became aware of incident.</p> <p>*Number and name of person/s involved.</p> <p>*Activate Site Emergency Response</p>	<p>AS PER EVAC</p>	<p>*Contact Emergency Services if required and advise; call 000</p> <p>-Nature of incident and time you became aware of incident.</p> <p>-Number and name of person/s involved (if known).</p> <p>* Activate Site Emergency Response Team. Advise staff to undertake assigned roles and responsibilities.</p>

	<p>Team. Advise staff to undertake assigned role and responsibilities</p>		
<p>Identify Incident Type and Determine Safest Location</p>	<p>Determine which action would be required (Invac, Evac, initiate lockdown as appropriate. Does the site need to initiate precautionary building confinement to ensure staff and students are safe? (invac) Activate school siren to appropriate emergency. Ensure safety and welfare of staff and students – isolate hazard (if possible) without placing any person at risk. Do not disturb evidence if criminally related. Follow instructions given by emergency services authorities (if appropriate) Is the safer location onsite or all off site? Will staff and students require movement to a safer location? Follow evac/invac emergency procedures.</p>	<p>AS PER EVAC</p>	<p>Determine which action would be required (Invac, Evac, initiate lockdown as appropriate. Does the site need to initiate precautionary building confinement to ensure staff and students are safe? (invac) Activate school siren to appropriate emergency. Teachers and students to stay inside, move away from windows and doors. Make sure all doors including toilet) are locked. Get down low and wait for all clear. Make sure all students inside of buildings. Endeavour to make sure all students accounted for by phone. Remain in situ until advised safe to relocate by emergency services or emergency response team or when all clear. Follow attached school procedures for lockdown. When all clear wait for 4 long blasts before moving students back to the classroom. Instructions are put in all rooms next to</p>

	<p>Instructions are put in all rooms next to the entry door.</p>		<p>the entry door.</p>
<p>Incident Management and Reporting</p>	<p>Check for and treat any injuries. Ensure all staff and students are accounted for. (follow evac, procedures for staff and student accountability). Remain in situ until advised safe to relocate t\by emergency services or emergency response team. When all clear siren (4 long blasts) move back to classrooms and normal routines. Information and liaise with Education Director and / or DECD. security and Emergency management Team. Notify appropriate contact (parents, caregivers etc) of incidents and action taken – seek advice from Education director and / or DECD security, and emergency management team regarding content and methods. Maintain student collection</p>	<p>AS PER EVAC</p>	<p>Remain in situ until advised safe to relocate by emergency services or emergency response team. When all clear siren (4 long blasts) move back to classrooms and normal routines. Check for and treat any injuries. Notify appropriate contact (parents, caregivers etc) of incidents and action taken – seek advice from Education director and / or DECD security, and emergency management team regarding content and methods. Maintain student collection record (when, who etc).</p>

	record (when, who etc).		
Post Incident and Recovery	<p>Log information in IRMS (incident and response management system).</p> <p>Contact Education director to discuss requirements for additional support including psychological first aid, (counsellors, social workers etc).</p> <p>Arrange and conduct debriefing with staff.</p> <p>Facility manager / DECD corporate authority to assess safety and accessibility of facility. and equipment.</p> <p>Review emergency management plans training procedures and modify where required.</p> <p>Refer media enquiries to Education Director or DECD Media unit. Check with Legal and Risk in regards to informing the school community.</p> <p>Be aware and take into consideration staff impact (if need counselling).</p> <p>Get the emergency Response team together to do a risk assessment.</p>	AS PER EVAC	<p>Log information in IRMS (incident and Response Management System).</p> <p>Contact Education Director to discuss requirements for additional support including psychological first aid (counsellors, social workers etc).</p> <p>Arrange and conduct debriefing / memorials (if necessary).</p> <p>Facility manager / DECD corporate authority to assess safety and accessibility of facility and equipment.</p> <p>Review emergency management plans. training procedures and modify where required.</p> <p>*Refer media enquiries to Education Director or DECD Media Unit</p> <p>Be aware and take into consideration staff impact (if need counseling).</p> <p>Get the Emergency Response team together to do a risk assessment.</p>

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
Precautionary building confinement	Term 1
Evacuation	Term 1
Invacuation	Term 2
Evac – off site	Term 2
Precautionary building confinement	Term 3
Evacuation	Term 3
Invacuation	Term 4
Evacuation – off site	Term 4

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*:

N/A

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

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

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

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

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

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

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

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

