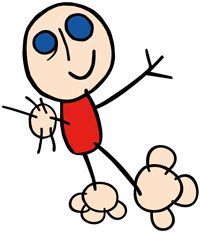
Wudinna RSL Memorial Kindergarten



6680

EMERGENCY MANAGEMENT PLAN

Emergency plans are required by sites under [*Work Health and Safety Regulations 2012*](http://www.legislation.sa.gov.au/LZ/C/R/Work%20Health%20and%20Safety%20Regulations%202012.aspx) (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 |
| 27 Jan 2016 | Original | January 2017 |
|  |  |  |
|  |  |  |

## CONTENTS

### Emergency Contact Numbers [3](#EmergencyContactNumbers)

### \*Emergency Response Team and Responsibilities [4](#EmergencyResponseTeam)

### \*Facility Profile and Risk Identification [6](#FacilityProfile)

### \*Invacuation/On-Site Evacuation [7](#Invacuation)

### \*Precautionary Building Confinement/Lockdown [7](#Lockdown)

### \*Off-Site Evacuation [7](#OffSiteEvacuation)

### \*Emergency Response [8](#EmergencyResponse)

### \*Scheduled/Completed Emergency Drills and Training [9](#Drills)

### \*Bushfire Response Plan [10](#BushfireResponsePlan)

**\***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** | **86802231** |
| **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 –** **Wudinna Hospital** | **86802101** |
| **Education Director – Rowena Fox** | **86823788** |
| **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** |
|  |  |
|  |  |
|  |  |

# 

# **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).

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | **Responsibilities during;** | | |
|  | **Name** | **Mobile Phone** | **Home Phone** | **Invacuation/ On-Site Evacuation** | **Off-Site Evacuation** | **Precautionary Building Confinement/Lockdown** |
| **Site Leader** | Ella Boylan | 0400802616 | 86818019 | Ring Fire bell (Evac)/ or whistle (invac), Oversee calls and communication to Emergency services/families. Notify Rowena IRMS report | Activate bell, contact DECD Oversee calls and communication to Emergency services/families. Notify Rowena  IRMS report | whistle, contact DECD Security, Oversee calls and communication to emergency services/families. Notify Rowena  IRMS report |
| **Deputy Principal/ Teacher** | Carmen Davis | 0400027112 |  | Collect Roll/First Aid Kit Move children/visitors to muster point @ Sandpit, monitor children well being | Collect Roll/First Aid KitMove children/visitors to muster point , monitor children well being | Collect Roll/First Aid Kit, Move children/visitors to muster point, monitor children well being |
| **Fire Warden/WHS Rep** |  |  |  |  |  |  |
| **Front Office SSO/ECW** | Wendy Simpson | 0488702297 |  | building check Monitor student wellbeing | building check, Monitor student wellbeing | Monitor student wellbeing |
| **Grounds Person** |  |  |  | N/A | N/A | N/A |
| **OSHC/ Vacation Care/Other Third Party Services Provider** | N/A | N/A | N/A | N/A | N/A | N/A |
| N/A |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

# **FACILITY PROFILE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Site Information** | | | |
| Site Name | Wudinna RSL Memorial Kindergarten | | |
| Address | Oswald Terrace Wudinna | | |
| Phone | 0886802252 | | |
| Fax | 0886802474 | | |
| Classes Start | 8.30am | Classes Finish | 3.30pm |

|  |  |
| --- | --- |
| **Student/Staff Information** | |
| Enrolments | 21 |
| Staff numbers | 4 |
| Proportion of staff disability/health factors (%) | 0 |
| Proportion of student disability/special education needs (%) | 0% |

|  |  |
| --- | --- |
| **Building Information** | |
| Monitored security alarm/fire system Yes No | |
| Buildings ***NOT*** covered by system;  All | |
| System used for alert tone/warnings;  Large bell evac, whistle invac | |
| Emergency Telephone Yes No | Location/Type; |
| On-site hazards (i.e. science lab, chemical storage) | Location; |

|  |  |  |
| --- | --- | --- |
| **Emergency Power System (type)** | | |
| Location | N/A |  |
| Provides Power To | N/A |  |
| Shutoff Instruction | N/A |  |

|  |  |  |
| --- | --- | --- |
| **Utilities** | **Location of Shutoff Valve/Switch** | **Special Instructions** |
| Gas (Mains/Bottled etc.) | - | - |
| Water | Mains meter at the front of kindergarten |  |
| Electricity | Meter at back entrance |  |
| Sprinkler System (type) | No |  |
| Heating System | Reverse cycle x 4 |  |

# 

|  |  |  |
| --- | --- | --- |
| **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 |  | |
| Medium | Bushfire, Internal fire/smoke, severe storm, intruder | |
| Low |  | |

# Include a site plan (available from SAMIS) including;

# Evacuation/invacuation routes

# Exit points

# Evacuation assembly areas

# Bushfire Refuge or on-site invacuation area

# Location of emergency equipment

# Roof access points

# **Invacuation/ On-Site Evacuation**

Location 1 or Bushfire Refuge (external threat e.g. bushfire/trespasser): Invacuation to mat area against the wall. For invac,Sandpit for fire.

Alarm:  continuous ringing of the bell for bushifre, extended whistle blasts for lockdown

Location 2 (internal threat e.g. building fire): Evacuation to school oval

Alarm: as above.

**Precautionary Building Confinement/Lockdown**

Alarm: whistle

**Off-Site Evacuation**

Location 1 (closer to site): School Gym

Alarm: As above - decision made from the sandpit by team.

Location 2 (further from site):

Alarm:

# 

# Include a detailed map of your site and surroundings including;

# Evacuation assembly areas

# Surrounding streets

# Exit points

# Evacuation routes

# Major landmarks

# 

# **EMERGENCY RESPONSE**

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Invacuation/ On-Site Evacuation** | **Off-Site Evacuation** | **Precautionary Building Confinement/Lockdown** |
| **Immediate Action** | \*Contact Emergency Services and advise  -nature of incident and time you became aware of incident  -Number and name of person/s involved  -Location of incident and contact phone numbers if incident is away from site.  \*Activate Site Emergency Response Team (eg all staff) to responsibilities  \*Ensure safety and welfare of staff and children - isolate hazard if possible, remove immediate danger or move away from danger.  \*Attend to injured person (administer first aid) without placing any person at risk  \*Do not disturb evidence if criminally related. | \* Move promptly to school gym using the safest route. Staff oversee children until it is safe to return to the school. | \*All children and staff to lock doors and stay inside the kindy building. curtains are pulled across windows, aircons turned off and doors locked.  \*If incident warrants children being kept out of sight, they will remain on the floor until safe and reassured by staff. If safe to do so allow students to move around inside. |
| **Identify Incident Type and**  **Determine Safest Location** | \*Follow instructions given by Emergency Services authorities  \*Does the site need to initate precautionary building confinement to ensure staff and students are safe?  \*Will staff and children require movement to a safer location?  \*Is the safer location on site or off site?  \*Bell/Whistle and invacuate/evacuate/initiate a lock-down as appropriate | \*Bushfire/fire - if it is necessary to relocate, move to school gym where they will be closely supervised by staff.  Staff to take mobile phones, roll, emergency contact numbers and advise parents. |  |
| **Incident Management and**  **Reporting** | \*Check for and treat any injuries  \*Ensure all staff and children are accounted for  \*Remain until advised safe to relocate by Emergency Services  \*Move to an alterative location upon this advice. Inform/liaise with Education Director/DECD Security, Bushfire and Emergency Management Team, parents and caregivers of incident and action taken. Seek advice about further actions from DECD.  \*Check with S.A police for safe routes before driving anywhere.  \*Maintain children collection record (when, who etc) | \*Check for and treat any injuries  \*Ensure all staff and children are accounted for  \*Remain until advised safe to relocate by Emergency Services  \*Move to another location on Emergency Services advice.  \*Inform/liaise with Education Director/DECD Security, Bushfire and Emergency Management Team, parents and caregivers of incident and action taken. Obtain further advice about future actions from DECD.  \*Check with S.A police for safe routes before driving anywhere.  \*Maintain children collection record (When, who, etc) | \*Check for and treate any injuries  \*Ensure all staff and students are accounted for  Inform and liaise with Education Director/DECD Security/Bushfire and emrgency Mangement Team  \*Notify appropriate contacts ie parents/caregivers of incident and action taken - seek advice from DECD for any further action  \*Maintain children collection record (when, who etc). |
| **Post Incident and Recovery** | \*Log information in IRMS  \*Contact Education Director to discuss requirements for additional support including psychological first aid (counsellors, social workers etc)  \*Arrange and conduct debriefing/memorials if necessary  Facility manager/DECD corporate to arrange appropriate facility repairs and assess safety and accessiblity of facility and equipment.  \*Check/Restock Emergency Supply kits every 3 months  \*Review Hazardous Management Storage, repair/replace equipment as required  \*Review all Emergency Management Plans training procedures and modify when required  \*Refer media enquiries to Education Director or DECD Media Unit  \*Be aware and take into consideration staff personal bushfire plans | \*Log information in IRMS  \*Contact Education Director to discuss requirements for additional support including psychological first aid (counsellors, social workers etc)  \*Arrange and conduct debriefing/memorials if necessary  Facility manager/DECD corporate to arrange appropriate facility repairs and assess safety and accessiblity of facility and equipment.  \*Check/Restock Emergency Supply kits every 3 months  \*Review Hazardous Management Storage, repair/replace equipment as required  \*Review all Emergency Management Plans training procedures and modify when required  \*Refer media enquiries to Education Director or DECD Media Unit  \*Be aware and take into consideration staff personal bushfire plans\* | \*Log information in IRMS  \*Contact Education Director to discuss requirements for additional support including psychological first aid (counsellors, social workers etc)  \*Arrange and conduct debriefing/memorials if necessary  Facility manager/DECD corporate to arrange appropriate facility repairs and assess safety and accessiblity of facility and equipment.  \*Check/Restock Emergency Supply kits every 3 months  \*Review Hazardous Management Storage, repair/replace equipment as required  \*Review all Emergency Management Plans training procedures and modify when required  \*Refer media enquiries to Education Director or DECD Media Unit  \*Be aware and take into consideration staff personal bushfire plans |

# **SCHEDULED/COMPLETED EMERGENCY DRILLS AND TRAINING**

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

|  |  |
| --- | --- |
| **Detail (i.e. evacuation drill, invacuation drill, training)** | **Date** |
| Evacuation | 11/2/2016 |
| Evacuation | 16/2/2016 |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

# **BUSHFIRE RESPONSE PLAN**

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

|  |
| --- |
| **Bushfire Refuge**  The term *Bushfire Refuge* has been adopted by DECD to reduce confusion with the terminology used by the CFS, and is generally a building on site that can provide short-term shelter from a bushfire to the site population only.  The term *Last Resort Refuge* is identified in each Council for community members as a space or building which could be used as a place of last resort for individuals to go to and remain during the passage of fire through their neighbourhood. A Last Resort Refuge is intended to provide a place of relative safety during a bushfire, but does not guarantee the survival of those who assemble there, and should only be used when personal Bushfire Survival Plans cannot be implemented or have failed.  NOTE: No DECD sites have been identified by the CFS as a *Last Resort Refuge.*  **IMPORTANT: It is the responsibility of the site ERT to determine trigger points and act upon them as per the site’s Bushfire Response Plan.**  **The ERT must not rely on a call from the CFS that a bushfire threat is in the area and should not wait for instruction to move to the site’s designated *Bushfire Refuge.*** |
| Trigger Point\* to prepare for movement to the *Bushfire Refuge*:  **CFS Watch and Act message/ or SAPOL advise to relocate** |
| Emergency alarm to prepare for movement to the *Bushfire Refuge* sounds like:  **There will not be alarm - Emergency bell, rung prior to moving to the sandput. relocation from there.** |
| Location of site *Bushfire Refuge* (address if off-site or attach school plan):  **Sandpit then onto school Gym** |
| Other educational sites/services that may use *Bushfire Refuge*:  **Wudinna Area School** |
| Contact details of other educational sites/services that may use *Bushfire Refuge*:  **86802263** |
| Location of off-site evacuation point and intended method of transport:  **School Gymnasium via the safest route - walk across oval or around park via school front gates depending on direction of the fire.** |

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

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

|  |
| --- |
| **Drinking Water Contingency Plan**  If the Bushfire Refuge does not have available drinking water then other sources such as large water bottles MUST be taken into the Bushfire Refuge for use during an invacuation.  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 ablution 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;  **Mains water available on-site refuge and off-site refuge** |
| Provide details of the sites ablution options during a bushfire emergency situation;  **Camping toilet to be used during a bushfire @ School Gym** |

# 