

# Lyndoch Primary School

## EMERGENCY MANAGEMENT PLAN

2017



Emergency plans are required by sites under [Work Health and Safety Regulations 2012](#) (see Appendix).

This document provides an Emergency Management Plan template for all DECD sites.

The template includes mandatory components representative of a good Emergency Management Plan. Refer to Emergency Management Plan Template Instructions and Appendix for further detail when preparing your plan specific to your site circumstances.

Your site is required to annually update this document relative to your individual circumstances in line with the DECD Emergency Management Framework. Completed Emergency Management Plans should be submitted for auditing to the DECD Security, Bushfire and Emergency Management Team and will be kept on file to enable the team to provide support in the event of an emergency incident.

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The completion and submission of this template replaces any existing site emergency templates. Sites can continue to display and utilise existing emergency support documentation (i.e. flip charts, posters etc.) provided that the information reflects the procedures detailed in the site's Emergency Management Plan.

**\*IMPORTANT:** All R1 and R2 bushfire risk rated sites are required to review their existing Bushfire Response Plans and transfer them into this template. Completion of the Bushfire Response Plan *as part* of the Emergency Management Plan *replaces* any separate requirements regarding Bushfire Response Plan compliance.



## EMERGENCY CONTACT NUMBERS

<b>Emergency (Police, Fire, Ambulance)</b>	<b>000</b>
<b>Police</b>	<b>131 444</b>
<b>Local Police (as applicable)</b>	<b>Gawler 85221088</b> <b>Nuriootpa</b> <b>85686620</b>
<b>Local Fire (as applicable)</b>	<b>Lyndoch CFS</b> <b>85245623</b> <b>Lyndoch CFS</b> <b>Captain</b> <b>0417245128</b>
<b>CFS Bushfire Information Hotline</b>	<b>1300 362 361</b>
<b>DECD Parent Bushfire Information Hotline</b>	<b>1800 000 279</b>
<b>State Emergency Service (SES)</b>	<b>132 500</b>
<b>SA Power Networks</b>	<b>131 366</b>
<b>Local Hospital – Gawler Hospital</b>	<b>8521 2000</b>
<b>Education Director – Kathryn Bruggemann</b>	<b>85220900</b> <b>0401121544</b>
<b>DECD Security, Bushfire &amp; Emergency Team</b>	<b>8226 2524</b> <b>8226 3714</b>
<b>DECD Media Unit</b>	<b>8226 7990</b>
<b>SafeWork SA</b>	<b>1300 365 255</b>
<b>Environmental Protection Authority</b>	<b>8204 2004</b>
<b>Alcohol and Drug Information Service/Needle Clean Up Hotline</b>	<b>1300 131 340</b>

<b>Poisons Information Centre</b>	<b>13 11 26</b>



## EMERGENCY MANAGEMENT TEAM (EMT)

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

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

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

Role/Position	Name	Contact Number (daytime)	Mobile Number	Contact Number ( Out of Hours)
Site Leader / Principal / Director	Ken Randall	85244172		
Coordinator	Errol Pfitzner	85244172		
Fire Warden	Di Baker	85244172		
WHS Representative	Jess Broadhead	85244172		
Front Office SSO / ECW	Bec Handke	85244172		
OSHC / Vacation Care	Denise Casey	0427718391		-
Grounds Person	Darin Dix	0427246777		-
Third Party / User Groups (e.g. Basketball Club, Netball Club)	Nil	-	-	-

## FACILITY PROFILE

### Site Information

Site Name	Lyndoch Primary School		
Address	Margaret Street, Lyndoch		
Phone	85 244 172		
Fax	85 244 763		
Time Service Starts	8:55a.m.	Time Service Finishes	3:15p.m

### Student/Staff Information

Enrolments	139
Staff numbers	015
Proportion of staff disability/health factors (%)	0
Proportion of student disability/special education needs (%)	10%

### Building Information

Monitored security alarm/fire system	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Buildings <b>NOT</b> covered by system; Old Stone Building, where OSHC is housed		
System used for alert tone/warnings; Manually operated siren		
Emergency Telephone	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Location/Type; Office
On-site hazards (i.e. science lab, chemical storage) N/A		Location; -

Include information below relating to the backup power supply available for use on your site in the event of an emergency incident (e.g. generator). Include information such as where to access the supply, what system is connected to the supply and basic operational information.

If not applicable, please type N/A. Do not leave blank spaces.

### Emergency Power System (type)

Location	N/A
Provides Power To	N/A
Shutoff Instruction	N/A

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

Utilities	Location of Shutoff Valve/Switch	Special Instructions
Gas (Mains/Bottled etc.)	School Gym	Key cage key from key safe
Water	Front school next to the tunnel	
Electricity	Main board L.H.S. of OSHC building	
Sprinkler System (type)	-	-
Heating System	-	-

## RISK IDENTIFICATION

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

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

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

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

Risk/Priority	Hazards (site specific)
<b>Extreme/Very High</b>	
<b>High</b>	Bushfire
<b>Medium</b>	Snakes
<b>Low</b>	



## EMERGENCY ASSEMBLY AREAS & ALARM TONES

Alarm description could include;

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

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

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

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

Location(s):

- Gym

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

- Continual blast of siren (maunally operated). Staff to direct students to the safe shelter.

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

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

Alarm tone / method used to initiate:

Continual blast of siren ( manually operated). Staff to provide students with additional intructions

### EVACUATION

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

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

- Oval

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

- Continual short blasts of siren ( manually operated).

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Off-Site / Backup Location(s):

- N/A

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

- -



## EMERGENCY RESPONSE

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

The members of the Emergency Management Team (EMT) shall be entirely aware of the sites emergency response plan and may be called upon by the DECD Security, Bushfire and Emergency Management Team to discuss the site's processes in detail. Random communication may be made to ensure sites are appropriately prepared and knowledgeable of the actions to take in the event of an emergency. The table below also identifies specific roles and responsibilities of your site's EMT in relation to your plan.

Position / Title / Name Responsible	Shelter in Place (S.I.P)	Precautionary Building Confinement (P.B.C) / Lockdown	Evacuation – On Site	Evacuation – Off Site
Principal Ken Randall	Activate appropriate alarm to notify of emergency  Ensure all site personnel are accounted for.  Turn off airconditioners and close air vents in shelter.  Contact appropriate Emergency Services / DECD Security, Bushfire and Emergency Management Team  Ensure emergency phone is ready to use.  Cancel off site excursions / meetings.  Unlock and open all access and security gates around the site.  Maintain visual checks.  Maintain communication with Site Staff.	Activate appropriate alarm to notify of emergency  Contact appropriate Emergency Services / DECD Security, Bushfire and Emergency Management Team.  Unlock and open all access and security gates around the site.  Maintain visual checks  Maintain communication with Site Staff.	Activate appropriate alarm to notify of emergency  Contact appropriate Emergency Services / DECD Security, Bushfire and Emergency Management Team as required.	N/A



Coordinator Errol Pfitzner	As above in Site Leader's absence  Monitor situation with Site Leader	As above in Site Leader's absence  Monitor situation with Site Leader	As above in Site Leader's absence  Monitor situation with Site Leader	
Di Baker/Jess Broadhead  Fire Warden / WHS Representative	Monitor situation with Site Leader	Monitor situation with Site Leader	Monitor situation with Site Leader	
Bec Handke Front Office SSO Jess Broadhead SSO - Medication Manager and Site Bushfire Coordinator	Activate / Identify appropriate alarm to notify emergency  Clear administration area of all personnel  Collect student rolls and contact details, First aid and student medication , sign in register and asbestos register.  Prepare Bushfire Refuge Kit including water containers.  If possible gather additional fire extinguishers and fire blankets to take to the shelter  Move to identified S.I.P. location  Assist the Site Leader with any directions to be given	Activate / Identify appropriate alarm to notify emergency  Ring all classrooms and OSHC to check that all staff, students and visitors are accounted for.  Administer First aid if required.  Assist the Site Leader with any directions to be given	Activate / Identify appropriate alarm to notify emergency  Clear administration area of all personnel  Collect student rolls and contact details, First aid and student medication , sign in register and asbestos register  Move to identified on-site evacuation location  Monitor situation with Site Leader  Administer First aid if required.  Assist the Site Leader with any directions to be given	

<p>Teachers</p>	<p>Identify emergency from alarm tone</p> <p>Assemble students to prepare to move to the S.I.P. location</p> <p>Complete a roll call and advise the site leader of any missing students and their whereabouts</p> <p>Advise students to take personal medication bum bags</p> <p>Advise if any additional visitors present</p> <p>Encourage the children to have a drink and use the toilet in preparation to move to shelter.</p> <p>Complete another roll call on arrival at location to ensure all are accounted for.</p> <p>Record the names of students who are collected from the shelter.</p> <p>Follow instructions from site leader</p> <p>Wait for the all clear</p>	<p>Identify emergency from alarm tone</p> <p>Lock all doors, windows, turn off lights and keep out of sight</p> <p>Complete a roll call and advise the site leader of any missing students and their whereabouts</p> <p>Advise if any additional visitors present</p> <p>Encourage all to remain calm</p> <p>Follow instructions from site leader</p> <p>Wait for the all clear</p>	<p>Identify emergency from alarm tone</p> <p>Assemble students to prepare to move to the on-site evacuation location</p> <p>Complete a roll call and advise the site leader of any missing students and their whereabouts</p> <p>Advise if any additional visitors present</p> <p>Advise students to take personal medication bum bags</p> <p>Complete another roll call on arrival at location to ensure all is accounted for</p> <p>Follow instructions from site leader</p> <p>Wait for the all clear</p>	
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e.g. OSHC / Vacation Care	Monitor situation with Site Leader	<p>Identify emergency from alarm tone</p> <p>Lock all doors, windows, turn off lights and keep out of sight</p> <p>Complete a roll call and advise the site leader of any missing students and their whereabouts</p> <p>Advise if any additional visitors present</p> <p>Encourage all to remain calm</p> <p>Follow instructions from site leader</p> <p>Wait for the all clear</p>	<p>Activate / Identify appropriate alarm to notify emergency</p> <p>Clear OSHC area of all personnel</p> <p>Collect student rolls and contact details, First aid and student medication , and OSHC sign in register</p> <p>Move to identified on-site evacuation location</p> <p>Monitor situation with Site Leader</p> <p>Assist the Site Leader with any directions to be given</p>	
e.g. Grounds Person	<p>Identify emergency from alarm tone</p> <p>Turn off mains power</p> <p>Turn on oval sprinklers</p>	<p>Identify emergency from alarm tone</p> <p>Direct Students to safety</p>	<p>Identify emergency from alarm tone</p> <p>Turn off mains power</p> <p>Turn on oval sprinklers</p>	
Third Party / User Groups (e.g. Basketball Club, Netball Club)	N/A	-	-	-

## POST EMERGENCY PROCEDURES

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

### Incident Management and Reporting

- Ensure all staff and students are accounted for
- Stay on site until the last of the students are picked up.
- Check for and treat any injuries
- Remain at safe location until advised safe to relocate by emergency services
- Move to alternate location upon emergency services advice
- Inform and liase with Education Director and/or DECD Security, Bushfire and Emergency Management Team
- Notify appropriate contacts (parents, caregivers etc.) of incident and action taken - Seek advice from Education Director and/or DECD Security, Bushfire and Emergency Management Team regarding content and methods
- Put into action the messaging of families to alert them to where their children can be picked up once it is safe to do so
- Monitor and document people leaving the safe refuge
- Maintain student collection record (when, who etc.)
- Check with SA Police for safe routes before driving anywhere
- .

**Post Incident and Recovery**

- Log information in IRMS (Incident and Response Management System).
- 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
- Facility Manager/ appropriate authority to assess safety and accessibility of facility and equipment
- Restock emergency supply kits (check every 3 months regardless)
- Review hazardous materials storage; test and repair or replace equipment
- Review Emergency Management Plans, training procedures and modify where required
- Refer media enquiries to Education Director or DECD Media Unit
- Be aware and take into consideration staff personal bushfire or emergency plans

## SCHEDULED/COMPLETED EMERGENCY DRILLS

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

Detail (i.e. S.I.P drill, evacuation drill, training)	Date
Term 1 - Evacuation	
Term 1 - Invacuation	
Term 2 - Evacuation	20/06/2017
Term 2 - Invacuation	29/06/2017
Term 3 - Evacuation	22/08/2017



Term 3- Invacuation	12/09/2017
Term 4 - Evacuation	31/10/2017
Term 4 - Invacuation	05/11/2017

## EMERGENCY TRAINING

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

Details	Date



# BUSHFIRE RESPONSE PLAN - Lyndoch Primary School

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

## Bushfire Refuge

The term Bushfire Refuge has been adopted by DECD to reduce confusion with the terminology used by the CFS, and is generally a building on site that can provide short-term shelter from a bushfire to the site population only.

The term Last Resort Refuge is identified in each Council for community members as a space or building which could be used as a place of last resort for individuals to go to and remain during the passage of fire through their neighbourhood. A Last Resort Refuge is intended to provide a place of relative safety during a bushfire, but does not guarantee the survival of those who assemble there, and should only be used when personal Bushfire Survival Plans cannot be implemented or have failed.

NOTE: No DECD sites have been identified by the CFS as a Last Resort Refuge.

IMPORTANT: It is the responsibility of the site EMT to determine trigger points and act upon them as per the site's Bushfire Response Plan.

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

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

The EMT must not rely on a call from the CFS that a bushfire threat is in the area and should not wait for instruction to move to the site's designated Bushfire Refuge.

Trigger Point\* to prepare for movement to the *Bushfire Refuge*:

**Bushfire SMS 'Watch and Act' or Emergency warning and / or phone call to implement Bushfire Action Plan**

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

**Continual blast of siren ( Manually operated)**

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

**Lyndoch Primary School Gym**

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

**Lyndoch Valley Family Centre**

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

**Address: 8 William St, Lyndoch SA 5351**

**Phone:(08) 8524 4722**

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

**None**



### Drinking Water Contingency Plan

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

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

### Water for Ablutions

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

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

**Plastic containers for water. Must be filled when getting ready to move to refuge**

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

**Camping toilet**

## AREA MAPS AND SITE PLANS

### AREA MAPS

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

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

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

Yes  Please attach.

No

### SITE PLANS

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

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

*Also consider including the following:*

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

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

Yes  Please attach.

No