Lyndoch Primary School

EMERGENCY MANAGEMENT PLAN

2020

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

Emergency (Police, Fire, Ambulance)	000
Police	131 444
Local Police (as applicable)	Gawler 85221088 Nuriootpa 85686620
Local Fire (as applicable)	Lyndoch CFS 85245623

	Lyndoch CFS Captain 0417245128
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**
Local Hospital – Gawler Hospital	**8521 2000**
Education Director – Kathryn Bruggemann	**85220900** **0401121544**
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**

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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	0434871577	
Coordinator	Errol Pfitzner	85244172	0421357725	
Fire Warden	Di Baker	85244172	0402591900	
WHS Representative	Jess Broadhead	85244172	0401675560	
Front Office SSO / ECW	Bec Handke	85244172	0417863418	
OSHC / Vacation Care	Denise Casey	0427718391	0466832182	-
Grounds Person	Darin Dix	0427246777	0427246777	-
Third Party / User Groups (e.g. Basketball Club, Netball Club)	Nil	-	-	-

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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 ☒ No ☐
Buildings **NOT** covered by system; Old Stone Building, where OSHC is housed	
System used for alert tone/warnings; Manually operated siren	
Emergency Telephone Yes ☒ No ☐	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	-	-

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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
- 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
- Lightning strike
- Snakes / Pests
- Other hazards (e.g. road collisions)

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)
Extreme/Very High	
High	Bushfire
Medium	Snakes
Low	

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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).

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	Activate appropriate alarm to notify of emergency Contact appropriate Emergency Services / DECD Security, Bushfire and	Activate appropriate alarm to notify of emergency Contact appropriate Emergency Services / DECD Security, Bushfire and Emergency	N/A

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	close air vents in shelter.	Emergency Management Team.	Management Team as required.	
	Contact appropriate Emergency Services / DECD Security, Bushfire and Emergency Management Team	Unlock and open all access and security gates around the site.		
	Ensure emergency phone is ready to use.	Maintain visual checks		
		Maintain communication with Site Staff.		

	Cancel off site excursions / meetings. Unlock and open all access and security gates around the site. Maintain visual checks. Maintain communication with Site Staff.			

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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	

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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.	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.	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	

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	Prepare Bushfire Refuge Kit including water containers.	Assist the Site Leader with any directions to be given	Move to identified on-site evacuation location	
	If possible gather additional fire extinguishers and fire blankets to take to the shelter		Monitor situation with Site Leader	
			Administer First aid if required.	
	Move to identified S.I.P. location		Assist the Site Leader with any directions to be given	

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	Assist the Site Leader with any directions to be given			
Teachers	Identify emergency from alarm tone Assemble students to prepare to move to the S.I.P. location Complete a roll call and advise the site leader of any missing	Identify emergency from alarm tone Lock all doors, windows, turn off lights and keep out of sight Complete a roll call and advise the site leader of any missing	Identify emergency from alarm tone Assemble students to prepare to move to the on-site evacuation location Complete a roll call and advise the site leader of any missing	

	students and their whereabouts	students and their whereabouts	students and their whereabouts	
	Advise students to take personal medication bum bags	Advise if any additional visitors present	Advise if any additional visitors present	
	Advise if any additional visitors present		Advise students to take personal medication bum bags	
	Encourage the children to have a drink and use the toilet in preparation to move to shelter.	Encourage all to remain calm	Complete another roll call on arrival at location to ensure all is accounted for	
		Follow instructions from site leader		
		Wait for the all clear		

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	Encourage children to have a drink and use the toilet in preparation to move to Safe Refuge Building

Complete another roll call on arrival at location to ensure all are accounted for.

Record the names of students who are | | Follow instructions from site leader

Wait for the all clear |

	collected from the shelter. Follow instructions from site leader Wait for the all clear			
e.g. OSHC / Vacation Care	Monitor situation with Site Leader	Identify emergency from alarm tone Lock all doors, windows, turn off lights and keep out of sight Complete a roll call and advise the site leader of any missing students and their whereabouts Advise if any additional visitors present Encourage all to remain calm Follow instructions from site leader Wait for the all clear	Activate / Identify appropriate alarm to notify emergency Clear OSHC area of all personnel Collect student rolls and contact details, First aid and student medication , and OSHC sign in register Move to identified on-site evacuation location Monitor situation with Site Leader Assist the Site Leader with any directions to be given	
e.g. Grounds Person	Identify emergency from alarm tone Turn off mains power Turn on oval sprinklers	Identify emergency from alarm tone Direct Students to safety	Identify emergency from alarm tone Turn off mains power Turn on oval sprinklers	
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.

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Detail (i.e. S.I.P drill, evacuation drill, training)	Date
Term 1 - Evacuation	
Term 1 - Invacuation	
Term 2 - Evacuationl	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

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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 implent 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

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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 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;

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

Provide details of the sites ablution 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 ☒