

Owen Primary School

Emergency Management Plan



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Non-Site Emergency Contacts

Emergency (Police, Fire, Ambulance)	000
Police	131 444
Local Police	88 521 144
Local Fire	85 286 286
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 – Balaklava	88 621 400
Education Director – Tim Mcleod	0401 121 544
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

Owen Primary School Emergency Contacts

Site Role/Position	Name	Contact Number	Out of Hours Contact Number
School Principal	Liam Whitwell	0408 571 957	0429408846
Owen Primary School		85 286 116	
Fire Warden	Amii O'Reilly	0439 011 800	
WHS representative	Ali Watkins	85 286 116	0427140264
Groundsperson	Ali Watkins	85 286 116	0427140264

Incident Response Group - Incident Response Group Contacts

Incident Controller	
Main:	Liam Whitwell
Contact:	85286116
Alternate:	Vicki Sparks
Contact:	85286116

Operations Officer	
Main:	Liam Whitwell
Contact:	85286116
Alternate:	Vicki Sparks
Contact:	85286116

Communications Officer	
Main:	Megan Wandel
Contact:	85286116
Alternate:	Amii O'Reilly
Contact:	85286116

Safety Officer	
Main:	Ali Watkins
Contact:	85286116
Alternate:	Liam Whitwell
Contact:	85286116

First Aid Officer	
Main:	Megan Couley
Contact:	85286116
Alternate:	Amii O'Reilly
Contact:	85286116

Site Profile

Site Information			
Site Name	Owen Primary School		
Address	Fourth St, Owen		
Telephone	85 286 116		
Fax	85 286 004	Email	dl.0325.info@schools.sa.edu.au
Time Site Opens	8.10 am (bus)		
Time Site Closes	3.40 pm (bus)		
Student/Staff Information			
Number of Current Enrolments	56		
Number of Staff	15		
Proportion of Staff Disability/Health Factors (%)	0		
Proportion of Student Disability/Special Education Needs (%)	3.5%		
Building Information			
Alert tones – school siren			
Fire	Short bursts		
Lockdown	Long Burst		
Snake	Long Burst, 2 short bursts		
On Site Hazards			
Grounds shed – SH1			

Emergency Power System	
Location	N/A

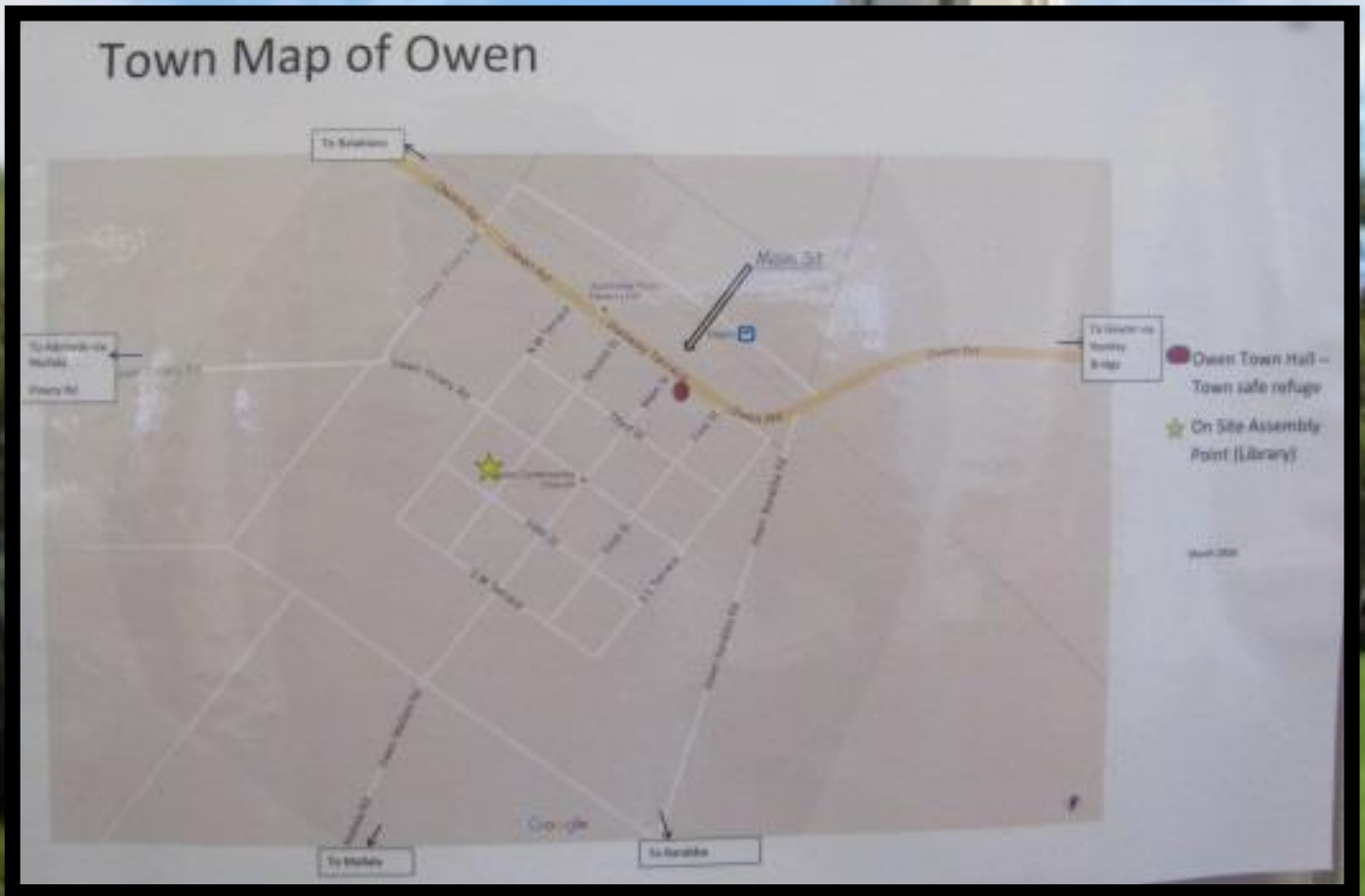
Utilities		
Utilities	Location of Shutoff Valve/Switch	Special Instructions
Gas (Mains/Bottled)	N/A-	
Water	<ol style="list-style-type: none"> 1. Near Second Street entrance to Office – eastern end of office/UP building 2. Near double gates on Eastern side of oval 3. Located adjacent to double gates on fourth 	See School Map for locations Bolt cutters or access key required for Valve 2
Electricity	Located in secure room in building 3	See Map for location Access keys Main switchboard sign on entry. Locate large
Sprinkler System	TORO TMC 212	Access key from administration area – cabinet located on western side of toilet block. Step required unless tall person
Heating System	Reverse cycle in each building	Turn off units at wall

Site Plans and Area Maps

Site Map



Area Map



Emergency Assembly Areas and Alarm Tone Procedures Shelter-In-Place

Shelter in Place Location (specify SAMIS Building number, room number or facility type)

Depending on location of danger all persons move to nearest safe structure

Alarm Tone/Alert Method Used

Duration/Pattern of Alarm Tone (where applicable)

School Siren

One long blast of school siren, followed by 2 short bursts

Precautionary Building Confinement (PBC)/Lockdown

PBC/Lockdown Location (specify SAMIS Building number, room number or facility type)

If we need to lockdown rather than go to the library, each class becomes the shelter

Alarm Tone / Alert Method Used

Duration/Pattern of Alarm Tone (where applicable)

School Siren

Long Blast

Evacuation

On-site / Adjacent Muster Point Location(s) (e.g. oval/car park/courtyard)

On Site Location A

School Library

Alarm Tone/Method Used

Duration/Pattern of Alarm Tone

School Siren

Continuous short blasts

Off-site Back-up Location

Off-site Back-up Location(s)

Off Site Location A

Owen Town Hall

Alarm Tone/Method Used

Duration/Pattern of Alarm Tone

School Siren

Continuous Short Blasts

Hazard Identification and Risk Assessment

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 type="checkbox"/>	<input checked="" type="checkbox"/>
Bomb Threats	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical leaks	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internal Fire/Smokes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pandemic/Communicable Diseases	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Road Collisions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Severe Weather – incl; thunderstorms/ lightning strikes/ /extreme heat/ dust storms	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Snakes/Pests	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mouse Plague	<input type="checkbox"/>	<input checked="" 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).**



Emergency Supplies Plan

Drinking Water Supply Plan

State your site's drinking water supply plan and availability during an emergency situation

Ensure as many students personal drink bottles are as full as possible

Stored water available on site

Food Supply Plan

State your site's food supply plan and availability during an emergency situation

Children have their own prepared food during a daytime emergency

There are sufficient non perishable foods stored on site for the student numbers

Essential Items Supply Plan

Included are:

- Battery-powered radio
- Wind up torch
- Spare batteries (AA)
- Sanitising wipes
- Toiletries – tissues, Baby wipes, toilet paper, tissues
- Blankets
- Battery powered camping light
- Towel and Tea Towel
- Whistle (to signal for help)
- Plastic sheeting and duct tape (for Shelter-In-Place)
- Children activities (board games, colouring books, reading books toys)
- Stationery - Duct tape, pens, scissors, sharpener
- Garbage bags and ties
- Spare Clothing
- Also; First Aid Kit
- Bushfire Management Plan
- Notice of Evacuation signs
- Drink bottles and cups
- Lollies

Student Collection Protocol

Students Attendance Record

Provide details of your site's current system to account for students following an emergency response and any methods for corroborating student collection authorities

Current roll books indicate student attendance each morning

Parents/guardians to sign out each child – indicating the name of each child.

Student Collection During Emergency

Detail any specific arrangements to accommodate urgent changes to collection / release authorities during an emergency

If persons other than parents/guardians are collecting children contact with the school must be made by the parents/guardians via phone or text.

Bushfire Response Plan

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

Error! Reference source not found. We are instructed by emergency services - CFS/Police etc or DECD

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

Alarm Tone/Method Used

Duration/Pattern of Alarm Tone

School Siren

Short bursts

Location of the Bushfire Refuge

School Library

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

Error! Reference source not found. Owen Town Hall, Railway Tce

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

Students will walk to the town hall

Bushfire Refuge

School Library - Building No 6

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
Owen Play Centre	Name: Jillian Parker Role: Playcentre leader Mobile: 0427619070	N/A

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

Owen Town Hall, Railway Tce, Owen

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

Students will walk

Drinking Water Contingency Plan

Recommended at least 1 litre of water be allocated for each person for the purpose of your site's Bushfire Response Plan.

State your site's drinking water supply plan and availability during a bushfire emergency situation

There is stored water on site which is regularly replaced

Ensure all students present have filled personal drink bottles

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

On site evacuation has portable facilities

There are ablation facilities immediately alongside the offsite Evacuation facility

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	Bomb & Fire	Practical	8/8/17 & 1/11/17
PBC/Lockdown	Person	Practical	10/3/17 & 10/5/17
On-Site Evacuation/Bushfire Refuge	Flood & Fire	Practical	28/5/17 & 20/9/17
Off-Site Evacuation	Fire	Practical	6/2/17 & 27/11/17

First Aid Training

Staff trained in first aid and responding in the event of an emergency situation.

Name	Mobile Number	Location (e.g. room no., floor level)
Liam Whitwell	85286116	N/A
Vicki Sparks	85286116	N/A
Narelle Warner	85286116	N/A
Jackie Rogers	85286116	N/A
Amii O'Reilly	85286116	N/A
Megan Couley	85286116	N/A
Ali Watkins	85286116	N/A

Emergency Management Skill Register

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)
Amii O'Reilly	Fire Warden – CFS experience	85286116	N/A
Tania Cattell	Counselling/Crisis management & Disaster Response Chaplain	85286116	N/A

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
Bronte Spurling	Middle Primary	DiGeorge Syndrome. Chronic Heart Condition.	Mobility	Assigned SSO	85286116

Completion Checklist

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

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

This document is completed by

Name:	
Designation:	
Contact Number:	
Email:	
Date of completion:	

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. Ensure Contact appropriate Emergency services/DECD Security/Bushfire & Emergency Management Team/Education Director	<input type="checkbox"/>	<input type="checkbox"/>
4. 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"/>
5. 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"/>
6. Set timelines and further reporting/review of incident status.	<input type="checkbox"/>	<input type="checkbox"/>
7. If the incident is still 'active', repeat step 4 and 5 above.	<input type="checkbox"/>	<input type="checkbox"/>
8. If the incident is no longer 'active', organize debrief of incident and final report by IRG members.	<input type="checkbox"/>	<input type="checkbox"/>
9. Authorise the safe return of occupants when satisfied to do so and after consultation with emergency services.	<input type="checkbox"/>	<input type="checkbox"/>
10. Stand down IRG	<input type="checkbox"/>	<input type="checkbox"/>
<i>All other responsibilities as listed below:</i>		
	<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) : 1. Circumstances of the incident; 2. Identify the underlying cause of the incident; 3. Establish whether the initial management and emergency response was implemented according to plan; 4. Review the log of activities recorded and actions taken; 5. Review effectiveness and adequacy of actions taken; 6. Review the risk associated with the incident; 7. Review the plans/actions to mitigate the risk to acceptable level; 8. Identify staff or students who may be at risk, for support to aid recovery.	<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"/>

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"/>

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"/>

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>		

Owen Primary School **EMERGENCY MANAGEMENT PLAN**



Emergency (Police, Fire, Ambulance)	000
Police	131 444
Local Police	88 521 144
Local Fire	85 286 286
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 – Balaklava	88 621 400
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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

Incident Response Group

Incident Response Group - Incident Response Group Contacts

Incident Controller	
Main:	Liam Whitwell
Contact:	85286116
Alternate:	Vicki Sparks
Contact:	85286116
Operations Officer	
Main:	Liam Whitwell
Contact:	85286116
Alternate:	Vicki Sparks
Contact:	85286116
Communications Officer	
Main:	Megan Wandel
Contact:	85286116
Alternate:	Amii O'Reilly
Contact:	85286116
Safety Officer	
Main:	Ali Watkins
Contact:	85286116
Alternate:	Liam Whitwell
Contact:	85286116
First Aid Officer	
Main:	Megan Couley
Contact:	85286116
Alternate:	Amii O'Reilly
Contact:	85286116

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)	CO oversees the implementation of the relevant action plans and is responsible for managing, supervising and monitoring on-going operations.	CO 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.
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.

Site Profile

Site Information

Site Name	Owen Primary School		
Address	Fourth St, Owen		
Telephone	85 286 116		
Fax	85 286004	Email	dl.0325.info@schools.sa.edu.au
Time Site Opens	8.10 am (bus)		
Time Site Closes	3.40 pm (bus)		

Student/Staff Information

Number of Current Enrolments	56
Number of Staff	15
Proportion of Staff Disability/Health Factors (%)	0
Proportion of Student Disability/Special Education Needs (%)	3.5%

Building Information

Alert tones – school siren

Fire	Short bursts
Lockdown	Long Burst
Snake	Long Burst, 2 short bursts

On Site Hazards

Grounds shed – SH1

Emergency Assembly Areas and Alarm Tone Procedures

Shelter-In-Place

Shelter in Place Location	
Depending on location of danger all persons move to nearest safe structure	
Alarm Tone/Alert Method Used	Duration/Pattern of Alarm Tone (where applicable)
School Siren	One long blast of school siren, followed by 2 short bursts

Precautionary Building Confinement (PBC)/Lockdown

PBC/Lockdown Location (specify SAMIS Building number, room number or facility type)	
If we need to lockdown rather than go to the library, each class are becomes the shelter	
Alarm Tone / Alert Method Used	Duration/Pattern of Alarm Tone (where applicable)
School Siren	Long Blast

Evacuation

On-site / Adjacent Muster Point Location(s) (e.g. oval/car park/courtyard)	
On Site Location A	School Library
Alarm Tone/Method Used	Duration/Pattern of Alarm Tone
School Siren	Continuous short blasts

Off-site Back-up Location

Offsite Location	Owen Town Hall
Alarm Tone/Method Used	Duration/Pattern of Alarm Tone
School Siren	Continuous Short Blasts

Bushfire Response Plan

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

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

Alarm Tone/Method Used	Duration/Pattern of Alarm Tone
School Siren	Short bursts

Location of the Bushfire Refuge

School Library

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

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

Students will walk

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

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School has stored water supply in the library

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

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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 to 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

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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

If persons other than parents/guardians are collecting children, contact with the school must be made by the parents/guardians via phone or text.