

EMERGENCY MANAGEMENT PLAN

2024



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 DfD 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 DfD Emergency Management Policy. Completed Emergency Management Plans should be submitted for auditing to the DfD 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
22 Feb 2024	#7	Update 2025

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*IMPORTANT: These sections are required to be completed, reviewed and submitted to the Security, Bushfire and Emergency Management Team on an annual basis. The completion and submission of this template replaces any existing site emergency templates. Sites can continue to display and utilise existing emergency support documentation (i.e. flip charts, posters etc.) provided that the information reflects the procedures detailed in the site’s Emergency Management Plan. All R1 and R2 bushfire risk rated sites are required to review their existing Bushfire Response Plans and transfer them into this template. Completion of the Bushfire Response Plan *as part* of the Emergency Management Plan *replaces* any separate requirements regarding Bushfire Response Plan compliance. *Refer to Emergency Management Plan Template Instructions and Appendix for further detail.*



EMERGENCY CONTACT NUMBERS

Emergency (Police, Fire, Ambulance)	000
Police	131 444
Local Police	Loxton 85847283 Berri 85952020
Loxton Medical Centre	85847321
Local Fire	000
CFS Bushfire Information Hotline	1300 362 361
DfE Parent Bushfire Information Hotline	1800 000 279
State Emergency Service (SES)	132 500
SA Power Networks	131 366
Hospital - Loxton	85848555/ 85847201
Education Director – Brenton Chapman	
DfE 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 DfD Security, Bushfire and Emergency Management Team to discuss the site’s processes in detail. Random communication may be made to ensure sites are appropriately prepared and knowledgeable of the actions to take in the event of an emergency. The table below also identifies specific roles and responsibilities of your site’s ERT in relation to your plan.

NOTE: It is expected that the OSHC/Vacation Care contact is identified as a member of the site Emergency Response Team (where service operates).

	Name	Mobile Phone	Home Phone	Responsibilities during;		
				Invacuation/ On-Site Evacuation	Off-Site Evacuation	Precautionary Building Confinement/Lockdown
Site Leader	Sonya Warren	0427885676		Activate the alarm Activate and advise ERT Contact DECD and Emergency Services Complete IRMS report and other relevant reports	Activate the alarm Activate and advise ERT Contact DECD and Emergency Services Complete IRMS report and other relevant reports	Activate the alarm Activate and advise ERT Contact DECD and Emergency Services Complete IRMS report and other relevant reports
Deputy Principal/ Teacher	Pauline Hening	0427 527 567		Ensure all staff and students are moved into designated areas	Ensure all staff and students are moved into designated areas Check with teachers that all students are accounted for.	Ensure all staff and students are moved into designated areas Check with teachers that all students are accounted for.
Fire Warden/WHS Rep	Sue Jacka	0408 485 188		Monitor local radio / AlertSA Check all buildings to ensure no person remains Complete IRMS report and other relevant reports	Monitor local radio / AlertSA Check all buildings to ensure no person remains Complete IRMS report and other relevant reports	Monitor local radio / AlertSA Alert Emergency services as to the location of fire and building status Complete IRMS report and other relevant reports
Front Office SSO/ECW	Sheriden Hienze Tanya ter Bogt	0418 846 489 0438864596		Collect first aid emergency kit including mobile phone Print of staff/visitor list Update school phone answering machine message. Communication to schools community.	Collect first aid emergency kit including mobil phone Update school phone answering machine message. Communication to schools community.	Arrange / Oversee first aid as required Update school phone answering machine message. Communication to schools community.
Grounds Person	Rob Gillard	0428 838 667		Follow directive from Principal and Fire Warden	Follow directive from Principal and Fire Warden	Follow directive from Principal and Fire Warden
Pre School Teacher	Jo Size	0409 811 977		Follow directive from Principal and Fire Warden	Follow directive from Principal and Fire Warden	Follow directive from Principal and Fire Warden

FACILITY PROFILE

Site Information			
Site Name	Loxton North School		
Address	379 Balfour Ogilvy Ave Loxton North 5333		
Phone	85841369		
Fax	85841336		
Classes Start	8:50am	Classes Finish	3:15pm

Student/Staff Information	
Enrolments	LNS – 64 Preschool - 9
Staff numbers	Combined Staffing - 18
Proportion of staff disability/health factors (%)	None
Proportion of student disability/special education needs (%)	7 students = 9.58%

Building Information	
Monitored security alarm/fire system	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Buildings NOT covered by system;	Pool, Sports Shed
System used for alert tone/warnings;	OWS Tones and Messaging used
Emergency Telephone	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Location/Type;
On-site hazards (i.e. science lab, chemical storage)	Location; N/A
	NIL

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.)	N/A	N/A
Water	Water Meter	Far corner South corner of school , by the fence
Electricity	Staffroom Year 5/6/7 block Brick building	Behind the door Located in store room Rm 3 corridor & Rm 1 corridor
Sprinkler System (type)	Only for lawned area	Near road gate in shed
Heating/Cooling System	Reverse cycle – Brick Building	Main control in Preschool office



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.

	Hazards (site specific)
Extreme/Very High	
High	Snakes
Medium	External / Internal fire / smoke Hazardous substance – spray drift Communicable diseases (seasonal) / Pandemic – Covid 19
Low	Bushfire Severe Storm Flooding Criminal Incident or threat



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

Fire Alert/Fire Evacuation messaging sounded on site students/staff/adults to assemble at location – Cola

Shelter Alert/Shelter Emergency/Evacuation Emergency messaging sounded on site students/staff/adults to shelter in nearest safe zone.

Precautionary Building Confinement/Lockdown

Lockdown Emergency messaging sounded on-site code black called and everyone to remain inside until All Clear alert.

All Clear –All Clear, All Clear. The emergency incident has been resolved. All staff code green resume.

This will be sounded as soon as practicable, after the event

Off-Site Evacuation

Location 1 (closer to site): Loxton North Football/Netball Oval – Undercover Netball Stadium

Alarm: Fire Alarm then Fire Evacuation Alert. Once assembled at evacuation site decision made by Principle and/or Fire Warden to move to off site location in the safest possible route.

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	<p>Activate the alarm. Contact Emergency Services with relevant details. Active site emergency response team. Ensure safety and welfare of staff and students. Isolate or remove immediate danger if possible. Administer any first aid.</p>	<p>Activate the alarm. Remove staff and students from site. Contact Emergency Services with relevant details. Active site emergency response team. Ensure safety and welfare of staff and students. Isolate or remove immediate danger if possible. Administer any first aid.</p>	<p>Activate the alarm. Active site emergency response team. Ensure safety and welfare of staff and students. Isolate or remove immediate danger if possible.</p>
Identify Incident Type and Determine Safest Location	<p>Follow instructions provided by emergency services.</p>	<p>Follow instructions provided by emergency services.</p>	<p>Initiate precautionary confinement / lockdown to ensure staff and student safety.</p>
Incident Management and Reporting	<p>Follow instructions provided by emergency services. Ensure safety and welfare of staff and students. Enact Phone Tree: Contact DfD security, Educational Director, Parents/Caregivers Check with SA Police for safe routes before driving anywhere Maintain student collection records.</p>	<p>Follow instructions provided by emergency services. Ensure safety and welfare of staff and students. Enact Phone Tree: Contact DfD security, Educational Director, Parents/Caregivers Check with SA Police for safe routes before driving anywhere Maintain student collection records.</p>	<p>Ensure safety and welfare of staff and students before sending back to class.</p>
Post Incident and Recovery	<p>Log information on IRMS. Contact Educational Director in regards to support eg. Grief Counsellor. Contact Facilities Manager in regards to any facilities damage/upgrades/ removals. Restock emergency kits. Refer media enquiries to Educational Director or DfD Media Unit. Review Emergency Management Plan and modify where required.</p>	<p>Log information on IRMS. Contact Educational Director in regards to support eg. Grief Counsellor. Contact Facilities Manager in regards to any facilities damage/upgrades/ removals. Restock emergency kits. Refer media enquiries to Educational Director or DfD Media Unit. Review Emergency Management Plan and modify where required.</p>	<p>Log information on IRMS. Contact Educational Director. Review the Emergency Management Plan.</p>

SCHEDULED/COMPLETED EMERGENCY DRILLS AND TRAINING

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

Detail (i.e. evacuation drill, invacuation drill, training)	Scheduled Date	Completed Date
Evacuation Drill – Term 1	Week 4 – Tuesday 20 Feb	15 Feb 2024
Invacuation Drill – Term 1	Week 5 – Thursday 29 Feb (cancelled audit)	7 March 2024 3 x other invacs called due to snakes in yard.
Evacuation Drill – Term 2	Week 4 - Tuesday 21 May	30 April 2024
Invacuation Drill Term 2	Week 5 – Thursday 30 May	18 June 2024
Invacuation Drill – Term 3	Week 4 – Tuesday 13 August	12 Sept 2024
Evacuation Drill – Term 3	Week 5 – Thursday 22 August	
Invacuation Drill – Term 4	Week 4 – Tuesday 5 Nov	5 Nov 2024
Evacuation Drill – Term 4	Week 5 – Thursday 14 Nov	10 Dec 2024

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 DfD 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 DfD 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*:

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

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

This is the Loxton North Sporting Oval, just next door, entry through gate near swimming pool.

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

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

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

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

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

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 DfD 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;

Bottled water is stored in the brick building compactus and will be collect for ditribution during a risk situation.

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

Abultions are on mains water, if water is unavailable students will be removed/sent home as soon as possible. Abutions maybe available at off site location but if mains are off they will not have water either.

Review

The policy will be reviewed yearly.

Review will be conducted by:

- Governing Council
- Educators/Employees
- Families
- Interested Parties

Document History	Version	Approved Date	Description of Change	Next Review Date
	7.0	22/02/2024	Policy Reviewed and updated	22/02/2025

Approved by Governing Council _____ Principal's Signature _____

