

WILLIAMSTOWN



PRIMARY SCHOOL

Work - Play - Success

EMERGENCY MANAGEMENT PLAN

2023-2024

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 DECD sites.

The template includes mandatory components representative of a good Emergency Management Plan and accompanied by instructions and appendices that can be used by your site when preparing your plan specific to your site circumstances. Your site is required to annually update this document relative to your individual circumstances in line with the DECD Emergency Management Policy. Completed Emergency Management Plans should be submitted for auditing to the DECD Security, Bushfire and Emergency Management Team and will be kept on file to enable the team to provide support in the event of an emergency incident.

REVISION RECORD

Date	Version	Revision Description
20/12/2022	6	Updated staff details including principal
10/2/2022	5	Updated Deputy Principal, staff details, dates of emergency practice drills, student/staff numbers
14/3/19	3	Updated Principal and front office staff details and dates of emergency practice drills, student/staff numbers and school start time.
13/01/2021	4	Updated Deputy Principal, staff details, dates of emergency practice drills, student/staff numbers

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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	24 6288
Local Fire	8522 6088
CFS Bushfire Information Hotline	1300 362 361

DECD Parent Bushfire Information Hotline	1800 000 279
State Emergency Service (SES)	132 500
SA Power Networks	131 366
Hospital – Gawler Hospital	8521 2000
Education Director – Tanya Oshinski	8522 0913
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
CFS Williamstown	85246405
Steve Elliot - captain	0419851418
DECD Security, Bushfire and Emergency Management Team. Support Officer: Kate Jones	82263714
Co-ordinator: Erin Labadas (mob 0407402407)	82262524

EMERGENCY RESPONSE TEAM (ERT)

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

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

	Name	Mobile Phone	Home Phone	Responsibilities during;		
				Invacuation/ On-Site Evacuation	Off-Site Evacuation	Precautionary Building Confinement/Lockdown
Site Leader	Katherine Shaw	0429300757	NA	Provide Leadership, directs and coordinates resources to ensure the safety of occupants at the site Activate and advise ERT Contact DfE Security, Bushfire and Emergency Management team to advise of incident	Provide Leadership, directs and coordinates resources to ensure the safety of occupants at the site Activate and advise ERT Contact DECD Security, Bushfire and Emergency Management team to advise of incident	Provide Leadership, directs and coordinates resources to ensure the safety of occupants at the site Activate and advise ERT Contact DECD Security, Bushfire and Emergency Management team to advise of incident
Deputy Principal/ Teacher	Louise Denton	0417810738	N/A	Assume Principal responsibilities if Principal not on site Assist Principal and fire warden to -	Assume Principal responsibilities if Principal not on site Assist Principal and fire warden to -	Assume Principal responsibilities if Principal not on site Assist Principal and fire warden to - Contact Emergency Services

				<p>Contact Emergency Services</p> <p>Shepherd staff and students into invacuation refuge</p> <p>Monitor staff/student wellbeing</p>	<p>Contact Emergency Services</p> <p>Ensure all staff are accounted for</p> <p>Check with teachers to ensure all students are accounted for</p>	<p>Ensure all staff are accounted for</p> <p>Check with teachers to ensure all students are accounted for</p>
Fire Warden/WHS Rep	<p>Debbie Gardner</p> <p>Alicia Perry Deputy</p>	<p>0438827035</p> <p>0403967542</p>	<p>NA</p>	<p>Activate alarm (or phone call to teachers in the case of Bushfire)</p> <p>Co-ordinate roles for staff with students</p> <p>report to assembly area with site manager check list</p> <p>Distribute roll sheets and personnel check lists to teaching staff</p> <p>collect and record info from check lists</p> <p>ensure all staff, students, visitors are accounted for</p>	<p>Activate alarm</p> <p>Arrange for -</p> <p>Collect of first aid kit/emergency kit including portable radio</p> <p>Monitor local radio/AlertSA etc</p> <p>Ensure all buildings have been cleared to ensure no person remains</p> <p>Co-ordinate roles for staff with students</p> <p>report to assesmbly area with site manager check list</p> <p>Distribute roll sheets and personnel check lists to teaching staff</p> <p>collect and record infor from check lists</p>	<p>Activate alarm</p> <p>Arrange/oversee first aid as required</p> <p>Complete IRMS report and other relevant reports</p> <p>Co-ordinate roles for staff with students</p> <p>report to assembly area with site manager check list</p> <p>Distribute roll sheets and personnel check lists to teaching staff</p> <p>collect and record info from check lists</p> <p>ensure all staff, students, visitors are accounted for</p>

					ensure all staff, students, visitors are accounted for	
Front Office SSO/ECW	Cheryl Whitmarsh	0412932821	N/A	Assume Fire warden responsibilities if Fire Warden not on site Oversee calls/communication to school community. Update school phone line message or forward phone message	Assume Fire warden responsibilities if Fire Warden not on site Oversee calls/communications to school community Update school phone line message or forward phone message	Assume Fire warden responsibilities if Fire Warden not on site Oversee calls/communications to school community Update school phone line message or forward phone message
Grounds Person	Darin Dix	0427246777	N/A	Report To Fire Warden	Report To Fire Warden	Report To Fire Warden
OSHC/ Vacation Care/Other Third Party Services Provider	Camp Australia	1300 105 343	N/A	OSHC Plan attached	OSHC Plan attached	OSHC Plan attached
Staff With Students	Various			Take responsibility for children in their care account for all students by roll call Notify Warden of number, areas checked and any missing students.	Take responsibility for children in their care account for all students by roll call Notify Warden of number, areas checked and any missing students.	Remain calm and quietly assure students Sit down on floor and away from windows Switch lights and equipment off EXCEPT MOBILE PHONE Ensure doors are locked and no-one leaves area until ALL CLEAR is given

				Bring fire extinguishers to bushfire refuge building for invacuation. Supervise students during emergency	Bring fire extinguishers to bushfire refugr building for invacuation Supervise students during emergency	Communicate with office re any students not accounted for Wait for telephone message, runner or siren to signal end of lock-down
Staff without students	Various			Report to Fire Warden for duties		
Preschool	Julie Goldup	0403927254		Take responsibility for children in their care account for all students by roll call Notify Warden of number, areas checked and any missing students. Bring fire extinguishers to bushfire refuge building for invacuation. Supervise students during emergency	Take responsibility for children in their care account for all students by roll call Notify Warden of number, areas checked and any missing students. Bring fire extinguishers to bushfire refuge building for invacuation. Supervise students during emergency	Take responsibility for children in their care account for all students by roll call Notify Warden of number, areas checked and any missing students. Bring fire extinguishers to bushfire refuge building for invacuation. Supervise students during emergency

FACILITY PROFILE

Site Information			
Site Name	Williamstown Primary School		
Address	Margaret Street Williamstown 5351		
Phone	85246289		
Fax	85246682		
Classes Start	8.40 am	Classes Finish	3.15 pm

Student/Staff Information	
Enrolments	182 and 22 Preschool
Staff numbers	27
Proportion of staff disability/health factors (%)	0%
Proportion of student disability/special education needs (%)	4%

Building Information	
Monitored security alarm/fire system	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Buildings NOT covered by system; All separate classrooms are not alarmed - only admin building and Hall alarmed. These areas have hard wired fire detectors except the Preschool.	
System used for alert tone/warnings; school siren for evac and invac, phone for bushfire	
Emergency Telephone	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Location/Type; Satellite phone in Principal's Office
On-site hazards (i.e. science lab, chemical storage) Chemical storage	Location; Grounds shed, Cleaners shed

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

Utilities	Location of Shutoff Valve/Switch	Special Instructions
Gas (Mains/Bottled etc.)	N/A	
Water	Behind JP Unit; At side of OSHC building; and on oval next to hall for Hall shutdown	Meters
Electricity	Main Building-Staff Room and Science Room	Allan key on top of circuitboard cupboard in staffroom
Sprinkler System (type)	Pop-up	In Disabled toilet in main building
Heating System	Air Conditioners-Split System	Turn off in Bushfire situation

Risk Identification

A risk assessment will assist your site to determine which events are most appropriate to develop emergency response procedures to incorporate into your site’s Emergency Management Plan.

Sites to determine what hazards are relevant and what level of risk they pose to the individual sites such as;

- Bushfire
- Severe storm
- Flooding
- Criminal incident or threat
- Earthquake
- Bomb threat
- Internal fire/smoke
- Pandemic/communicable disease
- Hazardous substance (on site and close to site)
- Intruder
- Other hazards

Insert relevant incident types into the appropriate Risk/Priority (the above list offers suggestions and may not include all hazard types that are relevant to your site. Estimated levels of risk are prioritised into a list of the risks requiring further action.

Risk/Priority	Hazards (site specific)
Extreme/Very High	Bushfire
High	communicable disease
Medium	internal fire, smoke, severe storm
Low	intruder, 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

Location 1 or Bushfire Refuge (external threat e.g. bushfire/trespasser): Main Building

Alarm: In Staff Room

Location 2 (internal threat e.g. building fire): across the road at the school oval and tennis courts

Alarm: In Staff Room

Precautionary Building Confinement/Lockdown

Alarm: By phone to classes and by Front Office staff to classes in library, computer room and NIT classes which are all in main building

Off-Site Evacuation

Location 1 (closer to site): School Oval Tennis Courts across main road from buildings

Alarm: In Staff room

Location 2 (further from site): Main Street opposite Post Office in Colonial Corner

Alarm: In staffroom or hand siren

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	<ul style="list-style-type: none"> • Contact Emergency Services and advise: <ul style="list-style-type: none"> - Nature of incident and time you became aware of incident - Number and name of person/s involved - Location of incident and contact phone numbers if incident is away from school • Activate Site Emergency Response Team • Ensure safety and welfare of staff and students - isolate hazard (if possible), remove immediate danger or move away from danger • Attend to injured person (administer first aid) without placing any person at risk • Do not disturb evidence if criminally related 	<ul style="list-style-type: none"> • Give signal for evacuation - Continuous siren, mobile phone call or a runner • Contact Emergency Services and advise: <ul style="list-style-type: none"> - Nature of incident and time you became aware of incident - Number and name of person/s involved - Location of incident and contact phone numbers if incident is away from school • Activate Site Emergency Response Team • Ensure safety and welfare of staff and students - isolate hazard (if possible), remove immediate danger or move away from danger • Attend to injured person (administer first aid) without placing any person at risk • Do not disturb evidence if criminally related 	<ul style="list-style-type: none"> • Contact Emergency Services and advise: <ul style="list-style-type: none"> - Nature of incident and time you became aware of incident - Number and name of person/s involved - Location of incident and contact phone numbers if incident is away from school • Activate Site Emergency Response Team • Ensure safety and welfare of staff and students - isolate hazard (if possible), remove immediate danger or move away from danger • Attend to injured person (administer first aid) without placing any person at risk • Do not disturb evidence if criminally related

<p>Identify Incident Type and Determine Safest Location</p>	<ul style="list-style-type: none"> • Give signal for evacuation - Continuous short blasts on the siren, mobile phone call or a runner • Follow instructions given by emergency services authorities • Does the site need to initiate precautionary building confinement to ensure staff and students are safe? • Will staff and students require movement to a safer location? • Is the site a high bushfire risk rated site with an identified Bushfire Refuge? • Is the safer location onsite or off-site? • Activate alarm and invacuate/evacuate/initiate lockdown as appropriate 	<ul style="list-style-type: none"> • Follow instructions given by emergency services authorities • Does the site need to initiate precautionary building confinement to ensure staff and students are safe? • Will staff and students require movement to a safer location? • Is the site a high bushfire risk rated site with an identified Bushfire Refuge? • Is the safer location onsite or off-site? • Activate alarm and invacuate/evacuate/initiate lockdown as appropriate 	<ul style="list-style-type: none"> • Give signal for invacuation - continuous short siren blast or a class/mobile phone call depending on nature of event • Follow instructions given by emergency services authorities • Does the site need to initiate precautionary building confinement to ensure staff and students are safe? • Will staff and students require movement to a safer location? • Is the site a high bushfire risk rated site with an identified Bushfire Refuge? • Is the safer location onsite or off-site? • Activate alarm and invacuate/evacuate/initiate lockdown as appropriate
<p>Incident Management and Reporting</p>	<ul style="list-style-type: none"> • Check for and treat any injuries • Ensure all staff and students are accounted for • Remain in situ until advised safe to relocate by emergency services • Move to alternate location upon emergency services advice • Inform and liaise with Education Director and/or DECD Security, Bushfire and Emergency Management Team 	<ul style="list-style-type: none"> • Check for and treat any injuries • Ensure all staff and students are accounted for • Remain in situ until advised safe to relocate by emergency services • Move to alternate location upon emergency services advice • Inform and liaise with Education Director and/or DECD Security, Bushfire and Emergency Management Team 	<ul style="list-style-type: none"> • Check for and treat any injuries • Ensure all staff and students are accounted for • Remain in situ until advised safe to relocate by emergency services • Move to alternate location upon emergency services advice • Inform and liaise 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

	<ul style="list-style-type: none"> • 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. • Check with SA Police for safe routes before driving anywhere • Maintain student collection record (when, who etc.) 	<ul style="list-style-type: none"> • 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. • Check with SA Police for safe routes before driving anywhere • Maintain student collection record (when, who etc.) 	<p>Director and/or DECD Security, Bushfire and Emergency Management Team regarding content and methods.</p> <ul style="list-style-type: none"> • Check with SA Police for safe routes before driving anywhere • Maintain student collection record (when, who etc.)
<p>Post Incident and Recovery</p>	<ul style="list-style-type: none"> • 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) 		

	<ul style="list-style-type: none">• 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		
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SCHEDULED/COMPLETED EMERGENCY DRILLS AND TRAINING

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

Detail (i.e. evacuation drill, invacuation drill, training)	Date
Term One Week 2-Shelter in Place	07/02/2024
Term One Week 10-Shelter in Place	04/04/2024
Term Two Week 2-Evacuation Drill	08/05/2024
Term Two Week 6-Lockdown Drill	06/06/2024
Term Three Week 2-Invacuation at Breaktime	31/07/2024
Term Three Week 8 - Evacuation Drill	12/09/2024
Term Four Week 2-Shelter in Place	23/10/2024
Term Four Week 6-Shelter in Plance	21/11/2024

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

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

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

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

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

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

sight or smell of smoke and/or investigation of information from adults coming into school and saying that a fire is in the vicinity. Receipt of CFS alert message or SAFECOM sms phone message that a fire is within a 20km radius of town.

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

School siren run continuously (if fire not as close then individual phone calls to all classes so as not to traumatise students)

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

Main Building of school

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

Onsite Preschool when in session; OSHC when operating

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

Same as school

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

N/A



*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 evacuation.

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;

Main building has running water but also have 3 x 25 litre water containers which are kept filled during Bushfire season, and bottled water

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

Main building has access to staff and student toilets but also have 6 Red Fire Buckets which are filled with water when Bushfire plan in operation ready for use in toilets if necessary.