



Emergency Management Plan

INVACUATION/ON-SITE EVACUATION

Location 1/Shelter in place (external threat i.e. bushfire/intruder during break time): The Lodge

Alarm: **Continuous blast on Airhorn**

- Follow instructions on posters by all exits
- Bushfire Refuge or on-site invacuation area – The Lodge
- Responses for all Staff members on posters in The Lodge
- Location of emergency equipment – First Aid kit in Office – take to The Lodge in case of bushfire, torches, battery radio, power safe phone, blankets etc all available there
- Separate Bushfire Audit and Policy reviewed annually

Location 2 (internal threat i.e. building fire): Cricket Pitch

Alarm: **5 rings of siren and ringing of hand held bell**

Follow instructions on posters by all exits

- Evacuation routes - indicated on posters by all exits
- Exit points – all marked
- Evacuation assembly area – Cricket Pitch

PRECAUTIONARY BUILDING CONFINEMENT/LOCKDOWN

Alarm: **Continuous ringing of siren (Intruder during class time)**

- JP teacher lock side doors of big room
- Primary teacher lock front doors and side of stone building door
- If threatened by person or persons everyone to take refuge in JP room with blinds down
- Middle Primary / Indonesian teacher check toilets if safe, lock door, draw blinds, take refuge under tables if necessary
- People in The Lodge – lock back and front doors, draw blinds, take refuge in hallway if necessary
- In the Office – if MP room is known to be unoccupied that day, check toilets if safe, lock door, draw blinds, take refuge in Principal's office

OFFSITE EVACUATION

Location (Bomb threat) Keyneton Town Hall

Alarm: **5 rings of siren and ringing of hand held bell**

Follow instructions on posters by all exits

- Evacuation routes - indicated on posters by all exits
- Exit points – all marked
- Initial Evacuation assembly area – Cricket Pitch
- Travel in class groups by foot to the town hall



EMERGENCY RESPONSE

Located with Bushfire Response Charts on hook by door of Principal's Office and in all rooms

Step 1: 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
Step 2: Identify incident type and determine safest location	<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
Step 3: Follow Up and Reporting	<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 – Liaise with Education Director and/or DECD Security, Bushfire and Emergency Management Team – Notify appropriate contacts (parents, caregivers etc.) of incident and action taken – Check with SA Police for safe routes before driving anywhere – Maintain student collection record (when, who etc.) – Log information in IRMS (Incident and Response Management System) – Follow the Incident/Injury Reporting and Investigation Procedure available from www.decd.sa.gov.au/docs/documents/1/InjuryIncidentInvestigati.pdf or www.decd.sa.gov.au/childrensservices/pages/policies/incidents/
Recovery	<ul style="list-style-type: none"> – 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

EMERGENCY RESPONSE TEAM

	Name	Mobile Phone	Home Phone
Site Leader Fire Warden/WHS Rep	Catherine Hull	0419 803 138	8562 8116
Front Office SSO/ECW	Leanne Boehm	0419 035 417	8563 9039
Grounds Person	Bruce Schiller		8564 8305

OTHER STAFF CONTACTS

	Name	Mobile Phone	Home Phone
JP Teacher	Shari Gonzalez-Brown	0419 823 610	8564 8350
Primary Teacher	Raelene Adler	0409 642 097	
Local SSO	Heather Dutschke		8564 8206

EMERGENCY CONTACT NUMBERS

Emergency (Police, Fire, Ambulance)	000
Police	131 444
Local Police - Swan Reach - Nuriootpa	8570 2011 8568 6620
Local Fire	8564 8383

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 - Angaston	8563 8500
Education Director – Kathryn Bruggemann	0401 121 544
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

EMERGENCY DRILLS/TRAINING

Detail (i.e. evacuation drill, invacuation drill, training)	Date
Warden Training – Catherine Hull	5/3/15
Fire Invacuation to Shelter in Place	Term 1 – week4
Evacuation to oval	Term 1
Evacuation to oval	Term 2
Lock-down	Term 2
Fire Invacuation to Shelter in Place	Term 2
Evacuation	Term 3
Fire Invacuation to Shelter in Place	Term 3
Evacutaion – off site (town Hall)	Term 4
Lock-down	Term 4
Fire Invacuation to Shelter in Place	Term 4

Ratified by Governing Council

Term 2 2015

Review

Term 2 2017

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Principal

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Chairperson



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