

Sandy Creek Primary School

EMERGENCY MANAGEMENT PLAN

Reviewed August 2019



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)	85220400
Local Fire (as applicable)	8522 3300
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 - Gawler	8521 2000
Education Director – Kathryn Bruggeman	8522 0913
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
Police Security	8116 9230
Poisons Information	13 11 26
Gawler District Office	8522 0950



Principal's Mobile	0411 134 766
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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	Dr. Robyn Gibbes	8524 4164	0411134766	
Deputy Principal / Deputy Site Leader	n/a	n/a	n/a	n/a
Fire Warden	Chris Vine	8524 4164		
WHS Representative	Chris Vine	85244164		
Front Office SSO / ECW	Donna Riggs	8524 4164		
OSHC / Vacation Care	n/a	n/a	n/a	n/a
Grounds Person	Adrian Fisher			



FACILITY PROFILE

Site Information

Site Name	Sandy Creek Primary School		
Address	Davies Road Cockatoo Valley		
Phone	8524 4164		
Fax	8524 4764		
Time Service Starts	8:30	Time Service Finishes	16:00

Student/Staff Information

Enrolments	66
Staff numbers	18
Proportion of staff disability/health factors (%)	10%
Proportion of student disability/special education needs (%)	27%

Building Information

Monitored security alarm/fire system	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Buildings NOT covered by system; All sheds			
System used for alert tone/warnings; Evacuation: short blasts of siren, Invacuation: 1 long continuous blast of siren			
Emergency Telephone	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Location/Type; Front office / Iridium Satellite
On-site hazards (i.e. science lab, chemical storage) Paints, gas bottle			Location; Outside shed

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.)	n/a	n/a
Water	In front of sports shed under metal grate	Left valve for external water Right valve for building water
Electricity	Westen side of Main Building	
Sprinkler System (type)	In transportable building	Instructions on wall in building
Heating System	Split systems in rooms	Switch off with remote





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
- Pandemic/communicable disease
- Severe Storm
- Hazardous substance (on site and close to site)
- Flooding
- Intruder
- Criminal incident or threat
- Lightning strike
- Earthquake
- Snakes / Pests
- Bomb Threat
- Other hazards (e.g. road collisions)
- Internal fire/smoke

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	
Medium	Bushfire, Snakes/Pests, Critical Incident or Threat
Low	Severe Weather, Bomb Threat, Other Hazards



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):

- Main school building- Junior Primary Classroom

Alarm tone(s) / method(s) used to initiate:

- 1 long continuous blast of siren

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:

3 short blasts of the siren

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, in front of flag pole

Alarm tone(s) / method(s) used to initiate:

- Continual short blasts of siren

Off-Site / Backup Location(s):

- Assemble at flagpole then move as group to Curdnatta Hall Oval

Alarm tone(s) / method(s) used to initiate:

- 2 short and 1 long blast of the siren repeated

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
Site Leader	Activate appropriate alarm to notify of emergency Contact appropriate Emergency Services / DECD Security, Bushfire and Emergency Management Team	Activate appropriate alarm to notify of emergency Contact appropriate Emergency Services / DECD Security, Bushfire and Emergency Management Team	Activate appropriate alarm to notify of emergency Contact appropriate Emergency Services / DECD Security, Bushfire and Emergency Management Team	Activate appropriate alarm to notify of emergency Contact appropriate Emergency Services / DECD Security, Bushfire and Emergency Management Team
n/a				
Christine Vine Robyn Gibbes Fire Warden / WHS Representative / First Aid Officer	Activate / Identify appropriate alarm to notify emergency Monitor situation with Site Leader Administer First aid if required	Activate / Identify appropriate alarm to notify emergency Monitor situation with Site Leader Administer First aid if required	Activate / Identify appropriate alarm to notify emergency Monitor situation with Site Leader Administer First aid if required	Activate / Identify appropriate alarm to notify emergency Monitor situation with Site Leader Administer First aid if required
Donna Riggs Front Office/Finance	Activate / Identify appropriate alarm to notify emergency Clear administration area of all personnel Collect student information lists, First	Activate / Identify appropriate alarm to notify emergency Clear administration area of all personnel Collect student information lists,	Activate / Identify appropriate alarm to notify emergency Clear administration area of all personnel Collect student information lists,	Activate / Identify appropriate alarm to notify emergency Clear administration area of all personnel Collect student information lists,



	<p>aid , sign in register asbestos register</p> <p>Move to identified S.I.P. location</p> <p>Assist the Site Leader with any directions to be given</p>	<p>First aid , sign in register asbestos register</p> <p>Assist the Site Leader with any directions to be given</p>	<p>First aid , sign in register asbestos register</p> <p>Move to identified on-site evacuation location</p> <p>Assist the Site Leader with any directions to be given</p>	<p>First aid , sign in register asbestos register</p> <p>Move to identified off-site location</p> <p>Assist the Site Leader with any directions to be given</p>
<p>Bek Pens</p> <p>Shawnee Mephram</p> <p>Chris Vine</p> <p>Melinda Popel</p> <p>Kristen Langford</p> <p>Teachers</p>	<p>Identify emergency from alarm tone</p> <p>Assemble students to prepare to move to the S.I.P. location</p> <p>Complete a roll call and advise the site leader of any missing students and their whereabouts</p> <p>Advise if any additional visitors present</p> <p>complete another roll call on arrival at location to ensure all is accounted for</p> <p>Follow instructions from site leader</p> <p>Wait for the all clear</p>	<p>Identify emergency from alarm tone</p> <p>Lock all doors, windows, turn off lights and keep out of sight</p> <p>Complete a roll call and advise the site leader of any missing students and their whereabouts</p> <p>Advise if any additional visitors present</p> <p>Encourage all to remain calm</p> <p>Follow instructions from site leader</p> <p>Wait for the all clear</p>	<p>Identify emergency from alarm tone</p> <p>Assemble students to prepare to move to the on-site evacuation location</p> <p>Complete a roll call and advise the site leader of any missing students and their whereabouts</p> <p>Advise if any additional visitors present</p> <p>Complete another roll call on arrival at location to ensure all is accounted for</p> <p>Follow instructions from site leader</p> <p>Wait for the all clear</p>	<p>Identify emergency from alarm tone</p> <p>Assemble students to prepare to move to the off-site evacuation location</p> <p>Complete a roll call and advise the site leader of any missing students and their whereabouts</p> <p>Advise if any additional visitors present</p> <p>Complete another roll call on arrival at location to ensure all is accounted for</p> <p>Follow instructions from site leader</p> <p>Wait for the all clear</p>
<p>Lorrie Williams</p> <p>Playgroup Coordinator (Mondays)</p>	<p>Same as teachers</p>	<p>Same as teachers</p>	<p>Same as teachers</p>	<p>Same as teachers</p>
<p>Available Staff</p>	<p>Identify emergency from alarm tone</p> <p>Turn off mains power</p> <p>Turn on sprinklers</p>	<p>Identify emergency from alarm tone</p>	<p>Identify emergency from alarm tone</p> <p>Turn off mains power</p> <p>Turn on sprinklers</p>	<p>Identify emergency from alarm tone</p> <p>Turn off mains power</p> <p>Turn on sprinklers</p>



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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.



<p style="text-align: center;">Incident Management and Reporting</p>	<p>Ensure all staff and students are accounted for</p> <p>Check for and treat any injuries</p> <p>Remain at safe location until advised safe to relocate by emergency services</p> <p>Move to alternate location upon emergency services advice</p> <p>Inform and liase with Education Director and/or DECD Security, Bushfore and Emergency Management Team</p> <p>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</p> <p>Check with SA Police for safe routes before driving anywhere</p> <p>Maintain student collection record (when, who etc.)</p>
<p style="text-align: center;">Post Incident and Recovery</p>	<p>Log information in IRMS (Incident and Response Management System).</p> <p>Contact Education Director to discuss requirements for additional support including psychological first aid (counsellors, social workers etc.)</p> <p>Arrange and conduct debriefing/memorials (if necessary)</p> <p>Facility Manager/DECD corporate to arrange appropriate facility repairs</p> <p>Facility Manager/ appropriate authority to assess safety and accessibility of facility and equipment</p> <p>Restock emergency supply kits (check every 3 months regardless)</p> <p>Review hazardous materials storage; test and repair or replace equipment</p> <p>Review Emergency Management Plans, training procedures and modify where required</p> <p>Refer media enquiries to Education Director or DECD Media Unit</p> <p>Be aware and take into consideration staff personal bushfire or emergency plans</p>



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.

Detail (i.e. S.I.P drill, evacuation drill, training)	Date
S.I.P. (Invacuation) Drill	Term 1, Week 2
Evacuation On-Site	Term 1, Week 9
P.B.C. Precautionary Building Confinement (Lockdown)	Term 2, Week 2
Evacuation Off-Site	Term 2, Week 9
S.I. P. (Invacuation) Drill	Term 3, Week 2
Evacuation On-Site	Term 3, Week 9
P.B.C. Precautionary Building Confinement (Lockdown)	Term 4, Week 2
Evacuation Off-Site	Term 4, Week 9

EMERGENCY TRAINING

Include details regarding planned and undertaken emergency training (e.g. fire warden, first aid)

Details	Date
Christine Vine: H & S training; Fire Warden Training	Previously trained, seeking next available retraining H & S training as soon as possible -
Donna Riggs: First Aid training	





BUSHFIRE RESPONSE PLAN - Sandy Creek 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*:

A CFS Watch and Act message advising of a fire within a 20 km radius of the township

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

S.I.P. (Invacuation). 1 long continuous blast of the siren, repeated

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

Junior Primary Classroom in Main Building

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

n/a

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

n/a

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

Curdnatta Hall. Davies Road, Cockatoo Valley. Walking distance or car transport if necessary.

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 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;

Mains water available in refuge

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

Toilets available in refuge with mains water

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

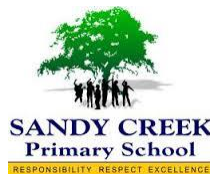
Does your site have an area map?

Yes Please attach.

No

Sandy Creek Primary School

EMERGENCY MANAGEMENT PLAN (Abridged)



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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Local Hospital - Gawler	8521 2000
Education Director - Kathryn Bruggeman	8522 0913
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
Police Security	8116 9230
Poisons Information	13 11 26



Gawler District Office	8522 0950
Principal's Mobile	0411 134 766

FACILITY PROFILE

Site Information			
Site Name	Sandy Creek Primary School		
Address	Davies Road Cockatoo Valley		
Phone	8524 4164		
Fax	8524 4764		
Time Service Starts	8:30	Time Service Finishes	16:00

Student/Staff Information	
Enrolments	66
Staff numbers	18
Proportion of staff disability/health factors (%)	10%
Proportion of student disability/special education needs (%)	27%

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
- Pandemic/communicable disease
- Severe Storm
- Hazardous substance (on site and close to site)
- Flooding
- Intruder
- Criminal incident or threat
- Lightning strike
- Earthquake
- Snakes / Pests
- Bomb Threat
- Other hazards (e.g. road collisions)
- Internal fire/smoke

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	
Medium	Bushfire, Snakes/Pests, Critical Incident or Threat
Low	Severe Weather, Bomb Threat, Other Hazards



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):

- Main school building- Junior Primary Classroom

Alarm tone(s) / method(s) used to initiate:

- 1 long continuous blast of siren

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:

3 short blasts of the siren

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, in front of flag pole

Alarm tone(s) / method(s) used to initiate:

- Continual short blasts of siren

Off-Site / Backup Location(s):

- Assemble at flagpole then move as group to Curdnatta Hall Oval

Alarm tone(s) / method(s) used to initiate:

2 short and 1 long blast of the siren repeated

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	<ul style="list-style-type: none">Ensure all staff and students are accounted forCheck for and treat any injuriesRemain at safe location until advised safe to relocate by emergency servicesMove to alternate location upon emergency services adviceInform and liaise with Education Director and/or DECD Security, Bushfire and Emergency Management TeamNotify 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 methodsCheck with SA Police for safe routes before driving anywhereMaintain student collection record (when, who etc.)
Post Incident and Recovery	<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 repairsFacility Manager/ appropriate authority to assess safety and accessibility of facility and equipmentRestock emergency supply kits (check every 3 months regardless)Review hazardous materials storage; test and repair or replace equipmentReview Emergency Management Plans, training procedures and modify where requiredRefer media enquiries to Education Director or DECD Media UnitBe aware and take into consideration staff personal bushfire or emergency plans

BUSHFIRE RESPONSE PLAN - Sandy Creek 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*:

A CFS Watch and Act message advising of a fire within a 20 km radius of the township

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

S.I.P. (Invacuation). 1 long continuous blast of the siren, repeated

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

Junior Primary Classroom in Main Building

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

n/a

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

n/a

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

Curdnatta Hall. Davies Road, Cockatoo Valley. Walking distance or car transport if necessary.

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 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;

Mains water available in refuge

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

Toilets available in refuge with mains water