

Aldgate Primary School

EMERGENCY MANAGEMENT PLAN

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Introduction

In accordance with the principles of the [Work Health and Safety Regulations 2012](#) under the [Work Health and Safety Act 2012](#) and Australian Standard, Planning for Emergencies in Facilities AS3745-2010, **each Department for Education and Child Development (DECD) site must have a site Emergency Management Plan in place.**

The purpose of this template document is to ensure a minimum standard of considerations in responding to an emergency or other major incident at a DECD site and should ideally be completed by a member of your Emergency Management Team, Incident Response Group or a suitably qualified or experienced individual.

Once complete, your site Emergency Management Plan is to be submitted to the Security and Emergency Management unit at DECD.SecurityIncident@sa.gov.au within DECD Central Office, Adelaide for audit and compliance as per the listed requirements within the [Site Reporting Companion](#) and mandated by the *Emergency Management Framework*.

Please note that scope of the internal audit is:

- 1) to confirm the existence of an approved *Emergency Management Plan* at each site
- 2) to confirm that all areas of the template have been completed
- 3) to confirm that *distinctly different notification tones or systems* exist for the various emergency response options to ensure evacuation alerts and shelter in place alerts are not misinterpreted

The Security and Emergency Management unit cannot accurately assess the quality or viability of the specific processes you document for your Incident Response Group, since they must be tailored specifically to your infrastructure, occupancy and staffing.

You are required to undertake a minimum of two (2) emergency simulations per term, which should be used to openly and honestly assess the likely success or failure of your processes. Where necessary, changes should be made to ensure any deficiencies are adequately addressed.

The Security and Emergency Management unit can provide advice to assist you in the development or amendment of your emergency plan.

As the site Emergency Management Plan must be checked for currency at least once per year, the Security and Emergency Management unit will ensure the online availability of any updated versions of this template by 31st May of each year. Note – you will only be required to complete *new* sections of the template, not the whole document.

Please note that all updated and completed plans are to be submitted prior to 31st July each year.

The completion and submission of this template supersedes any pre-existing site emergency templates and any prior displays of emergency contact information must be consistent with the information contained within this document.

Non-Site Emergency Contacts

Emergency (Police, Fire, Ambulance)	000
Police	131 444
Local Police	8398 1700
Local Fire	8391 1866
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 – Mt	8393 1777
Education Director – Nanette van Ruiten	83914715
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
Police Stirling	8339 2422
Police Security	8116 9230
CFS Hotline	1300 362 361

Site Emergency Contacts

In the table below, list personnel situated at the site, who may be contacted in the event of an emergency situation impacting upon your site. Considerations should be given to the inclusion of details for persons/groups likely to be using the site outside of normal business hours, e.g. OSCH, sporting activities, clubs etc.

Site Role/Position	Name	Contact Number	Out of Hours Contact Number
Principal	Leah Kennewell	8339 2377	0401 121 654
Business Manager/Fire Warden	Fiona Crackett	8339 2377	0408 378 851
Deputy Principal	Robyn Neale	8339 22377	0402 078 914
WHS Rep	Jackie Dawson	8339 2377	0431 521 009 8339 2092
Kindy Director (Monday and Wednesday)	Bianca Stanbridge	8339 3864	0438 813 105
Kindy Director (Tuesday, Thursday, Friday)	hayleigh Schroder	8339 3864	
OSHC Director	Samantha McLean	0411 127 481	



Site Role/Position	Name	Contact Number	Out of Hours Contact Number
Third Party User Karate Tuesday and Thursday Evenings	Brenton Key	0425 537 284	0425 537 284
Third Party User Aldgate Cricket Friday evenings and Saturdays	Ronda Wauchope	0424 744 766	0424 744 766
Fitness Classes some mid week mornings and Studay mornings 6am-7am as needed	Hannah Stubing	0403 532 636	



Incident Response Group

Structure

Figure 1 below has been provided as an *example* of an Incident Response Group (IRG) and includes **mandatory roles** of an **Incident Controller**, a **Communications Officer** and an **Operations Officer**. In the case of smaller sites, the Communications Officer and Operations Officer may be the same person or, where necessary, all three roles may be performed by the same person.

HELP! *What is the purpose of the Incident Response Group and how does this differ from an Emergency Management Team?*

HELP! *What are the roles, responsibilities and skill requirements of an Incident Response Group?*

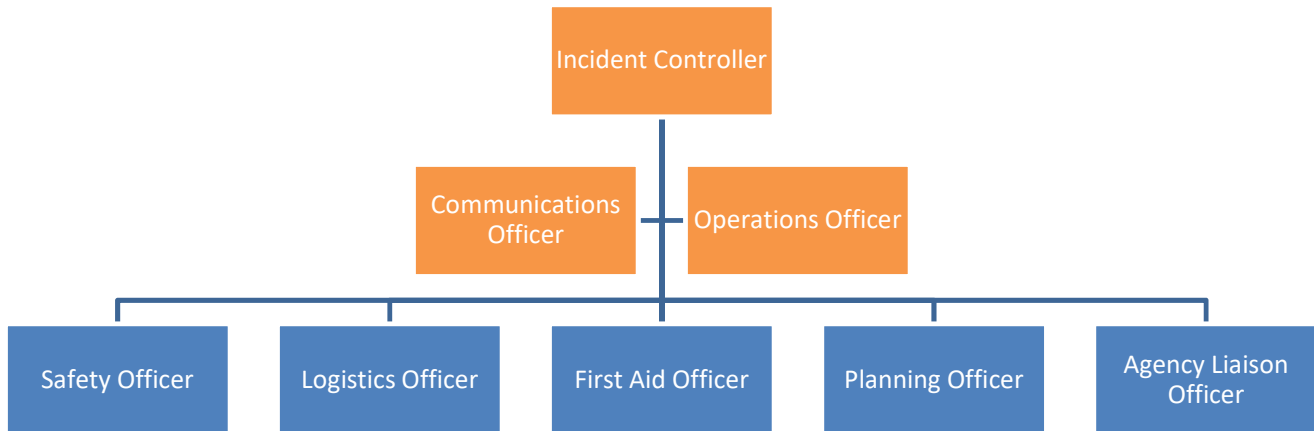


Figure 1 Example of an Incident Response Group structure, including mandatory (yellow) and optional (blue) roles

Incident Response Group, Roles and Responsibilities Summary Table¹

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.
Operations Officer (OO)	OO oversees the implementation of the relevant action plans and is responsible for managing, supervising and monitoring on-going operations.	OO liaises with EMT to assess damaged properties and to restore facilities/services.

Roles	Responsibilities
-------	------------------

¹ Detailed responsibilities and recommended skillsets, experience, disposition or qualifications (where relevant) are provided in the help sheet.

	During an emergency	Post emergency
Communications Officer (CO)	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.
Logistics Officer (LO)	LO manages the logistical needs, including equipment, services and manpower, to facilitate the operations	LO liaises with EMT to review the status of the emergency equipment and services, and make recommendations to reinstate them.
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.
Planning Officer (PO)	PO collects and evaluates information related to the incident and resources, and formulates strategies to mitigate identified risks for implementation by IC	PO liaises with IC and OO to review the incident and risks identified during the emergency and make recommendations to enhance the plan.
Agency Liaison Officer (ALO)	ALO assists CO with liaison with internal and external agencies	ALO assist CO in the liaison with EMT in the issuance of communiques and to attend to queries related to the incident.



Mandatory role within an Incident Response Group



Optional but recommended role within an Incident Response Group

(NB: Titles may differ but the responsibilities will be as described within above summary table).

Incident Response Group Contacts

Fill in the names and contacts of the main and alternate persons nominated for the respective roles in your Incident Response Group.

Incident Controller	
Main:	Leah Kennewell
Contact:	8339 2377 0401 121 654
Alternate:	Robyn Neale
Contact:	83392377 0402 078 914

Operations Officer	
Main:	Leah Kennewell
Contact:	8339 2377 0401 121 654
Alternate:	Robyn Neale
Contact:	83392377 0402 078 914

Communications Officer	
Main:	Fiona Crackett
Contact:	8339 2377 0408378851
Alternate:	Marian Sceemilch
Contact:	8339 2377

Safety Officer	
Main:	Jackie Dawson
Contact:	8339 2377
Alternate:	
Contact:	

Logistics Officer	
Main:	Leah Kennewell
Contact:	8339 2377 0401 121 654
Alternate:	Fiona Crackett
Contact:	8339 2377 0408378851

First Aid Officer	
Main:	Denny Steer
Contact:	833 92377
Alternate:	Val Barber
Contact:	8339 2377

Planning Officer	
Main:	Leah Kennewell
Contact:	8339 2377 0401 121 654
Alternate:	Robyn Neale
Contact:	83392377 0402 078 914

Agency Liaison Officer	
Main:	Robyn Neale
Contact:	883392377 0402 078 914
Alternate:	Leah Kennewell
Contact:	8339 2377 0401 121 654



Site Profile

Site Information			
Site Name	Aldgate Primary School		
Address	3 Fairview Road Aldgate 5154		
Telephone	8339 2377		
Fax	8339 4308	Email	DL.admin.0210@schools.sa.edu.au
Time Site Opens	7.30am		
Time Site Closes	6.30pm		

Student/Staff Information	
Number of Current Enrolments	311
Number of Staff	24
Proportion of Staff Disability/Health Factors (%)	4%
Proportion of Student Disability/Special Education Needs (%)	3.5%

Building Information			
Do you have a Monitored Security Alarm?	Yes, it's a combined security and fire alarm system	Make/Model	Concept 2000
If "Other" make/model, provide details			
List buildings NOT covered by security alarm	1. Sheds 1,2,3,5,6,7,8,9,11		
2.	3.		
4.	5.		
Do you have a separate Fire Alarm System? (If "yes", provide details of make/model)	No	Make/Model	
List buildings NOT covered by fire alarm	1.		
2.	3.		
4.	5.		
Is there an emergency telephone?	Yes	Type	Power fail-safe phone
If "Others", provide details	Satellite		
Select method used for alert tone warnings?	Class bell system		
If "Others", provide details			
List on-site hazards (e.g. gas/pool chemicals)	Location (e.g. science lab, chemical storage)		
1. Petrol	Shed 3		
2. BBQ Gas Bottles	Shed 3		
3. Paint	Shed 3		
4.			
5.			

Emergency Power System

Please provide information below relating to the backup power supply available for use on your site in the event of an emergency (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.

Location	N/A	
Systems connected	1. N/A	2.
Systems connected	3.	4.
Basic operating instructions or location of hard copy operating instructions	N/A	

Utilities

Please provide basic information below regarding the main utility supplies connected to your site. Include information such as how to locate, operate or switch off these utilities in the event of an emergency.

If not applicable, please type N/A. DO NOT LEAVE BLANK SPACES.

Utilities	Location of Shutoff Valve/Switch	Special Instructions
Gas (Mains/Bottled)	N/A	
Water	Front of School - Fairview Road near crossing	Lift metal lid and turn lever
Electricity	Main switchbaord located in bike shed on Fairview Road.	Use key (4D admin cupbaord) to open and switch main switch to off
Sprinkler System	N/A	
Heating System	Reverse cycle air conditioning in each unit - controls are located in the foyer of each unit Reverse cycle air con Bld 1 & 2 & 9- controlsl are on the wall	Will shut down when electricity is turned off





Site Plans and Area Maps

Site Map

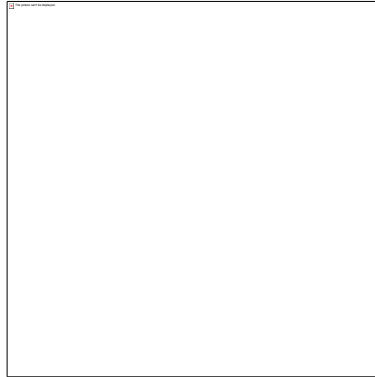
It is a requirement that you attach a copy of your site plan and area map within this document

Please indicate that you have attached a copy of your site plan²

(click below to insert an image file e.g. .jpeg, .gif, .png of your site plan within the page)

Yes No

HELP! *Are there any guidelines as to what an ideal site plan should look like?*



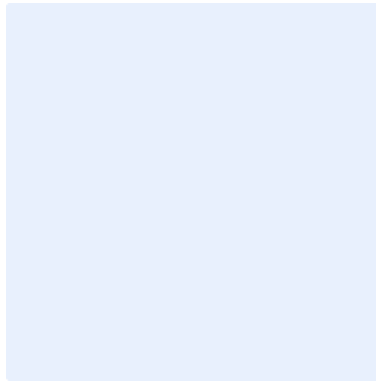
² Please note that all site maps submitted will be accepted in its current format for the purposes of avoiding any delay in submitting a reference map for your site i.e. you will not currently be required to conform to AS3745-2010 at this stage.

Area Map

Please indicate that you have attached a copy of your area map
(click below to insert an image file e.g. .jpeg, .gif, .png of your area map within the page)

Yes No

HELP! *Are there any guidelines as to what an ideal area map should look like?*



Emergency Assembly Areas and Alarm Tone Procedures

IMPORTANT! The alarms raised for each emergency response should be easily distinguishable from each other. For example, an alarm tone and/or duration to direct persons to a Precautionary Building Confinement **MUST** differ from an alarm tone for an Evacuation response, in order to avoid any confusion.

Shelter-In-Place

HELP! *What is meant by Shelter in Place?*

Shelter in Place Location (specify SAMIS Building number, room number or facility type)	
Gym, 0210-02-1	
Alarm Tone/Alert Method Used	Duration/Pattern of Alarm Tone (where applicable)
Siren	Other
If "Other", please provide further details	
5 long bursts	

Precautionary Building Confinement (PBC)/Lockdown

HELP! *What is meant by Precautionary Building Confinement (PBC)/Lockdown?*

PBC/Lockdown Location (specify SAMIS Building number, room number or facility type)	
Remain in class rooms 0210-02-3, 0210-03-1 0210-04-1, 0210-05-1, 0210-08-1,	
Alarm Tone / Alert Method Used	Duration/Pattern of Alarm Tone (where applicable)
Siren	Long continuous
If "Other", please provide further details	



Evacuation

HELP! *What is meant by an Evacuation?*

On-site / Adjacent Muster Point Location(s) (e.g. oval/car park/courtyard)	
On Site Location A	Oval
On Site Location B (optional)	
If there are two locations A & B, please state the protocol used to direct the occupants to either A or B during an emergency.	
Alarm Tone/Method Used	Duration/Pattern of Alarm Tone
Siren	Other
If "Other", please provide further details	
10 quick bursts	

Off-site Back-up Location

HELP! *Why do I need an Off-site Back-up Location?*

Off-site Back-up Location(s)	
Off Site Location A	N/A
Off Site Location B (optional)	
If there are two locations A & B, please state the protocol used to direct the occupants to either A or B during an emergency.	
Alarm Tone/Method Used	Duration/Pattern of Alarm Tone
Choose an item	Choose an item
If "Other", please provide further details	

Hazard Identification and Risk Assessment

Hazard identification, risk assessment and control procedures are necessary to prepare you to respond effectively to any emergency situations on or around your site, in order to ensure the safety of the site and its occupants.

Using the table below, click on the check-boxes for the assessed risk associated to each of the potential hazard/emergency situation that we have pre-identified. For example, if your site is situated in a high risk bushfire location, click on the check-box in the red 'High Risk' column for 'Bushfire'; however, should your site be located within the CBD and be considered at an insignificant risk of a bushfire emergency, then click on the check-box in the corresponding white 'Insignificant Risk' column. **Additional spaces have been made available to include any other additional site specific hazards relevant to your site. Where a potential high risk hazard/emergency situation is identified, the procedures developed to address such an event must be completed in the next section.**

HELP! [Why do I need to identify specific risks?](#)

HELP! [Where do I gain more information about assistance with a site risk assessment?](#)

HELP! [Are there any helpful policies or templates?](#)

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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cattle escapees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical leaks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Earthquakes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flooding	<input checked="" type="checkbox"/>	<input 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"/>
Gas leaks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internal Fire/Smokes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lightning Strikes	<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 Storms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Snakes/Pests	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Falling Trees	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other hazards	<input type="checkbox"/>	<input 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).**

Example

Hazard	Emergency response
Flood	Off-site evacuation
Additional procedures	
List additional procedures to complement those developed for your 'Off-site evacuation' procedures as stated in the earlier section 'Emergency Assembly Areas and Alarm Tone Procedures'	

Hazard	Emergency response
Bushfire	Shelter-In-Place
Additional procedures	
As per the Emergency Management Plan. Emergency procedure and bushfire procedure one page summaries are attached and also displayed in key locations around the site.	

Hazard	Emergency response
Snakes	On-Site Evacuation
Additional procedures	
Move students away from snake. Monitor snake until snake catcher arrives.	

Hazard	Emergency response
	Choose an item.
Additional procedures	

Hazard	Emergency response
	Choose an item.
Additional procedures	

Hazard	Emergency response
	Choose an item.
Additional procedures	



Emergency Supplies Plan

In your response to an actual or imminent emergency, the occupants of your site may have to remain on the school grounds for a prolonged period, until the threat has been adequately addressed by the emergency services and then given the clearance to leave the site. Hence, it is important to maintain sufficient stock of emergency supplies for the expected number of occupants of the site during an emergency.

Drinking Water Supply Plan

Drinking water must be readily available at the site and it must not be reliant on the mains (water or power) for its provision. Otherwise, sufficient drinking water supply (e.g. bottled water) must be maintained at the site at all times. The stock should be checked periodically to ensure that it has not expired. Ideally, there should be about 4 litres of water allocated to each person. However, due to the limitations on the amount of water that you can store on site, **we would recommend at least 1 litre of water be allocated for each person** for the purpose of your site's emergency supplies plan.

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>

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

6 x 15 litre water bottles and dispensers are kept in the Gym/Shelter in Placee. Staff/students to bring their water bottles with them if possible.

Drinking fountain with tap located within the shuttered zone

Food Supply Plan

Your site may store at least a one-day **supply of non-perishable food** (e.g. biscuits, canned food, cereals) that do not require refrigeration, cooking, water or special preparation. Be sure to include a can opener and eating utensils (e.g. paper cups/plates, plastic spoon/fork) in your stock. The stock should be checked periodically to ensure that it has not expired.

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

15 loaves of bread in the freezer B1RR10 (musicroom), located within the shutter area

Essential Items Supply Plan

During an emergency, the power and water supply from the mains, as well as internet and mobile/landline connectivity may be affected. Your site may maintain the stock of these basic items to facilitate emergency operations, alleviate the trauma experienced by the occupants and to aid the recovery process after the event. You may add further items to the list by using the spaces provided.

Some of the items that you may want to include are:

- Battery-powered, wind-up or solar powered radio
- Waterproof torch
- Spare batteries for all devices (especially mobile)
- First aid kit with guide book
- Toiletries (soap, handwash, alcohol wipes, toilet paper, tissues)
- Blankets
- Candles with matches
- Glow sticks (non-toxic)
- Whistle (to signal for help)
- Dust masks, plastic sheeting and duct tape (for Shelter-In-Place)
- Children activities (board games, colouring books, toys)
- Safety vests (for identification of key personnel)
- Garbage bags and ties
- Megaphone

Add other items using space provided

- Medication for individual students
- Overalls for Incident Response group
- Gloves for Incident response Group
- Class sign out sheets
- Appropriate boots
- Emergency Contact List
- Ear Muffs
-
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Student Collection Protocol

Students Attendance Record

All schools must have a system to record student attendance and be able to account for the presence or absence of all students during an emergency. In addition, processes must exist to ensure students are only released to authorised individuals.

HELP! *What are the key features of a system to record students' attendance and nominated persons (or otherwise approved persons) for collection?*

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

Total Fire Ban Days: teachers are to keep class roll books with their class, FO staff will collect and copy roll for the day, record absences in EDSAS and print reports ready for evacuation if necessary.

If students are evacuated to the gym, teachers will take their roll books with them, FO staff will take records of absences, and sign in out registers to the gym.

Print outs of Parent and Emergency Conacts and Sign out sheets are kept in the Bushfire Kit - parents are to sign out students with the designated officer when they collect their child in the event of evacuation to the Gym/Shelter in Place..

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 must ensure that adequate processes are implemented to facilitate urgent changes to usual collection or release arrangements (e.g. SMS authorities permitted with agreed codeword, proactive communication to parents on Total Fire Ban days or during storm events, urgent OSHC arrangements).

HELP! *What are the guidelines in developing an effective student collection protocol during an emergency?*

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

Parents are the designated authority to collect.

Parents can contact the school in writing (email or text) to notify of any changes to collection authority each day.

Bushfire Response Plan - Aldgate Primary School

It is a DECD requirement that all R1 and R2 bushfire risk rated sites and sites which have identified 'Bushfire' as a potential high risk hazard/emergency (refer to Section 'Hazard Identification & Risk Assessment'), to complete the Bushfire Response Plan.

Completion of this template within your site's 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's EMT to determine trigger points and act upon them as per the site's Bushfire Response Plan. It is also useful to include several means to enable the trigger points in case one or some of these failed to function during an emergency. Examples include the following:

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

State your site's Trigger Points to prepare for movement to a Bushfire Refuge.

Fire in the local area - CFS Watch and Act message, bushfire with 20 km radius

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

Note: The alarm tone MUST be clearly distinguishable from the other emergency alarm tones as noted in the earlier section 'Emergency Assembly Areas and Alarm Tone Procedures'.

Alarm Tone/Method Used	Duration/Pattern of Alarm Tone
Bell (electronic)	Other

If "Other" alarm tone or duration, please provide further details

If possible admin staff will personally notify staff - startinging with Kindy, JP,MP,UP, others or 5 long bursts of the siren.

State the location of the Bushfire Refuge.		
<ul style="list-style-type: none"> - If it is an on-site Bushfire Refuge, please state the SAMIS Building Number and any specific facility used for the refuge (e.g. Building 1 - Library). - If it is an off-site Bushfire Refuge, please provide a detailed description and an address of the location (e.g. ABC Caravan Park located at 123 Beach Road SA 5XXX). 		
Gym - 0210-02-1		
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
Aldgate Kindergarten Monday and Wednesday	Name: Bianca Stanbridge Role: Director Mobile: 0438 813 105	8339 3864
Aldgate Kindergarten Tuesday, Thursday and Friday	Name: Bridget Murphey O'Neill Role: Director Mobile:	8339 3864
OSHC	Name: Samantha Mclean Role: Director Mobile: 0411 127 481	
	Name: Role: Mobile:	
	Name: Role: Mobile:	
State the location of your off-site evacuation point should your site need to evacuate the Bushfire Refuge		
N/A		
State the planned method of transport to relocate all persons away from the Bushfire Refuge and to the off-site evacuation point		
N/A		

Drinking Water Contingency Plan

Drinking water must be readily available at the Bushfire Refuge location and it must not be reliant on the mains (water or power) for its provision. Otherwise, sufficient drinking water supply must be stocked at the location during Total Fire Ban days. Ideally, there should be about 4 litres of water allocated to each person. However, we appreciate the limitations to the amount of water that you can store on site; hence, **we would recommend at least 1 litre of water be allocated for each person** for the purpose of your site's Bushfire Response Plan.

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>

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

6 x15 litre water bottles and dispensers are kept in the Gym/Shelter in Place.. Staff/students to bring their water bottles with them if possible

Drinking fountain with tap located within the shuttered area.

Water for Ablutions/Sanitary Purposes

During an emergency, water and/or power supply from mains may be affected and a site may not have abluion 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 abluion options during a bushfire emergency situation

Hand sanitiser and 2 X camp toilets, chemicals for flushing and toilet paper are located in the gym sports shed.

Toilets located in B1 (R13&14), within the shuttered area.

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	Bushfire	Practical	
Precautionary Building Confinement/Lockdown	Threat from intruder	Practical	
Evacuation (On Site)	Internal fire	Practical	
Evacuation (On Site)	Internal Fire	Practical	
Precautionary Building Confinement/Lockdown	Threat from Intruder	Practical	
Evacuation (On Site)	Internal fire	Practical	
Shelter-In-Place	Bushfire	Practical	
Evacuation (On Site)	Internal Fire	Practical	
Precautionary Building Confinement/Lockdown	Threat from Intruder	Practical	
Choose a response type		Choose type	



Emergency Management Skill Register

List 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)
Leah Kennewell	Experienced Principal	0401 121 654	Admin Bld 1 Room 1
Jackie Dawson	WHS Rep Training	0431 524 009	Building 5 Room 5
Fiona Crackett	Past experience 18 years at Aldgate Primary, Senior First Aid Fire Warden Training 2018	0408 837 851	Building 1 Room 5
Robyn Neale	4 yeears experience at Aldgate Primary School	0402 078914	Building 1 Room 2

Emergency Management Skill Training Plan

List proposed training or courses for staff who are allocated roles in the Incident Response Group (IRG) as main or alternative appointments.

Name	Incident Response Group Appointment	Reason for proposed training/course	Proposed training/courses
Leah Kennewell	Incident Controller (Main)	Incident Controller	Fire Warden
Robyn Neale	Incident Controller (Alternate)	Incident Controller	Fire Warden
Cam Crigg	Safety Officer (Main)	WHS	WHS
Fiona Crackett	Safety Officer (Alternate)	WHS	WHS
	Choose an item.		
	Choose an item.		

	Choose an item.		
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	Choose an item.		
	Choose an item.		

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
Siam Verco	Building 3	Impaired hearing	Teacher to be in visual range	Jade Somerville	8339 2377
Scarlett Evan	Building 4	ASD	Teacher to be in visual range	Tiffany Cazzolato	8339 2377
Willow Blocki	Building 3	Impaired hearing	Teacher to be in visual range	Jade Somerville	8339 2377
Lachlan Grossman	Building 4	Impaired hearing	Teacher to be in visual range	Fran Vallance/Leanne Costello	8339 2377

Iris Blocki	Building 4	comunication	Teacher to be in visual range	Sam Richards	8339 2377
Travis Neller	Building 5	ASD	Teacher to be in visual range	Lisa Marsden/Stacey Wood	8339 2377
Ryan Rogers	Building 5	Behaviour	Teacher to be in visual range	Lisa Marsden/Stacey Wood	8339 2377
George Lamb	Building 5	ASD	Teacher to be in visual range	Jackie Dawson	8339 2377
Jacke Eccles	Building 5	ASD	Teacher to be in visual range		

Completion Checklist

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

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

This document is completed by

Name:	Fiona Crackett in consultation with Bianca Stanbridge, Leah Kennewell,
Designation:	Communications Officer
Contact Number:	8339 2377
Email:	fiona.crackett660@schools.sa.edu.au
Date of completion:	21/1/2019

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. 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"/>
4. 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"/>
5. Set timelines and further reporting/review of incident status.	<input type="checkbox"/>	<input type="checkbox"/>
6. If the incident is still 'active', repeat step 4 and 5 above.	<input type="checkbox"/>	<input type="checkbox"/>
7. If the incident is no longer 'active', organize debrief of incident and final report by IRG members.	<input type="checkbox"/>	<input type="checkbox"/>
8. Authorise the safe return of occupants when satisfied to do so and after consultation with emergency services.	<input type="checkbox"/>	<input type="checkbox"/>
9. Stand down IRG	<input type="checkbox"/>	<input type="checkbox"/>
<i>All other responsibilities as listed below:</i>		
	<input type="checkbox"/>	<input type="checkbox"/>
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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) : a. Circumstances of the incident; b. Identify the underlying cause of the incident; c. Establish whether the initial management and emergency response was implemented according to plan; d. Review the log of activities recorded and actions taken; e. Review effectiveness and adequacy of actions taken; f. Review the risk associated with the incident; g. Review the plans/actions to mitigate the risk to acceptable level; h. Identify staff or students who may be at risk, for support to aid recovery.	<input type="checkbox"/>	<input type="checkbox"/>
<i>All other responsibilities as listed below:</i>		
	<input type="checkbox"/>	<input type="checkbox"/>
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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"/>
<i>All other responsibilities as listed below:</i>		
	<input type="checkbox"/>	<input type="checkbox"/>
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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"/>
<i>All other responsibilities as listed below:</i>		
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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"/>
<i>All other responsibilities as listed below</i>		
	<input type="checkbox"/>	<input type="checkbox"/>
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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>		
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
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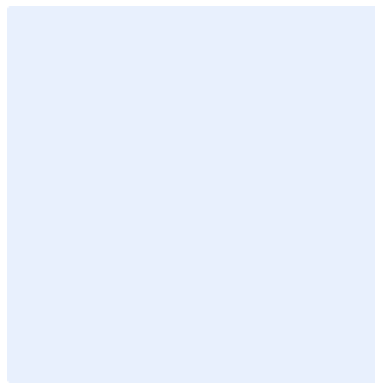
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Aldgate Primary School

EMERGENCY MANAGEMENT PLAN (abridge)

HELP! *What is the Emergency Management Plan (Abridged) version and how do I use it?*

[Click below to insert an image file e.g. .jpeg, .gif, .png of your site photo or logo within this page]



Non-Site Emergency Contact Numbers

Emergency (Police, Fire, Ambulance)	000
Police	131 444
Local Police	8398 1700
Local Fire	8391 1866
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 - Mt Barker	8393 1777
Education Director - Nanette van Ruiten	83914715
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 Stirling	8339 2422
Police Security	8116 9230
CFS Hotline	1300 362 361

Incident Response Group

Each site will have an Incident Response Group (IRG) organised during an actual or imminent occurrence of an emergency. The group will be responsible for implementing the action plans in response to various situations, in accordance to the Emergency Management Plan. **Figure 1** below shows an *example* of an Incident Response Group and includes **mandatory roles** of an **Incident Controller**, a **Communications Officer** and an **Operations Officer**. In the case of smaller sites, the Communications Officer and Operations Officer may be the same person or, where appropriate, all three roles may be performed by the same person.

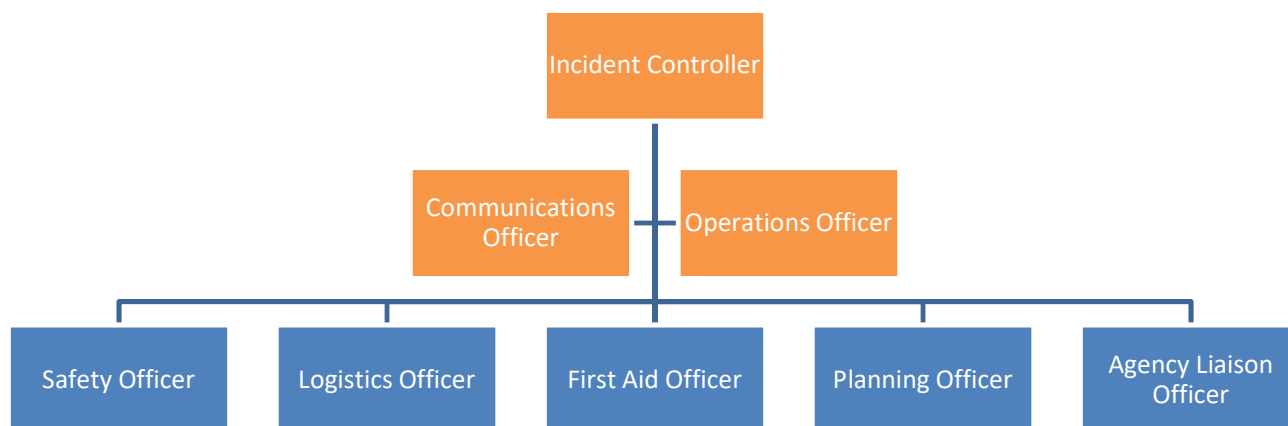


Figure 1 Example of an Incident Response Group, including mandatory (yellow) and optional roles (blue)

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)	OO oversees the implementation of the relevant action plans and is responsible for managing, supervising and monitoring on-going operations.	OO 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.
Logistics Officer (LO)	LO manages the logistical needs, including equipment, services and manpower, to facilitate the operations	LO liaises with EMT to review the status of the emergency equipment and services, and make recommendations to reinstate them.
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.
Planning Officer (PO)	PO collects and evaluates information related to the incident and resources, and formulates strategies to mitigate identified risks for implementation by IC	PO liaises with IC and OO to review the incident and risks identified during the emergency and make recommendations to enhance the plan.
Agency Liaison Officer (ALO)	ALO assists CO with liaison with internal and external agencies	ALO assist CO in the liaison with EMT in the issuance of communiques and to attend to queries related to the incident.

Site Profile

Site Information			
Site Name	Aldgate Primary School		
Address	3 Fairview Road Aldgate 5154		
Telephone	8339 2377		
Fax	8339 4308	Email	DL.admin.0210@schools.sa.edu.au
Time Site Opens	7.30am		
Time Site Closes	6.30pm		

Student/Staff Information	
Number of Current Enrolments	311
Number of Staff	24
Proportion of Staff Disability/Health Factors (%)	4%
Proportion of Student Disability/Special Education Needs (%)	3.5%

Emergency Assembly Areas and Alarm Tone Procedures

Shelter-In-Place

Shelter in Place Location	
Gym, 0210-02-1	
Alarm Tone/Alert Method Used	Duration/Pattern of Alarm Tone
Siren	Other
If "Other" alarm tone/alert method or duration/pattern of alarm tone, please note following details	
5 long bursts	

Precautionary Building Confinement (PBC)/Lockdown

Precautionary Building Confinement (PBC)/Lockdown Location	
Remain in class rooms 0210-02-3, 0210-03-1 0210-04-1, 0210-05-1, 0210-08-1,	
Alarm Tone / Alert Method Used	Duration/Pattern of Alarm Tone
Siren	Long continuous
If "Other" alarm tone/alert method or duration/pattern of alarm tone, please note following details	

Evacuation

On-site / Adjacent Muster Point Location(s) (e.g. oval/car park/courtyard)	
On Site Location A	Oval
On Site Location B (optional)	
If there are two locations A & B, please note the following protocol used to direct the occupants to either A or B	
Alarm Tone/Method Used	Duration/Pattern of Alarm Tone
Siren	Other
If "Other" alarm tone/alert method or duration/pattern of alarm tone, please note following details	
10 quick bursts	



Off-site Back-up Location

Off-site Back-up Location(s)	
Off Site Location A	N/A
Off Site Location B (optional)	
If there are two locations A & B, please note the following protocol used to direct the occupants to either A or B	
Alarm Tone/Method Used	Duration/Pattern of Alarm Tone
Choose an item	Choose an item
If "Other" alarm tone/alert method or duration/pattern of alarm tone, please note following details	



Bushfire Response Plan - Aldgate Primary School

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

Fire in the local area - CFS Watch and Act message, bushfire with 20 km radius

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

Alarm Tone/Method Used	Duration/Pattern of Alarm Tone
Bell (electronic)	Other

If "Other" alarm tone/alert method or duration/pattern of alarm tone, please note following details

If possible admin staff will personally notify staff - startinging with Kindy, JP,MP,UP, others or 5 long bursts of the siren.

Location of the Bushfire Refuge

Gym - 0210-02-1

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

N/A

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

N/A

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

6 x 15 litre water bottles and dispensers are kept in the Gym/Shelter in Place.. Staff/students to bring their water bottles with them if possible

Drinking fountain with tap located within the sheltered area.

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

Hand sanitiser and 2 X camp toilets, chemicals for flushing and toilet paper are located in the gym sports shed. Toilets located in B1 (R13&14), within the sheltered area.

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 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

Total Fire Ban Days: teachers are to keep class roll books with their class, FO staff will collect and copy roll for the day, record absences in EDSAS and print reports ready for evacuation if necessary.

If students are evacuated to the gym, teachers will take their roll books with them, FO staff will take records of absences, and sign in out registers to the gym.

Print outs of Parent and Emergency Concts and Sign out sheets are kept in the Bushfire Kit - parents are to sign out students with the designated officer when they collect their child in the event of evacuation to the Gym/Shelter in Place..

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

Parents are the designated authority to collect.

Parents can contact the school in writing (email or text) to notify of any changes to collection authority each day.