**Enter Site Name**

**EMERGENCY MANAGEMENT PLAN**

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



**Contents**

[**Introduction 3**](#_Toc462911889)

[**Non-Site Emergency Contacts 4**](#_Toc462911890)

[**Site Emergency Contacts 5**](#_Toc462911891)

[**Incident Response Group 7**](#_Toc462911892)

[**Site Profile 10**](#_Toc462911893)

[**Site Plans and Area Maps 12**](#_Toc462911894)

[**Emergency Assembly Areas and Alarm Tone Procedures 14**](#_Toc462911895)

[**Hazard Identification and Risk Assessment 16**](#_Toc462911896)

[**High Risk Emergency Procedures 17**](#_Toc462911897)

[**Emergency Supplies Plan 19**](#_Toc462911898)

[**Student Collection Protocol 22**](#_Toc462911899)

[**Bushfire Response Plan - Enter Site Name 23**](#_Toc462911900)

[**Administrative Support Plan 26**](#_Toc462911901)

[**Completion Checklist 34**](#_Toc462911902)

[Appendix A1 – Incident Controller (Emergency Procedure) 35](#_Toc462911903)

[Appendix A2– Incident Controller (Post Emergency Procedure) 37](#_Toc462911904)

[Appendix B1 – Operations Officer (Emergency Procedure) 39](#_Toc462911905)

[Appendix B2 – Operations Officer (Post Emergency Procedure) 41](#_Toc462911906)

[Appendix C1 – Communications Officer (Emergency Procedure) 43](#_Toc462911907)

[Appendix C2 – Communications Officer (Post Emergency Procedure) 45](#_Toc462911908)

[**EMERGENCY MANAGEMENT PLAN (abridge)** 47](#_Toc462911909)

Introduction

In accordance with the principles of the [*Work Health and Safety Regulations 2012*](http://www.legislation.sa.gov.au/LZ/C/R/Work%20Health%20and%20Safety%20Regulations%202012.aspx)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](file://DECSGLA01/User3/Groups/SiteServices/ASSET%20SERVICES/SECURITY%20BEM/3.%20EMERGENCY/TEMPLATE/DECD.SecurityIncident%40sa.gov.au%20) within DECD Central Office, Adelaide for audit and compliance asper the listed requirements withinthe [Site Reporting Companion](https://searchadmin.learnlink.sa.edu.au/s/redirect?rank=1&collection=DECD-Intranet&url=https%3A%2F%2Fmyintranet.learnlink.sa.edu.au%2Flibrary%2Fdocument-library%2Fguideline%2Foperations-and-management%2Fdata-management%2FSite-reporting-guidelines.pdf&index_url=https%3A%2F%2Fmyintranet.learnlink.sa.edu.au%2Flibrary%2Fdocument-library%2Fguideline%2Foperations-and-management%2Fdata-management%2FSite-reporting-guidelines.pdf&auth=v8Jf3oHMHAnxG3U317h2Zg&query=site+reporting+companion&profile=_default) 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.**

**ENTS**

Non-Site Emergency Contacts

|  |  |
| --- | --- |
| **Emergency (Police, Fire, Ambulance)** | **000** |
| **Police** | **131 444** |
| **Local Police**  |  |
| **Local Fire**  |  |
| **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 –** **Enter Hospital Name**  |  |
| **Education Director –** **Enter ED Name** |  |
| **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** |
| **Add Contact:**  |  |
| **Add Contact:** |  |
| **Add Contact:** |  |

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** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

|  |  |  |  |
| --- | --- | --- | --- |
| **Site Role/Position** | **Name** | **Contact Number** | **Out of Hours Contact Number** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

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 the 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 Table[[1]](#footnote-1)**

|  |  |
| --- | --- |
| **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** |
| **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:** | Enter Name |
| **Contact:** | Enter Contact |
| **Alternate:** | Enter Name |
| **Contact:** | Enter Contact |

 |
|

|  |
| --- |
| **Operations Officer** |
| **Main:** | Enter Name |
| **Contact:** | Enter Contact |
| **Alternate:** | Enter Name |
| **Contact:** | Enter Contact |

 |

|  |
| --- |
| **Communications Officer** |
| **Main:** | Enter Name |
| **Contact:** | Enter Contact |
| **Alternate:** | Enter Name |
| **Contact:** | Enter Contact |

 |
|

|  |
| --- |
| **Safety Officer** |
| **Main:** | Enter Name |
| **Contact:** | Enter Contact |
| **Alternate:** | Enter Name |
| **Contact:** | Enter Contact |

 |

|  |
| --- |
| **Logistics Officer** |
| **Main:** | Enter Name |
| **Contact:** | Enter Contact |
| **Alternate:** | Enter Name |
| **Contact:** | Enter Contact |

 |
|

|  |
| --- |
| **First Aid Officer** |
| **Main:** | Enter Name |
| **Contact:** | Enter Contact |
| **Alternate:** | Enter Name |
| **Contact:** | Enter Contact |

 |

|  |
| --- |
| **Planning Officer** |
| **Main:** | Enter Name |
| **Contact:** | Enter Contact |
| **Alternate:** | Enter Name |
| **Contact:** | Enter Contact |

 |
|

|  |
| --- |
| **Agency Liaison Officer** |
| **Main:** | Enter Name |
| **Contact:** | Enter Contact |
| **Alternate:** | Enter Name |
| **Contact:** | Enter Contact |

 |

# **Site Profile**

|  |
| --- |
| **Site Information** |
| **Site Name** |       |
| **Address** |       |
| **Telephone** |       |
| **Fax** |       | **Email** |       |
| **Time Site Opens** |       |
| **Time Site Closes**  |       |

|  |
| --- |
| **Student/Staff Information** |
| **Number of Current Enrolments**  |       |
| **Number of Staff** |       |
| **Proportion of Staff Disability/Health Factors (%)** |       |
| **Proportion of Student Disability/Special Education Needs (%)**  |       |

|  |
| --- |
| **Building Information** |
| **Do you have a Monitored Security Alarm?** | Choose an item. | **Make/Model** | Choose an item. |
| **If “Other” make/model, provide details** |       |
| **List buildings *NOT* covered by security alarm** | 1.       |
| 2.       | 3.       |
| 4.       | 5.       |
| **Do you have a separate Fire Alarm System?****(If “yes”, provide details of make/model)** | Choose an item. | **Make/Model** |       |
| **List buildings *NOT* covered by fire alarm** | 1.       |
| 2.       | 3.       |
| 4.       | 5.       |
| **Is there an emergency telephone?** | Choose an item. | **Type** | Choose an item. |
| **If “Others”, provide details** |       |
| **Select method used for alert tone warnings?** | Choose an item. |
| **If “Others”, provide details** |       |
| **List on-site hazards (e.g. gas/pool chemicals)** | **Location (e.g. science lab, chemical storage)** |
| 1.       |       |
| 2.       |       |
| 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** |       |
| **Systems connected** | 1.       | 2.       |
| 3.       | 4.       |
| **Shutoff Instruction** |       |

|  |
| --- |
| **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)** |       |       |
| **Water** |       |       |
| **Electricity** |       |       |
| **Sprinkler System** |       |       |
| **Heating System** |       |       |

# **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 plan[[2]](#footnote-2)****(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?*



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)** |
|       |
| **Alarm Tone/Alert Method Used** | **Duration/Pattern of Alarm Tone (where applicable)** |
|  |  |
| **If “Other”, please provide further details** |
|       |

**Precautionary Building Confinement (PBC)/Lockdown**

[**HELP!** *What is meant by Precautionary Building Confinement (PBC)/Lockdown?*](file:///C%3A/Users/carterl/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.Outlook/ROZWK7RN/emergency-management-plan-helpful-information-guide.docx#PBC_Lockdown)

|  |
| --- |
| **PBC/Lockdown Location (specify SAMIS Building number, room number or facility type)** |
|       |
| **Alarm Tone / Alert Method Used** | **Duration/Pattern of Alarm Tone (where applicable)** |
|  |  |
| **If “Other”, please provide further details** |
|       |

**Evacuation**

[**HELP!** *What is meant by an Evacuation?*](file:///C%3A/Users/carterl/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.Outlook/ROZWK7RN/emergency-management-plan-helpful-information-guide.docx#Evacuation)

|  |
| --- |
| **On-site / Adjacent Muster Point Location(s) (e.g. oval/car park/courtyard)** |
| **On Site Location A** |       |
| **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** |
|  |  |
| **If “Other”, please provide further details** |
|       |

**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** |       |
| **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** |
|  |  |
| **If “Other”, please provide further details** |
|       |

# **Hazard Identification and Risk Assessment**

Hazard identification, risk assessment and control procedures are necessary to prepare you to response 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 |[ ] [ ] [ ] [ ]
| Bushfires |[ ] [ ] [ ] [ ]
| Bomb Threats |[ ] [ ] [ ] [ ]
| Cattle escapees |[ ] [ ] [ ] [ ]
| Chemical leaks |[ ] [ ] [ ] [ ]
| Earthquakes |[ ] [ ] [ ] [ ]
| Flooding |[ ] [ ] [ ] [ ]
| Hazardous Substances (on-site/ close to site) |[ ] [ ] [ ] [ ]
| Gas leaks |[ ] [ ] [ ] [ ]
| Internal Fire/Smokes |[ ] [ ] [ ] [ ]
| Lightning Strikes |[ ] [ ] [ ] [ ]
| Pandemic/Communicable Diseases |[ ] [ ] [ ] [ ]
| Road Collisions |[ ] [ ] [ ] [ ]
| Severe Storms |[ ] [ ] [ ] [ ]
| Snakes/Pests |[ ] [ ] [ ] [ ]
| Other hazards |[ ] [ ] [ ] [ ]
| Other hazards |[ ] [ ] [ ] [ ]
| Other hazards |[ ] [ ] [ ] [ ]
| Other hazards |[ ] [ ] [ ] [ ]
| Other hazards |[ ] [ ] [ ] [ ]

# **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 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** |
|       | Choose an item. |
| **Additional procedures**  |
|       |

|  |  |
| --- | --- |
| **Hazard** | **Emergency response** |
|       | Choose an item. |
| **Additional procedures**  |
|       |

|  |  |
| --- | --- |
| **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](https://myintranet.learnlink.sa.edu.au/operations-and-management/facilities-and-security/energy%2C-water-and-waste-management/water) |
| **State your site’s drinking water supply plan and availability during an emergency situation** |
|       |
| **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** |
|       |

|  |
| --- |
| **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* |
| *
 |
| *
 |
| *
 |
| *
 |
| *
 |
| *
 |
| *
 |
| *
 |
| *
 |
| *
 |
| *
 |
| *
 |
| *
 |
| *
 |
| *
 |
| *
 |
| *
 |
| *
 |
| *
 |
| *
 |
| *
 |
| *
 |
| *
 |
| *
 |
| *
 |
| *
 |
| *
 |
| *
 |
| *
 |
| *
 |
| *
 |
| *
 |
| *
 |
| *
 |
| *
 |
| *
 |
| *
 |
| *
 |
| *
 |
| *
 |
| *
 |
| *
 |
| *
 |
| *
 |
| *
 |
| *
 |
| *
 |
| *
 |
| *
 |
| *
 |
| *
 |
| *
 |
| *
 |
| *
 |
| *
 |
| *
 |

|  |
| --- |
| **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** |
|       |
| **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** |
|       |

Bushfire Response Plan -

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.** |
|       |
| **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** |
|  |  |
| **If “Other” alarm tone or duration, please provide further details** |
|       |

|  |
| --- |
| **State the location of the Bushfire Refuge.** * **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).**
 |
|       |
| **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** |
|       | Name:      Role:      Mobile:       |       |
|       | Name:      Role:      Mobile:       |       |
|       | Name:      Role:      Mobile:       |       |
|       | Name:      Role:      Mobile:       |       |
|       | Name:      Role:      Mobile:       |       |
| **State the location of your off-site evacuation point should your site need to evacuate the Bushfire Refuge** |
|       |
| **State the planned method of transport to relocate all persons away from the Bushfire Refuge and to the off-site evacuation point** |
|       |

|  |
| --- |
| **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](https://myintranet.learnlink.sa.edu.au/operations-and-management/facilities-and-security/energy%2C-water-and-waste-management/water) |
| **State your site’s drinking water supply plan and availability during a bushfire emergency situation** |
|       |
| **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 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 ablution options during a bushfire emergency situation** |
|       |

# **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** |
| Choose a response type |       | Choose type |       |
| Choose a response type |       | Choose type |       |
| Choose a response type |       | Choose type |       |
| Choose a response type |       | Choose type |       |
| Choose a response type |       | Choose type |       |
| Choose a response type |       | Choose type |       |
| Choose a response type |       | Choose type |       |
| Choose a response type |       | Choose type |       |
| Choose a response type |       | Choose type |       |
| Choose a response type |       | Choose type |       |

|  |
| --- |
| **First Aid Training** |
| List all staff trained in first aid and responding in the event of an emergency situation. |
| **Name** | **Mobile Number** | **Location (e.g. room no., floor level)** |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |

|  |
| --- |
| **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)** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

|  |
| --- |
| **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** |
|       | Choose an item. |       |       |
|       | Choose an item. |       |       |
|       | Choose an item. |       |       |
|       | Choose an item. |       |       |
|       | Choose an item. |       |       |
|       | Choose an item. |       |       |
|       | Choose an item. |       |       |
|       | Choose an item. |       |       |
|       | Choose an item. |       |       |
|       | Choose an item. |       |       |
|       | 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** |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |

Completion Checklist

|  |
| --- |
| **Please go through the checklist to ensure completion of the Emergency Management Plan for your site.** |
| **Section** | **Completed?** |
| Emergency Contact Numbers | Yes [ ]  | No [ ]  | NA [ ]  |
| Incident Response Group. Structure | Yes [ ]  | No [ ]  | NA [ ]  |
| Site Profile | Yes [ ]  | No [ ]  | NA [ ]  |
| Site Plans and Area Maps | Yes [ ]  | No [ ]  | NA [ ]  |
| Emergency Assembly Areas and Alarm Tone Procedures | Yes [ ]  | No [ ]  | NA [ ]  |
| Hazard Identification and Risk Assessment | Yes [ ]  | No [ ]  | NA [ ]  |
| High Risk Emergency Procedures | Yes [ ]  | No [ ]  | NA [ ]  |
| Emergency Supplies Plan | Yes [ ]  | No [ ]  | NA [ ]  |
| Student Collection Protocol | Yes [ ]  | No [ ]  | NA [ ]  |
| Bushfire Response Plan | Yes [ ]  | No [ ]  | NA [ ]  |
| Administrative Support Plan | Yes [ ]  | No [ ]  | NA [ ]  |
| **This document is completed by** |
| **Name:** |       |
| **Designation:** |       |
| **Contact Number:** |       |
| **Email:** |       |
| **Date of completion:** |       |

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)
 |[ ] [ ]
| 1. 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
 |[ ] [ ]
| 1. 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
 |[ ] [ ]
| 1. At the next scheduled briefing, IRG members provides updates on progress of tasks, and new or additional tasks to be assigned as appropriate
 |[ ] [ ]
| 1. Set timelines and further reporting/review of incident status.
 |[ ] [ ]
| 1. If the incident is still ‘active’, repeat step 4 and 5 above.
 |[ ] [ ]
| 1. If the incident is no longer ‘active’, organize debrief of incident and final report by IRG members.
 |[ ] [ ]
| 1. Authorise the safe return of occupants when satisfied to do so and after consultation with emergency services.
 |[ ] [ ]
| 1. Stand down IRG
 |[ ] [ ]
| *All other responsibilities as listed below:* |
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]

## 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)
 |[ ] [ ]
| 1. Collates information from various IRG members in preparation for a debrief of the action taken during the emergency by the group
 |[ ] [ ]
| 1. 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) :
2. Circumstances of the incident;
3. Identify the underlying cause of the incident;
4. Establish whether the initial management and emergency response was implemented according to plan;
5. Review the log of activities recorded and actions taken;
6. Review effectiveness and adequacy of actions taken;
7. Review the risk associated with the incident;
8. Review the plans/actions to mitigate the risk to acceptable level;
9. Identify staff or students who may be at risk, for support to aid recovery.
 |[ ] [ ]
| *All other responsibilities as listed below:* |
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]

## 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 addition 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.
 |[ ] [ ]
| 1. Have a working mobile telephone and the emergency telephone contact lists
 |[ ] [ ]
| 1. Have site map(s)/area map detailing safest possible exits from the building(s) or away from site
 |[ ] [ ]
| 1. Have a first aid kit and other necessary emergency supplies
 |[ ] [ ]
| 1. Have a list of ‘Persons Requiring Additional Assistance Register’ for evacuation purposes
 |[ ] [ ]
| 1. Have a list of staff who are First Aid and/or Emergency Management trained
 |[ ] [ ]
| 1. Ensure roll calls completed, occupants been accounted for and all areas evacuated
 |[ ] [ ]
| 1. Ensure utilities (power, water, gas etc.) are shut-off (where necessary or possible)
 |[ ] [ ]
| 1. Ensure availability of emergency power supply (if possible or necessary)
 |[ ] [ ]
| 1. Ensure availability of emergency supplies (drinking water, food and essential items)
 |[ ] [ ]
| 1. Ensure availability of emergency sanitary setup (e.g. kitty litter or camping toilet)
 |[ ] [ ]
| 1. Prepare setup to facilitate student collection protocol
 |[ ] [ ]
| 1. Maintain a log of events, notes and instructions
 |[ ] [ ]
| 1. Manage, supervise and monitor operations
 |[ ] [ ]
| 1. Report on situation, control progress and emerging risks
 |[ ] [ ]
| 1. Ensure safety and report on incidents/accidents
 |[ ] [ ]
| *All other responsibilities as listed below:* |
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]

## 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 addition 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
 |[ ] [ ]
| 1. Attend de-briefing session with IRG and EMT members to provide inputs on the management, supervision and monitoring of operations during the emergency situation
 |[ ] [ ]
| 1. Liaise with EMT to assess damaged properties and to restore facilities/services
 |[ ] [ ]
| 1. 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
 |[ ] [ ]
| 1. 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
 |[ ] [ ]
| 1. Coordinate with FAO (if any) for liaison with EMT to review the status of the first-aid equipment and make recommendations to reinstate them
 |[ ] [ ]
| *All other responsibilities as listed below:* |
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]

## 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 addition 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
 |[ ] [ ]
| 1. Have a working mobile telephone and the emergency telephone contact lists
 |[ ] [ ]
| 1. Notify the emergency services using their emergency numbers
 |[ ] [ ]
| 1. Notify the DECD (Security, Bushfire and Emergency Management)
 |[ ] [ ]
| 1. Notify relevant parties (e.g. other sites, head office, third parties, parents)
 |[ ] [ ]
| 1. Provide information to emergency services who arrived at the school
 |[ ] [ ]
| 1. Coordinate requests for information from internal or external parties
 |[ ] [ ]
| 1. Coordinate dissemination of information to internal or external parties
 |[ ] [ ]
| 1. Maintain a log of events, communications and instructions
 |[ ] [ ]
| 1. Maintain safety
 |[ ] [ ]
| *All other responsibilities as listed below* |
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]

## 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 addition 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
 |[ ] [ ]
| 1. Attend de-briefing session with IRG and EMT memebers to provide inputs on the management, coordination and monitoring of communication activities during the emergency situation
 |[ ] [ ]
| 1. Coordinate with EMT to issue communiques for the staff, students and parents/caregivers, contractors and the community
 |[ ] [ ]
| 1. Coordinate with EMT to provide inputs or to attend to queries related to the incident
 |[ ] [ ]
| *All other responsibilities as listed below:* |
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]
|       |[ ] [ ]

**Enter Site Name**

**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**  |  |
| **Local Fire**  |  |
| **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 - Enter Hospital Name**  |  |
| **Education Director - Enter ED Name** |  |
| **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** |
| **Add Contact:**  |  |
| **Add Contact:** |  |
| **Add Contact:** |  |

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 the 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** |   |
| **Address** |   |
| **Telephone** |   |
| **Fax** |   | **Email** |   |
| **Time Site Opens** |   |
| **Time Site Closes**  |   |

|  |
| --- |
| **Student/Staff Information** |
| **Number of Current Enrolments**  |   |
| **Number of Staff** |   |
| **Proportion of Staff Disability/Health Factors (%)** |   |
| **Proportion of Student Disability/Special Education Needs (%)**  |   |

Emergency Assembly Areas and Alarm Tone Procedures

**Shelter-In-Place**

|  |
| --- |
| **Shelter in Place Location** |
|   |
| **Alarm Tone/Alert 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** |
|   |

**Precautionary Building Confinement (PBC)/Lockdown**

|  |
| --- |
| **Precautionary Building Confinement (PBC)/Lockdown Location** |
|   |
| **Alarm Tone / Alert 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** |
|   |

**Evacuation**

|  |
| --- |
| **On-site / Adjacent Muster Point Location(s) (e.g. oval/car park/courtyard)** |
| **On Site Location A** |   |
| **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** |
| Choose an item | Choose an item |
| **If “Other” alarm tone/alert method or duration/pattern of alarm tone, please note following details** |
|   |

**Off-site Back-up Location**

|  |
| --- |
| **Off-site Back-up Location(s)** |
| **Off Site Location 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 - Enter Site Name

|  |
| --- |
| **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** |
|   |
| **The alarm tone/method used to prepare for movement to the Bushfire Refuge** |
| **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**  |
|   |
| **Location of the Bushfire Refuge** |
|   |
| **Location of off-site evacuation point should the site need to evacuate the Bushfire Refuge** |
|   |
| **Planned method of transport to relocate all persons away from the Bushfire Refuge and to the off-site evacuation point** |
|   |

|  |
| --- |
| **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 stocked at the location during Total Fire Ban days. |
| **Site’s drinking water supply plan and availability during a bushfire emergency situation** |
|   |
| **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** |
|   |

|  |
| --- |
| 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** |
|   |
| **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** |
|   |

1. Detailed responsibilities and recommended skillsets, experience, disposition or qualifications (where relevant) are provided in the help sheet. [↑](#footnote-ref-1)
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. [↑](#footnote-ref-2)