



CLARENDON
PRIMARY SCHOOL EST. 1885

EMERGENCY MANAGEMENT PLAN

2021-22

Emergency plans are required by sites under [Work Health and Safety Regulations 2012](#) (see Appendix).

This document provides an Emergency Management Plan template for all DECD sites.

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

REVISION RECORD

Date	Version	Revision Description
Dec 2020	2	Revised all documentation, procedures and schedules.
Dec 2021	3	All documentation, procedures and schedules revised.

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*IMPORTANT: These sections are required to be completed, reviewed and submitted to the Security, Bushfire and Emergency Management Team on an annual basis. The completion and submission of this template replaces any existing site emergency templates. Sites can continue to display and utilise existing emergency support documentation (i.e. flip charts, posters etc.) provided that the information reflects the procedures detailed in the site's Emergency Management Plan. All R1 and R2 bushfire risk rated sites are required to review their existing Bushfire Response Plans and transfer them into this template. Completion of the Bushfire Response Plan *as part* of the Emergency Management Plan *replaces* any separate requirements regarding Bushfire Response Plan compliance. *Refer to Emergency Management Plan Template Instructions and Appendix for further detail.*

EMERGENCY CONTACT NUM

Emergency (Police, Fire, Ambulance)	000
Police	131 444
Local Police	8392 9000
Local Fire	8204 3600
CFS Bushfire Information Hotline	1300 362 361
DECD Parent Bushfire Information Hotline	1800 000 279
State Emergency Service (SES)	132 500
SA Power Networks	131 366
Hospital – Flinders Medical Centre	8204 5511
Education Director – Ann Prime	0401121451
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
Families SA	8124 4185
Onkaparinga Council	8384 0666
Police Security	82074008

EMERGENCY RESPONSE TEAM (ERT)

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

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

	Name	Mobile Phone	Home Phone	Responsibilities during;		
				Invacuation/ On-Site Evacuation	Off-Site Evacuation	Precautionary Building Confinement/Lockdown
Site Leader	Regan Birrell	0428 413 633	0439 381 537	Coordinate/Delegate Check Outdoor Areas Including Toilets and Kitchen Classroom	Coordinate/Delegate Check Outdoor Areas Including Toilets and Kitchen Classroom	Coordinate/Delegate
Deputy Principal/ Teacher	N/A	N/A				
Fire Warden/WHS Rep	Jackie Cooney Suzanne Riches (Deputy)	0422120012 0422582434		Sound Alarm, Liaise with Principal and Staff - Support Coordination of event with Principal. Manage first Aid as required..	Sound Alarm, Liaise with Principal and Staff - Support Coordination of event with Principal. Manage first Aid.	Sound Alarm, Liaise with Principal and Staff - Support Coordination of event with Principal.
Front Office SSO	Jackie Cooney Robin Howard	0422 120 012 0429 366 074		Check Admin Area, Bring Registers and First Aid Kit and medication.	Check Admin Area, Bring Registers and First Aid Kit and medication.	Secure admin area

Grounds Person	Jeff Farnden	0419867369		As delegated and directed by Site Manager / Coordinator if on site during emergency.	As delegated and directed by Site Manager / Coordinator if on site during emergency.	As delegated and directed by Site Manager / Coordinator if on site during emergency
OSHC/ Vacation Care/Other Third Party Services Provider	Casey Roberts Joy Mullen	0422280364 0407716404		Sound Alarm, Liaise with staff. Coordinate invacuation If school staff not on site at time of incident.	Coordinate/Delegate Check Outdoor Areas Including Toilets and Kitchen Classroom	As delegated and directed by Site Manager / Coordinator if on site during emergency
Clarendon Kindy	Sharelle Furner (2022)		0419832584			Kindergarten
Kangarilla PS	Donna Leane	83837068	0418833471			Kangarilla PS

FACILITY PROFILE

Site Information			
Site Name	Clarendon Primary School		
Address	Potter Road Clarendon		
Phone	8383 6110		
Fax	8383 6453		
OSHC Start (BSC)	6.30am – 8.30am		
Classes Start	9.00am gates open from 8.30am	Classes Finish →	3.20pm Final duty 3.30pm
OSHC (ASC) Start	3.20pm Start	OSHC ends →	6.30pm Finish

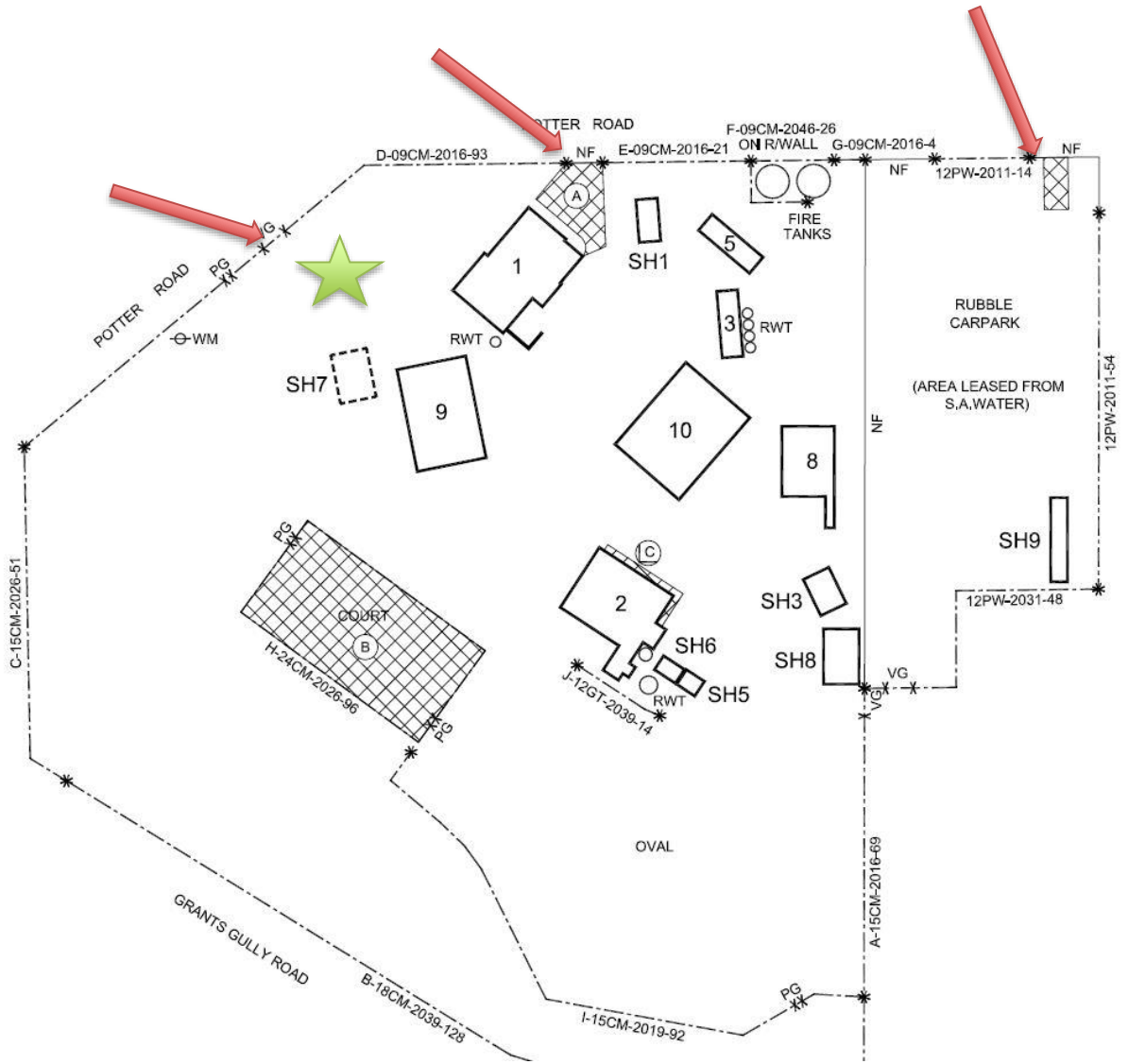
Student/Staff Information	
Enrolments	91
Staff numbers	14
Proportion of staff disability/health factors (%)	N/A
Proportion of student disability/special education needs (%)	05



Building Information	
Monitored security alarm/fire system	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Buildings NOT covered by system;	N/A
System used for alert tone/warnings;	Siren or portable gas cannister hooter. Verbal PA
Emergency Telephone	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Satellite phone	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
On-site hazards (i.e. science lab, chemical storage)	Location; Bushfire refuge office
Fuel Storage / Flammable Liquids	Location; Grounds Shed.

Emergency Power System (type)	
Location	n/a
Provides Power To	
Shutoff Instruction	

Utilities	Location of Shutoff Valve/Switch	Special Instructions
Gas (Mains/Bottled etc.)	Kitchen Classroom – External Valve on Eastern wall (Carpark side)	
Water	Potter Road - inside front fence near large pine tree, left from the PA gate leading to the school crossing.	
Electricity	Distribution Boards in Admin, Library, and 2 classrooms. Main Box is at	Solar Inverter is in Junior Primary

	the front vehicle gate of the school - Potter Road.	classroom - behind eastern end door.
Sprinkler System (type)	Oval pop ups- controlled from costume room / storage room off the staff kitchen. Front lawn pop ups - controlled from inside 3/4 building (window side wall) Playground pop ups- controlled from inside JP building - Window side wall (western end)- Kitchen Garden - drip system controlled from below deck of kitchen classroom.	
Heating System	Reverse Cycle Air conditioning in all buildings.	



BUILDING NO	DESCRIPTION
1	HERITAGE CLASSROOM YRS 3-4 & 5-6
2	FRONT OFFICE AND ADMIN –MEDICATION STORAGE / EMP
3	FEMALE TOILETS
5	MALE TOILETS
8	KITCHEN CLASSROOM – BOTTLED GAS
9	WOODEN CLASSROOM R-1 & 1-2 / SOLAR PANELS & INVERTER
10	RESOURCE CENTRE AND BUSHFIRE REFUGE SAT PHONE: 0147164021
SH8	GROUNDS SHED AND TRAILER STORAGE
SH3	GARDEN SHED – FLAMMABLES STORAGE
	DENOTES VEHICLE ACCESS POINT
	DENOTES EVACUATION AREA – ON SITE

Clarendon Primary School

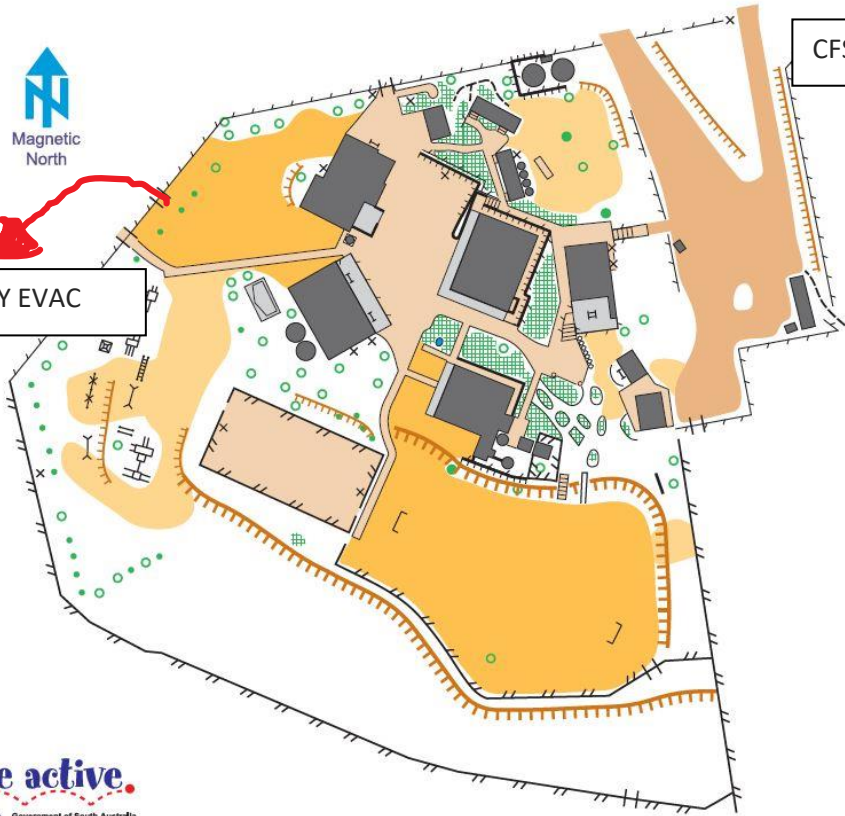
SCALE 1:1000 (1mm = 1m)



Magnetic North

KINDY EVAC

CFS STATION



Map by Paul Hoopmann, April, 2014

LEGEND

- Building, Tank
- Verandah / canopy
- Car park area
- Hard surface / path
- Foot track
- Fence
- High fence
- Gate
- Cliff / dangerous wall
- Wall / low wall,
- Edges, Borders
- Steps
- Object - e.g. sign / pole
- Playground items
- Seats, Table
- Tree, Bushes
- Pond
- Slopes, Earthbanks
- Mowed lawn
- Rough open area
- Forest
- Thick vegetation / garden



Risk Identification

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

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

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

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

Risk/Priority	Hazards (site specific)
Extreme/Very High	Bushfire
High	
Medium	Internal Fire/Smoke, Criminal Incident or Threat, Severe Storm.
Low	Intruder, Pandemic



Include a site plan (available from SAMIS) including;

- Evacuation/invacuation routes
- Exit points
- Evacuation assembly areas
- Bushfire Refuge or on-site invacuation area
- Location of emergency equipment
- Roof access points

Invacuation/ On-Site Evacuation

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

Alarm: verbal notification via PA

Location 2 (internal threat e.g. building fire): The Grassed area west of the Stone Classroom near the fence

Alarm: Continual Blasts on the Whistle or siren or Verbal notification

Precautionary Building Confinement/Lockdown

Alarm: Telephone - Each Classroom and building has a telephone staff also have Mobile phones

Off-Site Evacuation

Location 1 (closer to site): Clarendon Hall / Kindergarten carpark - if required in emergency other than bushfire.

Alarm: Alert from Site Manager or delegate. Or continual Long blast on siren

Location 2 (further from site): Old Clarendon Inn - Front lawns - Grants Gully Road Clarendon or Clarendon Community Oval - Riverbend Park, Nicolle Road, Clarendon

Alarm: Alert from Site Manager or delegate. or 5 Long Blasts on siren

Include a detailed map of your site and surroundings including;

- Evacuation assembly areas
- Surrounding streets
- Exit points
- Evacuation routes
- Major landmarks

EMERGENCY RESPONSE

Detail your site's procedures to be followed in an emergency or major incident below. *Refer to Emergency Management Plan Template Instructions and Appendix for further information.*

	Invacuation/ On-Site Evacuation	Off-Site Evacuation	Precautionary Building Confinement/Lockdown
Immediate Action	Notify Principal/Delegate of problem Sound appropriate alarm Move persons to Invac/Evac area depending on the emergency. Close doors, windows if safe to do so	This would be determined by Principal/Delegate after instruction from appropriate authorities. EG: Police, Fire Officers has been given	Notify Principal/Delegate Notify Class Techers SSOs via telephone sound appropriate alarm, if safe to do so
Identify Incident Type and Determine Safest Location	Follow Principal/Delegate instructions move to appropriate Invac/Evac area	Follow Principal/Delegate instructions move to appropriate Invac/Evac area staff will report to Principal/delegate if there are any missing Students, Staff members or visitors. Staff will collect Registers, First Aid, Medication, Mobile phone	Instruct staff to lock doors, close blinds Staff from each area will notify Principal/Delegate via telephone which members of class that are in other areas of the school
Incident Management and Reporting	Staff will report to Principal/Delegate if there are any missing Students, Staff members or visitors. Staff will collect Registers, First Aid, Medication, Mobile phone	Principal/Delegate will communicate with appropriate members of the community/authorities and follow instructions	Principal/Delegate will locate missing students/staff and instuct them as to the safest route to confinement area.
Post Incident and Recovery	Follow instruction from appropriate sources. Return to area after being given the all clear from Principal/Delegate	Follow instruction from Principal/Delegate after communicatin with the appropriate sources. Return to school if given the all clear	Staff will remain in confined area until notification has been given by Principal/Delegate that it is safe to return to normal duties.

SCHEDULED/COMPLETED EMERGENCY DRILLS AND TRAINING

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

Detail (i.e. evacuation drill, invacuation drill, training)	Date
Evacuation	2/2/2022
Invacuation	7/2/2022
Evacuation to Kindy	15/3/2022
Invacuation/Lockdown	25/3/2022
Evacuation	9/5/2022
Invacuation/Lockdown	20/10/2022
Evacuation	25/10/2022
Invacuation	21/2/2023
Evacuation to Kindy	3/4/2023

BUSHFIRE RESPONSE PLAN

It is a Departmental requirement for all R1 and R2 bushfire risk rated sites to complete the Bushfire Response Plan. Completion of this template within your sites Emergency Management Plan supersedes any previous Bushfire Response Plan updating process or documentation.

Bushfire Refuge

The term *Bushfire Refuge* has been adopted by DFE 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 neighborhood. 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 DFE sites have been identified by the CFS as a *Last Resort Refuge*.

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

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

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

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

Verbal personally or via PA

The school has a satellite phone

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

School Resource Centre Building.

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

Clarendon Kindergarten / Clarendon OSHC

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

Clarendon Kindy: 83836115

Director: Sharelle Furner 0419 832 584

OSHC Supervisor – Casey Roberts 0412 155 559

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

Off site evacuation not possible in event of bushfire.

*Examples of a site's Trigger Point may include the following:

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

Drinking Water Contingency Plan

If the Bushfire Refuge does not have available drinking water then other sources such as large water bottles MUST be taken into the Bushfire Refuge for use during an evacuation.

Rainwater tanks used for drinking purposes must incorporate disinfection via an ultraviolet light irradiation system. For further information regarding drinking water see the DECD Intranet at <https://myintranet.learnlink.sa.edu.au/operations-and-management/facilities-and-security/energy,-water-and-waste-management/water>

Water for Ablutions

During a power failure, a site may not have abluion water available, therefore alternatives should be considered. Sites may consider portable options (i.e. camping toilets) for use within the Bushfire Refuge during a bushfire *emergency situation* if water is not available for abluions.

Provide details of the sites drinking water supply plan during a bushfire risk situation;

Bottled water is kept in the 'Bushfire Refuge'

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

Camp toilet is kept in the 'Bushfire Refuge' with appropriate chemicals & ready to use