



Emergency Management Plan

2023-2024

Revision Record

Date	Version	Revision Description
Dec 2020	2	Revised all documentation, procedures and schedules.
Dec 2021	3	All documentation, procedures and schedules revised.
Dec 2022	4	All documentation, procedures and schedules revised.
Oct 2023	5	All documentation, procedures and schedules revised.

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Emergency Contact Numbers

Emergency (Police, Fire, Ambulance)	000
Police	131 444
Local Police (Sturt)	8207 4700
Local Fire/Equipment	0402 785 457
Clarendon CFS	8383 6379
CFS Bushfire Information Hotline	1800 362 361
DfE Parent Bushfire Information Hotline	1800 362 361
SEM: Security and Emergency Management Unit	1800 000 279
State Emergency Service (SES)	132 500
SA Power Networks	13 12 61
Hospital – Flinders Medical Centre	8204 5511
Education Director – Ann Prime	0401 121 451
DfE Media Unit	8226 1000
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
Department for Child Protection – Noarlunga	8207 3000
Onkaparinga Council	8384 0666
Police Security	1800 123 400

Emergency Response Team (ERT) and Responsibilities

The members of the site Emergency Response Team (ERT) shall be entirely aware of the site’s emergency response plan and may be called upon by the DfE 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;		
				Lockdown/ 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	Simon Hunter	0437 112 048		As above if Principal not here.	As above if Principal not here.	As above if Principal not here.
Fire Warden/WHS Rep/First Aid Officer	Jackie Cooney Regan Birrell	0422 120 012 0428 413 633		Sound alarm, liaise with principal and staff. Support coordination of event with principal. Manage first aid as required.	Sound alarm, liaise with principal, staff, emergency service & DfE personnel, and support coordination of event with principal. Manage first aid as required.	Sound alarm, liaise with principal and staff. Support coordination of event with principal.
Front Office SSO	Jackie Cooney Robin Howard Kelly Mudie	0422 120 012 0429 366 074 0423 133 600		Check admin area, bring registers, roll books, student movement, visitors, etc. Bring student medications.	Check admin area, bring registers roll books, student movement, visitors, etc. Take first aid and medications.	Secure admin area.

				Responsibilities during;		
	Name	Mobile Phone	Home Phone	Lockdown/ On-Site Evacuation	Off-Site Evacuation	Precautionary Building Confinement/Lockdown
Grounds Person	Jeff Farnden	0419 867 369		As delegated and directed by site leader / coordinator if on site during an emergency.	As delegated and directed by site leader / coordinator if on site during an emergency.	As delegated and directed by site leader / coordinator if on site during an emergency.
OSHC/ Vacation Care/ Other Third Party Services Provider	Casey Roberts Joy Mullen	0422 280 364 0407 716 404		Sound alarm, liaise with staff. Coordinate lockdown 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 leader / coordinator if on site during an emergency.
Clarendon Kindy	Sharelle Furner		0419 832 584			Kindergarten
Kangarilla Primary School	Donna Leane	8383 7068	0418 833 471			Kangarilla Primary School

Facility Profile and Risk Identification

Site Information			
Site Name	Clarendon Primary School		
Address	237 Potter Road Clarendon 5157		
Phone	8383 6110 Mob: 0428 413 633		
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

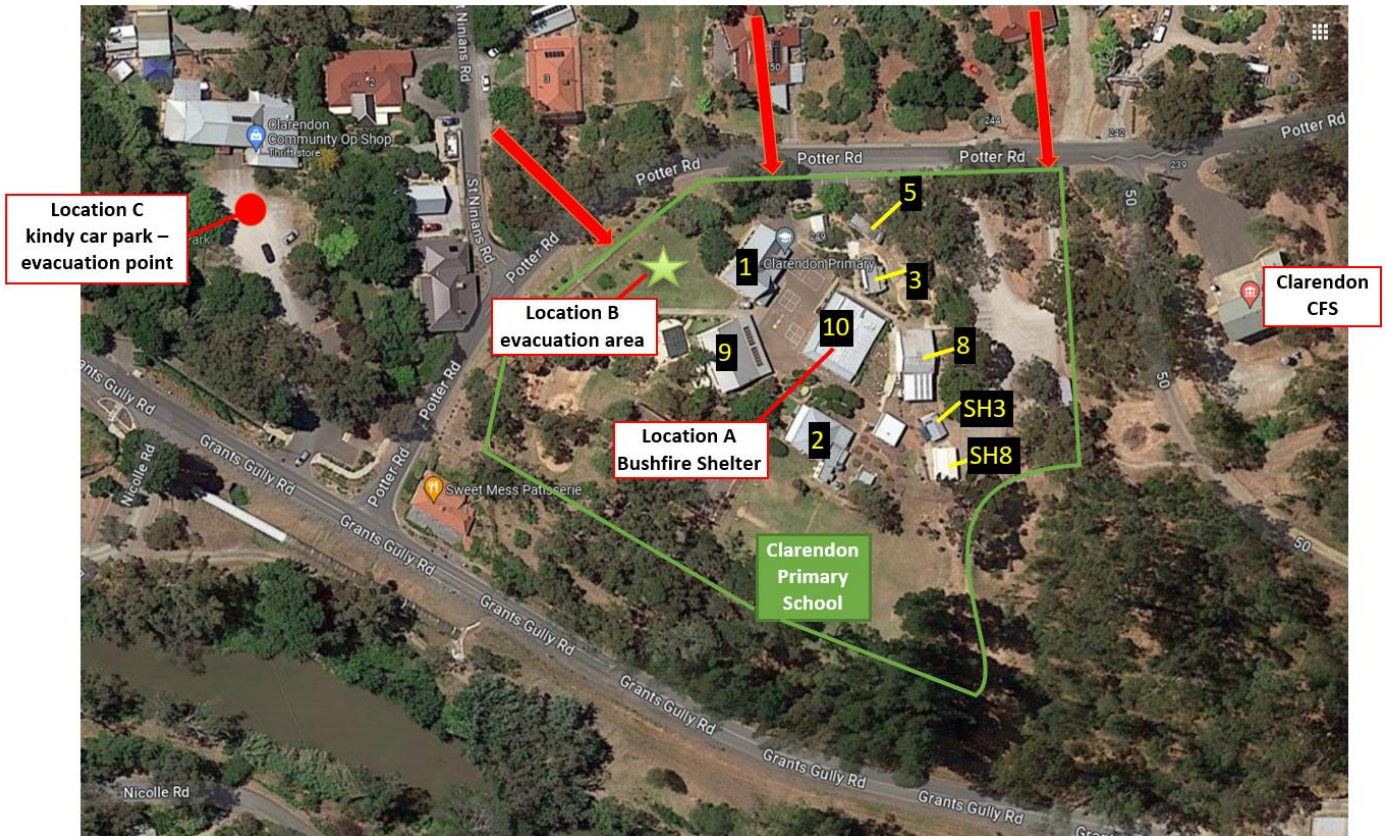
Student/Staff Information	
Enrolments	88
Staff numbers	17
Proportion of staff disability/health factors (%)	N/A
Proportion of student disability/special education needs (%)	5

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, portable gas hooter, verbal / telephone PA	
Emergency Telephone	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Location; Bushfire Shelter Office.
Satellite phone	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Bushfire Shelter (Main Room).
On-site hazards (i.e. science lab, chemical storage)	Location; N/A
Fuel Storage / Flammable Liquids	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, left from the pedestrian gate leading to the school crossing.	
Electricity	Distribution boards in admin, library and classroom porch in heritage building. Main box is at the front vehicle gate of the school, on Potter Road.	Solar Inverter is in Junior Primary classroom behind eastern end door.
Sprinkler System	Oval pop-ups controlled from costume room/storage off staff kitchen. Front lawn pop ups controlled from inside Middle Primary window, side wall. Playground pop ups controlled from inside Junior Primary 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.	

Map of Area



Building No	Description
1	Heritage Classroom Yrs 3-4 & 5-6
2	Front Office and Admin – Medication Storage / EMP / Bottled Gas
3	Female Toilets
5	Male Toilets
8	Kitchen Classroom – Bottled Gas
9	Wooden Classroom Rec & Yr 1-2 / Solar Panels & Inverter
10	Resource Centre and Bushfire Shelter (Location A) Sat Phone: 0147 164 021
SH8	Grounds Shed And Trailer Storage
SH3	Garden Shed – Flammables Storage
	Denotes Vehicle Access Point
	Denotes Onsite Evacuation Area (Location B)
	Denotes Offsite Evacuation Point (Location C)

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 prioritised 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.

Lockdown/Precautionary Building Confinement

Location A: Bushfire Shelter (external threat e.g. bushfire/trespasser): Resource Centre

Alarm: Telephone each class room or staff mobiles. (All buildings have a phone).

On-Site Evacuation

Location B (internal threat e.g. building fire): The grassed area west of the stone classroom near the fence.

Alarm: Continual blasts on the siren, whistle or air horn.

Off-Site Evacuation

Location C: Clarendon Kindy Carpark – If required in emergency other than bushfires.

Alarm: Verbal alert from site manager/delegate or continual long blasts on the siren.

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.*

	Lockdown / On-Site Evacuation	Off-Site Evacuation	Precautionary Building Confinement/Lockdown
Immediate Action	Notify principal / delegate of problem. Sound appropriate alarm. Move persons to lockdown/evacuation area depending on the emergency. Close doors, windows if safe to do so.	This would be determined by principal/delegate after instruction has been given from appropriate authorities e.g. Police or Fire Officers.	Principal/delegate will notify class teacher, SSOs via telephone PA or call staff mobiles.
Identify Incident Type and Determine Safest Location	Follow principal/delegate instructions. Move to appropriate lockdown/evacuation area.	Following principal/delegate instructions move to appropriate shelter/evac area. Staff will report to principal/delegate if there are any missing student, staff members or visitors. Staff will collect registers, first aid kits, medication and mobile phone.	Instruct staff to lock doors, close blinds. Staff from each area will notify principal/delegate via telephone which members of class 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, visitors or missing students. Staff will collect registers, first aid, medication, mobile phone.	Principal/delegate will communicate with appropriate members of the community/authorities and follow instructions from emergency services.	Principal/delegate will locate missing students, staff, and visitors and instruct them to the safest route to lockdown area.
Post Incident and Recovery	Follow instruction from appropriate sources. Return to area after being given the all clear from principal / delegate.	Follow instructions from principal/delegate after communication with the appropriate sources. Return to school if given the all clear.	Staff will remain in lockdown 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: (Evacuation drill, Bushfire Shelter drill)	Date
Bushfire Shelter lockdown	25/10/2023
Evacuation	06/11/2023
Bushfire Shelter Lockdown	31/01/2024
Bushfire Shelter Lockdown	02/04/2024
Evacuation	01/05/2024
Whole School Evacuation to Kindy	15/05/2024
Lockdown (In classrooms)	26/07/2024
Bushfire Shelter Lockdown	13/09/2024
Bushfire Shelter lockdown	18/12/2024