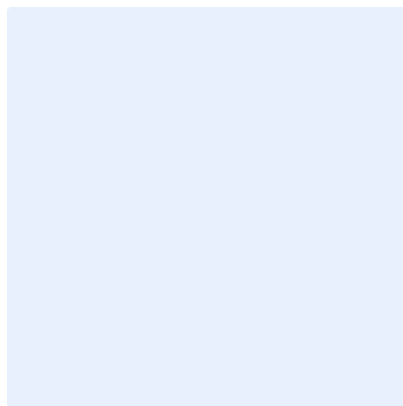


# 2018

## 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]

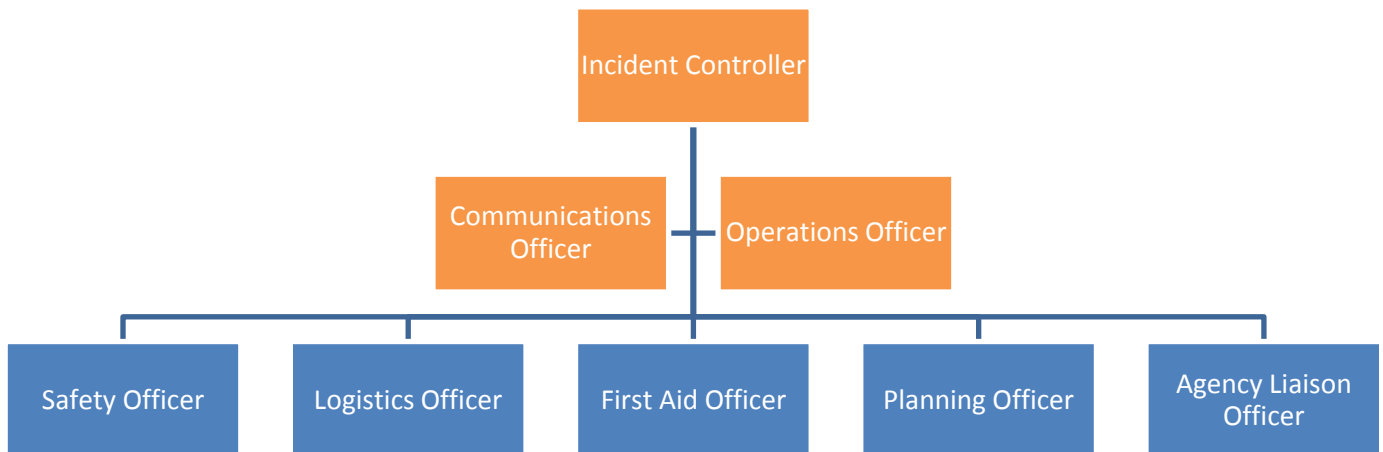


## Non-Site Emergency Contact Numbers

Emergency (Police, Fire, Ambulance)	000
<b>Police</b>	<b>131 444</b>
<b>Local Police</b>	<b>86883020</b>
<b>Local Fire</b>	<b>86824266</b>
<b>CFS Bushfire Information Hotline</b>	<b>1300 362 361</b>
<b>DECD Security and Emergency Hotline</b>	<b>1800 000 279</b>
<b>State Emergency Service (SES)</b>	<b>132 500</b>
<b>SA Power Networks</b>	<b>131 366</b>
<b>Local Hospital - Port Lincoln</b>	<b>86832200</b>
<b>Education Director - Rowena Fox</b>	<b>86820700</b>
<b>DECD Security, Bushfire &amp; Emergency Team</b>	<b>8226 2524</b> <b>8226 3714</b>
<b>DECD Media Unit</b>	<b>8226 7990</b>
<b>SafeWork SA</b>	<b>1300 365 255</b>
<b>Environmental Protection Authority</b>	<b>8204 2004</b>
<b>Alcohol and Drug Information Service/Needle Clean Up Hotline</b>	<b>1300 131 340</b>
<b>Poisons Information Centre</b>	<b>13 11 26</b>

## 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

<b>Site Name</b>	Lincoln Gardens Primary School		
<b>Address</b>	Barley Road, PORT LINCOLN, SA, 5606		
<b>Telephone</b>	08 8682 6277		
<b>Fax</b>	08 8682 6310	<b>Email</b>	dl.1158_info@schools.sa.edu.au
<b>Time Site Opens</b>	8.45am		
<b>Time Site Closes</b>	3.00pm		

### Student/Staff Information

<b>Number of Current Enrolments</b>	73
<b>Number of Staff</b>	19
<b>Proportion of Staff Disability/Health Factors (%)</b>	NIL
<b>Proportion of Student Disability/Special Education Needs (%)</b>	20%

# Emergency Assembly Areas and Alarm Tone Procedures

## Shelter-In-Place

Shelter in Place Location	
Bush Refuge Room - Building 2 Room 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	
Classes to also be paged over intercom	

## Precautionary Building Confinement (PBC)/Lockdown

Precautionary Building Confinement (PBC)/Lockdown Location	
Classroom	
Alarm Tone / Alert Method Used	Duration/Pattern of Alarm Tone
Other	Other
If "Other" alarm tone/alert method or duration/pattern of alarm tone, please note following details	
No alarm - classes to be paged over intercom	
Activate fire alarm if required	

## Evacuation

On-site / Adjacent Muster Point Location(s) (e.g. oval/car park/courtyard)	
On Site Location A	Oval
On Site Location B (optional)	N/A
If there are two locations A & B, please note the following protocol used to direct the occupants to either A or B	
N/A	
Alarm Tone/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	
Activate fire alarm if required	

### Off-site Back-up Location

Off-site Back-up Location(s)	
<b>Off Site Location A</b>	Ravendale Sporting Complex
<b>Off Site Location B (optional)</b>	N/A
If there are two locations A & B, please note the following protocol used to direct the occupants to either A or B	
N/A	
Alarm Tone/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	



# Bushfire Response Plan - 2018

## 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

Receipt of a SAFECOM SMS/phone call emergency alert advising of an imminent bushfire threat in close vicinity; watch and monitor CFS broadcasts

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

Alarm Tone/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

### Location of the Bushfire Refuge

Building 2 Room 1 - Lincoln Gardens Primary Schhol site

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

Ravendale Sporting Complex

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

Walking





### 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

Drinking water available from kitchen area next door to Bushfire Refuge Room, accessed via door and short hallway from inside the building.

### 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

Toilet available next door to Bushfire Refuge Room. Building 2 Room 1

# 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**

Staff take Student Roll records to evacuation location and check for student numbers. Information is then relayed to the Incident Controller.

## 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**

Communication to parents in regards to catastrophic fire ban days is delivered ASAP via telephone.

Students remain in the care of leadership staff until collection (SAPOL/Families SA maybe requested to support)