

# 2024 EMERGENCY MANAGEMENT PLAN



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## Introduction

In accordance with the principles of the [Work Health and Safety Regulations 2012](#) under the *Work Health and Safety Act 2012* and Australian Standard, Planning for Emergencies in Facilities AS3745-2010, **each Department for Education (DfE) 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 DfE site and should ideally be completed by a member of your Emergency

You are required to undertake a minimum of two (2) emergency exercises 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 31<sup>st</sup> May of each year. Note – you will only be required to complete *new* sections of the template, not the whole document.

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

## Non-Site Emergency Contacts

Emergency (Police, Fire, Ambulance)	000
<b>Police</b>	<b>131 444</b>
<b>Local Police</b>	<b>8688 3020</b>
<b>Local Fire</b>	<b>8682 4266</b>
<b>CFS Bushfire Information Hotline</b>	<b>1300 362 361</b>
<b>DfE Security and Emergency Hotline</b>	<b>1800 000 279</b>
<b>Security and Emergency Team (SEM)</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>8683 2200</b>
<b>Education Director – Rowena Fox</b>	<b>0417 854 680</b>
<b>DfE 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 &amp; Drug Information Service/Needle Clean Up Hotline</b>	<b>1300 131 340</b>
<b>Poisons Information Centre</b>	<b>13 11 26</b>
<b>LGPS Satellite Phone</b>	<b>0147 149 687</b>
<b>CFS Region Six Command Centre</b>	<b>8683 0633</b>

## 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.

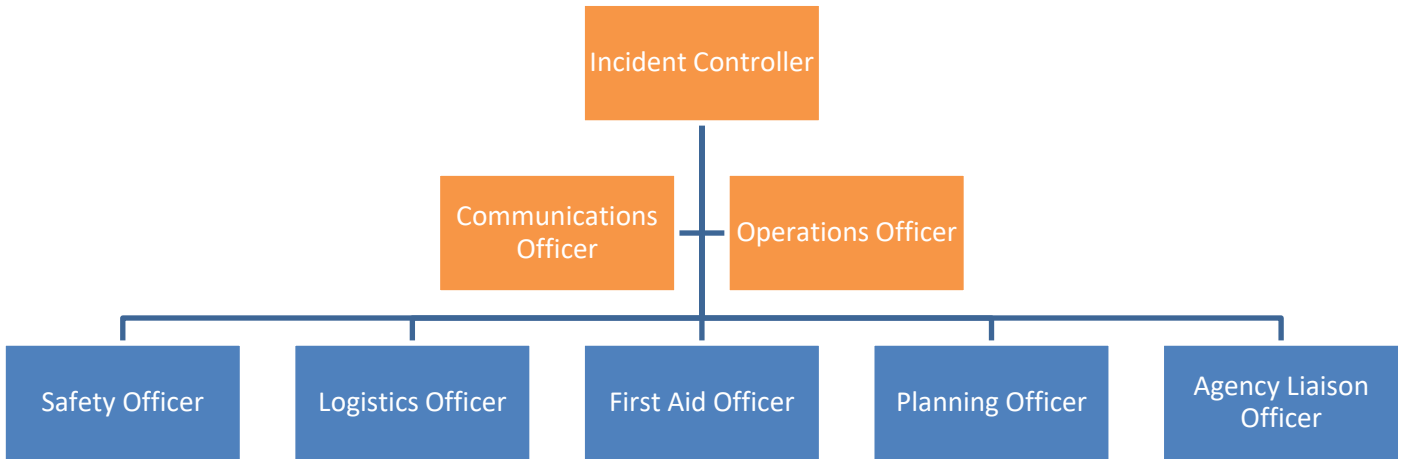
Site Role/Position	Name	Contact Number	Out of Hours Contact Number
Site Leader -Principal Fire Warden	Sandra Spencer	8682 6277	0428 826 623
Wellbeing Leader	Meryl Perks	8682 6277	0402760403
SSO- Finance/Admin Officer	Louise Pelham	8682 6277	0429 858 946
Fire Warden	Louise Pelham	8682 6277	0429 858 946
SSO Officer	Tammy Cappelluti	8682 6277	0428 821 680



# Incident Response Group

## Structure

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



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

### Incident Response Group, Roles and Responsibilities Summary Table<sup>1</sup>

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.

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

Roles	Responsibilities	
	During an emergency	Post emergency
Communications Officer (CO)	CO manages and monitors all communications with internal and external agencies e.g. DfE 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.

<b>Incident Controller</b>					
<b>Main:</b>	Sandra Spencer				
<b>Contact:</b>	0428 826 623				
<b>Alternate:</b>	Meryl Perks				
<b>Contact:</b>	0402 760 403				
<b>Operations Officer</b>				<b>Communications Officer</b>	
<b>Main:</b>	Sandra Spencer			<b>Main:</b>	Louise Pelham
<b>Contact:</b>	0428 826 623			<b>Contact:</b>	0429 858 946
<b>Alternate:</b>	Meryl Perks			<b>Alternate:</b>	Tammy Cappelluti
<b>Contact:</b>	0402 760 403			<b>Contact:</b>	0428 821 680
<b>Safety Officer</b>				<b>Logistics Officer</b>	
<b>Main:</b>				<b>Main:</b>	
<b>Contact:</b>				<b>Contact:</b>	
<b>Alternate:</b>				<b>Alternate:</b>	
<b>Contact:</b>				<b>Contact:</b>	
<b>First Aid Officer</b>				<b>Planning Officer</b>	
<b>Main:</b>	Tammy Cappelluti			<b>Main:</b>	
<b>Contact:</b>	0428 821680			<b>Contact:</b>	
<b>Alternate:</b>	Louise Pelham			<b>Alternate:</b>	
<b>Contact:</b>	0429 858 946			<b>Contact:</b>	
<b>Agency Liaison Officer</b>					
<b>Main:</b>					
<b>Contact:</b>					
<b>Alternate:</b>					
<b>Contact:</b>					



## 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.admin@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>	50
<b>Number of Staff</b>	15
<b>Proportion of Staff Disability/Health Factors (%)</b>	NIL
<b>Proportion of Student Disability/Special Education Needs (%)</b>	0%

### Building Information

<b>Do you have a Monitored Security Alarm?</b>	Yes	<b>Make/Model</b>	Concept 4000 IRFAST
<b>If "Other" make/model, provide details</b>			
<b>List buildings NOT covered by security alarm</b>	1. Grounds Shed		
2. Bus Shed	3.		
4.	5.		
<b>Do you have a separate Fire Alarm System? (If "yes", provide details of make/model)</b>	No, its a combined security and fire alarm system	<b>Make/Model</b>	
<b>List buildings NOT covered by fire alarm</b>	1. Grounds Shed		
2. Bus Shed	3.		
4.	5.		
<b>Is there an emergency telephone?</b>	Yes	<b>Type</b>	Power fail-safe phone
<b>If "Others", provide details</b>	N/A		
<b>Select method used for alert tone warnings?</b>	Dedicated emergency warning system		
<b>If "Others", provide details</b>	Separate Fire Bell located in Building 1 Admin		
<b>List on-site hazards (e.g. gas/pool chemicals)</b>	<b>Location (e.g. science lab, chemical storage)</b>		
1. Petrol for lawn mower	Grounds Shed		
2.			
3.			
4.			
5.			

Emergency Power System		
<p><b>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).</b> Include information such as where to access the supply, what system is connected to the supply and basic operational information.</p> <p><b>If not applicable, please type N/A. DO NOT LEAVE BLANK SPACES.</b></p>		
<b>Location</b>	N/A	
<b>Systems connected</b>	1. N/A	2.
	3.	4.
<b>Basic operating instructions or location of hard copy operating instructions</b>	N/A	

Utilities		
<p><b>Please provide basic information below regarding the main utility supplies connected to your site.</b> Include information such as how to locate, operate or switch off these utilities in the event of an emergency.</p> <p><b>If not applicable, please type N/A. DO NOT LEAVE BLANK SPACES.</b></p>		
Utilities	Location of Shutoff Valve/Switch	Special Instructions
<b>Gas (Mains/Bottled)</b>	N/A	N/A
<b>Water</b>	1. Located in cage at the front of school right side of driveway entrance 2. Located on oval near Barley Road side, tap valve in pit with steel lid	1. Will cut water to Lincoln Gardens and Special School (Phone Special School). Turn tap valve 2. Turn tap valve
<b>Electricity</b>	Main switch board (grey) located on wall north end of Admin building	Turn main isolated switch
<b>Sprinkler System</b>	Building 7 Room 1	B7R1 teacher will activate sprinkler/ station number 5- instructions are above system box
<b>Heating System</b>	N/A	N/A

# Site Plans and Area Maps

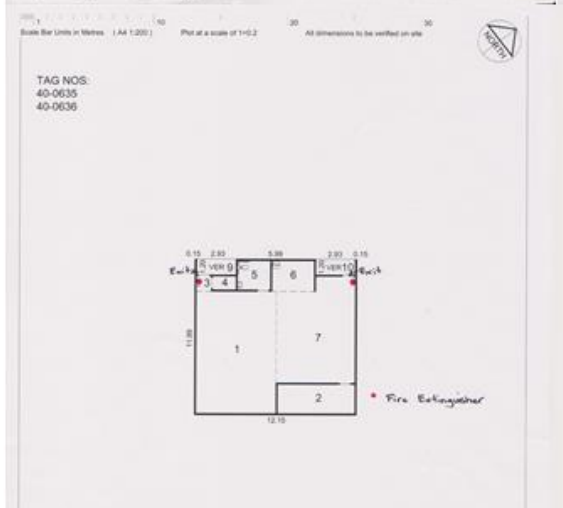
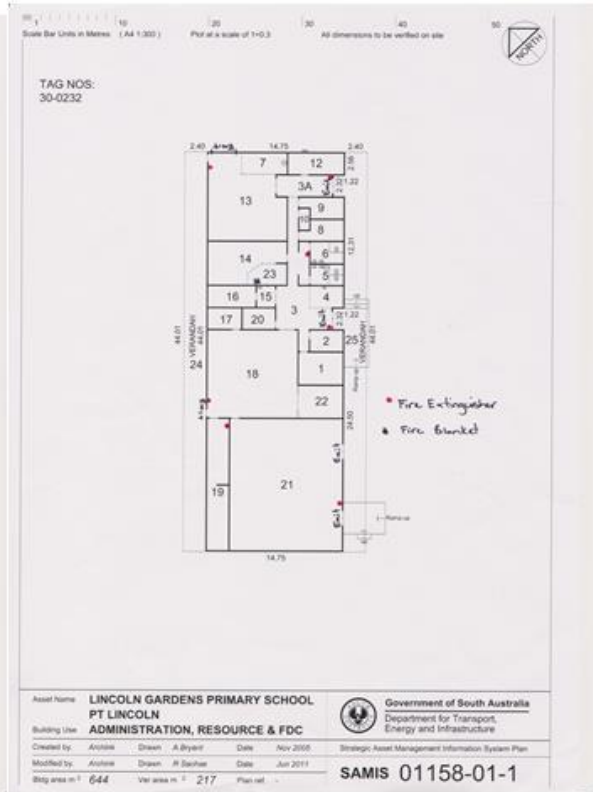
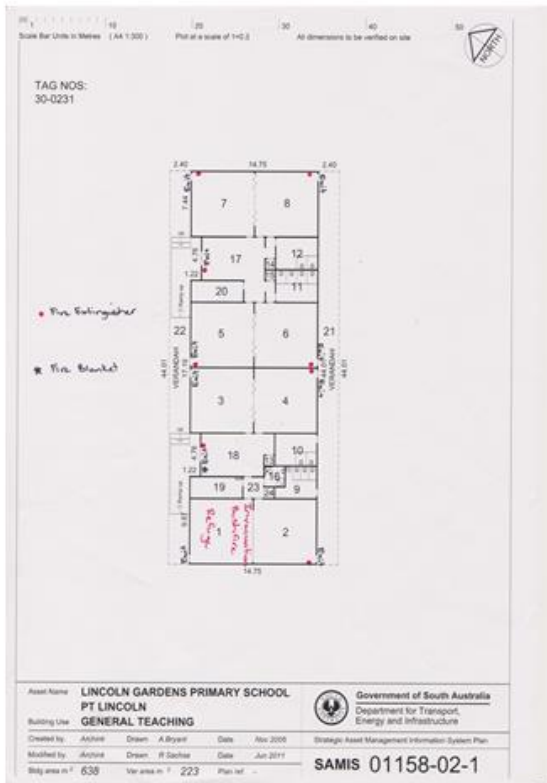
## Site Map

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<sup>2</sup>

Yes  No

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

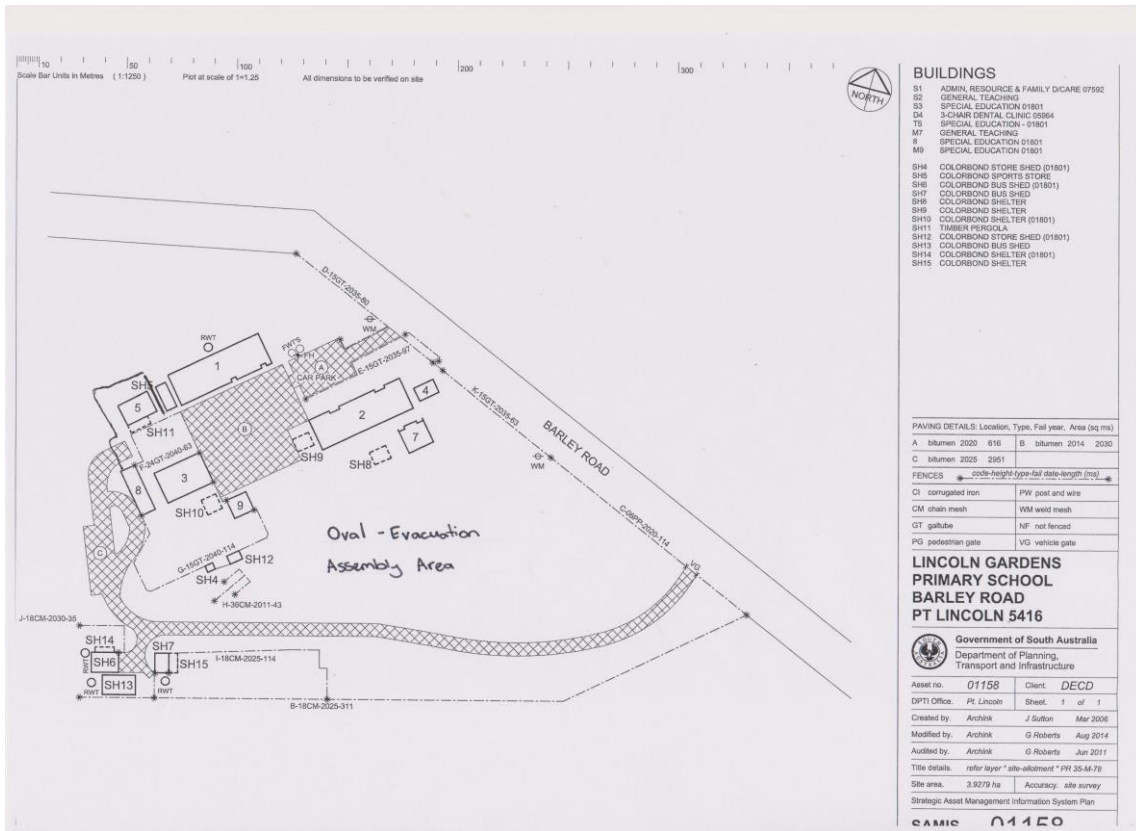


## Area Map

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



## 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 Shelter in Place **MUST** differ from an alarm tone for an Evacuation response, in order to avoid any confusion.

### Shelter-In-Place

Shelter in Place Location (specify SAMIS Building number, room number or facility type)	
Bushfire Shelter – Building 2 Room 1	
Alarm Tone/Alert Method Used	Duration/Pattern of Alarm Tone (where applicable)
Alarm (electronic) and Tanoi/speaking system	Pre-recorded voice instructions
If “Other”, please provide further details	
"Attention! Attention! Take shelter immediately in your nearest safe zone!"	

### Lockdown

Lockdown Location (specify SAMIS Building number, room number or facility type)	
All staff and students to lockdown in the nearest most appropriate securable building / room	
Alarm Tone / Alert Method Used	Duration/Pattern of Alarm Tone (where applicable)
Alarm (electronic) and Tanoi/speaking system	Pre-recorded voice instructions
If “Other”, please provide further details	
"Attention! Attention! All staff, Code Black Alert! Repeat, all staff Code Black Alert!"	



### Evacuation

On-site / Adjacent Muster Point Location(s) (e.g. oval/car park/courtyard)	
<b>On Site Location A</b>	Oval
<b>On Site Location B (optional)</b>	N/A
If there are two locations A & B, please state the protocol used to direct the occupants to either A or B during an emergency.	
N/A	
Alarm Tone/Method Used	Duration/Pattern of Alarm Tone
Alarm (electronic) and Tanoi/speaking system	Pre-recorded voice instructions
If "Other", please provide further details	
Building Evacuation Emergency - "Attention! Attention! Leave now via your nearest emergency exit!" Fire Evacuation - "Attention! Attention! Code Red Alert! Leave now by your nearest emergency exit!"	

### Off-site Back-up Location

Off-site Back-up Location(s)	
<b>Off Site Location A</b>	Port Lincoln High School
<b>Off Site Location B (optional)</b>	N/A
If there are two locations A & B, please state the protocol used to direct the occupants to either A or B during an emergency.	
N/A	
Alarm Tone/Method Used	Duration/Pattern of Alarm Tone
Alarm (electronic) and Tanoi/speaking system	Pre-recorded voice instructions
If "Other", please provide further details	
Building Evacuation Alert - "Your attention please. An emergency incident has been reported and is under investigation. Please be prepared to evacuate via your nearest emergency exit if instructed to do so". Or depending on situation Building Evacuation Emergency Alert.	



## Hazard Identification and Risk Assessment

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

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

Hazard/Potential Emergency Situation	Insignificant Risk	Low Risk	Medium Risk	High Risk*
Armed or violent intruders	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bushfires	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bomb Threats	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cattle escapees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical leaks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Earthquakes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flooding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous Substances (on-site/ close to site)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gas leaks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internal Fire/Smokes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lightning Strikes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pandemic/Communicable Diseases	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Road Collisions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Severe Storms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Snakes/Pests	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# High Risk Emergency Procedures

## In the Event of an Emergency

Following your site’s risk assessment and hazard identification, emergency procedures *must be* in place for each role within the Incident Response Group. For examples of procedural checklists for the mandatory roles, please refer to Appendices A, B & C. Please note these checklists can be used and adapted as per the requirements of your site(s). **For ALL identified ‘high risk’ hazards or emergency situations, please state the specific procedures you have in place for each of these events (EXCEPT for ‘Bushfire’ whereby the Bushfire Response Plan in the next section should be completed).**

### Example

<b>Hazard</b>	<b>Emergency response</b>
Flood	Off-site evacuation
<b>Additional procedures</b>	
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’	

<b>Hazard</b>	<b>Emergency response</b>
Bushfires	Shelter-In-Place
<b>Additional procedures</b>	
Preposition LGPS bus at front of school after morning bus run on days of uncertain weather conditions as a precaution. Follow Bush Fire Survival Plan	

<b>Hazard</b>	<b>Emergency response</b>
Forecasted “Extreme” fire behavior conditions	Early Relocation
<b>Additional procedures</b>	



**Prior to the implementation:**

All parents to sign a 'LGPS Bushfire Early Relocation' agreement indicating on days that have been forecasted 'extreme' in the lower EP district all students will attend the Port Lincoln High School.

The agreement to include:

-Students who catch the LGPS morning bus run will be picked up from their homes and transported directly to the PLHS at 8:20am

-Students who get dropped off at LGPS in the morning will need to be dropped off at the PLHS

-Any students who arrive late unaccompanied by an adult the duty of care will remain with the parents

All new enrolments will sign the consent via the 'enrolment pack'.

Tigger points to relocate off site: Forecasted to be 'extreme' weather conditions in the lower EP district the day before at 4:30pm by CFS web site. <https://www.cfs.sa.gov.au/warnings-restrictions/restrictions/total-fire-bans-ratings/>

Staff to prepare a 'relocation' resource box for their class

A rehearsal to occur early term 4 of each year

**Steps to relocate:**

1 Confirm with ED

2 Advise the PLHS that LGPS will be relocating

3 Inform all LGPS staff

4 Send a SMS to all families: SMS: Attention Parents: Day/Date has been declared as an 'extreme' weather day in the lower EP district, LGPS will enact its Emergency Procedure for this day. All students are required to relocate to the PLHS where they will continue their normal learning day and be dismissed from the PLHS at the end of the day. The morning bus run will continue and transport students to the PLHS. There will be no staff on site to transport late arrivals, any students who arrive late the duty of care will remain with the parents. All students will need to be collected from the PLHS at 3pm. Regards LGPS.

5 Put up Relocation Banner on front school fence and signage on front office door

**On Day of relocation:**

1 Once Morning bus run is complete to drop students to the PLHS PLSS annex

2 Provide breakfast (Weetbix)

3 Take the roll

4 Text parents of any students who are absent the following message 'Due to the 'extreme' weather forecast in the lower EP district we have enacted our Emergency Procedure to relocation, there will be no additional transfer of late arrivals of students between site. You must ensure your child goes directly to PLHS, if your child is not attending school please respond to this message.'

5 Remain at the PLHS for the normal school hours 8:45am-3:00pm

## 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 DfE intranet at:

<https://myintranet.learnlink.sa.edu.au/operations-and-management/facilities-and-security/energy,-water-and-waste-management/water>

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

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

### 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

Non-perishable breakfast food items found in the kitchen Building 2

## 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*

- School Satellite Phone (phone # 0147 149 687)

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# Student Collection Protocol

## Students Attendance Record

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

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

Staff take laptop/ipad 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 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).

### **Detail any specific 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)

# Bushfire Response Plan - 2024

It is a DfE 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 Shelter In Place

The term 'Bushfire Shelter In Place' 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'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 an AlertSA SMS (Emergency Warning Message), or an "Emergency Alert" SMS/automated phone call, advising of an imminent bushfire threat

**State your site's Trigger Points to prepare for movement to a Bushfire Shelter In Place.**

Receipt of an AlertSA SMS (Emergency Warning Message)

**State the alarm tone/method used to prepare for movement to the Bushfire Shelter In Place?**

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

Alarm Tone/Method Used	Duration/Pattern of Alarm Tone
Bell (electronic) and Tanoi/speaking system	Pre-recorded voice instructions
<b>If "Other" alarm tone or duration, please provide further details</b>	



**State the location of the Bushfire Shelter In Place.**

- For an on-site Bushfire Shelter In Place, please state the SAMIS Building Number and any specific facility used for the Shelter In Place (e.g. Building 1 - Library).
- If it is an off-site Bushfire Shelter In Place, please provide a detailed description and an address of the location (e.g. ABC Caravan Park located at 123 Beach Road SA 5XXX).

Building 2 Room 1 - Lincoln Gardens Primary School site

**List other educational sites or services which utilise your Bushfire Shelter In Place and their key contact details**

<b>Other Site/Service</b>	<b>Contact Role/Name/Mobile</b>	<b>Site/Service Land Line</b>
	Name: Role: Mobile:	
	Name: Role: Mobile:	
	Name: Role: Mobile:	
	Name: Role: Mobile:	
	Name: Role: Mobile:	

**State the location of your off-site early relocation/evacuation point should your site need to evacuate the Bushfire Shelter In Place**

Port Lincoln High School

**State the planned method of transport to relocate all persons away from the Bushfire Shelter In Place and to the off-site early relocation/evacuation point**

Bushfire Shelter In Place, onsite walk  
Early Relocation/Evacuation point, LGPS school bus

### Drinking Water Contingency Plan

Drinking water must be readily available at the Bushfire Shelter In Place 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 DfE intranet at:

<https://myintranet.learnlink.sa.edu.au/operations-and-management/facilities-and-security/energy,-water-and-waste-management/water>

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

Drinking water available from kitchen area next door to Bushfire Shelter in Place, 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 ablation water available; therefore, alternatives should be considered. Sites may consider portable options (i.e. camping portable toilets) for use within the Bushfire Shelter in Place during a bushfire emergency situation.

#### State your site's ablation options during a bushfire emergency situation

Toilet available next door to 'Bushfire Shelter in place' Building 2 Room 1

# 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, Lockdown, On-Site Evacuation, Off-Site Evacuation and Bushfire Shelter In Place) 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
Evacuation (On Site)	Fire	Practical	13/2/25
Precautionary Building Confinement/Lockdown	bomb threat	Practical	20/3/25
Evacuation (On Site)	Fire	Practical	15/5/25
Precautionary Building Confinement/Lockdown	aggressive parent	Practical	19/6/25
Evacuation (On Site)	Fire	Practical	7/8/25
Precautionary Building Confinement/Lockdown	lockdown dangerous student	Practical	11/9/25
Evacuation (On Site)	Fire	Practical	29/10/25
Precautionary Building Confinement/Lockdown	bomb threat	Practical	20/11/25
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)
Louise Pelham	0429 858 946	B1 Admin
Shana Kenny	0438 250 772	B2 Room 8
Tammy Cappelluti	0428 821 680	B1 Admin
Meryl Perks	0402 760 403	B1 Room 13
Candy Kerr	0400 340 365	B2 Room 8
Jenny Ambrose	0477 011 762	B1 Library
Sandra Spencer	0428 826 623	B1 Admin

## 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)
Sandra Spencer	Principal Fire Warden	0428 826 623	B1 Admin
Meryl Perks	Wellbeing Leader	0402 760 403	B1 Admin
Louise Pelham	Finance/Admin Officer Fire Warden	0429 858 946	B1 Admin

## Completion Checklist

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

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

### This document is completed by

<b>Name:</b>	Sandra Spencer
<b>Designation:</b>	Lincoln Gardens Primary School
<b>Contact Number:</b>	08 8682 6277 / 0428 826 623
<b>Email:</b>	sandra.spencer122@schools.sa.edu.au
<b>Date of completion:</b>	20/9/24

## Appendix A1 – Incident Controller (Emergency Procedure)

### Emergency Procedure Checklist: Incident Controller

The intention of this checklist is to provide a helpful guide as to the minimum requirements for actions taken in response or in anticipation of an emergency event by the mandatory role of an Incident Controller within an Incident Response Group (IRG). Your site may have additional steps to be followed and these should be listed within the spaces available.

Actions	Yes	No
1. Ascertain the nature of the emergency and determine the appropriate action/alarm to be raised to initiate procedures to be followed (if not already activated)	<input type="checkbox"/>	<input type="checkbox"/>
2. Establish a Control Centre (for operations and communications) at suitable location, convene the Incident Response Group (IRG), define objectives, assign initial tasks to IRG members (including timelines for action and reporting) and determine next scheduled briefing time	<input type="checkbox"/>	<input type="checkbox"/>
3. Brief emergency services personnel upon arrival on type, scope and location of the emergency, the status of the evacuation and thereafter act on senior officer's instructions	<input type="checkbox"/>	<input type="checkbox"/>
4. At the next scheduled briefing, IRG members provides updates on progress of tasks, and new or additional tasks to be assigned as appropriate	<input type="checkbox"/>	<input type="checkbox"/>
5. Set timelines and further reporting/review of incident status.	<input type="checkbox"/>	<input type="checkbox"/>
6. If the incident is still 'active', repeat step 4 and 5 above.	<input type="checkbox"/>	<input type="checkbox"/>
7. If the incident is no longer 'active', organize debrief of incident and final report by IRG members.	<input type="checkbox"/>	<input type="checkbox"/>
8. Authorise the safe return of occupants when satisfied to do so and after consultation with emergency services.	<input type="checkbox"/>	<input type="checkbox"/>
9. Stand down IRG	<input type="checkbox"/>	<input type="checkbox"/>
<i>All other responsibilities as listed below:</i>		
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

## Appendix A2 – Incident Controller (Post Emergency Procedure)

### Emergency Post Procedure Checklist: Incident Controller

The intention of this checklist is to provide a helpful guide as to the minimum requirements for post procedure actions to be completed by the mandatory role of an Incident Controller within an Incident Response Group. Your site may have additional steps to be followed or may delegate some of the post procedure actions to another member of the Incident Response Group. Please list additional actions within the spaces available.

Actions	Yes	No
1. Provide relevant information to facilitate entry into IRMS (Incident and Response Management System)	<input type="checkbox"/>	<input type="checkbox"/>
2. Collates information from various IRG members in preparation for a debrief of the action taken during the emergency by the group	<input type="checkbox"/>	<input type="checkbox"/>
3. Attend the de-briefing session with IRG and Emergency Management Team (EMT) members to discuss and review the situation, plans, actions taken (or should be taken) : <ul style="list-style-type: none"> <li>a. Circumstances of the incident;</li> <li>b. Identify the underlying cause of the incident;</li> <li>c. Establish whether the initial management and emergency response was implemented according to plan;</li> <li>d. Review the log of activities recorded and actions taken;</li> <li>e. Review effectiveness and adequacy of actions taken;</li> <li>f. Review the risk associated with the incident;</li> <li>g. Review the plans/actions to mitigate the risk to acceptable level;</li> <li>h. Identify staff or students who may be at risk, for support to aid recovery.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<i>All other responsibilities as listed below:</i>		
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

# Appendix B1 – Operations Officer (Emergency Procedure)

## Emergency Procedure Checklist: Operations Officer

The intention of this checklist is to provide a helpful guide as to the minimum requirements for actions taken in response or in anticipation of an emergency event by the mandatory role of an Operations Officer within an Incident Response Group. Your site may have additional steps to be followed or the Incident Controller may have delegated additional duties during an emergency for this role. These should be listed within the spaces available.

Actions	Yes	No
1. Establish an Operations Area within the Control Centre at site to manage, supervise and monitor the operations.	<input type="checkbox"/>	<input type="checkbox"/>
2. Have a working mobile telephone and the emergency telephone contact lists	<input type="checkbox"/>	<input type="checkbox"/>
3. Have site map(s)/area map detailing safest possible exits from the building(s) or away from site	<input type="checkbox"/>	<input type="checkbox"/>
4. Have a first aid kit and other necessary emergency supplies	<input type="checkbox"/>	<input type="checkbox"/>
5. Have a list of 'Persons Requiring Additional Assistance Register' for evacuation purposes	<input type="checkbox"/>	<input type="checkbox"/>
6. Have a list of staff who are First Aid and/or Emergency Management trained	<input type="checkbox"/>	<input type="checkbox"/>
7. Ensure roll calls completed, occupants been accounted for and all areas evacuated	<input type="checkbox"/>	<input type="checkbox"/>
8. Ensure utilities (power, water, gas etc.) are shut-off (where necessary or possible)	<input type="checkbox"/>	<input type="checkbox"/>
9. Ensure availability of emergency power supply (if possible or necessary)	<input type="checkbox"/>	<input type="checkbox"/>
10. Ensure availability of emergency supplies (drinking water, food and essential items)	<input type="checkbox"/>	<input type="checkbox"/>
11. Ensure availability of emergency sanitary setup (e.g. kitty litter or camping toilet)	<input type="checkbox"/>	<input type="checkbox"/>
12. Prepare setup to facilitate student collection protocol	<input type="checkbox"/>	<input type="checkbox"/>
13. Maintain a log of events, notes and instructions	<input type="checkbox"/>	<input type="checkbox"/>
14. Manage, supervise and monitor operations	<input type="checkbox"/>	<input type="checkbox"/>
15. Report on situation, control progress and emerging risks	<input type="checkbox"/>	<input type="checkbox"/>
16. Ensure safety and report on incidents/accidents	<input type="checkbox"/>	<input type="checkbox"/>
<i>All other responsibilities as listed below:</i>		
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>



## Appendix B2 – Operations Officer (Post Emergency Procedure)

### Emergency Post Procedure Checklist: Operations Officer

The intention of this checklist is to provide a helpful guide as to the minimum requirements for post procedure actions to be completed by the mandatory role of an Operations Officer within an Incident Response Group. Your site may have additional steps to be followed or the Incident Controller may have delegated additional post procedure duties for this role. Please list additional actions within the spaces available.

Actions	Yes	No
1. Review the effectiveness of the emergency management plan and prepare to provide inputs to improve its implementation for future events	<input type="checkbox"/>	<input type="checkbox"/>
2. Attend de-briefing session with IRG and EMT members to provide inputs on the management, supervision and monitoring of operations during the emergency situation	<input type="checkbox"/>	<input type="checkbox"/>
3. Liaise with EMT to assess damaged properties and to restore facilities/services	<input type="checkbox"/>	<input type="checkbox"/>
4. Coordinate with SO (if any) for liaison with EMT to review the safety of the site and its facilities, and make recommendations to mitigate resultant risk	<input type="checkbox"/>	<input type="checkbox"/>
5. Coordinate with LO (if any) for liaison with EMT to review the status of the emergency equipment and services, and make recommendations to reinstate them	<input type="checkbox"/>	<input type="checkbox"/>
6. Coordinate with FAO (if any) for liaison with EMT to review the status of the first-aid equipment and make recommendations to reinstate them	<input type="checkbox"/>	<input type="checkbox"/>
<i>All other responsibilities as listed below:</i>		
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>



# Appendix C1 – Communications Officer (Emergency Procedure)

## Emergency Action Plan Procedure Checklist: Communications Officer

The intention of this checklist is to provide a helpful guide as to the minimum requirements for actions taken in response or in anticipation of an emergency event by the mandatory role of a Communications Officer within an Incident Response Group. Your site may have additional steps to be followed or the Incident Controller may have delegated additional duties during an emergency for this role. These should be listed within the spaces available.

Actions	Yes	No
1. Establish a Communications Area within the Control Centre at site to manage and monitor all communications with internal and external agencies	<input type="checkbox"/>	<input type="checkbox"/>
2. Have a working mobile telephone and the emergency telephone contact lists	<input type="checkbox"/>	<input type="checkbox"/>
3. Notify the emergency services using their emergency numbers	<input type="checkbox"/>	<input type="checkbox"/>
4. Notify the DfE (Security and Emergency Management)	<input type="checkbox"/>	<input type="checkbox"/>
5. Notify relevant parties (e.g. other sites, head office, third parties, parents)	<input type="checkbox"/>	<input type="checkbox"/>
6. Provide information to emergency services who arrived at the school	<input type="checkbox"/>	<input type="checkbox"/>
7. Coordinate requests for information from internal or external parties	<input type="checkbox"/>	<input type="checkbox"/>
8. Coordinate dissemination of information to internal or external parties	<input type="checkbox"/>	<input type="checkbox"/>
9. Maintain a log of events, communications and instructions	<input type="checkbox"/>	<input type="checkbox"/>
10. Maintain safety	<input type="checkbox"/>	<input type="checkbox"/>
<i>All other responsibilities as listed below</i>		
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>





## Appendix C2 – Communications Officer (Post Emergency Procedure)

### Emergency Action Plan Post Procedure Checklist: Communications Officer

The intention of this checklist is to provide a helpful guide as to the minimum requirements for post procedure actions to be completed by the mandatory role of a Communications Officer within an Incident Response Group. Your site may have additional steps to be followed or the Incident Controller may have delegated additional post procedure duties for this role. Please list additional actions within the spaces available.

Actions	Yes	No
1. Review the effectiveness of the management of information and communications during the emergency situation and prepare to provide inputs to improve its implementation for future events	<input type="checkbox"/>	<input type="checkbox"/>
2. Attend de-briefing session with IRG and EMT members to provide inputs on the management, coordination and monitoring of communication activities during the emergency situation	<input type="checkbox"/>	<input type="checkbox"/>
3. Coordinate with EMT to issue communiques for the staff, students and parents/caregivers, contractors and the community	<input type="checkbox"/>	<input type="checkbox"/>
4. Coordinate with EMT to provide inputs or to attend to queries related to the incident	<input type="checkbox"/>	<input type="checkbox"/>
<i>All other responsibilities as listed below:</i>		
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

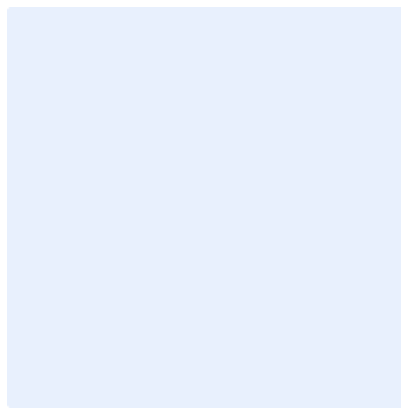


# 2024

## 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]

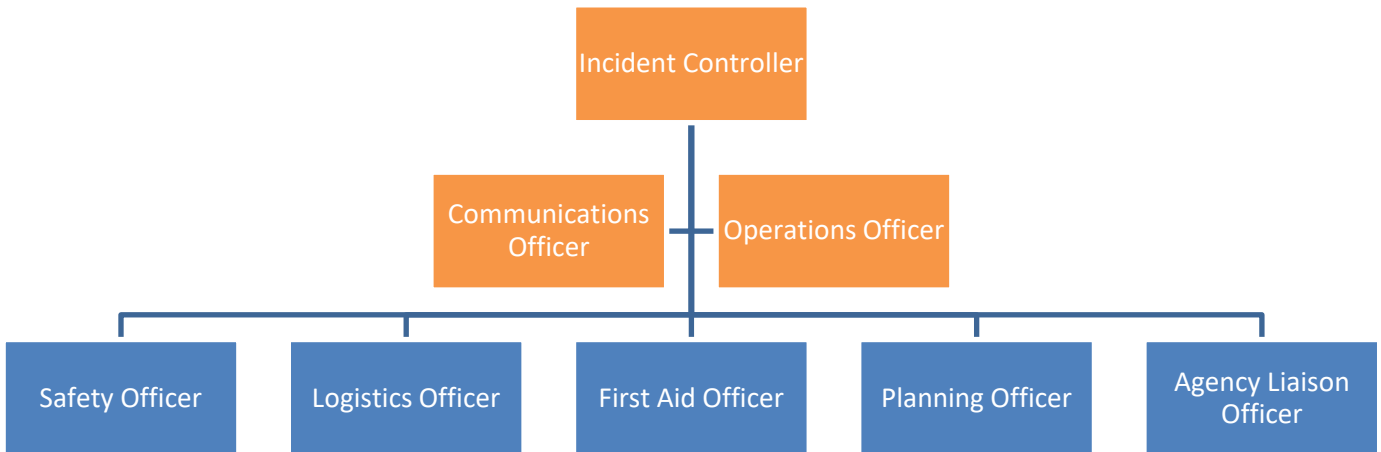


## Non-Site Emergency Contact Numbers

Emergency (Police, Fire, Ambulance)	000
<b>Police</b>	<b>131 444</b>
<b>Local Police</b>	<b>8688 3020</b>
<b>Local Fire</b>	<b>8682 4266</b>
<b>CFS Bushfire Information Hotline</b>	<b>1300 362 361</b>
<b>DfE Security and Emergency Hotline</b>	<b>1800 000 279</b>
<b>DfE Security and Emergency Team</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>8683 2200</b>
<b>Education Director - Rowena Fox</b>	Error! Reference source not found.
<b>DfE 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>
<b>LGPS Satellite Phone</b>	<b>0147 149 687</b>
<b>CFS Region Six Command Centre</b>	<b>8683 0633</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)	CO oversees the implementation of the relevant action plans and is responsible for managing, supervising and monitoring on-going operations.	CO liaises with EMT to assess damaged properties and to restore facilities/services.
Operations Officer (OO)	OO manages and monitors all communications with internal and external agencies e.g. DfE Central Office, Emergency Services or Parents.	OO 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.admin@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>	50
<b>Number of Staff</b>	15
<b>Proportion of Staff Disability/Health Factors (%)</b>	NIL
<b>Proportion of Student Disability/Special Education Needs (%)</b>	0%

# Emergency Assembly Areas and Alarm Tone Procedures

## Shelter-In-Place

Shelter in Place Location	
Error! Reference source not found.	
Alarm Tone/Alert Method Used	Duration/Pattern of Alarm Tone
Alarm (electronic) and Tanoi/speaking system	Pre-recorded voice instructions
If "Other" alarm tone/alert method or duration/pattern of alarm tone, please note following details	
"Attention! Attention! Take shelter immediately in your nearest safe zone!"	

## Lockdown

Lockdown Locations	
Error! Reference source not found.s	
Alarm Tone / Alert Method Used	Duration/Pattern of Alarm Tone
Alarm (electronic) and Tanoi/speaking system	Pre-recorded voice instructions
If "Other" alarm tone/alert method or duration/pattern of alarm tone, please note following details	
"Attention! Attention! All staff, Code Black Alert! Repeat, all staff Code Black Alert!"	

## 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
Alarm (electronic) and Tanoi/speaking system	Pre-recorded voice instructions
If "Other" alarm tone/alert method or duration/pattern of alarm tone, please note following details	
Building Evacuation Emergency - "Attention! Attention! Leave now via your nearest emergency exit!" Fire Evacuation - "Attention! Attention! Code Red Alert! Leave now by your nearest emergency exit!"	

## Off-site Back-up Location

Off-site Back-up Location(s)	
<b>Off Site Location A</b>	Port Lincoln High School
<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
Alarm (electronic) and Tanoi/speaking system	Pre-recorded voice instructions
If "Other" alarm tone/alert method or duration/pattern of alarm tone, please note following details	
Building Evacuation Alert - "Your attention please. An emergency incident has been reported and is under investigation. Please be prepared to evacuate via your nearest emergency exit if instructed to do so". Or depending on situation Building Evacuation Emergency Alert.	





# Bushfire Response Plan - 2024

## Bushfire Shelter In Place

The term ‘Bushfire Shelter In Place’ 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 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 DfE sites have been identified by the CFS as a Last Resort Refuge.**

### Site’s Trigger Points to prepare for movement to a Bushfire Shelter In Place

Receipt of an AlertSA SMS (Emergency Warning Message), or an “Emergency Alert” SMS/automated phone call, advising of an imminent bushfire threat

### The alarm tone/method used to prepare for movement to the Bushfire Shelter In Place

Alarm Tone/Method Used	Duration/Pattern of Alarm Tone
Bell (electronic) and Tanoi/speaking system	Pre-recorded voice instructions

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

### Location of the Bushfire Shelter In Place

Building 2 Room 1 - Lincoln Gardens Primary School site

### Location of off-site evacuation point should the site need to evacuate the Bushfire Shelter In Place

Port Lincoln High School

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

LGPS school bus



### Drinking Water Contingency Plan

Drinking water will be available at the Bushfire Shelter In Place 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

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### 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 Shelter In Place during a bushfire.

#### Site's ablution options during a bushfire emergency situation

Toilet available next door to 'Bushfire Shelter in place' 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 laptop/ipad 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)