



# MANOORA PRIMARY SCHOOL EMERGENCY MANAGEMENT PLAN



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
28/06/16	2	Update 2016 Details

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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 NUMBERS

Emergency (Police, Fire, Ambulance)	000
<b>Police</b>	<b>131 444</b>
<b>Local Police</b>	<b>88 472 200</b>
<b>Local Fire</b>	<b>000</b>
<b>CFS Bushfire Information Hotline</b>	<b>1300 362 361</b>
<b>DECD Parent Bushfire Information 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>Hospital - Riverton</b>	<b>88 472 300</b>
<b>Education Director – Kathryn Bruggemann</b>	<b>85 220 913</b> <b>0401 121 544</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>
<b>Ambulance - Riverton</b>	<b>88 472 300</b>

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## 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
<b>Site Leader</b>	Liam Whitwell	0429408846		Activate alarm Activate and advise ERT Contact: * DECD Security * Bushfire and Emergency Management Team * Emergency Services to advise of incident	Activate alarm Activate and advise ERT Contact: * DECD Security * Bushfire and Emergency Management Team * Emergency Services to advise of incident	Activate alarm Activate and advise ERT Contact: * DECD Security * Bushfire and Emergency Management Team * Emergency Services to advise of incident
<b>Deputy Principal/ Teacher</b>	Sharryn Johnson Heather Merritt	0437913148 0419864102	0888492013	Shepherd staff and students into evacuation refuge	Ensure all staff are accounted for  Check with each other to ensure all students are accounted for	Ensure all staff are accounted for  Check with each other to ensure all students are accounted for

<b>Fire Warden/WHS Rep</b>	Liam Whitwell	0429408846		Update school phone line message or forward phone  Enact phone tree - oversee calls to school community	Monitor local radio and Alert SA  Check all buildings to ensure no person remains	Complete IRMS Report and other relevant documentation  Oversee First Aid as required
<b>Front Office SSO/ECW</b>	Marie Schwarz Emily Friebe	0428376823 0407818235	85818235		Collect first aid and emergency kits, including portable radio	Arrange first aid as required.
<b>Grounds Person</b>	Linden Calley	0419831035	85818243			
<b>OSHC/ Vacation Care/Other Third Party Services Provider</b>	N/A					

## FACILITY PROFILE

Site Information			
Site Name	Manoora Primary School		
Address	3 Weymouth Street, Manoora 5414 (Barrier Highway)		
Phone	08 8848 4304		
Fax	08 8848 4215		
Classes Start	9.00 am	Classes Finish	3.15 pm

Student/Staff Information	
Enrolments	27
Staff numbers	9
Proportion of staff disability/health factors (%)	0%
Proportion of student disability/special education needs (%)	0%

Building Information	
Monitored security alarm/fire system	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Buildings <b>NOT</b> covered by system;	
System used for alert tone/warnings;	
Emergency Telephone	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Location/Type; Resource Centre (Bushfire Refuge)
On-site hazards (i.e. science lab, chemical storage) Flamable materials (eg mower fuel)	Location; Groundsperson's shed

Emergency Power System (type)		
Location		
Provides Power To		
Shutoff Instruction		

Utilities	Location of Shutoff Valve/Switch	Special Instructions
Gas (Mains/Bottled etc.)		
Water	Barrier Hwy - front of site	
Electricity	Main powerboard, UP building	
Sprinkler System (type)	Groundsperson's shed	
Heating System		

**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.

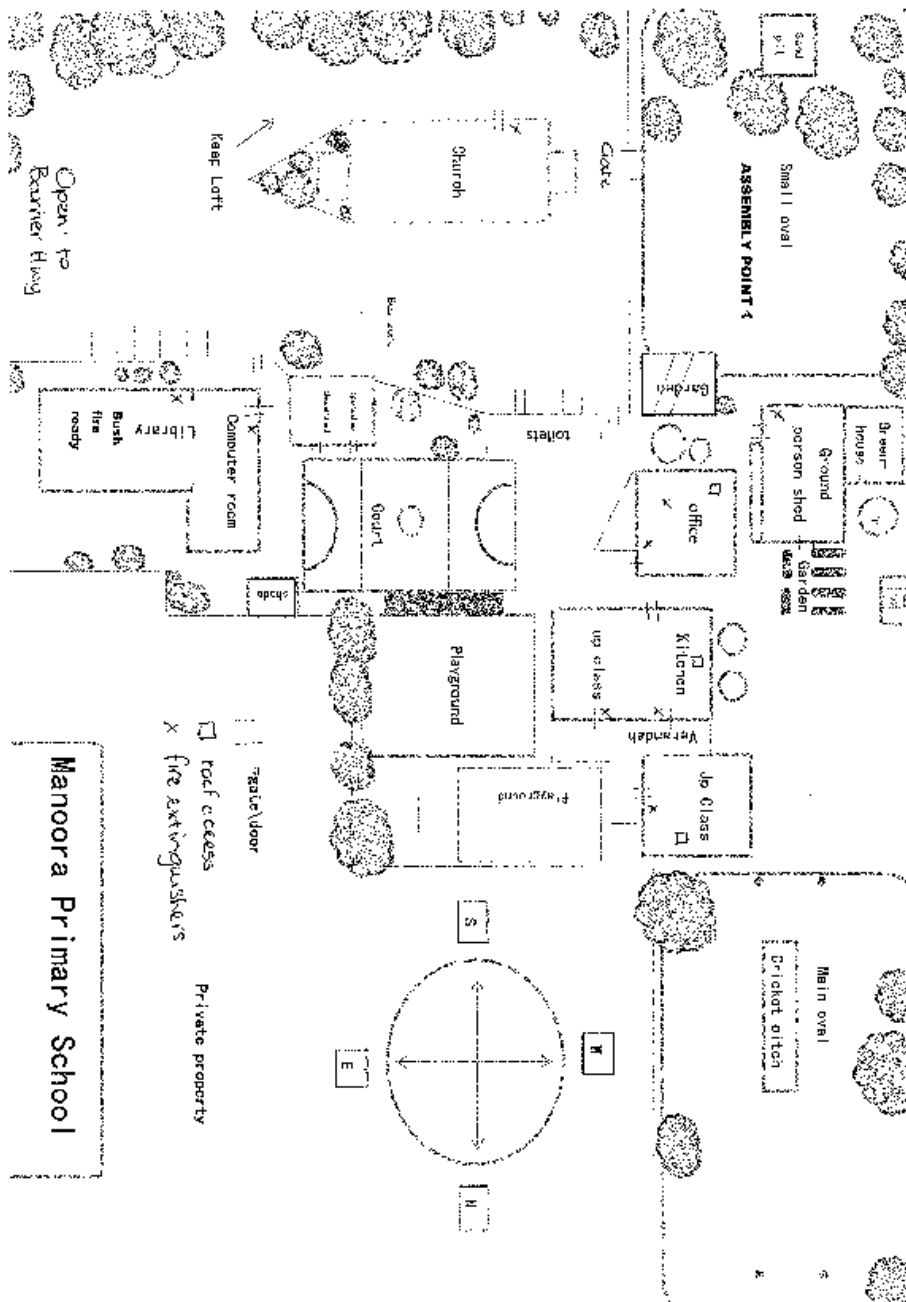
Risk/Priority	Hazards (site specific)
Extreme/Very High	
High	
Medium	Bushfire (category 2)
Low	Severe storm, flooding, criminal incident or threat, earthquake, bomb threat, internal fire/smoke, pandemic/communicable disease, hazardous substance, intruder, other





Include a site plan (available from SAMIS) including;

- Evacuation/invacuation routes: two single classrooms on a small site so staff and students take most direct route to one of two assembly points
- Exit points: gates as marked on fence line
- Evacuation assembly areas: as marked
- Bushfire Refuge or on-site invacuation area: as marked, Resource Centre
- Location of emergency equipment: each building has fire extinguishers and other emergency equipment is kept in the compactus in the Resource Centre
- Roof access points



## Invacuation/ On-Site Evacuation

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

Alarm: series of short, continuous blasts

Location 2 (internal threat e.g. building fire): Classrooms

Alarm: series of short, continuous blasts

## Precautionary Building Confinement/Lockdown

Alarm: continuous siren blast

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## Off-Site Evacuation

Location 1 (closer to site): Manoora Institute

Alarm: series of short continuous blasts

Location 2 (further from site): Manoora Football Clubrooms

Alarm: as above

Include a detailed map of your site and surroundings including;

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

▣ detailed map of Manoora and near places

Welcome to the Manoora google satellite map! This place is situated in Clare and Gilbert Valleys, South Australia, Australia, its geographical coordinates are 34° 0' 0" South, 138° 49' 0" East and its original name (with diacritics) is Manoora. See Manoora photos and images from satellite below, explore the aerial photographs of Manoora in Australia. Manoora hotels map is available on the target page linked above.



Manoora  
Primary  
School.

↑  
Rest of  
town.

▣ detailed map of Manoora and near places

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Manoora: [map](#) | [3d map](#) » | [hotel](#) » | [car rental](#) »

▣ detailed map of Manoora and near places

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Football Club & Oval



G+1 Like Sign Up to see what your friends like.

Manoora Institute.

[small](#) | [medium](#) | [large](#)

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## 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	<p>Contact Emergency Services and advise:</p> <ul style="list-style-type: none"> <li>* nature and time of incident</li> <li>* name and number of person/s involved</li> <li>* location of incident and contact phone numbers if incident is away from site</li> </ul> <p>Activate site ERT Ensure safety and welfare of students and staff Isolate hazard (if possible), remove immediate danger or move away from danger Attend to any injured person/s without placing others at risk Do not disturb evidence (if criminally related)</p>	<p>Contact Emergency Services and advise:</p> <ul style="list-style-type: none"> <li>* nature and time of incident</li> <li>* name and number of person/s involved (if known)</li> </ul> <p>Activate site ERT Ensure safety and welfare of students and staff Attend to any injured persons</p>	<p>Contact Emergency Services and advise:</p> <ul style="list-style-type: none"> <li>* nature and time of incident</li> <li>* name and number of person/s involved (if known)</li> </ul> <p>Activate site ERT Ensure safety and welfare of students and staff Attend to any injured person</p>
Identify Incident Type and Determine Safest Location	<p>Follow instructions given by emergency services authorities Determine safest location Activate alarm and invacuate / evacuate / initiate lockdown as appropriate</p>	<p>Follow instructions given by emergency services authorities Determine safest location Activate alarm and invacuate / evacuate / initiate lockdown as appropriate</p>	<p>Follow instructions given by emergency services authorities Determine safest location Activate alarm and invacuate / evacuate / initiate lockdown as appropriate</p>

<p><b>Incident Management and Reporting</b></p>	<p>Ensure all students and staff are accounted for                  Remain in situ until advised safe to relocate by emergency services                  Move to alternate location upon emergency services advice                  Inform and liaise with Education Director (ED) and/or DECD Security, Bushfire and Emergency Management Team                  Notify parents of incident and action taken (obtain advice re content and methods from groups listed above)                  Check with SA Police for safe routes prior to driving anywhere                  Maintain student collection record</p>	<p>Ensure all students and staff are accounted for                  Remain in situ until advised safe to relocate by emergency services                  Move to alternate location upon emergency services advice                  Inform and liaise with ED and/or DECD Security, Bushfire and Emergency Management Team                  Notify parents of incident and action taken (obtain advice re content and methods from groups listed above)                  Check with SA Police for safe routes prior to driving anywhere                  Maintain student collection record</p>	<p>Ensure all students and staff are accounted for                  Remain in situ until advised safe to relocate by emergency services                  Move to alternate location upon emergency services advice                  Inform and liaise with ED and/or DECD Security, Bushfire and Emergency Management Team                  Notify parents of incident and action taken (obtain advice re content and methods from groups listed above)                  Check with SA Police for safe routes prior to driving anywhere                  Maintain student collection record</p>
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<p><b>Post Incident and Recovery</b></p>	<p>Log information in IRMS          Contact ED to discuss requirements for additional support, including psychological first aid          Arrange and conduct debriefings / memorials (if necessary)          Refer media enquiries to ED or DECD Media Unit          Contact Facility manager / DECD corporate / appropriate authorities to arrange repairs and to assess safety and accessibility to site and equipment          Restock and check emergency supply kits          Review hazardous materials storage          Test, repair or replace equipment          Review emergency management plans and training procedures          Take into consideration staff personal bushfire or emergency plans</p>	<p>Log information in IRMS          Contact ED to discuss requirements for additional support, including psychological first aid          Arrange and conduct debriefings / memorials (if necessary)          Refer media enquiries to ED or DECD Media Unit          Contact Facility manager / DECD corporate / appropriate authorities to arrange repairs and to assess safety and accessibility to site and equipment          Restock and check emergency supply kits          Review hazardous materials storage          Test, repair or replace equipment          Review emergency management plans and training procedures          Take into consideration staff personal bushfire or emergency plans</p>	<p>Log information in IRMS          Contact ED to discuss requirements for additional support, including psychological first aid          Arrange and conduct debriefings / memorials (if necessary)          Refer media enquiries to ED or DECD Media Unit          Contact Facility manager / DECD corporate / appropriate authorities to arrange repairs and to assess safety and accessibility to site and equipment          Restock and check emergency supply kits          Review hazardous materials storage          Test, repair or replace equipment          Review emergency management plans and training procedures          Take into consideration staff personal bushfire or emergency plans          Take into consideration staff personal bushfire or emergency plans</p>
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## 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
Invacuation	15/03/16
Evacuation	05/04/16
Invacuation	24/05/16
Evacuation	21/06/16
Invacuation	19/09/16
Evacuation	21/09/16
Invacuation	18/10/16
Evacuation	20/10/16



## 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 DECD to reduce confusion with the terminology used by the CFS, and is generally a building on site that can provide short-term shelter from a bushfire to the site population only.

The term *Last Resort Refuge* is identified in each Council for community members as a space or building which could be used as a place of last resort for individuals to go to and remain during the passage of fire through their neighbourhood. A Last Resort Refuge is intended to provide a place of relative safety during a bushfire, but does not guarantee the survival of those who assemble there, and should only be used when personal Bushfire Survival Plans cannot be implemented or have failed.

NOTE: No DECD sites have been identified by the CFS as a *Last Resort Refuge*.

**IMPORTANT: It is the responsibility of the site 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*:

**CFS 'Watch and Act' message advising of a fire within a 20 km radius of the town.**

**Receipt of an emergency alert advising of an imminent bushfire threat**

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

**Series of continuous blasts**

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

**Manoora Primary School Resource Centre**

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

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

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

**School car park and a combination of staff cars and/or school bus (if available: not always parked on site - private contractor)**

\*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 ablutions.

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

**Bottled water supply kept in the Resource Centre**

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

**Large lidded buckets if unable to access toilet block**