

Crystal Brook Primary School

0111

7 Mitchell Street

Crystal Brook SA 5523



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
4/02/16	Two	Revised document
31/1/2017	Three	Revised Document
17/08/2017	Four	Revised Document
21 /02 /2018	Five	Revised Document

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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
Police	131 444
Local Police	8636 2200
Local Fire	000
CFS Bushfire Information Hotline	1300 362 361
DECD Parent Bushfire Information Hotline	1800 000 279
State Emergency Service (SES)	132 500
SA Power Networks	131 366
Hospital – Crystal Brook Hospital	8636 1100
Education Director – Dean Angus	0401 122 958
DECD Media Unit	8226 7990
SafeWork SA	1300 365 255
Environmental Protection Authority	8204 2004
Alcohol and Drug Information Service/Needle Clean Up Hotline	1300 131 340
Poisons Information Centre	13 11 26
CFS contact Gavin Hodgson	0408 220 911
Child Abuse Report Line	13 14 78

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

<p>Site Leader</p>	<p>Anne Franks</p>	<p>0428344217</p>	<p>08 86344217</p>	<p>(Evacuation)A continuous siren will signal an emergency when alerted to a hazard.</p> <p>(Invacuation) A series of short blasts of the siren will signal the need to invacuation. Children to go inside the nearest building.</p> <p>Advise ERT</p> <p>Contact Emergency Services if required</p> <p>Keep all staff informed</p> <p>Ensure students with additional needs who are highlighted in the Emergency Evacuation Trolley Folder have an SSO allocated to ensure their safety/anxiety levels are met</p>	<p>A continuous siren will signal an emergency when alerted to a hazard.</p> <p>Advise ERT</p> <p>Contact Emergency Services if required</p> <p>Keep all staff informed</p>	<p>A continuous siren when alerted to a hazard. All doors will be locked and a check to be made that all students and staff are accounted for.</p> <p>Advise ERT</p> <p>Contact Emergency Services if required</p> <p>Keep all staff informed</p>
<p>Deputy Principal/ Teacher</p>	<p>Davina Bellman</p>	<p>0409010283</p>				

DEPARTMENT FOR EDUCATION AND CHILD DEVELOPMENT

Fire Warden/WHS Rep	Helen Webb Monday - Thursday Fleur Greatorex Monday - Friday	0447617403 0428444837		Ensure all areas are evacuated and all children and staff are accounted for.	Ensure all areas are evacuated and all children and staff are accounted for	Ensure all areas are locked and all children and staff are accounted for
Front Office SSO/ECW	Fleur Greatorex Monday-Friday Jacqui Head Tuesday-Friday	0428444837 0450536255		Monitor local radio, AlertsSA and CFS website in case of fire or natural disaster. Take records, first aid box and medication bags and emergency trolley to Hall / oval.	Monitor local radio, AlertsSA and CFS website in case of fire or natural disaster. Take records, first aid box and medication bags and emergency trolley to Hall / oval	Monitor local radio, AlertsSA and CFS website in case of fire or natural disaster. Maintain contact with staff and keep informed by telephone system, if power out use mobile phones.
Grounds Person	Tony Murihead - Thursday	0408085309		Assist above when on site at CBPS.		
OSHC/ Vacation Care/Other Third Party Services Provider	Happy Haven CBPS OSHC Judy Goldsworthy	0403369532 0447007520		OSHC follows CBPS plan	OSHC follows CBPS plan	Ensure Hall is locked down and all students and staff are accounted for. Use mobile phones to communicate, all information in files in the hall

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FACILITY PROFILE

Site Information			
Site Name	Crystal Brook Primary School		
Address	7 Mitchell Street		
Phone	08 86362134		
Fax	08 86362311		
Classes Start	8.50	Classes Finish	15.20

Student/Staff Information	
Enrolments	181
Staff numbers	32
Proportion of staff disability/health factors (%)	0%
Proportion of student disability/special education needs (%)	6.6%

Building Information	
Monitored security alarm/fire system	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Buildings NOT covered by system; Toilets, Groundsman Shed, oval shed, 2 sheds behind hall.	
System used for alert tone/warnings; Siren , portable gas operated aerosol	
Emergency Telephone	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Location/Type; Mobile 0428344217
On-site hazards (i.e. science lab, chemical storage)	Location; N/A
Nil	

Emergency Power System (type)		
Location	N/A	N/A
Provides Power To	N/A	N/A
Shutoff Instruction	N/A	N/A

Utilities	Location of Shutoff Valve/Switch	Special Instructions
Gas (Mains/Bottled etc.)	Bottles by Hall- Building 8,	Switch off - Keys in Principal's Office on hook by door
Water	Meter by entry gate	
Electricity	Main switch located on Mitchell Street	Switch off - key in Principal's Office on hook by door
Sprinkler System (type)	Nil	Long garden hoses available in shed A (Archive Room)
Heating System	Reverse cycle	Switch off in rooms & Main Switch Board

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	
Low	Bushfire, severe storm, internal fire/smoke, criminal incident or threat

Include a site plan (available from SAMIS) including;

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

Invacuation/ On-Site Evacuation

Location 1 or Bushfire Refuge (external threat e.g. bushfire/trespasser): Hall for evacuation

Alarm: Yes

Location 2 (internal threat e.g. building fire): Goals at top of oval

Alarm: Nil

Precautionary Building Confinement/Lockdown

Alarm: Yes

Off-Site Evacuation

Location 1 (closer to site): Hospital

Alarm: follow Emergency Services instruction

Location 2 (further from site): Adelaide Square, Bowman Street, Crystal Brook if likely to be long evacuation

Alarm: follow Emergency Services instructions

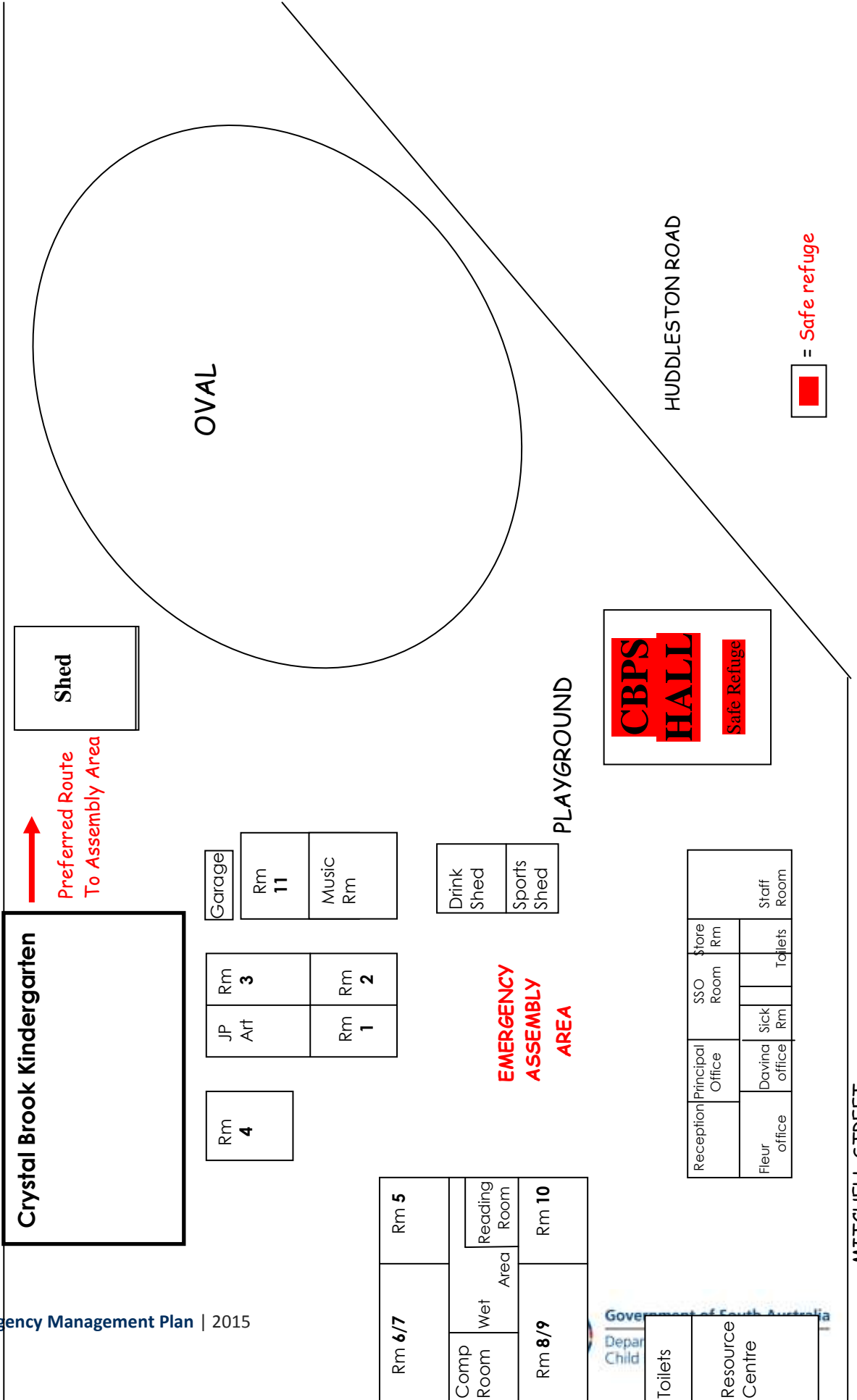
Include a detailed map of your site and surroundings including;

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

CRYSTAL BROOK PRIMARY SCHOOL

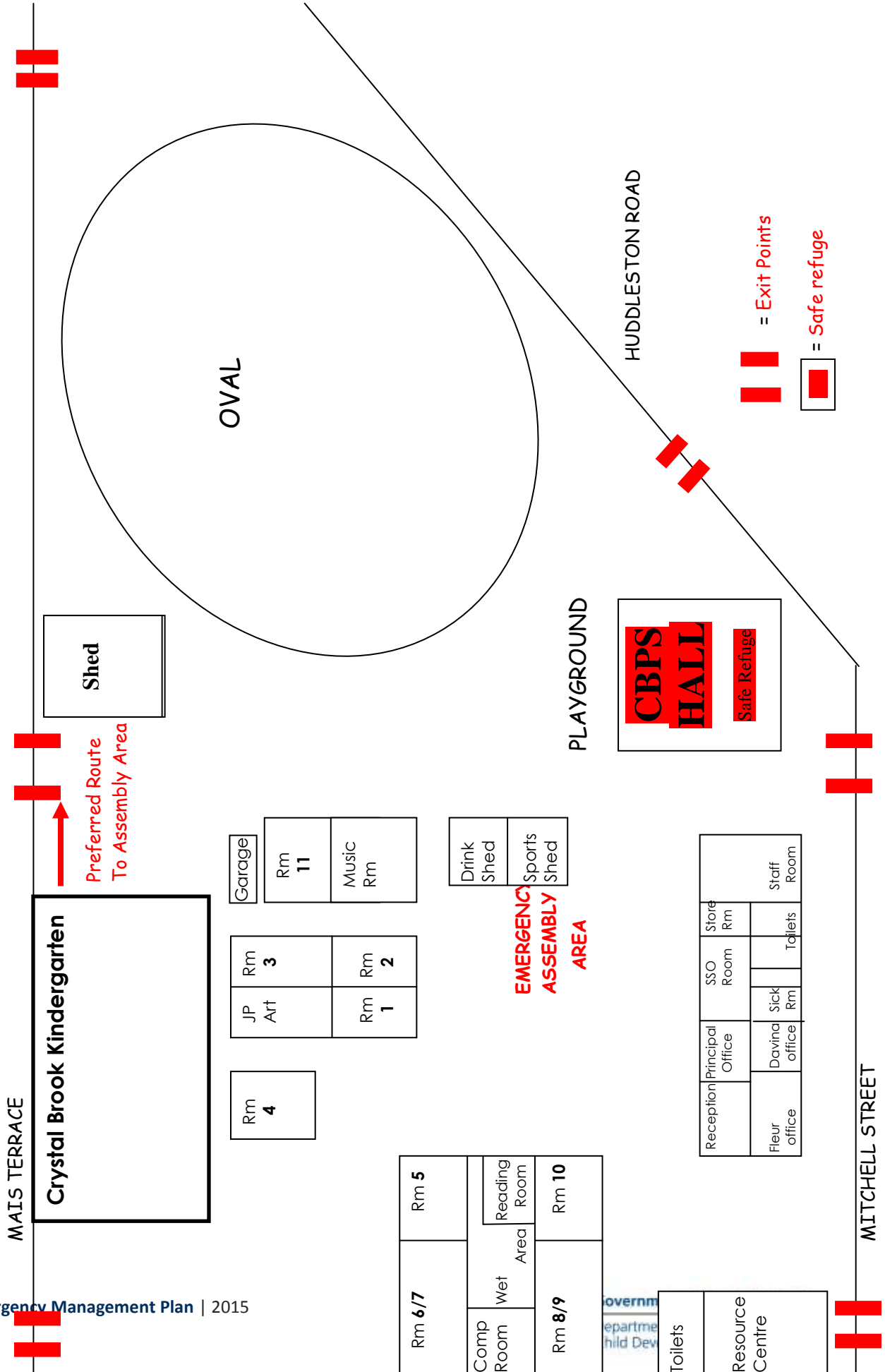
EVACUATION PLAN

MAIS TERRACE



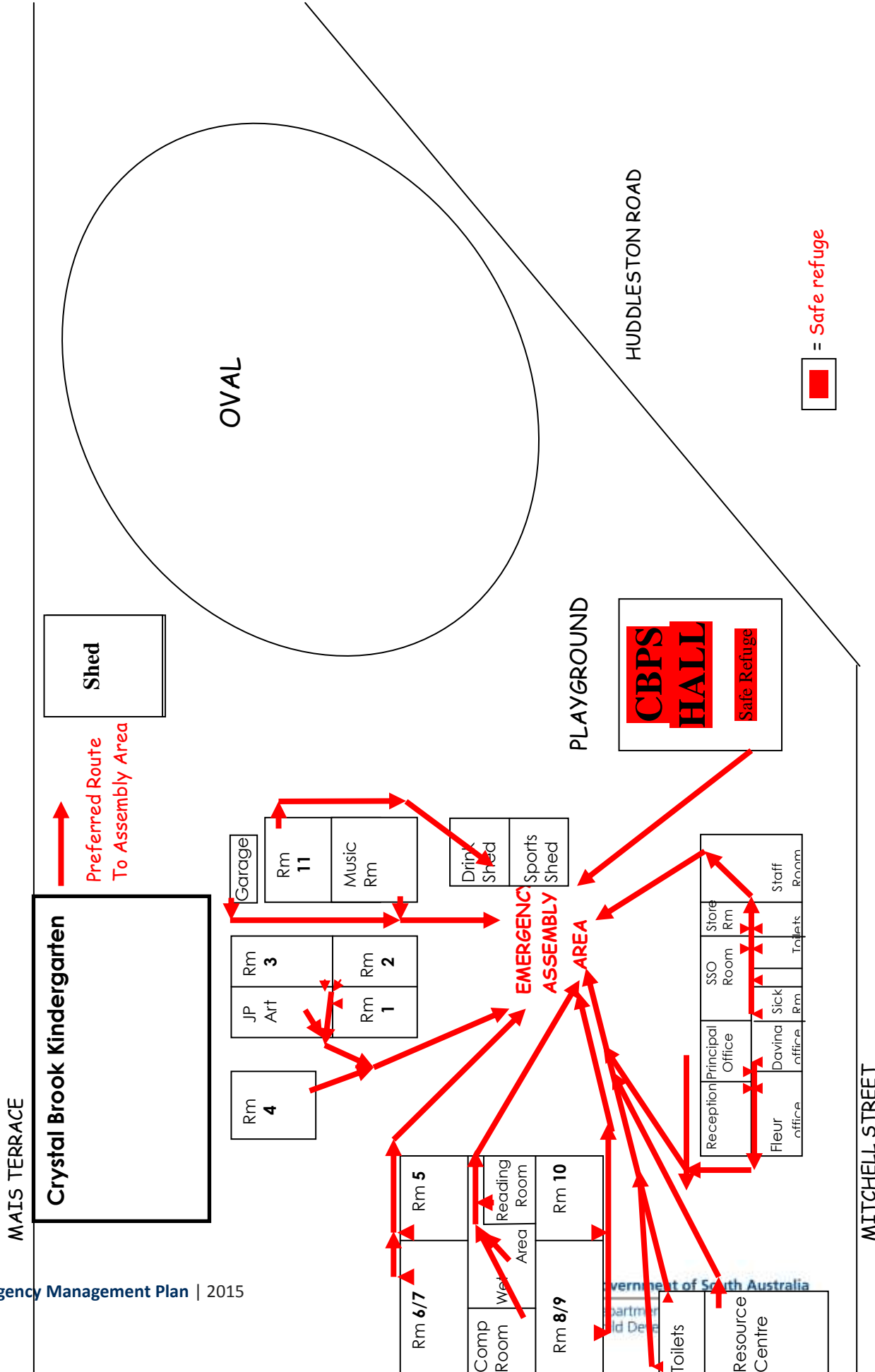
CRYSTAL BROOK PRIMARY SCHOOL

EVACUATION PLAN/EXIT POINTS



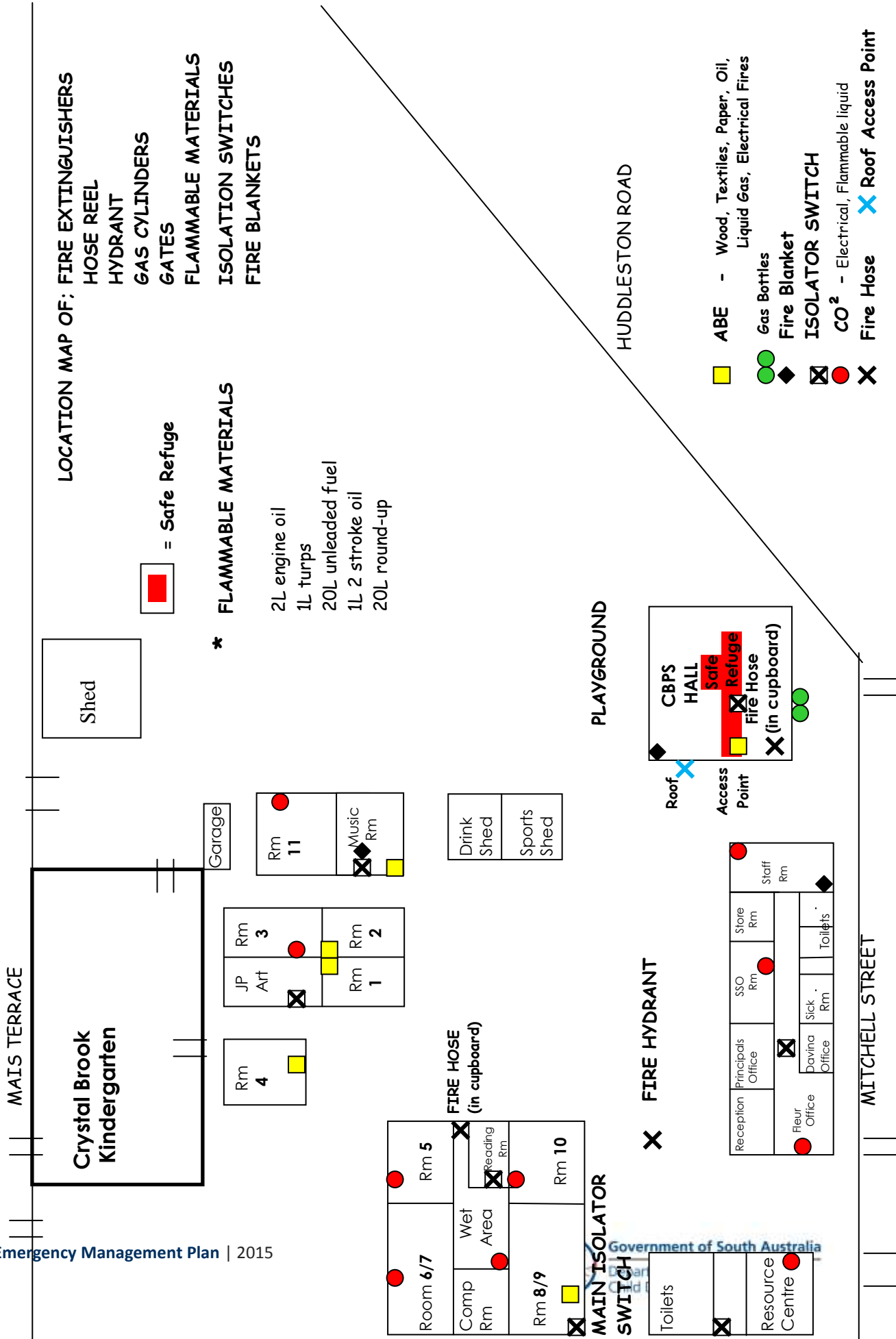
CRYSTAL BROOK PRIMARY SCHOOL

EVACUATION PLAN/ROUTES



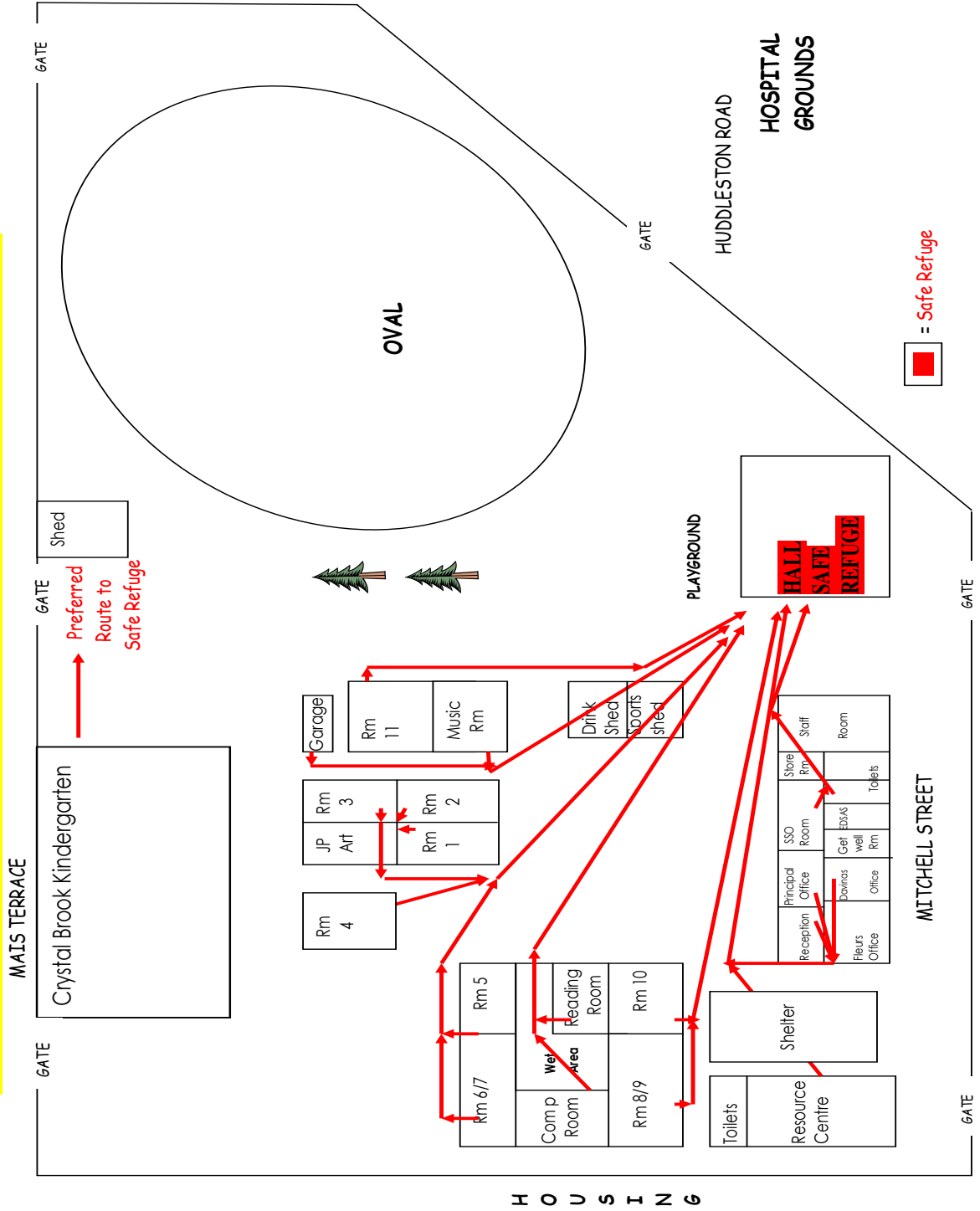
CRYSTAL BROOK PRIMARY SCHOOL

Fire Equipment/Roof Access Point Locations



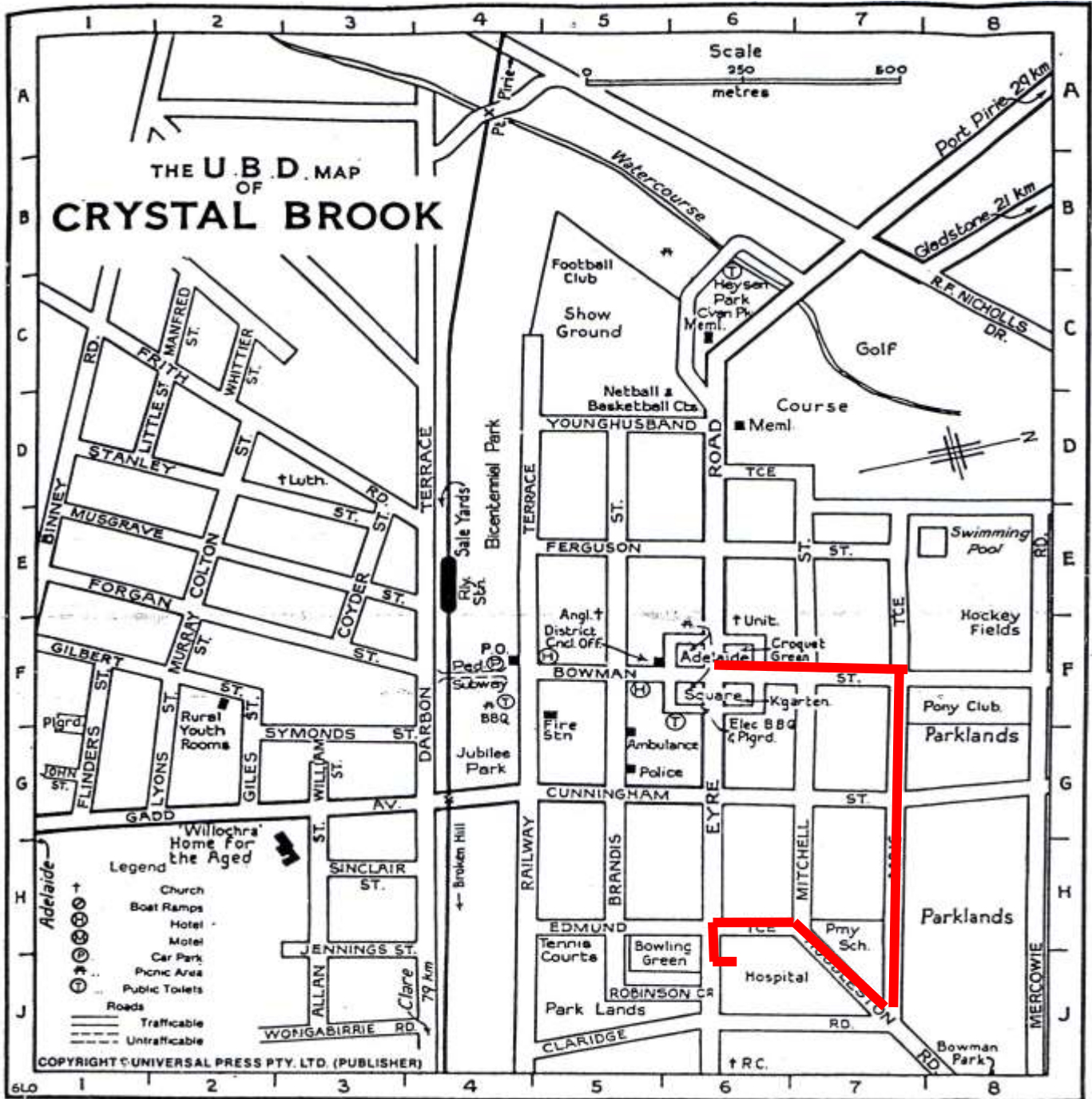
CRYSTAL BROOK PRIMARY SCHOOL BUSHFIRE SAFE REFUGE PLAN

MERCOWIE PARK



JP Art	Rm 3
Rm 1	Rm 2





Evacuation Route 1 **Hospital** **Either or**
Evacuation Route 2 **Adelaide Square**

- 1 Council Office
- 2 Fire Station
- 3 Ambulance (St John Centre)
- 4 Police Station
- 5 Post Office

- Show Ground
- Caravan Park
- Pool
- Bowman Park
- Hospital

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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	Contact Emergency Service - with nature and time of incident, how many people involved. Short blasts of siren, activate ERT, ensure safety and wellbeing of children and staff, isolate hazard or move away, attend to first aid - follow Evacuation plan, take Evacuation trolley to CBPS hall if evacuation with first aid supplies, sign in books, medication bags.	Contact Emergency Service - with nature and time of incident, how many people involved. Blow continuous whistle, Activate ERT, let know where the evacuation point is and contact numbers. Ensure safety and wellbeing of children and staff. Take mobile phone. Take Evacuation trolley with first aid supplies, sign in books, medication bags.	Invacuation signal sounded, all staff notified to lock down building until otherwise notified. School staff to notify kindy office staff if any children are not accounted for. Responsible person on site to locate and move to lockdown situation. Emergency Services contacted.
Identify Incident Type and Determine Safest Location	Where possible an evacuation will take place to the CBPS hall (this is the bushfire refuge) unless there is a threat to that area of the school. If threat to that building, second evacuation point is to the top of the oval.	Off site evacuation only if instructed by Emergency Services, and/or immediate bomb threat or hazardous chemical spill. Preferred evacuation to Hospital across the road or Adelaide Square on Bowman Street if long evacuation.	Lock down to continue until threat or emergency is passed - only then will staff open building
Incident Management and Reporting	Check and treat injuries, check all children and staff are accounted for. Follow Emergency Services instructions, inform Education Director, DECD Security, Bushfire or Emergency management team. Notify contact with Parents/caregivers under advisement from above parties. Update records	Check and treat injuries, check all children and staff are accounted for. Follow Emergency Services instructions, inform Education Director, DECD Security, Bushfire or Emergency management team. Notify contact with Parents/caregivers under advisement from above parties. Update records	Check and treat injuries, check all children and staff are accounted for. Follow Emergency Services instructions, inform Education Director, DECD Security, Bushfire or Emergency management team. Notify contact with Parents/caregivers under advisement from above parties. Update records

<p>Post Incident and Recovery</p>	<p>Log information on IRMS, contact Education Director to discuss requirement and additional support. Arrange debrief etc Contact Facilities Manager / DECD corporate if repair or replacement of facilities required or assessment of safety. Restock emergency trolley, review hazardous materials storage (if involved), review emergency management plan. Refer media enquiries to Education Director or DECD Media Unit. Be aware of wellbeing of staff and children and put any support in place.</p>	<p>Log information on IRMS, contact Education Director to discuss requirement and additional support. Arrange debrief etc Contact Facilities Manager / DECD corporate if repair or replacement of facilities required or assessment of safety. Restock emergency trolley, review hazardous materials storage (if involved), review emergency management plan. Refer media enquiries to Education Director or DECD Media Unit. Be aware of wellbeing of staff and children and put any support in place.</p>	<p>Log information on IRMS, contact Education Director to discuss requirement and additional support. Arrange debrief etc Contact Facilities Manager / DECD corporate if repair or replacement of facilities required or assessment of safety. Restock emergency trolley, review hazardous materials storage (if involved), review emergency management plan. Refer media enquiries to Education Director or DECD Media Unit. Be aware of wellbeing of staff and children and put any support in place.</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
Evacuation	28/02/18
Lockdown	16/03/18
Evacuation	23/05/18
Lockdown	22/06/18
Evacuation	15/08/18
Lockdown	14/09/18
Evacuation	07/11/18
Lockdown	07/12/18

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*:

On high risk days, ERT will check CFS web site and make observations of the area in the immediate vicinity of the school and follow advice from local Emergency Services.

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

Continuous series of short blasts of whistle

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

Hall

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

Crystal Brook Primary School , Crystal Brook Kindy and Happy Haven OSCH CBPS

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

86362134 & 86362411

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

Hospital directly across the road - walk, or Adelaide Square on Bowman Street - walk.

*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

<p>Drinking Water Contingency Plan</p> <p>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 invacuation.</p> <p>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</p>
<p>Water for Ablutions</p> <p>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 <i>emergency situation</i> if water is not available for abluions.</p>
<p>Provide details of the sites drinking water supply plan during a bushfire risk situation;</p> <p>Hall has full kitchen facilities with running water. Drinking containers are filled on high risk days, disposable cups in emergency trolley.</p>
<p>Provide details of the sites abluion options during a bushfire emergency situation;</p> <p>Disabled toilets within building, other toilets attached to building.</p>