

BOOLEROO CENTRE DISTRICT SCHOOL EMERGENCY MANAGEMENT PLAN (Abridged)



Non-Site Emergency Contact Numbers

Emergency (Police, Fire, Ambulance)	000
Police	131 444
Local Police	000
Local Fire	000
CFS Bushfire Information Hotline	1300 362 361
DECD Security and Emergency Hotline	1800 000 279
State Emergency Service (SES)	132 500
SA Power Networks	131 366
Local Hospital - Booleroo Centre	86672211
Education Director - Carol Williams	0401149482
DECD Security, Bushfire & Emergency Team	8226 2524 8226 3714
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



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.

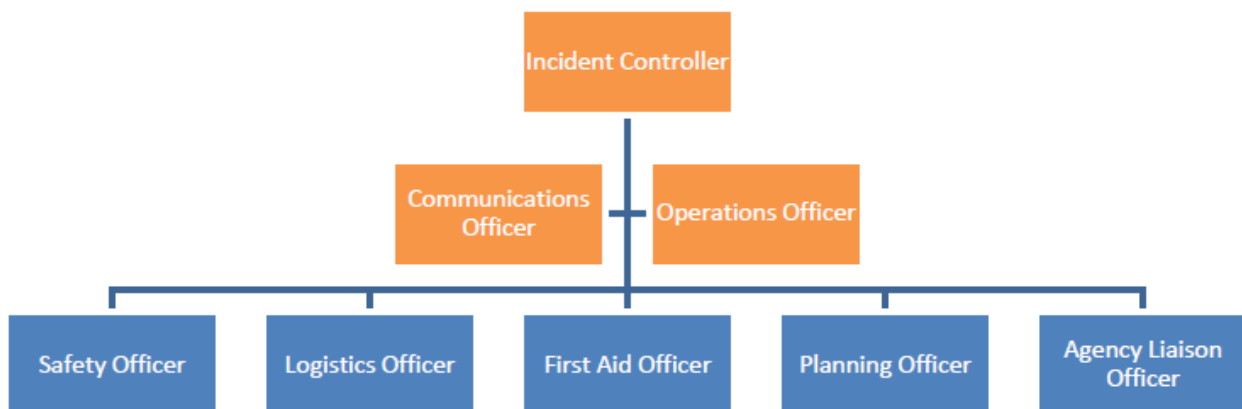


Figure 1 Example of an Incident Response Group, including mandatory (yellow) and optional roles (blue)

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. DECD 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			
Site Name	Booleroo Centre District School		
Address	2-10 stephens St, Booleroo Centre SA 5482		
Telephone	08 8667 2124		
Fax	08 8667 2201	Email	dl.0771_info@schools.sa.edu.au
Time Site Opens	08:00		
Time Site Closes	17:00		

Student/Staff Information	
Number of Current Enrolments	184
Number of Staff	3
Proportion of Staff Disability/Health Factors (%)	9%
Proportion of Student Disability/Special Education Needs (%)	7%



Emergency Assembly Areas and Alarm Tone Procedures

Shelter-In-Place

Shelter in Place Location	
Civic Centre, Stephens Street, Booleroo Centre SA 5482	
Alarm Tone/Alert Method Used	Duration/Pattern of Alarm Tone
Alarm (electronic)	Long continuous
If "Other" alarm tone/alert method or duration/pattern of alarm tone, please note following details	
Also have texts sent to staff, emergency callout on intercomm and email to staff	

Precautionary Building Confinement (PBC)/Lockdown

Precautionary Building Confinement (PBC)/Lockdown Location	
Individual classrooms	
Alarm Tone / Alert Method Used	Duration/Pattern of Alarm Tone
Alarm (electronic)	Short continuous
If "Other" alarm tone/alert method or duration/pattern of alarm tone, please note following details	
Also have texts sent to staff, emergency callout on intercomm and email to staff	

Evacuation

On-site / Adjacent Muster Point Location(s) (e.g. oval/car park/courtyard)	
On Site Location A	10 Stephens St, Booleroo Centre SA 5482 (Primary Green Space)
On Site Location B (optional)	
If there are two locations A & B, please note the following protocol used to direct the occupants to either A or B	
Alarm Tone/Method Used	Duration/Pattern of Alarm Tone
Alarm (electronic)	Long continuous
If "Other" alarm tone/alert method or duration/pattern of alarm tone, please note following details	
Also have texts sent to staff, emergency callout on intercomm and email to staff and whistle if we can't go back on site	



Off-site Back-up Location

Off-site Back-up Location(s)	
Off Site Location A	Civic Centre, Stephens St, Booleroo Centre SA
Off Site Location B (optional)	
If there are two locations A & B, please note the following protocol used to direct the occupants to either A or B	
Alarm Tone/Method Used	Duration/Pattern of Alarm Tone
Whistle	Long continuous
If "Other" alarm tone/alert method or duration/pattern of alarm tone, please note following details	
Also have texts sent to staff, emergency callout on intercomm and email to staff and whistle if we can't go back on site	



Bushfire Response Plan - BOOLEROO CENTRE DISTRICT SCHOOL

Bushfire Refuge

The term 'Bushfire Refuge' has been adopted by DECD to reduce confusion with the terminology used by the CFS and is generally a building on-site that can provide short term shelter from a bushfire to the site population only.

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

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

Site's Trigger Points to prepare for movement to a Bushfire Refuge

In order to ensure a safe and orderly operation, a decision to move all persons into the Safe Refuge (Civic Centre) will be made when any of the following agreed 'triggers' are reached.

- CFS Information and Warning messages broadcast on the local ABC radio (639AM) indicate a fire is moving towards Booleroo Centre District School
- The local Emergency Services advise that a bushfire is likely to impact on the site
- There is a confirmed sighting of nearby smoke or flame
- Principal to liaise with Regional Office, SAPOL, and school bus drivers

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

Alarm Tone/Method Used	Duration/Pattern of Alarm Tone
Whistle	Short continuous

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

Location of the Bushfire Refuge

Civic Centre, 33 Stephens Street, Booleroo Centre

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

It is located in the centre of the township

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

Walking 500m



Drinking Water Contingency Plan

Drinking water will be available at the Bushfire Refuge location and it is not reliant on the mains (water or power) for its provision. Otherwise, sufficient drinking water supply will be stocked at the location during Total Fire Ban days.

Site's drinking water supply plan and availability during a bushfire emergency situation

Students to carry individual water bottles in addition there is 40 litres stored at the Civic Centre (Off Site Refuge). We would be located next door to the IGA where we could purchase more supplies.

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 will be available for use within the Bushfire Refuge during a bushfire.

Site's ablation options during a bushfire emergency situation

Civic Centre (Off Site Refuge) has toilets and supplies



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

Students at BCDS are noted for attendance at the beginning of the school day through SENTRAL which all staff have immediate access to. Students are then accounted for each lesson through PxP (period by period) attendance. Sentral is linked to EDSAS (the DECD system) with print-outs available. Each home group teacher has the responsibility of entering the data and subsequently the subject teachers thereafter. Attendance collection centrally is through the Front Office SSO. Nominated persons for collection of students is through written note shown at the front office to front office staff. This note may be in the student's diary, on paper or even text to the school phone.

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

Up to date records of contact and emergency information of nominated persons are stored at Safe Refuge.

All parents and caregivers can be contacted by mobile phone during an emergency regarding accurate information and collection protocol.

Roll class lists are available at the Safe Refuge for attendance and for sign-out procedures.

