

Madge Sexton Kindergarten

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. Refer to Emergency Management Plan Template Instructions and Appendix for further detail 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 Framework. 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.

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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.

***IMPORTANT:** 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.



EMERGENCY CONTACT NUMBERS

Emergency (Police, Fire, Ambulance)	000
Police	131 444
Local Police (as applicable)	/A
Local Fire (as applicable)	N/A
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
Local Hospital – Noarlunga Hospital	83849222
Education Director – Nanette Van Ruiten	0401 121 429
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
Early Childhood Leader - Julie Offord	0417880611
McLaren Vale Primary School	83238741
McLaren Flat Primary School	83830143

EMERGENCY MANAGEMENT TEAM (EMT)

The EMT are key people who may be required to be contacted during an emergency or play an active role in the site's emergency response procedures.

It is expected that the OSHC/Vacation Care contact is identified as a member of the site Emergency Management Team (w service operates).

These are suggestions only, sites may choose to delete or include additional role/position titles as required. Please type N/A if not applicable, do not leave blank spaces.

Role/Position	Name	Contact Number (daytime)	Mobile Number	Contact Number (Out of Hours)
Site Leader / Principal / Director	Leanne Lovett	83238684	0450785272	0450785272
Teacher	Tennille Langeluddecke	83238684	0407656919	
Fire Warden	Jonette Thorsteinsen	83238684	0427799749	
WHS Representative	Jonette Thorsteinsen	83238684	0427799749	
Front Office SSO / ECW	N/A			
OSHC / Vacation Care	N/A			
Grounds Person	N/A			
Third Party / User Group (e.g. Basketball Club, Netball Club)	N/A			



FACILITY PROFILE

Site Information

Site Name	Madge Sexton Kindergarten		
Address	249 Main Road, McLaren Vale SA 5171		
Phone	83238684		
Fax	83239913		
Time Service Starts	8.45	Time Service Finishes	3.00

Student/Staff Information

Enrolments	88
Staff numbers	2.6 Tch / 2.0 ECW
Proportion of staff disability/health factors (%)	0%
Proportion of student disability/special education needs (%)	5%

Building Information

Monitored security alarm/fire system	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Buildings NOT covered by system; Outside Shed / back verandah	
System used for alert tone/warnings; Siren / Air horn / Whistle - See Emergency Evacuation Plan	
Emergency Telephone	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Location/Type; Nominated Supervisor Mobile
On-site hazards (i.e. science lab, chemical storage) N/A	Location; N/A

Include information below relating to the backup power supply available for use on your site in the event of an emergency incident (e.g. generator). Include information such as where to access the supply, what system is connected to the supply and basic operational information.

If not applicable, please type N/A. Do not leave blank spaces.

Emergency Power System (type)

Location	N/A
Provides Power To	N/A
Shutoff Instruction	N/A

Include basic information regarding the main utility supplies connected to your site and how to locate and operate or switch off in the event of an emergency.

Utilities	Location of Shutoff Valve/Switch	Special Instructions
Gas (Mains/Bottled etc.)	N/A	N/A
Water	McLaren Vale PS grounds	See MVPS Principal
Electricity	MSK Staff room	See Nominated Supervisor
Sprinkler System (type)	MSK Children's bathroom	See Nominated Supervisor
Heating System	Indiv room units	N/A

RISK IDENTIFICATION

An assessment of your sites relative risk of specific hazards should be undertaken to establish the types of incidents that specific emergency response actions should be developed to implement in the event of an emergency.

Sites should determine what hazards are relevant and what level of risk they pose, such as;

- Bushfire
- Pandemic/communicable disease
- Severe Storm
- Hazardous substance (on site and close to site)
- Flooding
- Intruder
- Criminal incident or threat
- Lightning strike
- Earthquake
- Snakes / Pests
- Bomb Threat
- Other hazards (e.g. road collisions)
- Internal fire/smoke

Sites may consider including hazards that are not listed above. Hazards identified and their relevant level of risk should be taken into consideration when developing or updating your site emergency procedures.

Risk/Priority	Hazards (site specific)
Extreme/Very High	
High	
Medium	Snakes
Low	



EMERGENCY ASSEMBLY AREAS & ALARM TONES

Alarm description could include;

- Continuous/intermittent bell, horn,
- whistle Bell sound three times,
- Flashing light

These are **suggestions only**; the alarm details will depend on the system or procedure being employed at your sit.

SHELTER IN PLACE (S.I.P.)

An emergency response intended to utilise a structure and its indoor atmosphere to protect occupants from a threat or danger external to their location (e.g. external structure fire, bushfire, chemical fumes, disruptive student / visitor / resident)

Location(s):

- Main room of Kindergarten

Alarm tone(s) / method(s) used to initiate:

- McLaren Vale Primary School school bell ringing continuously and/or Madge Sexton Kindergarten blowing emergency whistle continuously.

PRECAUTIONARY BUILDING CONFINEMENT (P.B.C) / LOCKDOWN

An emergency response to the evident or suspected threat of serious unlawful violence by an intruder or building occupant, necessitating the physical securing of rooms and buildings for the safety and protection of all occupants

Alarm tone / method used to initiate:

McLaren Vale Primary School bell ringing 2 on, 2 off for at least 10 sequences and/or Madge Sexton Kindergarten blowing air horn continuously.

EVACUATION

An emergency response to a scenario where there is an evident or suspected threat to a building or facility that results in all building occupants relocating to an external area or location for safety (e.g. internal fire, bomb threat, noxious gas escape)

On- Site Location(s) / Muster Point(s):

- Meet at bottom gate that leads to school oval. Group then goes to Meeting Point at bottom of school oval near fence next to Main Road.

Alarm tone(s) / method(s) used to initiate:

- McLaren Vale Primary School school bell ringing continuously and/or Madge Sexton Kindergarten blowing emergency whistle continuously.

Off-Site / Backup Location(s):

- McLaren Vale Primary School Gymnasium

Alarm tone(s) / method(s) used to initiate:

- Consultation with school staff once on school oval to relocate to determined

EMERGENCY RESPONSE

Detail your site’s procedures to be followed in an emergency or major incident below. These are suggestions only, sites may choose to delete or include additional actions as appropriate.

The members of the Emergency Management Team (EMT) 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 EMT in relation to your plan.

Position / Title / Name Responsible	Shelter in Place (S.I.P)	Precautionary Building Confinement (P.B.C) / Lockdown	Evacuation – On Site	Evacuation – Off Site
Nominated supervisor (site leader or teacher in charge)	Activate appropriate alarm to notify of emergency Contact appropriate Emergency Services / DECD Security, Bushfire and Emergency Management Team	Activate appropriate alarm to notify of emergency Contact appropriate Emergency Services / DECD Security, Bushfire and Emergency Management Team	Activate appropriate alarm to notify of emergency Contact appropriate Emergency Services / DECD Security, Bushfire and Emergency Management Team	Activate appropriate alarm to notify of emergency Contact appropriate Emergency Services / DECD Security, Bushfire and Emergency Management Team
e.g. Fire Warden / WHS Representative / First Aid Officer	Activate / Identify appropriate alarm to notify emergency Monitor situation with Site Leader Administer First aid if required	Activate / Identify appropriate alarm to notify emergency Monitor situation with Site Leader Administer First aid if required	Activate / Identify appropriate alarm to notify emergency Monitor situation with Site Leader Administer First aid if required	Activate / Identify appropriate alarm to notify emergency Monitor situation with Site Leader Administer First aid if required



<p>Certified Supervisors - Teachers</p>	<p>Identify emergency from alarm tone</p> <p>Assemble students to prepare to move to the S.I.P. location</p> <p>Complete a roll call and advise the site leader of any missing students and their whereabouts</p> <p>Advise if any additional visitors present</p> <p>complete another roll call on arrival at location to ensure all is accounted for</p> <p>Follow instructions from site leader</p> <p>Wait for the all clear</p>	<p>Identify emergency from alarm tone</p> <p>Assemble students to prepare to move to the S.I.P. location</p> <p>Complete a roll call and advise the site leader of any missing students and their whereabouts</p> <p>Advise if any additional visitors present</p> <p>complete another roll call on arrival at location to ensure all is accounted for</p> <p>Follow instructions from site leader</p> <p>Wait for the all clear</p>	<p>Identify emergency from alarm tone</p> <p>Assemble students to prepare to move to the S.I.P. location</p> <p>Complete a roll call and advise the site leader of any missing students and their whereabouts</p> <p>Advise if any additional visitors present</p> <p>complete another roll call on arrival at location to ensure all is accounted for</p> <p>Follow instructions from site leader</p> <p>Wait for the all clear</p>	<p>Identify emergency from alarm tone</p> <p>Assemble students to prepare to move to the S.I.P. location</p> <p>Complete a roll call and advise the site leader of any missing students and their whereabouts</p> <p>Advise if any additional visitors present</p> <p>Complete another roll call on arrival at location to ensure all is accounted for</p> <p>Follow instructions from site leader</p> <p>Wait for the all clear</p>
<p>Early Childhood Workers</p>	<p>Activate / Identify appropriate alarm to notify emergency</p> <p>Clear administration area of all personnel</p> <p>Collect student information lists, First aid , sign in register asbestos register</p> <p>Move to identified S.I.P. location</p> <p>Assist the Site Leader with any directions to be given</p>	<p>Activate / Identify appropriate alarm to notify emergency</p> <p>Clear administration area of all personnel</p> <p>Collect student information lists, First aid , sign in register asbestos register</p> <p>Assist the Site Leader with any directions to be given</p>	<p>Activate / Identify appropriate alarm to notify emergency</p> <p>Clear administration area of all personnel</p> <p>Collect student information lists, First aid , sign in register asbestos register</p> <p>Move to identified on-site evacuation location</p> <p>Assist the Site Leader with any directions to be given</p>	<p>Activate / Identify appropriate alarm to notify emergency</p> <p>Clear administration area of all personnel</p> <p>Collect student information lists, First aid , sign in register asbestos register</p> <p>Move to identified off-site location</p> <p>Assist the Site Leader with any directions to be given</p>





POST EMERGENCY PROCEDURES

Detail your site's procedures to be followed after an emergency or major incident below. These are suggestions only, sites may choose to delete or include additional actions as appropriate.

<p>Incident Management and Reporting</p>	<ul style="list-style-type: none"> Ensure all staff and children are accounted for Check for and treat any injuries Remain at safe location until advised safe to relocate by emergency services Move to alternate location upon emergency services advice Inform and liase with Education Director and/or DECD Security, Bushfore and Emergency Management Team Notify appropriate contacts (parents, caregivers etc.) of incident and action taken - Seek advice from Education Director and/or DECD Security, Bushfire and Emergency Management Team regarding content and methods Check with SA Police for safe routes before driving anywhere Maintain student collection record (when, who etc.)
<p>Post Incident and Recovery</p>	<ul style="list-style-type: none"> Log information in IRMS (Incident and Response Management System). Contact Education Director to discuss requirements for additional support including psychological first aid (counsellors, social workers etc.) Arrange and conduct debriefing/memorials (if necessary) Facility Manager/DECD corporate to arrange appropriate facility repairs Facility Manager/ appropriate authority to assess safety and accessibility of facility and equipment Restock emergency supply kits (check every 3 months regardless) Review hazardous materials storage; test and repair or replace equipment Review Emergency Management Plans, training procedures and modify where required Refer media enquiries to Education Director or DECD Media Unit Be aware and take into consideration staff personal bushfire or emergency plans

SCHEDULED/COMPLETED EMERGENCY DRILLS

Sites must schedule emergency drills (both desktop and physical) 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. S.I.P drill, evacuation drill, training)	Date
Emergency Evacuation Drill	Term 2, 2016: 3/6/16 & 14/6/16 AND 6/6/16 & 15/6/16
Emergency Invacuation Drill	Term 2, 2016 3/6/16 & 7/6/16 AND 6/6/16 & 7/6/16
Emergency Evacuation Drill	Term 3, 2016 26/7/16 & 6/9/16 AND 27/7/16 & 7/9/16
Emergency Invacuation Drill	Term 3, 2016 26/7/16 & 23/8/16 AND 27/7/16 & 24/8/16
Emergency Evacuation Drill	Term 4, 2016 18/10/16 & 1/11/16 AND 19/10/16 & 2/11/16
Emergency Invacuation Drill	Term 4, 2016 25/10/16 & 8/11/16 AND 26/10/16 & 9/11/16
Emergency Evacuation Drill	Term 1, 2017 14/2/17 & 10/3/17 AND 15/2/17 & 9/3/17
Emergency Invacuation Drill	Term 1, 2017 19/2/17 & 7/3/17 AND 17/2/17 & 18/3/17

EMERGENCY TRAINING

Include details regarding planned and undertaken emergency training (e.g. fire warden, first aid)

Details	Date
Fire Warden Training - Jonette Thorsteinsen	July 2014
Apply First Aid training - Leanne Lovett, Jonette Thorsteinsen, Tennille Langeluddecke, Kalinda Glatter, Emma Shaw	October 2015
Apply First Aid training - Angela Ryan & Laura Reay	October 2014



BUSHFIRE RESPONSE PLAN - Madge Sexton Kindergarten

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 EMT to determine trigger points and act upon them as per the site's Bushfire Response Plan.

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

The EMT 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*:

N/A

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

N/A

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

N/A

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

N/A

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

N/A

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

N/A

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 a S.I.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>

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;

N/A

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

N/A

AREA MAPS AND SITE PLANS

AREA MAPS

Insert a detailed Area Map of the facility and its surrounding area. Such a map should show external evacuation routes and destinations. A minimum of two external evacuation points will be required.

- The Map should show
- Evacuation assembly areas
- Evacuation routes
- Surrounding Streets
- Major Landmarks
- Exit points

Does your site have an area map?

Yes Please attach.

No

SITE PLANS

In accordance with **Australian Standard 3745-201: Planning for Emergencies in Facilities**, evacuation plans must have the following minimum requirements:

- A pictorial diagram of the floor or area (A3, at least 200mm X 150mm in size. Facilities with large floor areas should be prepared in sections so that no more than two exits are shown on each diagram)
- The title EVACUATION DIAGRAM
- The 'YOU ARE HERE' location
- The designated exits, which must be shown in green
- Communication equipment locations e.g. Warden Intercom points (WIPs) which must be shown in red and main panel/controls for warning equipment
- Hose reels, which must be shown in red
- Extinguishers, which must be shown in red
- Fire blankets, which must be shown in red
- Designated shelter-in-place location (if present)
- Date diagram was validated
- Location of assembly areas
- A legend to reflect the symbols used

Also consider including the following:

- North
- First aid stations and kits (denoted by a white cross on a green background)
- Hazardous chemical store
- Spill response kits
- Evacuation procedure
- Paths of travel, coloured green
- Hydrants, which must be shown in red

Does your site have an area map?

Yes Please attach.

No