

KANGAROO ISLAND COMMUNITY EDUCATION KINGSCOTE CAMPUS EMERGENCY MANAGEMENT PLAN



Kangaroo Island COMMUNITY EDUCATION

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
24 th October, 2016		

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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	8553 2018
Local Fire	8553 2000
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 -	8553 4200
Education Director -	8207 3764
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
SA Water	8553 2220

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
Site Leader	Maxine McSherry	0418922903	0418922903	See Roles of Kingscote Campus attachment:	N/A	See Roles of Kingscote Campus attachment:
Deputy Principal/ Teacher	APs - Sue Mo Sam Cockshell Eulia Ley	0407744820 0412763244 0407604396	0407744820 0412763244 0407604396	See Roles of Kingscote Campus attachment:	N/A	See Roles of Kingscote Campus attachment:
Fire Warden/WHS Rep	HOC	0418922903	0418922903	See Roles of Kingscote Campus attachment:	N/A	See Roles of Kingscote Campus attachment:
Front Office SSO/ECW	Jenni, Sue, Sue, Natasha, Cindy, Mia	0429877146 0458532188 0418317534 0413392910 85532074		See Roles of Kingscote Campus attachment:	N/A	See Roles of Kingscote Campus attachment:
Grounds Person	Dennis Dodgson	0417858402		See Roles of Kingscote Campus attachment:	N/A	See Roles of Kingscote Campus attachment:

OSHC/ Vacation Care/Other Third Party Services Provider	OSHC		85532436			



FACILITY PROFILE

Site Information			
Site Name	KICE - Kingscote Campus		
Address	5 Centenary Avenue, Kingscote 5223		
Phone	(08) 85532074		
Fax	(08) 85532075		
Classes Start	children on site: 8:30am	Classes Finish	children off site: 6pm (OSHC)

Student/Staff Information	
Enrolments	443
Staff numbers	69
Proportion of staff disability/health factors (%)	unknown
Proportion of student disability/special education needs (%)	11%

Building Information	
Monitored security alarm/fire system	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Buildings NOT covered by system; Building 7, Rec Centre, Tech Studies building	
System used for alert tone/warnings; Siren - bell/hooter	
Emergency Telephone	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Location/Type; front office, mobile
On-site hazards (i.e. science lab, chemical storage) science lab, tech studies, chemical storage	Location; locked chemical storage cupboards

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

Utilities	Location of Shutoff Valve/Switch	Special Instructions
Gas (Mains/Bottled etc.)	outside Vet building	
Water	mains valve on Centenary Avenue aligned with performing arts building	
Electricity	western side of dental clinic next to Marsden 1	
Sprinkler System (type)	in ground	
Heating System	ducted reverse cycle	

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
Low	severe storm, internal fire/smoke, hazardous substance, intruder



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):

Alarm: See attachment:

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

Alarm: See attachment:

Precautionary Building Confinement/Lockdown

Alarm:

Off-Site Evacuation

Location 1 (closer to site): N/A

Alarm:

Location 2 (further from site):

Alarm:

Include a detailed map of your site and surroundings including;

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

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	see invacuation drill attachment:		see lockdown plan attachment:
Identify Incident Type and Determine Safest Location	see evacuation map attachment:		see lockdown plan attachment:
Incident Management and Reporting			
Post Incident and Recovery	see evacuation drill procedures attachment:		see evacuation drill procedures attachment:

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

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*:

Sound the alarm/siren

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

1 long continuous bell and hooter

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

southern lawn area/ Area 1

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

Kangaroo Island Childrens Services

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

1 Buller Street, Kingscote 5223 ph:85532436

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

*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>We have stored bottled water</p>
<p>Provide details of the sites abluion options during a bushfire emergency situation;</p> <p>Admin block, secondary block</p>

