

# Peterborough High School

## EMERGENCY MANAGEMENT PLAN (abridge)

**HELP!** *What is the Emergency Management Plan (Abridged) version and how do I use it?*

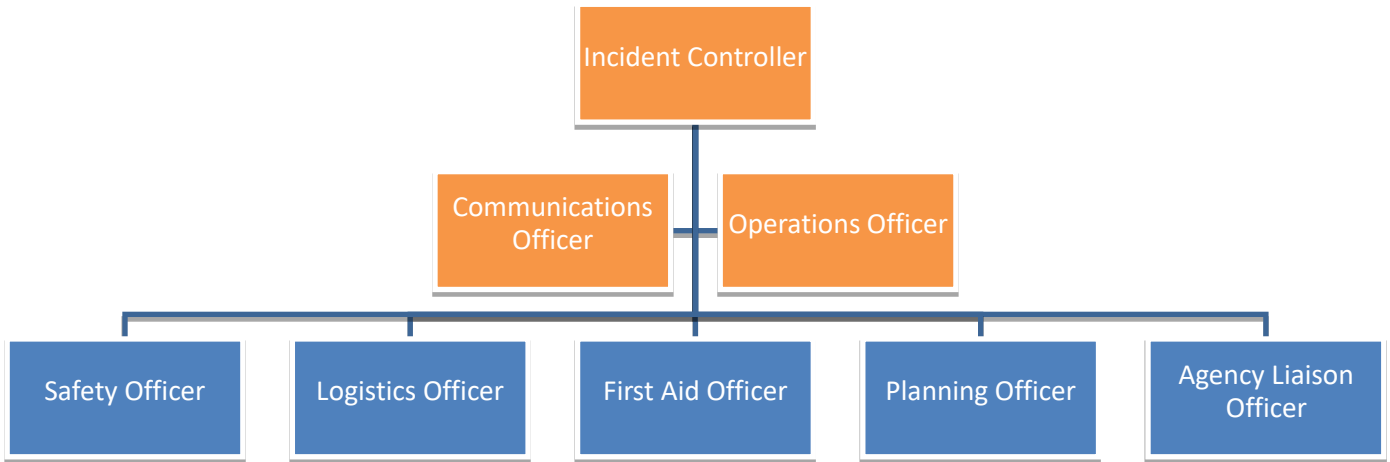


## Non-Site Emergency Contact Numbers

<b>Emergency (Police, Fire, Ambulance)</b>	<b>000</b>
<b>Police</b>	<b>131 444</b>
<b>Local Police</b>	<b>8651 2100</b>
<b>Local Fire</b>	<b>000</b>
<b>CFS Bushfire Information Hotline</b>	<b>1300 362 361</b>
<b>DECD Security and Emergency 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>Local Hospital - Peterborough</b>	<b>8651 0400</b>
<b>Education Director – Carol Williams</b>	<b>8393 9225</b>
<b>DECD Security, Bushfire &amp; Emergency Team</b>	<b>8226 2524 8226 3714</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>

## 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

<b>Site Name</b>	Peterborough High School		
<b>Address</b>	Queen Street, Peterborough SA 5422		
<b>Telephone</b>	08 8651 2306		
<b>Fax</b>	08 8651 2835	<b>Email</b>	dl.0789.info@schools.sa.edu.au
<b>Time Site Opens</b>	8:00 a.m.		
<b>Time Site Closes</b>	4:00 p.m.		

### Student/Staff Information

<b>Number of Current Enrolments</b>	83
<b>Number of Staff</b>	26
<b>Proportion of Staff Disability/Health Factors (%)</b>	
<b>Proportion of Student Disability/Special Education Needs (%)</b>	

# Emergency Assembly Areas and Alarm Tone Procedures

## Shelter-In-Place

Shelter in Place Location	
Stone Building	
Alarm Tone/Alert Method Used	Duration/Pattern of Alarm Tone
Alarm (electronic) and Tanoi/speaking system	Pre-recorded voice instructions
If "Other" alarm tone/alert method or duration/pattern of alarm tone, please note following details	
Students to assemble in rubber paved area between Administration Building and Community Library.	

## Precautionary Building Confinement (PBC)/Lockdown

Precautionary Building Confinement (PBC)/Lockdown Location	
Lock down in the room you are in.	
Alarm Tone / Alert Method Used	Duration/Pattern of Alarm Tone
Alarm (electronic) and Tanoi/speaking system	Other
If "Other" alarm tone/alert method or duration/pattern of alarm tone, please note following details	
5 short continuous blasts first and Tanoi/speaking system Continuous siren all clear and Tanoi and phone intercom plus mobile to all rooms.	

## Evacuation

On-site / Adjacent Muster Point Location(s) (e.g. oval/car park/courtyard)	
<b>On Site Location A</b>	Students to assemble in rubber paved area.
<b>On Site Location B (optional)</b>	Oval
If there are two locations A & B, please note the following protocol used to direct the occupants to either A or B	
Incident controller, communications officer and operations officer guide people to the required muster point depending on the area of the incident occurring.	
Alarm Tone/Method Used	Duration/Pattern of Alarm Tone
Alarm (electronic) and Tanoi/speaking system	Pre-recorded voice instructions
If "Other" alarm tone/alert method or duration/pattern of alarm tone, please note following details	
Long continuous siren	

### Off-site Back-up Location

Off-site Back-up Location(s)	
<b>Off Site Location A</b>	Little Street
<b>Off Site Location B (optional)</b>	Town Hall
If there are two locations A & B, please note the following protocol used to direct the occupants to either A or B	
Incident controller, communications officer and operations officer guide people to Little Street in first instance and await further instruction from lead agency.	
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	



# Bushfire Response Plan – Peterborough High 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

CFS Watch and Act message of fire 20kms from township  
DECD SMS warning

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

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

Continuous slow rising

### Location of the Bushfire Refuge

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

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



### 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

10 x 10 litre boxes of drinking water stored in stone building

### Water for Ablutions/Sanitary Purposes

During an emergency, water and/or power supply from mains may be affected and a site may not have ablution water available; therefore, alternatives will be available for use within the Bushfire Refuge during a bushfire.

#### Site's ablution options during a bushfire emergency situation

# 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**

**Print attendance record daily**

**Sentral access on portable devices**

**Each teacher to take tablet with them**

## 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**

**Parents notified by predetermined messages via SMS Sentral**