

BIRDWOOD HIGH SCHOOL

EMERGENCY MANAGEMENT PLAN (abridge)

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

[Click below to insert an image file e.g. .jpeg, .gif, .png of your site photo or logo within this page]



Birdwood High School

Non-Site Emergency Contact Numbers

Emergency (Police, Fire, Ambulance)	000
Police	131 444
Local Police	8389 1007
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 - Mt Pleasant or Gumeracha	85680000 /82099
Education Director - Tim Wilson	8314 4056
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.

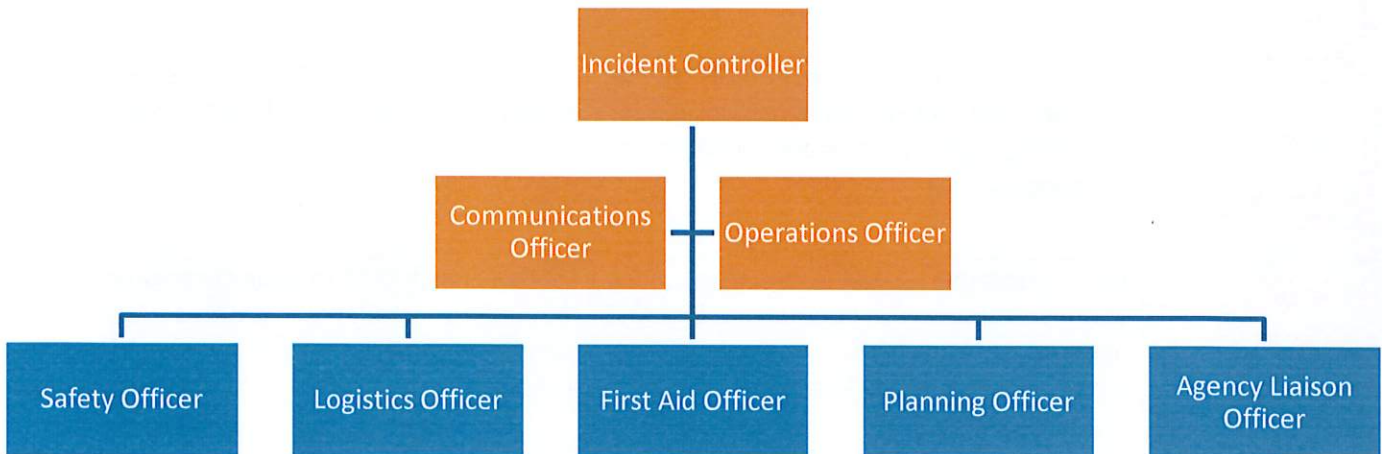


Figure 1 Example of an Incident Response Group, including mandatory (yellow) and optional roles (blue)

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)	OO oversees the implementation of the relevant action plans and is responsible for managing, supervising and monitoring on-going operations.	OO liaises with EMT to assess damaged properties and to restore facilities/services.
Operations Officer (OO)	CO manages and monitors all communications with internal and external agencies e.g. DECD Central Office, Emergency Services or Parents.	CO 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	BIRDWOOD HIGH SCHOOL		
Address	SHANNON STREET BIRDWOOD85685100		
Telephone	85685100		
Fax	85685222	Email	dl.0770.info@schools.sa.edu.au
Time Site Opens	8.00am		
Time Site Closes	4.30pm		

Student/Staff Information

Number of Current Enrolments	420
Number of Staff	51
Proportion of Staff Disability/Health Factors (%)	0
Proportion of Student Disability/Special Education Needs (%)	11%

Emergency Assembly Areas and Alarm Tone Procedures

Shelter-In-Place

Shelter in Place Location	
GYMNASIUM - BUILDING 6	
Alarm Tone/Alert Method Used	Duration/Pattern of Alarm Tone
Siren	Long continuous
If "Other" alarm tone/alert method or duration/pattern of alarm tone, please note following details	

Precautionary Building Confinement (PBC)/Lockdown

Precautionary Building Confinement (PBC)/Lockdown Location	
VARIOUS	
Alarm Tone / Alert Method Used	Duration/Pattern of Alarm Tone
Siren	Intermittent
If "Other" alarm tone/alert method or duration/pattern of alarm tone, please note following details	

Evacuation

On-site / Adjacent Muster Point Location(s) (e.g. oval/car park/courtyard)	
On Site Location A	GYMNASIUM
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
Siren	Long continuous
If "Other" alarm tone/alert method or duration/pattern of alarm tone, please note following details	

Off-site Back-up Location

Off-site Back-up Location(s)	
Off Site Location A	BIRDWOOD TOWN OVAL
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
Siren	Long continuous
If "Other" alarm tone/alert method or duration/pattern of alarm tone, please note following details	



Bushfire Response Plan - BIRDWOOD 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

A CFS Watch and Act message advising of a fire within a 20km radius of the township

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

Alarm Tone/Method Used	Duration/Pattern of Alarm Tone
Siren	For a set period of time e.g. 2 mins

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

Location of the Bushfire Refuge

GYMNASIUM - SAMIS BUILDING NUMBER- 6

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

none

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

MAINS SUPPLY AND BOTTLE WATER (APPROX 1L PER PERSON) We also have access to rainwater

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

Ablution block within bushfire refuge. Access to rainwater tanks

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

The school uses DayMap and EDSAS to account for students. Students are signed out via the DayMap System. Should access be limited during an emergency the school has printed copies of student information. This information is brought to the Bushfire Refuge building along with other relevant information as part of the school's evacuation procedures. These documents are reprinted and replaced fortnightly. In the event of power failure the school has manual sign out sheets printed and stored with our emergency supplies kit. The school also maintains a fully charged laptop for use in emergencies

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

- Parent/Caregiver must have notified the school advising the name of the person nominated to collect student
- Principal, or delegate, must be notified of the change to usual arrangements
- Designated sign out desk personnel to be notified
- Identification must be sighted by a member of the teaching staff prior to student being released
- Student to be signed out using DayMap (or manual system in the event of power disruption)