

Wallaroo Primary School

EMERGENCY MANAGEMENT PLAN



2025

*** Personal numbers have been removed from this plan to protect the parties involved

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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)	88 281 100
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 - Wallaroo	88 230 200
Education Director – Joann Weckert	88 212 555
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



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	Dominica Thomson	88 232 190		
Student Wellbeing Coordinator	Jen Heinrich	88 232 190		
Fire Warden	Nina Miles	88 232 190		
Front Office SSO First Aid	Kirstin Freeman	88 232 190		NA
Business Manager	Nina Miles	88 232 190		
OSHC / Vacation Care	Jane Southon			
Grounds Person	David Hettner			
	Graham Jackman			
Third Party / User Groups (e.g. Basketball Club, Netball Club)	Steve Darling – table tennis			
	Andy Bell – table tennis			
Basketball	Decklan Birchmore			
	Bonnie Summerton			



FACILITY PROFILE

Site Information

Site Name	Wallaroo Primary School		
Address	Hughes St, Wallaroo SA 5556		
Phone	88 232 190		
Fax	88 233 244		
Time Service Starts	8.00 am	Time Service Finishes	4.00 pm

Student/Staff Information

Enrolments	76
Staff numbers	20
Proportion of staff disability/health factors (%)	0%
Proportion of student disability/special education needs (%)	15%

Building Information

Monitored security alarm/fire system	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Buildings NOT covered by system; Camping Shed, Grounds Shed, Bus Shed		
System used for alert tone/warnings; Sirens		
Emergency Telephone	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Location/Type;
On-site hazards (i.e. science lab, chemical storage) Some Chemicals		Location; Grounds shed

Emergency Power System (type)

Location	No Emergency Power systems are in place at Wallaroo Primary School
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.)	Behind the gym –Wildman St side	
Water	In garden bed at the front of the school	
Electricity	In the corridor outside of library in stone building. In blue room in the Admin area. In the Wet area in JP Unit	
Sprinkler System (type)	None	
Heating System	Reverse cycle A/C – outside of each building	



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	Silo Fire, Snakes/Pests, Critical Incident or Threats
Low	Severe Weather, Other Hazards

**** See Silo Fire Evacuation plan at the back of this document.**

Not supplied



EMERGENCY ASSEMBLY AREAS & ALARM TONES

ALL CLEAR

Alarm Tone: 1 long, 1 short burst

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):

- GYM

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

- 2 short, 1 long, pause, 2 short, 1 long pause

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:

- 10 repeated short bursts of the siren

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):

- School Oval

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

- 30 second continuous siren.

EVACUATION OFF SITE

Off-Site / Backup Location(s):

- Wallaroo Town Hall

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

- 3 short bursts of siren, pause, 3 short bursts of siren, pause, 3 short bursts of siren.

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
Dominica Thomson Principal	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
Jen Heinrich Student Wellbeing Coordinator	Activate / Identify appropriate alarm to notify emergency Contact appropriate Emergency Services / DECD Security, Bushfire and Emergency Management Team	Activate / Identify appropriate alarm to notify emergency Contact appropriate Emergency Services / DECD Security, Bushfire and Emergency Management Team	Activate / Identify appropriate alarm to notify emergency Contact appropriate Emergency Services / DECD Security, Bushfire and Emergency Management Team	Activate / Identify appropriate alarm to notify emergency Contact appropriate Emergency Services / DECD Security, Bushfire and Emergency Management Team
Nina Miles Business Manager/ Fire Warden/ First Aid	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
Kirstin Freeman Front Office SSO	Activate / Identify appropriate alarm to notify emergency Monitor situation with Site Leader	Activate / Identify appropriate alarm to notify emergency Monitor situation with Site Leader	Activate / Identify appropriate alarm to notify emergency Monitor situation with Site Leader	Activate / Identify appropriate alarm to notify emergency Monitor situation with Site Leader



	<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>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>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>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>Teachers</p> <p>All 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>Lock all doors, windows, turn off lights and keep out of sight</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>Encourage all to remain calm</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 on-site evacuation 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 off-site evacuation 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>TBA</p> <p>OSHC/Vac Care</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>Identify emergency from alarm tone</p> <p>Lock all doors, windows, turn off lights and keep out of sight</p> <p>Complete a roll call and advise the site leader of any missing students and their whereabouts</p>	<p>Identify emergency from alarm tone</p> <p>Assemble students to prepare to move to the on-site evacuation location</p> <p>Complete a roll call and advise the site leader of any missing students and their whereabouts</p>	<p>Identify emergency from alarm tone</p> <p>Assemble students to prepare to move to the off-site evacuation 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>Advise if any additional visitors present</p> <p>Encourage all to remain calm</p> <p>Follow instructions from site leader</p> <p>Wait for the all clear</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>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>David Hettner Grounds Person</p> <p>Graham Jackman</p>	<p>Identify emergency from alarm tone</p> <p>Turn off mains power</p> <p>Turn on sprinklers</p>	<p>Identify emergency from alarm tone</p> <p>Direct Students to safety</p>	<p>Identify emergency from alarm tone</p> <p>Turn off mains power</p> <p>Turn on sprinklers</p>	<p>Identify emergency from alarm tone</p> <p>Turn off mains power</p> <p>Turn on sprinklers</p> <p>Check all access points are safe and accessible</p> <p>Secure doors of sheds/buildings</p>
<p>Table Tennis Group/ Gym Users</p>	<p>Identify emergency from alarm tone</p> <p>Assemble to prepare to move to the Oval</p> <p>Complete a roll call and advise leaders of any missing personnel</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>Lock all doors, windows, turn off lights and keep out of sight</p> <p>Complete a roll call and advise leaders of any missing personnel</p> <p>Advise if any additional visitors present</p> <p>Encourage all to remain calm</p> <p>Follow instructions from site leader</p> <p>Wait for the all clear</p>	<p>Identify emergency from alarm tone</p> <p>Assemble to prepare to move to the Oval</p> <p>Complete a roll call and advise leaders of any missing personnel</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 off-site evacuation location</p> <p>Complete a roll call and advise leaders of any missing personnel</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>



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.

Incident Management and Reporting	<ul style="list-style-type: none">Ensure all staff and students are accounted forCheck for and treat any injuriesRemain at safe location until advised safe to relocate by emergency servicesMove to alternate location upon emergency services adviceInform and liaise with Education Director and/or DECD Security, Bushfire and Emergency Management TeamNotify 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 methodsCheck with SA Police for safe routes before driving anywhereMaintain student collection record (when, who etc.)
Post Incident and Recovery	<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 repairsFacility Manager/ appropriate authority to assess safety and accessibility of facility and equipmentRestock emergency supply kits (check every 3 months regardless)Review hazardous materials storage; test and repair or replace equipmentReview Emergency Management Plans, training procedures and modify where requiredRefer media enquiries to Education Director or DECD Media UnitBe aware and take into consideration staff personal bushfire or emergency plans

SCHEDULED/COMPLETED EMERGENCY DRILLS

- Schools and preschools must physically practice the enactment of an emergency response procedure on at least 1 occasion per term, making sure a whole of site evacuation and a whole of site lockdown has been completed at least once per year. The execution of the remaining 2 mandatory drills is allowed to be localised to individual buildings or areas, as appropriate to the construction and layout of the school or preschool. [Emergency management policy \(edi.sa.edu.au\)](https://www.edi.sa.edu.au/emergency-management-policy)

Detail (i.e. S.I.P drill, evacuation drill, training)	Date
Invacuation	Term 1
Evacuation	Term 2
Invacuation	Term 3
Evacuation	Term 4

EMERGENCY TRAINING

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

Details	Date
Nina Miles – Fire Warden Training	2025
Nina Miles- First Aid Senior	2025

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:

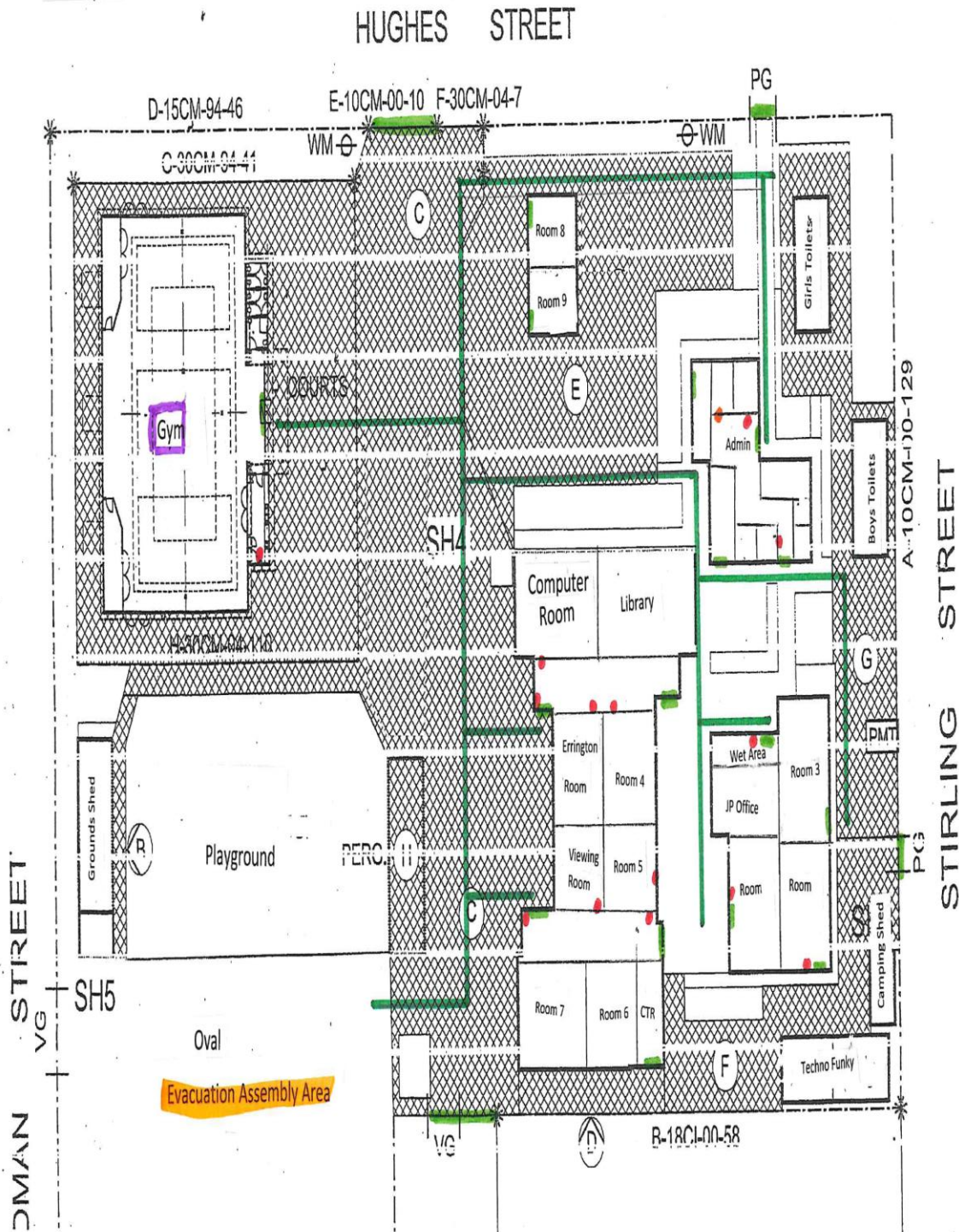
- North
- First aid stations and kits (denoted by a white cross on a green background)
- Hazardous chemical store
- Spill response kits
- Evacuation procedure
- Paths of travel, coloured green
- Hydrants, which must be shown in red

Does your site have an area map?

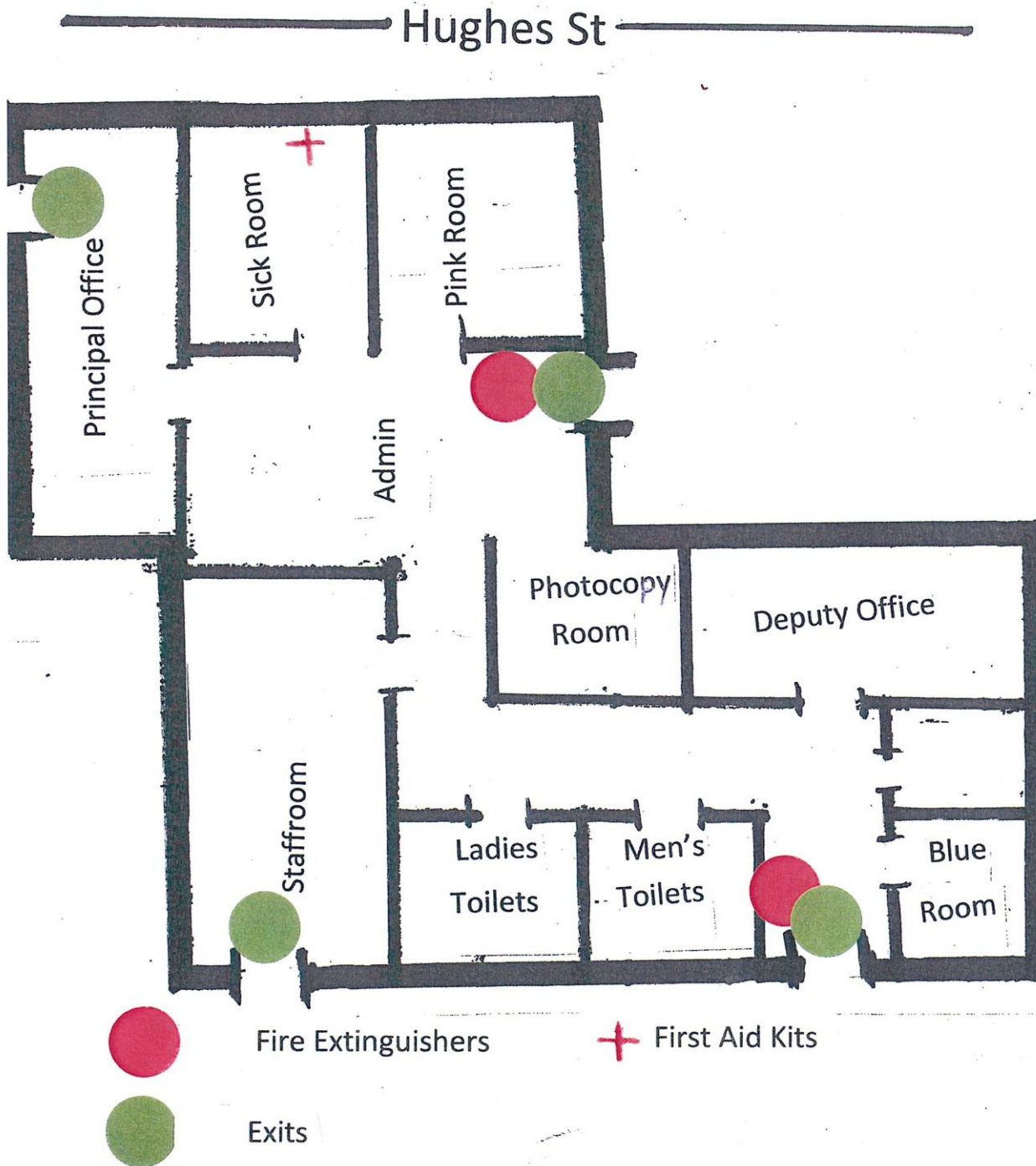
Yes Please attach.

No

- Evacuation Area
- Shelter In Place
- Exits
- Fire Extinguishers
- Warning Bell



Admin Building



Emergency Procedures

LOCKDOWN Precautionary Building Confinement (P.B.C)

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

10 SHORT BURSTS FROM SIREN

PROCEDURE

Move into building closest to you Secure all doors and windows.

Move students away from doors and windows, sit in safe space on the floor.

Call roll, identify missing students.

TEXT school phone 0428280159 with your name/ location/room number and “ALL Present” or list MISSING STUDENTS or STAFF.

Do not leave building until you have received ALL CLEAR

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)

ALARM TONE

2 SHORT BURSTS 1 LONG BURST PAUSE 2 SHORT BURSTS 1 LONG FROM SIREN

PROCEDURE

Assemble class and count students

Proceed with your class to the GYM

Call Roll, identify missing Students- inform LEADERSHIP 0428280159

Stay in class group until ALL CLEAR is announced by Leadership

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)

ALARM TONE

ONE CONTINUOUS 30 second BURST FROM SIREN

PROCEDURE

Assemble class and count students

Follow safest route to OVAL

Stay in class group

Call Roll, identify missing Students- inform LEADERSHIP 0428280159

Stay in class group until ALL CLEAR is announced by Leadership

OFF SITE EVACUATION

TO WALLAROO TOWN HALL

As decided by LEADERSHIP

ALARM TONE

3 SHORT BURSTS, PAUSE, 3 SHORT BURSTS, PAUSE, 3 SHORT BURSTS FROM SIREN

PROCEDURE

Assemble class and count students

Follow safest route to TOWN HALL

Stay in class group

Call Roll, identify missing Students- inform LEADERSHIP 0428280159

Stay in class group until ALL CLEAR is announced by Leadership