

Heathfield High School
EMERGENCY MANAGEMENT PLAN (abridged)



HEATHFIELD
HIGH SCHOOL

Non-Site Emergency Contact Numbers

Emergency (Police, Fire, Ambulance)	000
Police	131 444
Local Police	8339 2422
Local Fire	8391 1866
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 - Flinders Medical Centre	8204 5511
Education Director - Nanette Van Ruiten	8391 4705
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
Adelaide Hills Council	8408 0400

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.

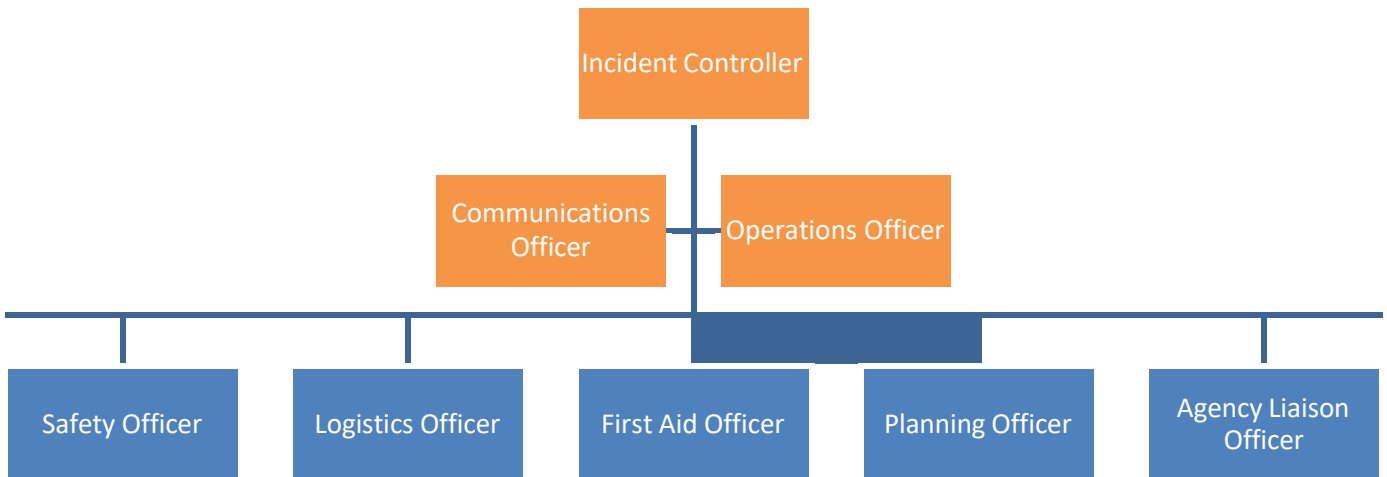


Figure 1 Example of an Incident Response Group, including mandatory (yellow) and optional roles (blue)

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 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.
Operations Officer (OO)	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.
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	Heathfield High School		
Address	99 Longwood Rd, Heathfield		
Telephone	8139 9300		
Fax	8139 9399	Email	dl.0926.info@schools.sa.edu.au
Time Site Opens	8 am		
Time Site Closes	5 pm		

Student/Staff Information

Number of Current Enrolments	approx 850
Number of Staff	92
Proportion of Staff Disability/Health Factors (%)	0%
Proportion of Student Disability/Special Education Needs (%)	3.4%

Emergency Assembly Areas and Alarm Tone Procedures

Shelter-In-Place

Shelter in Place Location	
Mt Lofty Community Sports Centre (MLCSC)(SAMIS Building # 12)	
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	
Alert signal - an intermittent beep, then a voice over giving instructions to evacuate to the MLCSC or School Oval, followed by the Evacuation signal - a whooping tone. An All Clear Signal - 3 blasts of the siren indicates that the emergency is over.	

Precautionary Building Confinement (PBC)/Lockdown Location	
In Lockdown situations any or all buildings will become the shelter. Students and Staff are to take cover where they are, or in the nearest building to them.	
Alarm Tone / Alert Method Used	Duration/Pattern of Alarm Tone
Alarm (electronic)	Other
If "Other" alarm tone/alert method or duration/pattern of alarm tone, please note following details	
An alternating tone. There is neither a preceding Alert signal, nor any voice over.	
When the emergency is over, an All Clear Signal (3 blasts of the siren) sounds.	

On-site / Adjacent Muster Point Location(s) (e.g. oval/car park/courtyard)	
On Site Location A	Mount Lofty Community Sports Centre (MLCSC)
On Site Location B (optional)	School Oval
If there are two locations A & B, please note the following protocol used to direct the occupants to either A or B	
Alert signal - an intermittent beep, then a voice over giving instructions to evacuate to the MLCSC or Oval, followed by the Evacuation signal - a whooping tone	
Alarm Tone/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	
Alert signal - an intermittent beep, then a voice over giving instructions to evacuate to the MLCSC or Oval, followed by the Evacuation signal - a whooping tone. An All Clear Signal - 3 blasts of the siren indicates that the emergency is over.	

Off-site Back-up Location

Off-site Back-up Location(s)	
Off Site Location A	Heathfield Netball Courts
Off Site Location B (optional)	Heathfield Oval
If there are two locations A & B, please note the following protocol used to direct the occupants to either A or B	
Alert signal - an intermittent beep, then a voice over giving instructions to evacuate to an on-site location followed by the Evacuation signal - a whooping tone. At this time the decision will be made as to whether or not to move (walk) the school community off-site ...to the Heathfield Netball Courts or the Heathfield Oval.	
Alarm Tone/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	
Alert signal - an intermittent beep, then a voice over giving instructions to evacuate to an on-site location, followed by the Evacuation signal - a whooping tone. If the decision is made to move to one of the offsite locations then a megaphone will be used.	



Bushfire Response Plan - Heathfield 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

Fire in the district within a 20km radius, or on advice of Emergency Services (SAPOL or CFS).

The CFS website and ABC891 radio is monitored regularly. Warnings may be via SAFECOM SMS/Phone call alerts, CFS emergency warnings and advice messages. The Alert SA app is on the school leaders phones. The whole school is on alert and the Bush Fire Action Plan is enacted on days of high fire danger or when there is any indication that there is a fire nearby (visual or audible sirens).

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

Alarm Tone/Method Used	Duration/Pattern of Alarm Tone
Alarm (electronic)	Other

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

Alert Signal- intermittent beep.

Evacuation Signal - whooping tone and voice over instructions to evacuate to the Bushfire Refuge (MLCSC)

Location of the Bushfire Refuge

Mount Lofty Community Sports Centre (MLCSC) SAMIS building #12

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

N/A Our off-site Evacuation point is not for Bushfire situations

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

N/A There is no contingency to transport the whole school community (Approx 900+ people). We have insufficient buses

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

In the event of a bushfire and the school's evacuation to the MLCSC there is a 1000L food grade water container and additional bottled water available, as well as buckets which will be filled with water on arrival. Cups will be issued to staff and students.

Students will be encouraged to keep their drink bottles filled during the day as a precaution and to bring their own water bottles to the refuge should an evacuation occur.

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

Multiple toilets are available at the MLCSC.

There is rain water and buckets for additional flushing should it be required

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 authorized individuals.

Site's system to account for students following an emergency response and any methods for corroborating student collection authorities

On arrival at the designated evacuation muster area, students are to line up in their ACE groups. The ACE teachers mark the attendance roll (hard copy) and report back to the appropriate yr level SSO and AP. If a student is unaccounted for then further investigation is made (by checking the sign out registers and attendance sheets and asking fellow students/staff if they are aware of the student's whereabouts). If the student is still unable to be located, then the Principal will request that a search is made, but only if conditions permit and it is safe to do so.

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 authorized 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

Should an Emergency situation arise, a SMS text message will be sent to the parents informing them that the school has evacuated to the designated muster area, such as the Bushfire Refuge. The school will attempt to keep parents informed of the situation via the ABC AM 891 radio station, the Parent Information Hotline, and SMS messages. It may be necessary to delay the school bus departures on the advice of the Emergency Services

If deemed appropriate the Principal may advise parents by SMS that they may collect their children from school, but only if the Emergency Services indicate that it is safe to do so.

Formal authorization must be provided by the parents who make arrangements for other people to collect their children. All students must be signed out before they are able to leave.

If the emergency extends beyond normal school hours, staff will remain on duty until the situation is deemed safe and all students are collected.