



**Mount Compass**  
Area School

**EMERGENCY  
MANAGEMENT PLAN  
2026**



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## Non-Site Emergency Contacts

Emergency (Police, Fire Ambulance)	000
<b>Police</b>	<b>131 444</b>
<b>Local Police</b>	<b>8398 1700</b>
<b>Local Fire</b>	<b>000</b>
<b>CFS Bushfire Information Hotline</b>	<b>1300 362 361</b>
<b>DfE Emergency Information Hotline</b>	<b>1800 000 279</b>
<b>State Emergency Services (SES)</b>	<b>132 500</b>
<b>SA Power Networks</b>	<b>131 366</b>
<b>Local Hospital – Noarlunga Public Hospital</b>	<b>8384 9222</b>
<b>Education Director – Ann Prime</b>	<b>8207 7146</b>
<b>DfE Security, Bushfire &amp; Emergency Team</b>	<b>8226 2524</b> <b>8226 3714</b>
<b>DfE 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 &amp; Drug Information Service/Needle Clean Up Hotline</b>	<b>1300 131 340</b>
<b>Poisons Information Centre</b>	<b>13 11 26</b>
<b>Mount Compass CFS – Duty Phone</b>	<b>0407 725 010</b>
<b>Mount Compass CFS Captain – Anthony Baker</b>	<b>0431 285 435</b>

## Site Emergency Contacts

The table below lists personnel situated at the site who may be contacted in the event of an emergency situation impacting upon the site. Considerations should be given to the inclusion of details for persons/groups likely to be using the site outside of normal business hours eg OSHC, sporting clubs.

Site Role/Position	Name	Contact Number	Out of hours Contact Numbers
Site Leader/ Principal	Lucie Walker	8556 8219	0457 838 709
Deputy Site Leader/ Deputy Principal	Sam Blake	8556 8219	0430 370 015
Groundsman/ Fire Warden/ GSE3	Kym Davis	0438 046 391	0438 046 391
HS Representative /Student Services /SSO2	Amanda Hart	8556 8219	0492 849 493
Front desk Receptionist/ SSO2	Caroline Byne	8556 8219	0438 238 445
WHS Officer	Susan Harkness	8556 8219	0417 843 896
Business Manager/ SSO3	Trea Schache	8556 8219	0404 832 052
OSHC/ Director	Cheraleen Barrett	0411 134 701	0416 104 385
Satellite phone	Iridium Extreme	0147 182 067	

# Incident Response Group Contacts

Structure:-

<b>Incident Controller</b>	
<b>Main:</b>	Lucie Walker
<b>Contact:</b>	0457 838 709
<b>Alternate:</b>	Sam Blake
<b>Contact:</b>	0430 370 015

<b>Operations Officer</b>	
<b>Main:</b>	Sam Blake
<b>Contact:</b>	0430 370 015
<b>Alternate:</b>	Susan Harkness
<b>Contact:</b>	0417 843 896

<b>Communications Officer</b>	
<b>Main:</b>	Caroline Byne/Susan Harkness
<b>Contact:</b>	0438 238 445/ 0417 843 896
<b>Alternate:</b>	Trea Schache
<b>Contact:</b>	0404 832 052

<b>Safety Officer</b>	
<b>Main:</b>	Amanda Hart
<b>Contact:</b>	0492 849 493
<b>Alternate:</b>	
<b>Contact:</b>	

<b>Logistics Officer</b>	
<b>Main:</b>	Kym Davis
<b>Contact:</b>	0438 046 391
<b>Alternate:</b>	
<b>Contact:</b>	

<b>First Aid Officer</b>	
<b>Main:</b>	Amanda Hart
<b>Contact:</b>	0492 849 493
<b>Alternate:</b>	
<b>Contact:</b>	

<b>Planning Officer</b>	
<b>Main:</b>	Susan Harkness
<b>Contact:</b>	0417 843 896
<b>Alternate:</b>	Sam Blake
<b>Contact:</b>	0430 370 015

<b>Agency Liaison Officer</b>	
<b>Main:</b>	Susan Harkness
<b>Contact:</b>	0417 843 896
<b>Alternate:</b>	Sam Blake
<b>Contact:</b>	0430 370 015



Roles	Responsibilities	
	During an Emergency	Post Emergency
<b>Incident Controller (IC)</b>	IC provides leadership, directs and coordinates 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 provides inputs to facilitate reviews of the actions taken and recommendations to amend plans.
<b>Operations Officer (OO)</b>	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.
<b>Communications Officer (CO)</b>	CO manages and monitors all communications with internal and external agencies eg DfE 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 the incident.
<b>Safety Officer (SO)</b>	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.
<b>Logistics Officer (LO)</b>	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.
<b>First Aid Officer (FAO)</b>	FAO administers first-aid to occupants and documents occurrence of illness and injuries requiring treatment.	FAO liaises with EMT to review the status of the first-aid equipment and make recommendations to reinstate them.
<b>Planning Officer (PO)</b>	PO collects and evaluates information related to the incident and resources, and formulates strategies to mitigate identifies 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.
<b>Agency Liaison Officer (ALO)</b>	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.



Mandatory role within an Incident Response Group



Optional but recommended role within an Incident Response Group

(NB: Titles may differ but the responsibilities will be as described within above summary table).

## Site Profile

### Site Information

<b>Site Name:</b>	Mount Compass Area School		
<b>Address:</b>	School Road, Mount Compass SA 5210		
<b>Telephone:</b>	08 8556 8219		
<b>Fax:</b>	08 8556 8471	<b>Email:</b>	dl.0289.info@schools.sa.edu.au
<b>Time Site Opens:</b>	8:45am		
<b>Time Site Closes:</b>	3:15pm		

### Student/Staff Information

<b>Number of Current Enrolments</b>	495
<b>Number Staff</b>	69
<b>Proportion of staff Disabilities/Health Factors (%)</b>	0
<b>Proportion of student Disability/Special Education Needs (%)</b>	23

### Building Information

<b>Do you have a Monitored Security Alarm?</b>	Yes	<b>Make/Model</b>	other
<b>If "other" make/model, provide details</b>	Inner Range		
<b>List buildings NOT covered by security alarm</b>	1. 1/Music Room		
2. 13/P8 & P9	3.		
4.	5.		
<b>Do you have a separate Fire Alarm System? (If "Yes", provide details of make /model)</b>	No	<b>Make/Model</b>	
<b>List buildings NOT covered by fire alarm</b>	1.		
2.	3.		
4.	5.		
<b>Is there an emergency telephone?</b>	Yes	<b>Type</b>	Satellite phone
<b>If "Others", provide details</b>	Resource office/ Iridium Extreme 0147 182 067		
<b>Select method used for alert tone warnings</b>	Others		
<b>If "others", provide details</b>	Siren/continuous blast / on and off/ long, long long, long		
<b>List on-site hazards (eg gas/pool chemicals)</b>	<b>Location (eg science lab, chemical storage)</b>		
1. Gas/science chemicals	Science lab/Building 12, STEM lab/ Building 32		
2. Fuel /Ag chemicals	Grounds shed/ Shed 5 & Target Works shed/Building 12		
3. Gas / technology chemicals	Design and Tech /Building A		
4. Art chemicals	Art/ Building A		
5.			

## Emergency Power System

**Please provide information below relating to the backup power supply available for use on your site in the event of an emergency (eg generator)** Include information such as where to access the supply, what system is connected to the supply and basic operational information.

**If not applicable, please type N/A DO NOT LEAVE BLANK SPACES.**

<b>Location</b>	Grounds shed	
<b>System connected</b>	1. N/A	2. N/A
	3. N/A	4. N/A
<b>Basic operating instructions or location of hard copy operating instructions</b>	Provided with generator	

## Utilities

**Please provide basic information below regarding the main utility supplies connected to your site.** Include information such as how to locate, operate or switch off these utilities in the event of an emergency.

**If not applicable, please type N/A DO NOT LEAVE BLANK SPACES.**

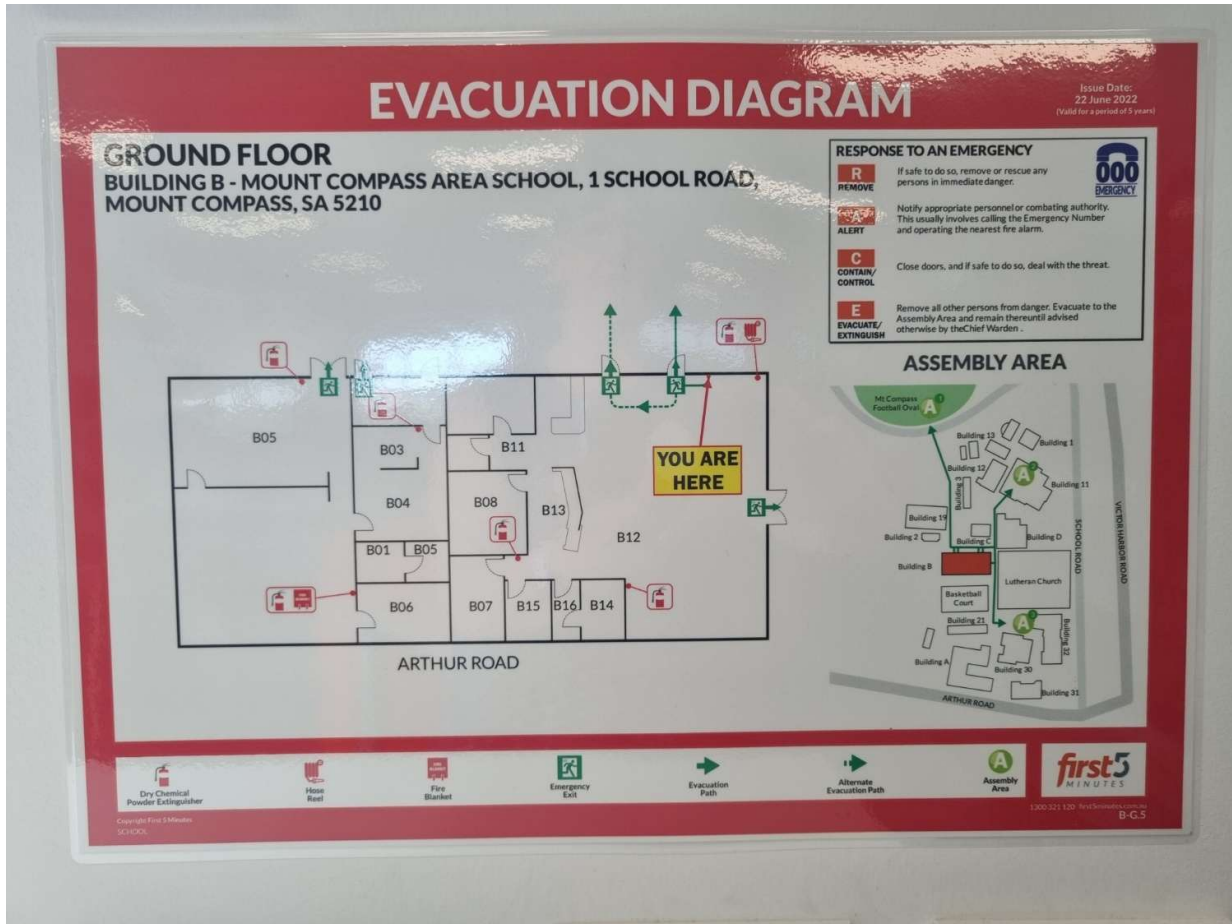
<b>Utilities</b>	<b>Location of shutoff valve/Switch</b>	<b>Special instructions</b>
<b>Gas (Mains/Bottled)</b>	Building B	Key 59 to open
<b>Water</b>	NE corner of property	N/A
<b>Electricity</b>	Science southern wall cage/ Main switch 1 of 2 general L&P	Key 59 to open
<b>Sprinkler system</b>	Irrigation	N/A
<b>Heating system</b>	Split systems/Remote controls	N/A

# Site Plans and Area Maps

## Site Map

It is a requirement that you attach a copy of your site plan and area map within this document

Please indicate that you have attached a copy of your site plan <sup>2</sup> (click below to insert an image file e.g. .jpeg, .gif, .png of your site plan within the page)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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2 Please note that all site maps submitted will be accepted in its current format for the purposes of avoiding any delay in submitting a reference map for your site i.e. you will not currently be required to conform to AS3745-2010 at this stage.

## Area Map

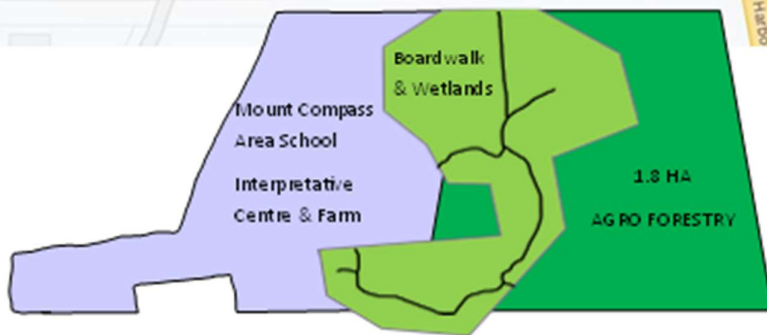
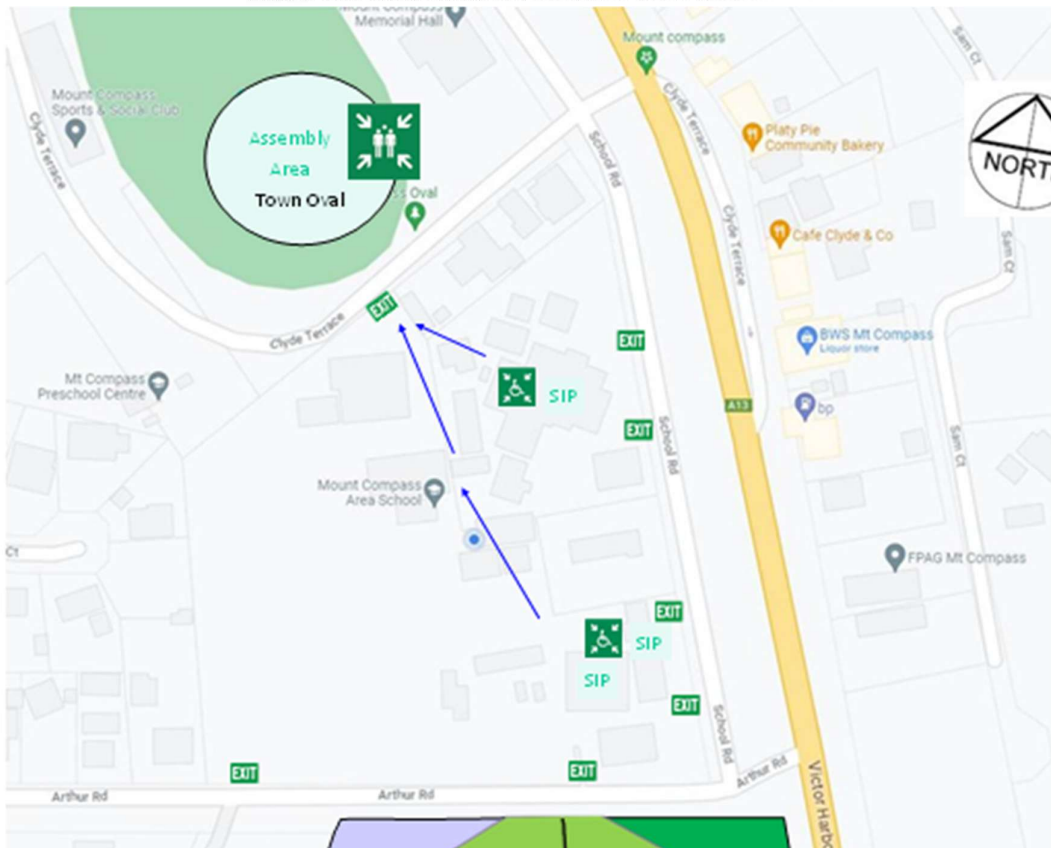
Please indicate that you have attached a copy of your area map  
(click below to insert an image file e.g. .jpeg, .gif, .png of your area map within the page)

Yes  No

# AREA MAP

## Mount Compass Area School

External evacuation routes and destinations



	Shelter in Place (SIP)  Junior School, Middle School & STEM buildings
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	Assembly area
	Exit points

ralia Ter

Validated August 2023

In case of emergency refer to Site Map



## Emergency Assembly Areas and Alarm Tone Procedures

**IMPORTANT! The alarms raised for each emergency response should be easily distinguishable from each other. For example, an alarm tone and/or duration to direct persons to a Precautionary Building Confinement MUST differ from an alarm tone for an Evacuation response, in order to avoid any confusion.**

### Shelter - in – Place

<b>Shelter in Place Location (specify SAMIS Building number, room number or facility type)</b>	
Building 32, STEM room 1 & 4, Building 30, Middle School rooms 1,2,4 & 5, Building 11 rooms 1,2,5,7,13,15,21 & 24	
<b>Alarm tone/ Alert method used</b>	<b>Duration /Pattern of Alarm Tone (Where applicable)</b>
Siren	Continuous Siren
<b>If “Other”, please provide further details</b>	

### Precautionary Building Confinement (PBC) / Lockdown

<b>PBC / Lockdown Location (specify SAMIS Building number, room number or facility type)</b>	
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.	
<b>Alarm tone/ Alert method used</b>	<b>Duration /Pattern of Alarm Tone (Where applicable)</b>
Siren	Intermittent
<b>If “Other”, please provide further details</b>	
On/Off. When emergency is over, an All Clear Signal (2 blasts of the siren) sounds.	

### Evacuation

<b>On-site / Adjacent Muster point Locations (eg oval/car park/ courtyard)</b>	
<b>On Site Location A</b>	Town Oval
<b>On Site Location B (Optional)</b>	School oval
<b>If there are two locations A &amp; B, please state the protocol used to direct the occupants to either A or B during an emergency.</b>	
OC will use Megaphone to move to Location A1 and Fire Warden will direct to Location A1 from top of school	
<b>Alarm Tone/Method used</b>	<b>Duration/ Pattern of Alarm Tone</b>
Siren	Other
<b>If “other”, please provide further details</b>	
Long -long      -long -long siren	

## Off-site Back-up Location

<b>Off-Site Back-up Location</b>	
<b>Off Site Location A</b>	School oval
<b>Off Site Location B (optional)</b>	Town Oval
<b>If there are two locations A &amp; B, please state the protocol used to direct the occupants to either A or B during an emergency</b>	
OC will use Megaphone to move to Location B and Fire Warden will direct to Location B from the top of school	
<b>Alarm tone/ Method used</b>	<b>Duration/ Pattern of Alarm tone</b>
Siren	Other
<b>If "other", please provide further details</b>	
Long -long      -long -long siren	

# Hazard Identification and Risk Assessment

Hazard identification, risk assessment and control procedures are necessary to prepare you to respond effectively to any emergency situation on or around your site, in order to ensure safety of the site and its occupants.

**Using the table below, click on the check boxes for the assessed risk associated to each of the potential hazard/emergency situation that we have pre-identified.** For example, if your site is situated in a high-risk bushfire location, click on the check box in the red 'High Risk' column for 'Bushfire'; however, should your site be located within the CBD and be considered at an insignificant risk of bushfire risk of a bushfire emergency, then click on the check box in the corresponding white 'Insignificant Risk' column. **Additional spaces have been made available to include any other additional site-specific hazards relevant to your site Where a potential high-risk hazard/emergency situation is identified, the procedures developed to address such an event must be completed in the next section.**

Hazard/Potential Emergency Situation	Insignificant Risk	Low Risk	Medium Risk	High Risk
Armed or violent intruders	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bush fires	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bomb Threats	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cattle escapees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical leaks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Earthquakes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flooding	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous substances (on-site/ close to site)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gas leaks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internal fire/smoke	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lightning strikes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pandemic/communicable diseases	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Road collisions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Severe storms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Snakes/pests	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# High Risk Emergency Procedures

## In the event of an Emergency

Following your site's risk assessment and hazard identification, emergency procedures *must be* in place for each role within the incident Response Group. For examples of procedure checklists for the mandatory roles, please refer to Appendices A, B & C. Please note these checklists can be used and adapted as per the requirements of your site. **For ALL identified 'high risk' hazards or emergency situations, please state the specific procedures you have in place for each of these events (EXCEPT for 'Bushfire' whereby the Bushfire Response Plan in the next section should be completed).**

Hazard	Emergency response
Bushfire	Shelter-in-place
Additional procedures	
Bushfire Response Plan	

Hazard	Emergency response
Additional procedures	

Hazard	Emergency response
Additional procedures	

# Emergency Supplies Plan

In your response to an actual or imminent emergency, the occupants of your site may have to remain on the school grounds for a prolonged period, until the threat has been adequately addressed by the emergency services and then given the clearance to leave the site. Hence, it is important to maintain sufficient stock of emergency supplies for the expected number of occupants of the site during an emergency.

## Drinking Water Supply Plan

Drinking water must be readily available at the site and it must not be reliant on the mains (water or power) for its provision. Otherwise, sufficient drinking water supply (eg bottled water) must be maintained at the site at all times. The stock should be checked periodically to ensure that it has not expired. Ideally, there should be about 4 litres of water allocated to each person. However, due to the limitations on the amount of water that you can store on site, **we recommend at least one litre of water be allocated for each person** for the purpose of your site's emergency supplies plan.

Rain water tanks used for drinking purposes must incorporate disinfection via an ultraviolet light irradiation system. For further information regarding drinking water, see the DfE intranet at:

<https://myintranet.learnlink.sa.edu.au/operations-and-management/facilities-and-security/energy-water-and-waste-management/water>

### State your site's drinking water plan and availability during an emergency situation

Students and staff must take their 'drink bottles' from their classroom to designated Bushfire Shelter. We also have 4x25 litre water containers which can be filled, and 8 x 10 litre boxes of water.

## Food Supply Plan

Your site may store at least one-day supply of non-perishable food (eg biscuits, canned food, cereals) that do not require refrigeration, cooking, water or special preparation. Be sure to include a can opener and eating utensils (eg paper plates/cups, plastic spoon/fork) in your stock. The stock should be checked periodically to ensure that it has not expired.

### State your site's food supply plan and availability during an emergency situation.

Our fire safe shelter kits contain lollies, peach slices in tins, brown rice crackers, rice crackers.

## Essential items Supply Plan

During an emergency, the power and water supply from the mains, as well as internet and mobile/landline connectivity may be affected. Your site may maintain the stock of these basic items to facilitate emergency operations, alleviate the trauma experienced by the occupants and to aid the recovery process after the event. You may add further items to the list using the spaces provided.

<b>Some of the items that you may want to include are:</b>
• Battery-powered, wind-up or solar powered radio
• Water proof torch
• Spare batteries for all devices (especially mobile)
• First aid kit with guide book
• Toiletries (soap, handwash, alcohol wipes, toilet paper, tissues)
• Blankets
• Candles with matches
• Glow-sticks (non-toxic)
• Whistle (to signal for help)
• Dust masks, plastic sheeting and duct tape (for Shelter-in-Place)
• Children activities (Board games, colouring books, toys)
• Safety vests (for identification of key personnel)
• Garbage bags and ties
• Megaphone
<i>Add other items using space below</i>
• 4 face washers
• 1 large towel
• 1 bucket with lid
• Staff mobile contact numbers
• 2 water containers 25L
• Disposable gloves
• Face masks
• 8 x 10L water boxes
•
•
•
•
•
•

# Student Collection Protocol

## Student Attendance Record

All schools must have a system to record student attendance and be able to account for the presence or absence of all students during an emergency. In addition, processes must exist to ensure students are only released to authorised individuals.

**Provide details of your site's current system to account for students following as 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 home groups. The home group teachers mark the attendance roll (hard copy) and report back to designated SSO and Leadership member. 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 authorised person, or indeed be permitted to make their way home in the usual manner. Sites must ensure that adequate processes are implemented to facilitate urgent changes to usual collection or release arrangements (eg SMS authorities permitted with agreed codeword, proactive communication to parents on Total Fire Ban days or during storm events, urgent OSHC arrangements).

**Detail any specific 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 parents informing them that the school has evacuated to the designated area, such as the Bushfire Shelter. 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 school hours, staff will remain on duty until the situation is deemed safe and all students are collected.

# Bushfire Response Plan – Mount Compass Area School

It is a DfE requirement that all R1 and R2 bushfire risk rated sites and sites which have identified 'Bushfire' as a potential high-risk hazard/emergency (refer to Section 'Hazard Identification & Risk Assessment'), to complete the Bushfire Response Plan.

**Completion of this template within your site's Emergency Management Plan supersedes any previous Bushfire Response Plan updating process or documentation.**

## Bushfire Shelter

The term 'Bushfire Refuge' has been adopted by DfE 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.

**MCAS has adopted the term 'Bushfire Shelter'.**

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. The 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 DfE sites have been identified by the CFS as a Last Resort Refuge.**

Important: It is the responsibility of the site's EMT to determine trigger points and act upon them as per the site's Bushfire Response Plan. It is also useful to include several means to enable the trigger points in case one or some of these failed to function during an emergency. Examples include the following:

- A CFS Watch and Act message advising of a fire within 20kms radius of the township
- Receipt of a SAFECOM SMS/phone call emergency alert advising of an imminent bushfire threat

**State your site's Trigger Points to prepare for movement to a Bushfire Shelter.**

The fire is within a 20km radius of the township, 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 CFS app is on the school leaders' phones. The whole school is on alert and the Bushfire 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)

**State the alarm tone/method used to prepare for movement to the Bushfire Shelter?**

**Note: The alarm tone MUST be clearly distinguishable from the other emergency alarm tones as noted in the earlier section 'Emergency Assembly Areas and Alarm Tone Procedures'**

Alarm Tone/Method Used	Duration/Pattern of Alarm Tone
Siren	Long continuous
If "Other" alarm tone or duration, please provide further details	

**State the location of the Bushfire Shelter.**

<ul style="list-style-type: none"> <li>- If it is an on-site Bushfire Shelter, please state the SAMIS Building number and any specific facility used for the refuge (eg Building 1 Library)</li> <li>- If it is an off-site Building shelter, please provide a detailed description and an address of the location (eg Caravan Park located at 23 Beach Road SA 5XXX).</li> </ul>		
Building 30 – Middle School Building 32 – Science, technology, engineering, and mathematics (STEM) Building 11 – Junior School		
List other educational sites or services which your Bushfire Shelter and their key contact details		
Other Site/Service	Contact Role/ Name/Mobile	Site/ Service Landline
	Name: Role: Mobile:	
	Name: Role: Mobile:	
	Name: Role: Mobile:	
<b>State the location of your off-site evacuation point should your site need to evacuate the Bushfire Shelter</b>		
Town Oval		
<b>State the planned method of transport to relocate all persons away from the Bushfire Shelter and to the off-site evacuation point</b>		
It is within walking distance so there is no transport required.		

## Drinking Water Contingency Plan

Drinking water must be readily available at the Bushfire Shelter location and it must not be reliant on the mains (water or power) for its provision. Otherwise, sufficient drinking water supply must be stocked at the location during Total Fire Ban days. Ideally, there should be about 4 litres of water allocated to each person. However, we appreciate the limitations to the amount of water that you can store on site; hence, we would recommend at least 1 litre of water be allocated for each person for the purpose of your site’s Bushfire Response Plan.

Rainwater tanks used for drinking purposes must incorporate disinfection via an ultraviolet light irradiation system. For further information regarding drinking water, see the DfD intranet at: <https://myintranet.learnlink.sa.edu.au/operations-and-management/facilities-and-security/energy-water-and-waste-management/water>

### State your 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 Town Oval there is a water casks available, as well as 25L water containers which will be filled with water on arrival. 8 x 10L boxes of water are kept in refuge. Cups will be issued to staff and students. Staff and 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 should be considered. Sites may consider portable options (i.e. camping toilets or 'kitty litter') for use within the Bushfire Shelter during a bushfire emergency situation. State your site's ablution options during a bushfire emergency situation.

### **State your site's ablution options during a bushfire emergency situation**

Multiple toilets are available at the Trade Training Centre and Middle School buildings.  
There is rain water and buckets for additional flushing should it be required.

# Administrative Support Plan

## Scheduled Emergency Drills

Sites must schedule emergency drills (theory or practical) relative to their specific risks. It is expected for schools and preschools to practice emergency procedures on at least two (2) occasions per term. It is important for the sites to validate ALL forms of emergency responses (i.e. Shelter-In-Place, PBC/Lockdown, On-Site Evacuation, Off-Site Evacuation and Bushfire Shelter) on at least one (1) occasion over the calendar year. For R1/R2 bushfire rated sites, they are required to schedule additional (1) Shelter-In-Place and (1) Evacuation prior to the commencement of the Fire Danger Season.

**Please record schedules to be counted for the mandatory number of simulations to be performed by each site for each calendar year (i.e. 8 for non-bushfire rated sites schools and 10 for bushfire rated sites).**

Emergency Response Type	Simulated Scenario (e.g. flood, fire, bomb threat)	Theory or Practical	Date Scheduled
Shelter-In-Place	Bushfire Shelter, fire	Practical	19-02-26 Thursday
Evacuation (Off Site)	Bomb Drill	Theory	27-03-26 Friday
Shelter-In-Place	Bushfire Shelter, fire	Theory	08-04-26 Wednesday
Shelter-In-Place	Bushfire Shelter, fire	Practical	12-05-26 Tuesday
Precautionary Building Confinement/ Lockdown	Intruder	Theory	22-06-26 Monday
Shelter-In-Place	Bushfire Shelter, fire	Practical	31-07-26 Friday
Shelter-In-Place	Bushfire Shelter, fire	Theory	20-08-26 Thursday
Evacuation (Off Site)	Bomb Drill	Practical	08-09-26 Tuesday
Shelter-In-Place	Bushfire Shelter, fire	Theory	21-10-26 Wednesday
Precautionary Building Confinement/ Lockdown	Intruder	Practical	16-11-26 Monday

## First Aid Training

List all staff trained in first aid and responding in the event of an emergency situation.

Name	Mobile Number	Location (e.g. room no., floor level)
Helena Axarlis	0435 194 269	Classroom P5
Penny Baraiolo	0412 842 258	SSO
Sam Blake	0430 370 015	Admin/building D
Bre Bradley	0412994866	Admin/Green Room
Cameron Bullard	0491 178 845	STEM/building 32
Caroline Byne	0438 238 445	SSO/Admin/building D
Tristan Clarke	0406 277 737	SSO/Green Room
Kat Daniels	0433 210 574	Classroom C1
Jessica Davis	0402924346	Room P1/building 11
Leanne De Zilwa	0409325053	Room P9/building 13
Kiara Edwards	0419 533 957	Farm or TTC/building 31
Rick Foster	0431 724 006	Classroom C1
Yvette Foster	0407394004	Room P7/building 11
Mary Gillett	0429485968	Room P3/building 11
Lauren Gregor	0421 131 757	SSO/Sound booth
Susan Harkness	0417843986	SSO/Admin/building D
Amanda Hart	0492 849 493	SSO/Student Services/building B
Brianna Nelson-Milton	0433629396	Room P6/building 11
Jodee Lavers	0428310152	JS Teacher Prep/building 11
Heidi Lindavies	0421739132	TTC/building 31
Sam McEntee	0412763244	STEM/building 32
Vincent Nizzola	0435 497 801	Middle School Coordinator's Office/building 30
Caitlin Potter	0437 425 856	M1/building 30
Cindy Rice	0409 097 148	Resource Centre/building B
Rosie Simpson	0437 362 990	Home Ec/ building B
Arezoo Ghadimi	0450 057 094	SSO
Shari Scott	0474 698 751	SSO
Marli Stanley	0411 514 810	AEW/Admin/building D
Jessica Steimanis	0413 831 828	Room P2/building 11
Hannah Stewart	0426 445 211	Room P4/building 11
Thomas Thunig	0466 437 371	M3/building 30
Jodi White	0438 884 697	M2/building 30

### Emergency Management Skill Register

List all staff who are trained or have experience in Emergency Management. For example, staff who may have qualifications in Emergency Planning or similar courses, or have experience from their volunteer or past work appointments (as an emergency service personnel).

Name	Training/Experience (e.g. warden)	Mobile Number	Location (e.g. room no., floor level)
Kym Davis	Fire warden / Chain saw	0438 046 391	Grounds
Sam Germein	Fire warden	0418 452 665	Tech

### Emergency Management Skill Training Plan

List proposed training or courses for staff who are allocated roles in the Incident Response Group (IRG) as main or alternative appointments.

Name	Incident Response Group Appointment	Reason for proposed training/course	Proposed training/courses
Kym Davis	Logistics Officer (Main)		

### Persons Requiring Additional Assistance Register

Please complete the below register with occupants that would require assistance in the event of an emergency situation i.e. those with special needs or disabilities.

Name	Location/Area	Condition	Type of assistance required during emergency	Name of responsible person for provision of assistance	Responsible person contact number

## Completion Checklist

Please go through the checklist to ensure completion of the Emergency Management Plan for your site.

Section	Completed?		
Emergency Contact Numbers	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Incident Response Group Structure	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Site Profile	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Site Plans and Area Maps	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Emergency Assembly Area and Alarm Tone Procedures	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Hazard Identification and Risk Assessment	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
High Risk Emergency Procedures	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Emergency Supplies Plan	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Student Collection Protocol	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Bushfire Response Plan	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Administrative Support Plan	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

This document is completed by

<b>Name:</b>	Susan Harkness
<b>Designation:</b>	K:\School\OHS&W\2026\Safety, Task and Action Reporting 2026\Emergency
<b>Contact Number:</b>	08 8556 8219
<b>Email:</b>	susan.mckenzie357schools.sa.edu.au
<b>Date of Completion:</b>	26/03/2026

# Appendix A1 – Incident Controller (Emergency Procedure)

## Emergency Procedure Checklist: Incident Controller

The intention of this checklist is to provide a helpful guide as to the minimum requirements for actions taken in response or in anticipation of an emergency event by the mandatory role of an Incident Controller within an Incident Response Group (IRG). Your site may have additional steps to be followed and these should be listed within the spaces available.

Actions	Yes	No
1. Ascertain the nature of the emergency and determine the appropriate action/alarm to be raised to initiate procedures to be followed (if not already activated)	<input type="checkbox"/>	<input type="checkbox"/>
2. Establish a Control Centre (for operations and communications) at suitable location, convene the Incident Response Group (IRG), define objectives, assign initial tasks to IRG members (including timelines for action and reporting) and determine next scheduled briefing time	<input type="checkbox"/>	<input type="checkbox"/>
3. Brief emergency services personnel upon arrival on type, scope and location of the emergency, the status of the evacuation and thereafter act on senior officer's instructions	<input type="checkbox"/>	<input type="checkbox"/>
4. At the next scheduled briefing, IRG members provides updates on progress of tasks, and new or additional tasks to be assigned as appropriate	<input type="checkbox"/>	<input type="checkbox"/>
5. Set timelines and further reporting/review of incident status.	<input type="checkbox"/>	<input type="checkbox"/>
6. If the incident is still 'active', repeat step 4 and 5 above.	<input type="checkbox"/>	<input type="checkbox"/>
7. If the incident is no longer 'active', organize debrief of incident and final report by IRG members.	<input type="checkbox"/>	<input type="checkbox"/>
8. Authorise the safe return of occupants when satisfied to do so and after consultation with emergency services.	<input type="checkbox"/>	<input type="checkbox"/>
9. Stand down IRG	<input type="checkbox"/>	<input type="checkbox"/>

***All other responsibilities as listed below:***

Actions	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>



# Appendix A2 – Incident Controller (Post Emergency Procedure)

## Emergency Post Procedure Checklist: Incident Controller

The intention of this checklist is to provide a helpful guide as to the minimum requirements for post procedure actions to be completed by the mandatory role of an Incident Controller within an Incident Response Group. Your site may have additional steps to be followed or may delegate some of the post procedure actions

Actions	Yes	No
1. Provide relevant information to facilitate entry into IRMS (Incident and Response Management System)	<input type="checkbox"/>	<input type="checkbox"/>
2. Collates information from various IRG members in preparation for a debrief of the action taken during the emergency by the group	<input type="checkbox"/>	<input type="checkbox"/>
3. Attend the de-briefing session with IRG and Emergency Management Team (EMT) members to discuss and review the situation, plans, actions taken (or should be taken) : a. Circumstances of the incident; b. Identify the underlying cause of the incident; c. Establish whether the initial management and emergency response was implemented according to plan; d. Review the log of activities recorded and actions taken; e. Review effectiveness and adequacy of actions taken; f. Review the risk associated with the incident; g. Review the plans/actions to mitigate the risk to acceptable level; h. Identify staff or students who may be at risk, for support to aid recovery.	<input type="checkbox"/>	<input type="checkbox"/>

**All other responsibilities as listed below:**

	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

# Appendix B1 – Operations Officer (Emergency Procedure)

## Emergency Procedure Checklist: Operations Officer

The intention of this checklist is to provide a helpful guide as to the minimum requirements for actions taken in response or in anticipation of an emergency event by the mandatory role of an Operations Officer within an Incident Response Group. Your site may have additional steps to be followed or the Incident Controller may have delegated additional duties during an emergency for this role. These should be listed within the spaces available.

Actions	Yes	No
1. Establish an Operations Area within the Control Centre at site to manage, supervise and monitor the operations.	<input type="checkbox"/>	<input type="checkbox"/>
2. Have a working mobile telephone and the emergency telephone contact lists	<input type="checkbox"/>	<input type="checkbox"/>
3. Have site map(s)/area map detailing safest possible exits from the building(s) or away from site	<input type="checkbox"/>	<input type="checkbox"/>
4. Have a first aid kit and other necessary emergency supplies	<input type="checkbox"/>	<input type="checkbox"/>
5. Have a list of 'Persons Requiring Additional Assistance Register' for evacuation purposes	<input type="checkbox"/>	<input type="checkbox"/>
6. Have a list of staff who are First Aid and/or Emergency Management trained	<input type="checkbox"/>	<input type="checkbox"/>
7. Ensure roll calls completed, occupants been accounted for and all areas evacuated	<input type="checkbox"/>	<input type="checkbox"/>
8. Ensure utilities (power, water, gas etc.) are shut-off (where necessary or possible)	<input type="checkbox"/>	<input type="checkbox"/>
9. Ensure availability of emergency power supply (if possible or necessary)	<input type="checkbox"/>	<input type="checkbox"/>
10. Ensure availability of emergency supplies (drinking water, food and essential items)	<input type="checkbox"/>	<input type="checkbox"/>
11. Ensure availability of emergency sanitary setup (e.g. kitty litter or camping toilet)	<input type="checkbox"/>	<input type="checkbox"/>
12. Prepare setup to facilitate student collection protocol	<input type="checkbox"/>	<input type="checkbox"/>
13. Maintain a log of events, notes and instructions	<input type="checkbox"/>	<input type="checkbox"/>
14. Manage, supervise and monitor operations	<input type="checkbox"/>	<input type="checkbox"/>
15. Report on situation, control progress and emerging risks	<input type="checkbox"/>	<input type="checkbox"/>
16. Ensure safety and report on incidents/accidents	<input type="checkbox"/>	<input type="checkbox"/>
<b>All other responsibilities as listed below:</b>		
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

# Appendix B2 – Operations Officer (Post Emergency Procedure)

## Emergency Post Procedure Checklist: Operations Officer

The intention of this checklist is to provide a helpful guide as to the minimum requirements for post procedure actions to be completed by the mandatory role of an Operations Officer within an Incident Response Group. Your site may have additional steps to be followed or the Incident Controller may have delegated additional post procedure duties for this role. Please list additional actions within the spaces available.

Actions	Yes	No
1. Review the effectiveness of the emergency management plan and prepare to provide inputs to improve its implementation for future events	<input type="checkbox"/>	<input type="checkbox"/>
2. Attend de-briefing session with IRG and EMT members to provide inputs on the management, supervision and monitoring of operations during the emergency situation	<input type="checkbox"/>	<input type="checkbox"/>
3. Liaise with EMT to assess damaged properties and to restore facilities/services	<input type="checkbox"/>	<input type="checkbox"/>
4. Coordinate with SO (if any) for liaison with EMT to review the safety of the site and its facilities, and make recommendations to mitigate resultant risk	<input type="checkbox"/>	<input type="checkbox"/>
5. Coordinate with LO (if any) for liaison with EMT to review the status of the emergency equipment and services, and make recommendations to reinstate them	<input type="checkbox"/>	<input type="checkbox"/>
6. Coordinate with FAO (if any) for liaison with EMT to review the status of the first-aid equipment and make recommendations to reinstate them	<input type="checkbox"/>	<input type="checkbox"/>

**All other responsibilities as listed below:**

	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

# Appendix C1 – Communications Officer (Emergency Procedure)

## Emergency Action Plan Procedure Checklist: Communications Officer

The intention of this checklist is to provide a helpful guide as to the minimum requirements for actions taken in response or in anticipation of an emergency event by the mandatory role of a Communications Officer within an Incident Response Group. Your site may have additional steps to be followed or the Incident Controller may have delegated additional duties during an emergency for this role. These should be listed within the spaces available.

Actions	Yes	No
1. Establish a Communications Area within the Control Centre at site to manage and monitor all communications with internal and external agencies	<input type="checkbox"/>	<input type="checkbox"/>
2. Have a working mobile telephone and the emergency telephone contact lists	<input type="checkbox"/>	<input type="checkbox"/>
3. Notify the emergency services using their emergency numbers	<input type="checkbox"/>	<input type="checkbox"/>
4. Notify the DECD (Security, Bushfire and Emergency Management)	<input type="checkbox"/>	<input type="checkbox"/>
5. Notify relevant parties (e.g. other sites, head office, third parties, parents)	<input type="checkbox"/>	<input type="checkbox"/>
6. Provide information to emergency services who arrived at the school	<input type="checkbox"/>	<input type="checkbox"/>
7. Coordinate requests for information from internal or external parties	<input type="checkbox"/>	<input type="checkbox"/>
8. Coordinate dissemination of information to internal or external parties	<input type="checkbox"/>	<input type="checkbox"/>
9. Maintain a log of events, communications and instructions	<input type="checkbox"/>	<input type="checkbox"/>
10. Maintain safety	<input type="checkbox"/>	<input type="checkbox"/>

***All other responsibilities as listed below***

	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

## Appendix C2 – Communications Officer (Post Emergency Procedure)

### Emergency Action Plan Post Procedure Checklist: Communications Officer

The intention of this checklist is to provide a helpful guide as to the minimum requirements for post procedure actions to be completed by the mandatory role of a Communications Officer within an Incident Response Group. Your site may have additional steps to be followed or the Incident Controller may have delegated additional post procedure duties for this role. Please list additional actions within the spaces available.

Actions	Yes	No
1. Review the effectiveness of the management of information and communications during the emergency situation and prepare to provide inputs to improve its implementation for future events	<input type="checkbox"/>	<input type="checkbox"/>
2. Attend de-briefing session with IRG and EMT members to provide inputs on the management, coordination and monitoring of communication activities during the emergency situation	<input type="checkbox"/>	<input type="checkbox"/>
3. Coordinate with EMT to issue communiques for the staff, students and parents/caregivers, contractors and the community	<input type="checkbox"/>	<input type="checkbox"/>
4. Coordinate with EMT to provide inputs or to attend to queries related to the incident	<input type="checkbox"/>	<input type="checkbox"/>
<i>All other responsibilities as listed below:</i>		
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

# Mount Compass Area School EMERGENCY MANAGEMENT PLAN (abridge)



<b>Non-Site Emergency Contact Numbers</b>	
<b>Emergency (Police, Fire, Ambulance)</b>	<b>000</b>
<b>Police</b>	<b>131 444</b>
<b>Local Police</b>	<b>8398 1700</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 - Noarlunga Public Hospital</b>	<b>8384 9222</b>
<b>Education Director - Ann Prime</b>	<b>8207 7146</b>
<b>DfE Security, Bushfire &amp; Emergency Team</b>	<b>8226 2524</b> <b>8226 3714</b>
<b>DfE 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>
<b>MC CFS - Duty phone</b>	<b>0407 725 010</b>
<b>MC CFS Captain (Anthony Baker)</b>	<b>0431 285 435</b>

## Site Profile

### Site Information

<b>Site Name:</b>	Mount Compass Area School		
<b>Address:</b>	School Road, Mount Compass SA 5210		
<b>Telephone:</b>	08 8556 8219		
<b>Fax:</b>	08 8556 8471	<b>Email:</b>	dl.0289_info@schools.sa.edu.au
<b>Time Site Opens:</b>	8:45am		
<b>Time Site Closes:</b>	3:15pm		

### Student /Staff Information

Number of Current Enrolments	495
Number of Staff	69
Proportion of Staff Disability/Health Factors (%)	0
Proportion of Student Disability/Special Education Needs (%)	23

## Emergency Assembly Areas and Alarm Tone Areas and Alarm Tone

### Shelter- in-Place

Shelter in Place Location	
Building 31, TTC rooms 1 & 3, Building 30, Middle School rooms 1,2,3,4 & 5, Building 11 rooms 19,20,21,22,23,25,26 & 27	
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	
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
Siren	Intermittent
If "Other" alarm tone/alert method or duration/pattern of alarm tone, please note following details	
On/Off	
When the emergency is over, an All Clear Signal (2 blasts of the siren) sounds.	

### Evacuation

On-site / Adjacent Muster Point Location(s) (e.g. oval/car park/courtyard)	
On Site Location A	Town oval
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	
OC will use Megaphone to move to Location B and Fire Warden will direct to Location B from top of school	
Alarm Tone/Method Used	Duration/Pattern of Alarm Tone
Siren	Other
If "Other" alarm tone/alert method or duration/pattern of alarm tone, please note following details	
Long, short, short, long siren. Continuous once left Admin	

## Off-site Back-up Location Off-

<b>Off-site Back-up Location(s)</b>	
<b>Off Site Location A</b>	School oval
<b>Off Site Location B (optional)</b>	Town oval
<b>If there are two locations A &amp; B, please note the following protocol used to direct the occupants to either A or B</b>	
OC will use Megaphone to move to Location B and Fire warden will direct to Location B from top of school	
<b>Alarm Tone/Method Used</b>	<b>Duration/Pattern of Alarm Tone</b>
Siren	Other
<b>If "Other" alarm tone/alert method or duration/pattern of alarm tone, please note following details</b>	
Long, short, short, long siren. Continuous once left Admin	



# Bushfire Response Plan - Mount Compass Area School

## Bushfire Shelter

The term 'Bushfire Shelter' has been adopted by DfE 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 DfE sites have been identified by the CFS as a Last Resort Refuge.**

Site's Trigger Points to prepare for movement to a Bushfire Shelter	
The fire is within a 20km radius of the township, 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 CFS 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
Siren	Long continuous
If "Other" alarm tone/alert method or duration/pattern of alarm tone, please note following details	
Location of the Bushfire Refuge	
Building 30 - Middle School Building 31 - Trade Training Centre Building 11 - Junior School	
Location of off-site evacuation point should the site need to evacuate the Bushfire Refuge	
Town oval	
Planned method of transport to relocate all persons away from the Bushfire Refuge and to the off-site evacuation point	
It is within walking distance so there is no transport required	

## Drinking Water Contingency Plan

Drinking water will be available at the Bushfire Shelter 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 Town Oval there is a water cask available, as well as 25L water containers which will be filled with water on arrival. Cups will be issued to staff and students. Staff and 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 ablation water available; therefore, alternatives will be available for use within the Bushfire Shelter during a bushfire.

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

Multiple toilets are available at the Trade Training Centre and Middle School buildings. 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 authorised 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 home groups. The home group teachers mark the attendance roll (hard copy) and report back to designated SSO and Leadership member. 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 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**

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 area, such as the Bushfire Shelter. 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.