



KANGAROO INN AREA SCHOOL
Policy
EMERGENCY ACTION PLAN
 Prepared - September 2025
 Review – Sept 2026

This plan outlines activities to be carried out by staff and students at the different levels of a bushfire emergency -

- **Temporary School Closure** due to catastrophic bushfire weather conditions
- **Total Fire Ban** declared in the district
- **Fire in Local District**
- **Fire in immediate vicinity or impacting on Site**
- **Recovery Phase** - immediately after a fire has impacted on the site

AND any other emergency situation

- | | | |
|---------------------------|------------------------|---------------------|
| ○ Bomb threat / explosion | ○ Gas or chemical leak | ○ Flammable liquid |
| ○ Medical emergency | ○ Civil disorder | ○ Natural emergency |

KIAS Emergency Response Team – update 23/2/26

Title	Name	Mobile Phone/Home Phone
Principal / Fire Warden	Annie Matthews /Amy Oswald	0457357214 / 0409268804
Coordinator / Fire Warden	Angela Leopold / Emma Wheal	0427336434 / 0433199470
Front Office SSO	Emma Chambers / Kelcey McIntyre	0419828420 / 0409754203
Grounds person	Tony Skornsek	0427359016
WHS Rep	Sally Ellis	0427633147
KIAS Emergency Satellite phone	Kept in office	0147155260
KIAS Mobile Phone	Annie Matthews / Amy Oswald	0409861958
KIAS Preschool Phone	Jenni Butterworth	0429507829

EAP is to be reviewed during Term 3 each year and endorsed by the Governing Council

GC Chairperson signature	Date
Copies to the following organisations	Date sent
Fleur Roachcock - Education Director, Mt Gambier	
CFS - Wattle Range Group Captain	
CCOWS – Robe	



KIAS Emergency Action Plan - **NOTIFICATION OF AN EMERGENCY**

Please check the following -

- Type of emergency
- Service required – Fire / Police / Ambulance
- Location – 2329 Beachport-Penola Rd., Kangaroo Inn
- School Phone Number – 87343046 / Mobile Phone 0409 861 958
- KIAS Sat Phone number – 0147 155 260
- School location - HATHERLEIGH MAP 332673

EMERGENCY CONTACT NUMBERS	
Emergency	000
Police	Robe - 8762118 Beachport - 87358009 Millicent - 87333622
FIRE CONTACTS	
DfE – Bushfire and Emergency Management	1800 000 279 82262524 / 82263714
CFS Beachport / Millicent	87332975
CFS Robe	87682000
CFS Group Officer Millicent (Chris Mathias)	0456086262
Millicent Control Centre	87332975
Penola Control Centre	87372386
Region 5 CFS HQ Naracoorte	87622311
CFS Furner (Ron Figg)	0429179083
CFS Thornlea (Peter McCourt)	0400200366
CFS Beachport (Shaun Uotila)	0407358028
CFS Greenways (Malcolm Wilson)	0427357230
CFS Bray (Brad Nunan) Bray Captain	0428366016
CFS Bray (Brian Kirkland) Robe Group Officer	0427973887
CFS Bray (Ben Jess) Deputy Robe Group Officer	0408558765
DfE - Regional Office – Mount Gambier	87245300
DfE - Education Director – Fleur Roachcock	0428720188

TYPE OF EMERGENCY	
EVACUATION	External threat to school and have sufficient time to evacuate to the HALL
OFF SITE EVACUATION	External threat and directed by emergency services to move OFF-SITE
LOCKDOWN	Securing of the site and the restriction of movement of staff and students throughout the site in response to a threat such as an intruder

EMERGENCY DRILLS			
EVACUATION TO OVAL		INVACUATION - REMAIN IN CLASSROOM	
• Prolonged bell • Class groups assemble at classroom door OR if Break time – go directly to centre of OVAL • Move to designated places on the OVAL • Roll check • Report to FIRE WARDEN <i>Classes may be directed to HALL at this stage OR be directed to HALL as they move to the OVAL depending on the threat</i>		• 4 quick bells • Move to classroom • Shut doors and windows • Sit against the corridor wall and keep children away from the windows and /or under desks • Remain quiet and calm until all clear is given	
EMERGENCY DRILLS TO OCCUR			
Term 1		Term 4	
Week 2	Week 4	Week 2	Week 4
Completed - 19/2/26	Completed - 23/2/26		



KIAS Emergency Action Plan - **BUSHFIRE EMERGENCY**

The bushfire refuge for this site is KIAS HALL

DFE BUSHFIRE INFORMATION HOTLINE 1300 362 361

The following organisation will be utilising the Bushfire refuge -

Child Care on Wheels (CCOWS)

Ph 0887682003 / 0429682004

1. KIAS - PREPARATIONS BEFORE BUSHFIRE DANGER SEASON

Emergency Response Team	Induct members of the Emergency Response Team on their roles and responsibilities Allocate roles / responsibility for staff Complete online Bushfire Safety Audit and Checklist (R1 and R2 sites)	Principal / Coord. ERT Principal
Families	To be provided with following in Term 1 and 4 and on enrolment - Flyer re Bushfire Safety - Information Appendix 1 & 2 – Term 1 and 4 - Updates as required in newsletter	Principal / Coord. Office Staff
Policy	Review and update Endorsement by Governing Council Term 3 Send to stakeholders	Principal
Grounds - Preparation	Groundsman – see Bushfire Hazard Management Plan Preventative Maintenance on Pump / Tanks / Gutter cleaning / roof sprinklers	Principal / Groundsperson
Refuge - Preparation	Emergency Supplies are kept in the Bushfire refuge <i>(refer to Appendix.3: Emergency Supplies Kit Checklist)</i>	Principal
Staff	Induction - Staff - Catastrophic Day procedures - Sprinklers usage - Bus drivers Information at Staff meetings in Week 1 - Term 1 and 4	Principal / Coord.

2. KIAS - ACTIONS DURING BUSHFIRE DANGER SEASON		
Monitor	- CFS - Facebook, websites, - Bureau of Meteorology websites - DfE advice	Principal / Coord Office Staff
Decide	OVAL / HALL Evacuation or OFF SITE Evacuation	Principal / Coord CFS
Grounds - Checks	Weekly checks – Monday Morning - Pump - Check / Fill new fire tanks - Roof sprinklers - Perimeter sprinklers Ensure emergency signage including: ‘Total Fire Ban’ signs, Bushfire refuge signs, emergency evacuation signs are clearly visible.	Groundsperson
Buses	Review the management of school buses on days of catastrophic fire danger rating <i>Appendix 2 - School Bus Bushfire Risk Management Information</i>	Principal / Coord
Refuge	An Emergency Trolley is kept stocked in the Front Office See Appendix 3 - Emergency Supplies – Trolley - Roll lists – printed each day – copy for trolley and pinboard - Medical supplies – Individual students Health Care - First Aid Kits - Visitor book - Torch / batteries - Mobile phones / chargers / powerpack - Student Contact Information - Copy of Emergency Action Plan and Phone Contacts Emergency Supplies are kept in the Bushfire refuge See Appendix 3 - Emergency Supplies - Hall	Principal / Coord Office Staff
Drills	Emergency bushfire drill Terms 1, 4 - Week 2 + 4	ERT
Families	Communication procedure to inform parents/caregivers of catastrophic fire days and/or of a bushfire threatening the site - Principal – send group text to all families - Principal - Contact Furner and Greenways bus run families + primary staff + non bus families - Coordinators – Contact Beachport Bus run families + secondary staff + Robe bus run families	Principal / Coord Office Staff
Check weekly	Satellite phone	Office Staff

3. KIAS - ACTIONS ON TOTAL FIRE BAN DAY / EXTREME FIRE DANGER DAY

Display	- Flags at gates - Buses on oval - Daybook notice - Evacuation – buses and drivers identified - Job roles	Principal
Monitor	ABC Radio – 1161 - CFS - Facebook, websites, - Bureau of Meteorology (BOM) website - DfE advice – 1800 000 279 - CFS Contacts in community - Weather conditions - Other Apps	Principal / Coord Office Staff Staff
Grounds	- Unlock and open all access and security gates around the site - Turn ON sprinklers around Northern Side of school and Ovals - Test – water pump and generator - Fill all water tanks incl hall tank - Check hall roof sprinklers - Sign off and date form and return to Bushfire notice board by 9.30 am	Groundsperson
Staff	REVIEW and CANCEL if necessary - student excursions and any off-site meetings - Remind students at the start of the day of bushfire emergency procedures and safety drills and refer to emergency posters displayed in all classrooms - Remind students travelling by bus of relevant emergency bus procedures - Ensure that hazards are removed by staff from passages and walkways. - Office staff – ensure Roll list completed on EMS and put into Trolley	Staff / ERT Office Staff
Evacuation Preparation	- Check Emergency Trolley – see list of items to include in trolley - Ensure mobile phones/satellite phone are working correctly and spare batteries are available. - Ensure all Apps on school phone are updated - Powerbank in trolley and charged - Advise visitors and volunteers of the situation and emergency procedures – sign in book in trolley.	Office Staff

4. KIAS - ACTIONS IF FIRE IS REPORTED IN LOCAL AREA – eg bus run areas		
Inform	- Advise staff and students that a bushfire has been reported - Advise DfE – Security and Emergency Management (SEM) 1800 000 279 / 82262524 / 82263714 DfE - ED – Fleur Roachcock - 0428720188 CCOWS – if nec. Ph 0887682003 / 0429682010	ERT
Evacuate	- Move students to the refuge if deemed necessary – if fire within 5 km of site - Staff advised to undertake their assigned roles and responsibilities	Principal / Coord Staff
Monitor	ABC Radio - 1161 - Weather conditions - CFS - Facebook, websites, apps - Bureau of Meteorology websites - DfE advice - Apps	Principal / Coord Office Staff Staff
Check	Satellite phone	Office Staff
Staff	Minimise/cancel student movement outdoors including recess and lunchtime Encourage students to fill water bottles and assemble personal belongings should a move to the Bushfire refuge become necessary.	Staff
Buses	Assess if it is safe to release students from the site at normal dismissal time and check impact of fire on bus runs Buses NOT to leave site if fire on bus run route – students to stay in Library or refuge Contact parents to advise of above To check contact - DfE – Security and Emergency Management (SEM) 1800 000 279 / 82262524 / 82263714	Principal / Coord
Evacuation Preparation	- Check Emergency Trolley supplies - Ensure mobile phones/satellite phone are working correctly and spare batteries are available. - Advise visitors and volunteers of the situation and emergency procedures. - Assess if it is safe to release students from the site at normal dismissal time - Record the names of students who have been collected by parents. - Advise visitors of the situation/emergency procedures. Listen to - https://www.broadcastify.com/listen/ctid/4928	Office Staff

5. KIAS - ACTIONS IF FIRE IS IN IMMEDIATE VICINITY OR IMPACTING ON SITE
eg within 5 km or onsite

Inform	• Call 000 and report that a bushfire is in the immediate vicinity or impacting on the site • Advise DfE of the move to Bushfire refuge and provide information about: ○ The number of site students, staff and registered visitors taking shelter. ○ The number of CCOWS / Kindergarten students and staff present. ○ Emergency Services assistance immediately available • Liaise with CFS units and other Emergency Services if on site.	Principal
Check	• Once in refuge, teachers to conduct a roll call of students in their care and report to the Principal. • Ensure all site personnel and visitors are accounted for. • ERT member nominated to record parent permissions and pickups ○ permission must come from parent / caregiver for students to leave with another adult via phone call, text, written permission ○ Students may only leave with an adult ○ If students over 18 years leave the site with parent permission, they must contact ERT when they arrive to safe refuge • Rooftop Sprinkler system	Office Staff Staff ERT
Prepare	Prepare all persons sheltering in Bushfire refuge for arrival and passage of the fire front. The Emergency Response Team will: • listen to the ABC radio 1161 AM for local information • ensure all persons are located away from northern side of HALL and unnecessary movement is limited • Move to toilet area as fire front passes • provide regular updates at an appropriate level to students and adults • assist all students and adults to remain calm • outline possible plans of action after the front has passed with the students	ERT
Monitor	Students wellbeing re heat, anxiety When to ACTIVATE the Rooftop Sprinkler System	Staff ERT

6. KIAS - ACTIONS IF FIRE HAS PASSED OVER SITE – RECOVERY PHASE

Check	Check for and treat any injuries.	Principal
Monitor	Ensure no one leaves the Bushfire refuge until after consultation with Emergency Services and the situation outside has been assessed as safe. Record names of students and person collecting them as they leave the site - Appendix 5 - Student Record Listen to - broadcastify.com for updates	Principal / Coord
Evacuation	Evacuate the Bushfire refuge to an alternative safe location, if directed to do so by Emergency Services personnel. The Emergency Response Team members to prepare to care for students for an extended period of time. Nominated staff will remain on duty until all students are collected from the site by their parents or caregivers.	Principal / Coord ERT Staff
Inform	Regularly advise the DfE – Security and Emergency Management (SEM) / ED of the current situation.	Principal
Post –fire Debrief	• Arrange an assessment of the workplace buildings once the area is declared safe. • Undertake a debrief session of the bushfire emergency situation and the procedures undertaken at an appropriate time after the incident • Seek support for students and workers from counsellors and social workers when appropriate. • Review the effectiveness of site bushfire procedures post emergency.	Principal / Coord ERT

Appendix 1



CIAS Emergency Action Plan - **BUSHFIRE EMERGENCY** Information for Families

Levels of fire alert

- **Total Fire Ban** declared in the district
- **Fire in Local District**
- **Temporary School Closure** due to catastrophic bushfire weather conditions
- **Fire in immediate vicinity or impacting on Site**
- **Recovery Phase** - immediately after a fire has impacted on the site

The following procedures ensure that students are kept safe, calm and supervised in the event of a fire threatening the school, in the vicinity of the school bus routes or our local district.

Some major points for Bushfire Emergencies

Catastrophic Bushfire Weather (code red)

- **CIAS will be closed and buses will NOT run**
- **Staff will attempt to contact families as soon as a catastrophic day is declared**

Fire threatening CIAS while school is open

- If Kangaroo Inn is threatened by a fire and evacuation is necessary the students will be moved to the **Bushfire Refuge - CIAS HALL – PRINCIPAL SENDS GROUP TEXT TO FAMILIES**
- **A child can only be removed from the school by :-**
 - **a parent or previously nominated emergency contact**
 - **another person who parents have given signed, WRITTEN permission** to take students from the site (dated the day of the fire/emergency)
 - Parent making **personal phone contact** with nominated staff member
 - **Students cannot leave the site without these conditions being met.**
 - **Any adult removing a child must report to the Front Office Staff / Principal** to enable accurate central records to be kept for the whereabouts of every child.
- The buses will not be released from the school unless the 'All Clear' for the route has been gained from the **CFS Supervisor, Police or DfE - Bushfire and Emergency Management**
- Teachers will remain with the students until it is safe for them to go home
- Phone contact with the school may not be reliable. Details and updates will be provided by the CFS on the radio via the ABC 1161 AM or the CFS hotline / website
- On days of a total fire ban in the Lower South East fire ban district, a risk assessment will be considered by staff before any excursions, camps, meetings etc out of town are undertaken.
- The Principal or designated authority makes decisions. The delegated authority may be the Acting Principal or Fire Warden or Emergency Response Team.

Phone Numbers

Kangaroo Inn Area School	87343046 / CIAS Sat Phone 0147155260
Police	131444
CFS Hotline	1300 362 361
CFS website - Current Incidents	www.cfs.sa.gov.au
DfE Parent Hotline Line	1800 000 279
DfE – SEM	1800 000 279 / 82262524 / 82263714



CIAS Emergency Action Plan - **BUSHFIRE EMERGENCY** Bus Procedures

PRE BUSHFIRE SEASON PLANNING

Communicate with or meet with bus drivers at start of term 1 and 4 each year to ensure bushfire procedures are understood and meet current circumstances.

Ensure buses have following

- Fire Blankets
- First Aid Kit
- Mobile phone

Ensure you have the following Apps on your phone

- Emergency Plus – quick access to emergency services
- What 3 words – quick access to report location to emergency services

Procedures

- **Call 000.** Drivers are required to carry a mobile phone.
 - Police 131444
 - School 87343046
 - Principal 0457357214 Annie (Mon – Thurs) / 0409268804 Amy (Friday)
 - DFE Emergency Information Hotline - 1800 000 279
- **Ensure fire blankets accessible**

If you are caught in the path of a bushfire:

- **If you see smoke**, slow down and be aware there could be people, vehicles or animals on the road.
- **Turn around** where safe to do so and drive to the nearest township or Bushfire Safer Place.
- **Pull over** to the side of the road and stop your vehicle in a clear area.
- Turn your car **headlights on** and **close windows** and outside vents.
- Ensure you are not in the path of the fire.
- **Keep your headlights and hazard lights on** and wait until the smoke clears.

If you can't escape the path of the fire:

- **Stay inside your vehicle** – it offers better protection than being in the open
- **Park in a clear area**, preferably behind a solid structure to block some of the radiant heat
- **Face your car towards the fire**
- Turn the **engine and air-conditioning off**
- **Tightly close** the doors, windows and air vents
- **Lie on the floor and shelter under woollen blankets** to protect yourself from radiant heat
- **Avoid dehydration**: drink lots of water
- Heat and smoke from the fire and fumes from the car may make breathing difficult – **stay under the blankets and cover your mouth with a P2 mask**
- **Stay down** until the sound of the fire has passed, carefully leave the car (it will be hot)
- **Move to a safe area** (e.g. land that has already burnt)

Once the fire front has passed, the driver:

- Keep the students as calm as possible by reassuring them
- Check the bus for any damage (can use the extinguisher to put out smouldering embers etc)

- Decide whether to get the students out of the bus and move to a safe spot away from burning trees etc, **OR** to drive away from the fire
- Contact the school advising the Principal of the current situation.

DURING BUSHFIRE SEASON

Scheduled school buses will not run on days of a forecast 'Catastrophic' Fire Danger Rating in the Lower South East fire ban district. If the Fire Ban rating changes to 'Catastrophic' during the day, school buses will operate as normal.

If a bushfire is reported in the area during the day the Principal will contact

- Emergency Services (SAPOL and/or CFS)
- DfE – Security and Emergency Management (SEM)

to determine if any roads normally travelled by school buses are closed or affected.

Any affected bus runs will not leave the school until the roads are declared safe by the emergency authorities.

Parents will be notified and students will be supervised at school until buses can run or students are collected.

Please note that during Bushfire season, **if a bus driver is uncomfortable about leaving a student at a bus stop** when parents /caregiver are not at home due to the risk, the student will remain on the bus and the Principal will be contacted.

Under no circumstances is the bus driver expected to put themselves at further risk to save or protect property.

The safety of students, passengers & the bus driver is paramount.



KIAS Emergency Action Plan - **BUSHFIRE EMERGENCY** Emergency Supplies

Emergency Trolley in OFFICE

- First aid kit
- Staff/student medications
- Mobile phone + charger and cords
- Torch and batteries
- Roll books / Visitor registers
- Student Contact information
- Copy of Emergency Action Plan
- Phone Contact Details
- Roll from EMS (printout)
- Powerbank and charger

Emergency Cupboard in HALL

- Paper / pencils
- Battery powered radio
- Spare batteries
- Torch
- Drinking water
- Food
- Blankets, towels
- Spare water
- Baby wipes
- Drawing materials / games
- PPE2 masks



Appendix 4

CIAS Emergency Action Plan - **BUSHFIRE EMERGENCY** Bushfire Hazard Management Plan

Term	Task	Who
Term 3	Inspection of site vegetation – following DFE audit ☐ All grasses and shrubs near buildings are kept trimmed ☐ Tall trees within 20m of buildings have been trimmed of branches up to a height of 2m ☐ Overhanging tree branches have been trimmed to a distance of 2m from building rooflines ☐ Mowing is maintained ☐ Weed spray is used where required Determine action to meet guidelines Decide if Grounds-person and/or working bee can carry out work Principal to contact Site Facilities Manager for additional assistance Pre-season clean-up is completed before the start of Term 4	Principal Grounds person
Terms 1 and 4	Grounds person to undertake regular inspections and maintain required clearances during the year Every Monday morning • Turn on pump to test • Check water level in all storage tanks for fire-fighting purposes and hall tank • Check sprinklers - ovals and perimeter • Check phone service in HALL in case of emergency	Grounds person
Fire Ban Day and / or Extreme Fire Danger day	• Turn on sprinklers around perimeter fence and on ovals • Check stock on school site - water • Check water pump / generator operational • Check gates open and accessible • Check buses on oval • Check RED FLAGS out by bus bay Complete sign off sheet and return to Bushfire Emergency Folder in staff room	Grounds person

