

BASKET RANGE PRIMARY SCHOOL

EMERGENCY MANAGEMENT PLAN



Emergency plans are required by sites under [Work Health and Safety Regulations 2012](#) (see Appendix).

This document provides an Emergency Management Plan template for all DECD sites.

The template includes mandatory components representative of a good Emergency Management Plan and accompanied by instructions and appendices that can be used by your site when preparing your plan specific to your site circumstances. Your site is required to annually update this document relative to your individual circumstances in line with the DECD Emergency Management Policy. Completed Emergency Management Plans should be submitted for auditing to the DECD Security, Bushfire and Emergency Management Team and will be kept on file to enable the team to provide support in the event of an emergency incident.

REVISION RECORD

Date	Version	Revision Description
22 October 2015	1.0	Update

10 May 2016	1.0	Update
29 July 2019		Updated BRPS
01 September 2020		Updated BRPS
28 May 2021		Updated BRPS
22 February 2023		Updated BRPS
17 October 2024		Updated BRPS
2 February 2025		Updated BRPS
21 January 2026		Updated BRPS

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*IMPORTANT: These sections are required to be completed, reviewed and submitted to the Security, Bushfire and Emergency Management Team on an annual basis. The completion and submission of this template replaces any existing site emergency templates. Sites can continue to display and utilise existing emergency support documentation (i.e. flip charts, posters etc.) provided that the information reflects the procedures detailed in the site's Emergency Management Plan. All R1 and R2 bushfire risk rated sites are required to review their existing Bushfire Response Plans and transfer them into this template. Completion of the Bushfire Response Plan *as part* of the Emergency Management Plan *replaces* any separate requirements regarding Bushfire Response Plan compliance. *Refer to Emergency Management Plan Template Instructions and Appendix for further detail.*

EMERGENCY CONTACT NUMBERS

Emergency (Police, Fire, Ambulance)	000
Police	131 444
Local Police	000
Local Fire	000
CFS Bushfire Information Hotline	1300 362 361

DECD Parent Bushfire Information Hotline	1800 000 279
State Emergency Service (SES)	132 500
SA Power Networks	131 366
Hospital – Mt Barker District Soldiers Memorial	8393 1777
Childrens Hospital (Emergency)	8161 7044
Education Director – Dannielle Gibson	0428090769
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 (Woodside Office)	8408 0400
John Reynolds (Bore/Emergency Water Supply)	0407 607 875 81771020
DFE Security Bushfire & Emergency Team	8226 2524 82263714

EMERGENCY RESPONSE TEAM (ERT)

The members of the site Emergency Response Team (ERT) shall be entirely aware of the sites emergency response plan and may be called upon by the DECD Security, Bushfire and Emergency Management Team to discuss the site's processes in detail. Random communication may be made to ensure sites are appropriately prepared and knowledgeable of the actions to take in the event of an emergency. The table below also identifies specific roles and responsibilities of your site's ERT in relation to your plan.

NOTE: It is expected that the OSCH/Vacation Care contact is identified as a member of the site Emergency Response Team (where service operates).

	Name	Mobile Phone	Home Phone	Responsibilities during;		
				Invacuation/ On-Site Evacuation	Off-Site Evacuation	Precautionary Building Confinement/Lockdown
Site Leader	Christie Evans	0419038493		Leader: liaise with emergency services and school staff Activate alarm Activate and advise ERT Contact DECD Security, Bushfire and Emergency Management team to advise of incident	Leader: liaise with emergency services and school staff Activate alarm Activate and advise ERT Contact DECD Security, Bushfire and Emergency Management team to advise of incident	Leader: liaise with emergency services and school staff Activate alarm Activate and advise ERT Contact DECD Security, Bushfire and Emergency Management team to advise of incident
Deputy Principal/ Teacher	Steph Marshman	0411585748		Take care of students, liaise with other staff and Leader or in Principals absence undertake Leaders role.	Take care of students, liaise with other staff and Leader or in Principals absence undertake Leaders role.	Take care of students, liaise with other staff and Leader or in Principals absence undertake Leaders role.

Fire Warden/WHS Rep	Christie Evans Steph Marshman	0419038493 0411585748		<p>Shared role.</p> <p>Investigate situation and act as required.</p> <p>Update school phoneline message or forward phone</p> <p>Calls/communication to school community.</p> <p>Group SMS on pink phone</p>	<p>Shared Role</p> <p>Investigate situation and act as required.</p> <p>Collect first aid kit/emergency kit including portable radio</p> <p>Monitor local radio/AlertSA etc.</p> <p>ABC 891 (transmit message)</p> <p>Check all buildings to ensure no person remains</p>	<p>Shared Role.</p> <p>Investigate situation and act as required.</p> <p>Arrange/oversee first aid as required</p> <p>Complete IRMS report and other relevant reports</p>
Front Office SSO/ECW	Steph Marshman	0411585748		<p>Provide student/visitor lists to staff and ascertain if anyone missing.</p> <p>Advise Leader.</p> <p>Assist Leader where instructed and as necessary.</p>	<p>Provide student/visitor lists to staff and ascertain if anyone missing.</p> <p>Advise Leader.</p> <p>Assist Leader where instructed and as necessary.</p>	<p>Provide student/visitor lists to staff and ascertain if anyone missing.</p> <p>Advise Leader.</p> <p>Assist Leader where instructed and as necessary.</p>
Grounds Person	Ashley Hosking	0428817984		If on site (limited hours) assist as instructed by Leader	If on site (limited hours) assist as instructed by Leader	If on site (limited hours) assist as instructed by Leader

OSHC/ Vacation Care/Other Third Party Services Provider	NA					
Cleaner	Millenium Cassie Pepe	0419280253	83901250	If on site (limited after school hours) assist as instructed by Leader	If on site (limited after school hours) assist as instructed by Leader	If on site (limited after school hours) assist as instructed by Leader
Kindergym	Genevieve Dawson-Scott	0401464756		If on site to move/shelter in Foundation Room		If on site to move/shelter in Foundation Room

FACILITY PROFILE

Site Information			
Site Name	BASKET RANGE PRIMARY SCHOOL		
Address	16 CRAMOND ROAD BASKET RANGE SA 5138		
Phone	8390 3466 Pink Phone 0467 045 632 SAT PHONE NO: 0417 190 248		
Fax	8390 1062		
Classes Start	8:50 AM	Classes Finish	3:15 PM

Student/Staff Information	
Enrolments	7
Staff numbers	7
Proportion of staff disability/health factors (%)	22%
Proportion of student disability/special education needs (%)	43%

Building Information		
Monitored security alarm/fire system	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Buildings NOT covered by system; The standalone cottage. Sheds are not.		
System used for alert tone/warnings; Megaphone and or continuous ringing of School Bell (hand rung)		
Emergency Telephone	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Location/Type; Building 1 Room 18 Sat phone charging unit alongside main admin computer
On-site hazards (i.e. science lab, chemical storage) Nil (Paints and similar stored in shed, Cleaning chemicals in brick toilet block)		Location; SH4

Emergency Power System (type)		
Location	Nil	
Provides Power To	Nil	
Shutoff Instruction	Nil	

Utilities	Location of Shutoff Valve/Switch	Special Instructions
Gas (Mains/Bottled etc.)	Nil	
Water	Bore pump shed	Switch to emergency supply, turn on overhead sprinklers or as required
Electricity	Main Switch Board located outside Building 1, Room 11 with building switch in room 11	Nil
Sprinkler System (type)	Exterior sprinklers	Nil
Heating System	Nil - individual room reverse cycle aircond.	Nil



Risk Identification

A risk assessment will assist your site to determine which events are most appropriate to develop emergency response procedures to incorporate into your site's Emergency Management Plan.

Sites to determine what hazards are relevant and what level of risk they pose to the individual sites such as;

- Bushfire
- Severe storm
- Flooding
- Criminal incident or threat
- Earthquake
- Bomb threat
- Internal fire/smoke
- Pandemic/communicable disease
- Hazardous substance (on site and close to site)
- Intruder
- Other hazards

Insert relevant incident types into the appropriate Risk/Priority (the above list offers suggestions and may not include all hazard types that are relevant to your site. Estimated levels of risk are prioritised into a list of the risks requiring further action.

Risk/Priority	Hazards (site specific)
Extreme/Very High	Bushfire, Severe Storm, Internal fire/smoke
High	
Medium	
Low	Flooding, Criminal incident or threat, Earthquake, Bomb threat, Pandemic/communicable disease, hazardous substance (on site and close to site), intruder, other hazards

Include a site plan (available from SAMIS) including;

- Evacuation/shelter at site routes
- Exit points
- Evacuation assembly areas
- Bushfire Refuge or on-site shelter at site area
- Location of emergency equipment
- Roof access points

Invacuation/ On-Site Evacuation

Location 1 or Bushfire Refuge (external threat e.g. bushfire/trespasser): Main Building Room 7

Alarm: Continuous ringing of school bell and/or megaphone siren

Location 2 (internal threat e.g. building fire): School oval

Alarm: megaphone + siren

Precautionary Building Confinement/Lockdown

Alarm: by phone to staff (intercom or mobile dependant on location)

Off-Site Evacuation

Location 1 (closer to site): Basket Range Memorial Hall

Alarm: Megaphone

Location 2 (further from site): Basket Range Oval (inherent dangers - narrow road would need to walk students to site. Advise from emergency services sought prior to moving to this location.)

Alarm: Megaphone

Include a detailed map of your site and surroundings including;

- Evacuation assembly areas
- Surrounding streets
- Exit points
- Evacuation routes
- Major landmarks

EMERGENCY RESPONSE

Detail your site's procedures to be followed in an emergency or major incident below. Refer to *Emergency Management Plan Template Instructions and Appendix* for further information.

	Invacuation/ On-Site Evacuation	Off-Site Evacuation	Precautionary Building Confinement/Lockdown
Immediate Action	<ul style="list-style-type: none"> •Contact Emergency Services and advise; 1. Nature of incident and time you became aware of incident 2. Number and name of person/s involved 3. Location of incident and contact phone numbers if incident is away from school •Activate Site Emergency Response Team •Ensure safety and welfare of staff and students - isolate hazard (if possible), remove immediate danger or move away from danger •Attend to injured person (administer first aid) without placing any person at risk •Do not disturb evidence if criminally related 		
Identify Incident Type and Determine Safest Location	<ul style="list-style-type: none"> •Follow instructions given by emergency services authorities •Does the site need to initiate precautionary building 		

	<p>confinement to ensure staff and students are safe?</p> <ul style="list-style-type: none"> • Will staff and students require movement to a safer location? • Is the site a high bushfire risk rated site with an identified Bushfire Refuge? • Is the safer location onsite or off-site? <ul style="list-style-type: none"> • Activate alarm and evacuate/evacuate/initiate lockdown as appropriate 		
Incident Management and Reporting	<ul style="list-style-type: none"> • Check for and treat any injuries • Ensure all staff and students are accounted for • Remain in situ until advised safe to relocate by emergency services • Move to alternate location upon emergency services advice • Inform and liaise with Education Director and/or DECD Security, Bushfire and Emergency Management Team • Notify appropriate contacts (parents, caregivers etc.) of incident and action taken - Seek advice from Education Director and/or DECD Security, Bushfire and Emergency Management Team regarding content and methods. • Check with SA Police for safe routes before driving anywhere 		

	<ul style="list-style-type: none">• Maintain student collection record (when, who etc.)		
Post Incident and Recovery	<ul style="list-style-type: none">• Log information in IRMS (Incident and Response Management System).• Contact Education Director to discuss requirements for additional support including psychological first aid (counsellors, social workers etc.)• Arrange and conduct debriefing/memorials (if necessary)• Facility manager/DFE corporate to arrange appropriate facility repairs• Facility manager, appropriate authority to assess safety and accessibility of facility and equipment• Restock emergency supply kits (check every 3 months regardless)• Review hazardous materials storage; test and repair or replace equipment• Review emergency management plans training procedures and modify where required		



	<ul style="list-style-type: none">• Refer media enquiries to Education Director or DFE Media Unit• Be aware and take into consideration staff personal bushfire or emergency plans		
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SCHEDULED/COMPLETED EMERGENCY DRILLS AND TRAINING

Sites must schedule emergency drills relative to their specific risks. It is expected schools and preschools practice emergency procedures on at least two (2) occasions *per term*. This schedule should be kept up to date.

Detail (i.e. evacuation drill, invacuation drill, training)	Date
Evacuation Drill, internal evacuation, Lock Down	05/03/25
Evacuation Drill, internal evacuation, Lock Down	03/03/26
Evacuation Drill, internal evacuation, Lock Down	29/06/26
Evacuation Drill, internal evacuation, Lock Down	03/11/26
Evacuation Drill, internal evacuation, Lock Down	
Evacuation Drill, internal evacuation, Lock Down	
Evacuation Drill, internal evacuation, Lock Down	
Evacuation Drill, internal evacuation, Lock Down	

BUSHFIRE RESPONSE PLAN

It is a Departmental requirement for all R1 and R2 bushfire risk rated sites to complete the Bushfire Response Plan. Completion of this template within your sites Emergency Management Plan supersedes any previous Bushfire Response Plan updating process or documentation.

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*.

IMPORTANT: It is the responsibility of the site ERT to determine trigger points and act upon them as per the site's Bushfire Response Plan.

The ERT must not rely on a call from the CFS that a bushfire threat is in the area and should not wait for instruction to move to the site's designated *Bushfire Refuge*.

Trigger Point* to prepare for movement to the *Bushfire Refuge*:

Watch & Act for area 20km radius or on advise from emergency services.

Emergency alarm to prepare for movement to the *Bushfire Refuge* sounds like:

Continuous ringing of school bell and/or megaphone siren.

Location of site *Bushfire Refuge* (address if off-site or attach school plan):

Main building Room 7

Other educational sites/services that may use *Bushfire Refuge*:

Nil

Contact details of other educational sites/services that may use *Bushfire Refuge*:

Nil

Location of off-site evacuation point and intended method of transport:

Basket Range Memorial Hall but only if instructed by emergency services

*Examples of a site's Trigger Point may include the following:

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

Drinking Water Contingency Plan

If the Bushfire Refuge does not have available drinking water then other sources such as large water bottles MUST be taken into the Bushfire Refuge for use during an evacuation.

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

Water for Ablutions

During a power failure, a site may not have ablution water available, therefore alternatives should be considered. Sites may consider portable options (i.e. camping toilets) for use within the Bushfire Refuge during a bushfire *emergency situation* if water is not available for ablutions.

Provide details of the sites drinking water supply plan during a bushfire risk situation;

Switch to emergency water supply - gravity fed from overhead tank.

Extreme days students are instructed to keep water bottles filled. Bottled water and a number of 10 litre casks of water is also available for drinking.

Provide details of the sites ablution options during a bushfire emergency situation;

Staff toilet is within main stone building - students and adults would use this facility. Buckets would be filled to assist with flushing.