



**KANGAROO INN  
AREA SCHOOL  
Policy**

**EMERGENCY ACTION PLAN**

Prepared - September 2015  
Review – Sept 2016

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**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Bomb threat / explosion | <input type="checkbox"/> Gas or chemical leak | <input type="checkbox"/> Flammable liquid  |
| <input type="checkbox"/> Medical emergency       | <input type="checkbox"/> Civil disorder       | <input type="checkbox"/> Natural emergency |

**KIAS Emergency Response Team**

<b>Title</b>	<b>Name</b>	<b>Mobile Phone/Home Phone</b>
Principal / Fire Warden	Annie Matthews	0457357214 / 0887 357214
Deputy Principal / Fire Warden	Anthony Mutton	0439685061
Front Office SSO	Janice Woodward / Julie Figg	0428757742 / 0427867202
Grounds person	Mike Vanderheul	0429579456
WHS Rep	Sally Ellis	0427633147

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

Chairperson signature	
Date	
<b>Copies to the following organisations</b>	<b>Date sent</b>
DECD – Bushfire and Emergency Management – Adelaide	
Adam Box - Education Director, Mt Gambier	
Michael Kemp - Wattle Range Group Captain	
CCOWS – Robe	



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

Please check

- *Type of emergency*
- *Service required– Fire / Police / Ambulance*
- *Location – 2329 Beachport-Penola Rd., Kangaroo Inn*
- *School Phone Number – 87343046 / Hall Emergency Fire Phone – 87343117*
- *School location - HATHERLEIGH MAP 332673*

<b>EMERGENCY CONTACT NUMBERS</b>	
<b>Emergency</b>	<b>000</b>
<b>Police</b>	<b>Robe - 8762118 Beachport - 87358009 Millicent - 87333622</b>
<b>FIRE CONTACTS</b>	
<b>DECD – Bushfire and Emergency Management Erin Labadas Kate Jones</b>	<b>82262524 0407402407 82263714</b>
<b>CFS Beachport / Millicent</b>	<b>87332000</b>
<b>CFS Robe</b>	<b>87682000</b>
<b>CFS Group Officer Millicent (Fred Stent )</b>	<b>0419865864</b>
<b>Millicent Control Centre</b>	<b>87332975</b>
<b>Penola Control Centre</b>	<b>87372386</b>
<b>Region 5 CFS HQ Naracoorte</b>	<b>87622311</b>
<b>Vicki Hann - Naracoorte CFS</b>	<b>0428114222</b>
<b>CFS Furner (Ron Figg)</b>	<b>0429179083</b>
<b>CFS Thornlea (Michael McCourt)</b>	<b>0428849066</b>
<b>CFS Beachport (Shaun Uotila)</b>	<b>0407358028</b>
<b>CFS Greenways (Trevor Wagner)</b>	<b>0437814324</b>
<b>CFS Bray (Brad Nunan)</b>	<b>0428366016</b>
<b>CFS Robe (Eric Green)</b>	<b>0429682003</b>
<b>DECD - Regional Office – Mount Gambier</b>	<b>87245300</b>
<b>DECD - Education Director - Adam Box</b>	<b>0400064943</b>

TYPE OF EMERGENCY	
<b>EVACUATION</b>	External threat to school and have sufficient time to evacuate to the <b>HALL</b>
<b>OFF SITE EVACUATION</b>	External threat and directed by emergency services to move <b>OFF-SITE</b>
<b>LOCKDOWN</b>	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		LOCKDOWN - REMAIN IN CLASSROOM	
<ul style="list-style-type: none"> <li>• <b>Prolonged bell</b></li> <li>• Class groups assemble at classroom door OR if Break time – go directly to centre of OVAL</li> <li>• Move to designated places on the OVAL               <ul style="list-style-type: none"> <li>• Roll check</li> <li>• Report to FIRE WARDEN</li> </ul> </li> </ul> <p><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></p>		<ul style="list-style-type: none"> <li>• <b>Several short blasts of bell</b></li> <li>• Contact Office or other class by phone or runner if threat in class</li> <li>• Close and lock doors and windows</li> <li>• Keep children away from the windows and /or under desks</li> <li>• Wait until given the 'All Clear'</li> </ul>	
EMERGENCY DRILLS TO OCCUR			
Term 1		Term 4	
Week 2		Week 2	



**KIAS Emergency Action Plan - BUSHFIRE EMERGENCY**

***The bushfire refuge for this site is KIAS HALL***

<b>BUSHFIRE INFORMATION HOTLINE 1300 362 361</b>	
<b>The following organisation will be utilising the Bushfire refuge -</b>	
Child Care on Wheels (CCOWS)	Ph 0887682003 / 0429682004

<b>1. KIAS - PREPARATIONS BEFORE BUSHFIRE DANGER SEASON</b>		
<b>Emergency Response Team</b>	<b>Induct members of the Emergency Response Team on their roles and responsibilities</b> <ul style="list-style-type: none"> <li>• Allocate roles / responsibility for staff</li> </ul> <b>Complete online Bushfire Safety Audit and Checklist (R1 and R2 sites)</b>	<b>Principal / DP</b>  ERT  <b>Principal</b>
<b>Families</b>	<b>To be provided with following in Term 1 and 4 and on enrolment</b> <ul style="list-style-type: none"> <li>• Flyer re Bushfire Safety</li> <li>• Information Appendix 1 &amp; 2 – Term 1 and 4</li> <li>• Updates as required in newsletter</li> </ul>	<b>Principal / DP</b> Office Staff
<b>Policy</b>	<b>Review and update</b> <b>Endorsement by Governing Council Term 3</b> <b>Send to stakeholders</b>	<b>Principal</b>
<b>Grounds - Preparation</b>	<b>Groundsman – see Bushfire Hazard Management Plan</b> <b>Preventative Maintenance on Pump / Tanks / Gutter cleaning / roof sprinklers</b>	<b>Principal /</b> <b>Groundsperson</b>
<b>Refuge - Preparation</b>	<b>Emergency Supplies are kept in the Bushfire refuge</b> <i>(refer to Appendix.4: Emergency Supplies Kit Checklist)</i>	<b>Principal</b>
<b>Staff</b>	<b>Induction</b> <ul style="list-style-type: none"> <li>• Staff               <ul style="list-style-type: none"> <li>○ Catastrophic Day procedures</li> <li>○ Sprinklers usage</li> </ul> </li> <li>• Bus drivers</li> </ul> <b>Information at Staff meetings in Week 1 - Term 1 and 4</b>	<b>Principal / DP</b>

## 2. KIAS - ACTIONS DURING BUSHFIRE DANGER SEASON

<b>Monitor</b>	<ul style="list-style-type: none"> <li>• CFS - Facebook, websites,</li> <li>• Bureau of Meteorology websites</li> <li>• DECD advice</li> <li>• Pagers</li> </ul>	<b>Principal / DP</b> Office Staff
<b>Decide</b>	<p><b>OVAL / HALL Evacuation</b></p> <p><b>OFF SITE Evacuation</b></p>	<b>Principal / DP</b> <b>CFS</b>
<b>Grounds - Checks</b>	<p><b>Weekly checks – Monday Morning</b></p> <ul style="list-style-type: none"> <li>• Pump</li> <li>• Fill Concrete fire tanks + new tanks</li> <li>• Roof sprinklers</li> <li>• Perimeter sprinklers</li> <li>• Check emergency phone in hall</li> </ul> <p><b>Ensure emergency signage including: ‘Total Fire Ban’ signs, Bushfire refuge signs, emergency evacuation signs are clearly visible.</b></p>	<b>Groundsperson</b>
<b>Buses</b>	<p><b>Review the management of school buses on days of catastrophic fire danger rating</b></p> <ul style="list-style-type: none"> <li>• <i>Appendix 3 - School Bus Bushfire Risk Management Information</i></li> </ul>	<b>Principal / DP</b>
<b>Refuge</b>	<p><b>An Emergency Trolley is kept stocked in the Front Office</b></p> <ul style="list-style-type: none"> <li>• <b>Appendix 3 - Emergency Supplies – Trolley</b> <ul style="list-style-type: none"> <li>○ Medical supplies – Individual students Health Care</li> <li>○ First Aid Kits</li> <li>○ Emergency Action Plan</li> <li>○ Roll books / Visitor book</li> <li>○ Torch / batteries</li> <li>○ Mobile phones</li> <li>○ Student Contact Information</li> <li>○ Copy of Emergency Action Plan and Phone Contacts</li> </ul> </li> </ul> <p><b>Emergency Supplies are kept in the Bushfire refuge</b></p> <ul style="list-style-type: none"> <li>• <b>Appendix 3 - Emergency Supplies - Hall</b></li> </ul>	<b>Principal / DP</b> Office Staff
<b>Drills</b>	<p><b>Emergency bushfire drill</b></p> <ul style="list-style-type: none"> <li>• Terms 1, 4 - Week 2</li> </ul>	ERT
<b>Families</b>	<p><b>Communication procedure to inform parents/caregivers of catastrophic fire days and/or of a bushfire threatening the site</b></p> <ul style="list-style-type: none"> <li>• Principal – Contact Furner and Greenways bus run families + primary staff + non bus families</li> <li>• Deputy Principal – Contact Beachport Bus run families + secondary staff</li> <li>• Robe Bus Driver - Contact Robe bus run families</li> </ul>	<b>Principal / DP</b> Office Staff

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

<b>Display</b>	<ul style="list-style-type: none"> <li>• Flags at gates</li> <li>• Buses on oval</li> <li>• Daybook notice</li> <li>• Evacuation – buses and drivers identified</li> <li>• Job roles</li> </ul>	<b>Principal</b>
<b>Monitor</b>	<ul style="list-style-type: none"> <li>• <b>ABC Radio - 891</b></li> <li>• CFS - Facebook, websites,</li> <li>• Bureau of Meteorology websites</li> <li>• DECD advice</li> <li>• Pagers</li> <li>• Weather conditions</li> </ul>	<b>Principal / DP</b> Office Staff Staff
<b>Grounds</b>	<ul style="list-style-type: none"> <li>• Unlock and open all access and security gates around the site</li> <li>• Turn ON sprinklers around Northern Side of school and Ovals</li> <li>• Test – water pump and generator</li> <li>• Fill all water tanks incl hall tank</li> <li>• Check hall roof sprinklers</li> <li>• Sign off and date form and return to Bushfire notice board by 9.30 am</li> </ul>	<b>Groundsperson</b>
<b>Staff</b>	<p><b>CANCEL student excursions and any off-site meetings</b></p> <ul style="list-style-type: none"> <li>• Remind students at the start of the day of bushfire emergency procedures and safety drills and refer to emergency posters displayed in all classrooms</li> <li>• Remind students travelling by bus of relevant emergency bus procedures</li> <li>• Ensure that hazards are removed by staff from passages and walkways.</li> </ul>	<b>Staff</b>
<b>Evacuation Preparation</b>	<ul style="list-style-type: none"> <li>• Check Emergency Trolley</li> <li>• Ensure mobile phones/analogue phones/power fail phone (red phone) are working correctly and spare batteries are available.</li> <li>• Advise visitors and volunteers of the situation and emergency procedures.</li> </ul>	<b>Office Staff</b>

#### 4. KIAS - ACTIONS IF FIRE IS REPORTED IN LOCAL AREA

<b>Inform</b>	<ul style="list-style-type: none"> <li>• Advise staff and students that a bushfire has been reported</li> <li>• Advise             <ul style="list-style-type: none"> <li>○ <b>DECD – Bushfire and Emergency Management</b> <ul style="list-style-type: none"> <li>▪ <b>Erin Labadas 82262524 / 0407402407</b></li> <li>▪ <b>Kate Jones - 82263714</b></li> </ul> </li> <li>○ <b>DECD - ED - Adam Box 0400 064 943</b></li> <li>○ <b>CCOWS – if nec. Ph 0887682003 / 0429682004</b></li> </ul> </li> </ul>	ERT
<b>Evacuate</b>	<ul style="list-style-type: none"> <li>• Move students to the refuge if deemed necessary</li> <li>• Staff advised to undertake their assigned roles and responsibilities</li> </ul>	<b>Principal / DP</b> Staff
<b>Monitor</b>	<ul style="list-style-type: none"> <li>• <b>ABC Radio - 1161</b></li> <li>• Weather conditions</li> <li>• CFS - Facebook, websites,</li> <li>• Bureau of Meteorology websites</li> <li>• DECD advice</li> <li>• Pagers</li> </ul>	<b>Principal / DP</b> Office Staff Staff
<b>Check</b>	Check power fail telephone (dial tone, volume) of red phone in HALL	Office Staff
<b>Staff</b>	<p>Minimise/cancel student movement outdoors including recess and lunchtime</p> <p>Encourage students to fill water bottles and assemble personal belongings should a move to the Bushfire refuge become necessary.</p> <p>.</p>	Staff
<b>Buses</b>	<p>Assess if it is safe to release students from the site at normal dismissal time and check impact of fire on bus runs</p> <p>Buses NOT to leave site if fire on bus run route – students to stay in Library or refuge</p> <p>Contact parents to advise of above</p> <p><b>To check contact - DECD – Bushfire and Emergency Management</b></p> <ul style="list-style-type: none"> <li>▪ <b>Erin Labadas 82262524 / 0407402407</b></li> <li>▪ <b>Kate Jones - 82263714</b></li> </ul>	<b>Principal / DP</b>
<b>Evacuation Preparation</b>	<ul style="list-style-type: none"> <li>• Check Emergency Trolley</li> <li>• Ensure mobile phones/analogue phones/power fail phone (red phone) are working correctly and spare batteries are available.</li> <li>• Advise visitors and volunteers of the situation and emergency procedures.</li> <li>• Assess if it is safe to release students from the site at normal dismissal time</li> <li>• Record the names of students who have been collected by parents.</li> <li>• Ensure all site computer back-up tapes are easily accessible and stored safely.</li> </ul>	Office Staff

	<ul style="list-style-type: none"> <li>Advise visitors of the situation/emergency procedures.</li> </ul>	
<b>5. KIAS - ACTIONS IF FIRE IS IN IMMEDIATE VICINITY OR IMPACTING ON SITE</b>		
<b>Inform</b>	<ul style="list-style-type: none"> <li>Call 000 and report that a bushfire is in the immediate vicinity or impacting on the site</li> <li>Advise DECD of the move to Bushfire refuge and provide information about: <ul style="list-style-type: none"> <li>The number of site students, staff and registered visitors taking shelter.</li> <li>The number of kindergarten students and staff present.</li> <li>Emergency Services assistance immediately available</li> </ul> </li> <li>Liaise with CFS units and other Emergency Services if on site.</li> </ul>	<b>Principal</b>
<b>Check</b>	<ul style="list-style-type: none"> <li>Once in refuge, teachers to conduct a roll call of students in their care and report to the Principal.</li> <li>Ensure all site personnel and visitors are accounted for.</li> <li>ERT member nominated to record parent permissions and pickups</li> </ul>	<b>Office Staff Staff</b>
<b>Prepare</b>	<p>Prepare all persons sheltering in Bushfire refuge for arrival and passage of the fire front. The Emergency Response Team will:</p> <ul style="list-style-type: none"> <li>listen to the ABC radio 1161 AM for local information</li> <li>ensure all persons are located away from northern side of HALL and unnecessary movement is limited</li> <li>provide regular updates at an appropriate level to students and adults</li> <li>assist all students and adults to remain calm</li> <li>outline possible plans of action after the front has passed with the students</li> </ul>	<b>ERT</b>
<b>Monitor</b>	Students wellbeing re heat, anxiety	<b>Staff</b>



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

<b>Check</b>	Check for and treat any injuries.	<b>Principal</b>
<b>Monitor</b>	<p>Ensure no one leaves the Bushfire refuge until after consultation with Emergency Services and the situation outside has been assessed as safe.</p> <p>Record names of students and person collecting them as they leave the site - <b>Appendix 5 - Student Record</b></p>	<b>Principal / DP</b>
<b>Evacuation</b>	<p>Evacuate the Bushfire refuge to an alternative safe location, if directed to do so by Emergency Services personnel.</p> <p>The Emergency Response Team members to prepare to care for students for an extended period of time.</p> <p>Nominated staff will remain on duty until all students are collected from the site by their parents or caregivers.</p>	<b>Principal / DP</b> <b>ERT</b> <b>Staff</b>
<b>Inform</b>	Regularly advise the DECD - Bushfire and Emergency Management / ED of the current situation.	<b>Principal</b>
<b>Post –fire Debrief</b>	<ul style="list-style-type: none"> <li>• Arrange an assessment of the workplace buildings once the area is declared safe.</li> <li>• Undertake a debrief session of the bushfire emergency situation and the procedures undertaken at an appropriate time after the incident</li> <li>• Seek support for students and workers from counsellors and social workers when appropriate.</li> <li>• Review the effectiveness of site bushfire procedures post emergency.</li> </ul>	<b>Principal / DP</b> <b>ERT</b>

## Appendix 1



### KIAS Emergency Action Plan - **BUSHFIRE EMERGENCY** Information for Families

#### *Levels of fire alert*

- **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

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)**

- **KIAS will be closed and buses will NOT run**
- **Staff will attempt to contact families as soon as the day is declared**

##### **Fire threatening KIAS 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 - KIAS HALL**
- **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 DECD - 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
Police	131444
CFS Hotline	1300 362 361
CFS website - Current Incidents	<a href="http://www.cfs.sa.gov.au">www.cfs.sa.gov.au</a>
DECD Parent Hotline Line	1800 000 279



## Appendix 2

# KIAS Emergency Action Plan - **BUSHFIRE EMERGENCY** Bus Procedures

### PRE BUSHFIRE SEASON PLANNING

Meet with bus contractors and 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

#### Procedure in case of fire, ash, embers or thick smoke on route

- **Turn around or pull off** to safe area. Driver to identify **Emergency pull off** areas on each bus run. Arrangements and locations may change during fire season.
- **Call 000**. Drivers are required to carry a mobile phone.
  - Police 131444
  - School 87343046
  - Principal 0457357214
  - DECD - Bushfire and Emergency Management - Erin Labadas 82262524 / 0407402407
- **Ensure fire blankets accessible**

#### If the bus is overtaken by a fire the driver should:

- Stop in **Emergency Pull-Off** area or in a **safe location in the middle of the road** in an open area with no overhanging trees and as little road side vegetation as possible
- Ensure **lights and hazard lights** are on, close all windows and air vents, and leave the engine running
- Instruct students to **get down as low as possible** on the floor away from the windows
- **Cover students** in fire blankets
- When safe to do so, contact the school and advise the Principal of the situation.

#### 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)
- DECD – Bushfire and Emergency Management

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

Any bus runs affected 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.

**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
- Torch and batteries
- Roll books / Visitor registers
- Student Contact information
- Copy of Emergency Action Plan
- Phone Contact Details

**Emergency Cupboard in HALL**

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



## Appendix 4

### KIAS Emergency Action Plan - **BUSHFIRE EMERGENCY** Bushfire Hazard Management Plan

Term	Task	Who
Term 3	<p><b>Inspection of site vegetation</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All grasses and shrubs near buildings are kept trimmed</li> <li><input type="checkbox"/> Tall trees within 20m of buildings have been trimmed of branches up to a height of 2m</li> <li><input type="checkbox"/> Overhanging tree branches have been trimmed to a distance of 2m from building rooflines</li> <li><input type="checkbox"/> Mowing is maintained</li> <li><input type="checkbox"/> Weed spray is used where required</li> </ul> <p>Determine action to meet guide lines Decide if Groundsperson 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</p>	Principal Grounds person
Terms 1 and 4	<p>Grounds person to undertake regular inspections and maintain required clearances during the year</p> <p><b>Every Monday morning</b></p> <ul style="list-style-type: none"> <li>• Turn on pump to test</li> <li>• Check water level in all storage tanks for fire fighting purposes and hall tank</li> <li>• Check sprinklers - ovals and perimeter</li> <li>• Check emergency phone in HALL</li> <li>• Check sprinklers around perimeter fence and on ovals</li> </ul>	Grounds person
Fire Ban Day and / or Extreme Fire Danger day	<ul style="list-style-type: none"> <li>• Turn on sprinklers around perimeter fence and on ovals</li> <li>• Check stock on school site - water</li> <li>• Check water pump / generator operational</li> <li>• Check gates open and accessible</li> <li>• Check buses on oval</li> <li>• Check Flags out by bus bay</li> </ul> <p>Complete sign off sheet and return to Bushfire Emergency Folder in staff room</p>	Grounds person



