Emergency Management Policy

This policy governs the department's mandatory requirements for preventing, preparing for, responding to and recovering from emergencies and other major incidents impacting schools, preschools and education offices.

This policy sets out mandatory structures and requirements that our Kindergarten:

- make sure the department's personnel, students and assets are adequately prepared for natural disasters and other emergencies that may impact sites and services, including storms, major floods, bushfires, earthquakes, building fires, gas leaks and instances of serious unlawful violence
- establish a classification method for emergencies and other major incidents
- make sure major emergencies are appropriately escalated and managed, including provisions for short-term and long-term recovery
- establish a consistent standard, timely submission and accurate completion of emergency management plans (EMPs)
- establish an ethos of continuous improvement and accountability in emergency management
- ensure full compliance with regulation 43 of the Work, Health and Safety Regulations 2012 across all sites and services.

Scope

This policy aims to mitigate the potential impact of emergency incidents on staff, students, volunteers, parents and carers, third party contractors, legitimate visitors, physical infrastructure and corporate reputation. It applies to all department sites and services, including our Kindergarte site

Emergency – general definition

This policy and its associated procedures outline the specific way in which the department prevents, prepares for, responds to and recovers from an emergency or other major incident that may occur at our Kindergarten.

An emergency, is defined as an event occurring on or impacting department premises or involving any person employed by, or under the direction or care of the department, that causes or threatens to cause:

- death, injury or other damage to the physical or mental health of any person
- destruction or damage to any property
- a disruption to essential services or to services usually provided by or supervised by the department
- harm to the environment, or to flora or fauna.

This may include naturally occurring events (such as bushfires, floods or storms) but also includes fires, explosions, emissions of poison or other hazardous agents, or acts of hostility or extreme violence.

Emergency incident classification

Incidents occurring at our preschool on daily or weekly may technically fall within the definition of an emergency. To make sure controls, treatments and responses are appropriate to the type and severity of the emergency, the department has developed a classification system using the risk assessment criteria matrix.

Level 1 incident (minor)

An incident or event that:

- in isolation, is of minor or negligible consequence to the continued effective operation of the site or service for the remainder of the day in question and beyond
- results in a minor injury to a student, staff member or child under the care and supervision of the department at the time of the event.

Examples include:

- minor cuts and bruises
- general property damage under $10,000
- temporary extended interruption to mains water or electricity
- summary criminal offence committed by an employee or authorised agent
- unauthorised access to buildings or grounds during business hours.

Level 2 incident (moderate)

An incident, event or series of events:

- of sufficient significance as to prevent, obstruct or substantially inconvenience the likely resumption of normal business services for the remainder of the day in question or the next scheduled day of operation for a site or service
- results in the destruction of 1 or more buildings critical to the delivery of education and care services to an individual site
- results in the serious injury of a student, staff member or child under the care and supervision of the department at the time of the event.

Examples include:

- injuries requiring specialist medical assistance or hospitalisation
- severe mental distress
- major fires
- significant building structural defect identified
- extreme student behaviour or welfare issue
- minor indictable criminal offence committed by an employee or authorised agent
- extended loss of local IT or communications infrastructure
- armed, violent or dangerous trespassers in buildings or on grounds.
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Level 3 incident (major)

An incident, event or series of events that:

- is of sufficient significance as to prevent, obstruct or significantly inconvenience the likely resumption of normal business services for the remainder of the day in question or the next scheduled day of operation for multiple sites and services
- results in the destruction of multiple buildings critical to the delivery of education and care services at one or more sites
- is substantially detrimental to public confidence in the department
- results in the death of a student, staff member or child under the care and supervision of the department at the time of the event
- any other event considered a major incident by the Chief Executive or chief operating officer.

Examples include:

- chemical explosion
- fatal drug incident
- catastrophic infrastructure damage to multiple school buildings or educational facilities
- serious criminal offence committed by an employee or authorised agent
- 'active armed offender' or 'hostile vehicle attack' situation.

Level 4 incident (disaster level event)

An incident or event that:

- is of sufficient significance as to prevent the likely resumption of normal business services for more than 14 consecutive days in at least 10% of sites and services
- results in the death of multiple students, staff or children under the care and supervision of the department at the time of the event
- results in a business continuity event at the department's corporate offices
- an event that has been formally declared a disaster by the Governor of South Australia.

Examples include:

- coordinated 'active armed offender', 'improvised explosive device' or 'hostile vehicle attack' incidents at multiple schools
- pandemics
- terrorism
- extended loss of whole of department IT or communications infrastructure
- extended loss of access to, or destruction of, key corporate office locations
- earthquake, tsunami or other natural disaster.

The emergency management procedure details the processes for sites and services to follow in response to each of the emergency incident categories. The business continuity management policy and business continuity management procedure contain instructions for managing business continuity events, however not all level 4 incidents will fall into these criteria.

The simplified resolution and escalation process for emergency incident classifications is detailed in the emergency incident resolution and escalation process.

Emergency management plans (EMPs)

Regulation 43 (1) of the Work Health and Safety Regulations 2012 states that 'persons conducting a business or undertaking at a workplace must ensure an emergency plan is prepared for that workplace' (refer to the work health and safety policy).

The Emergency Planning Committee must develop and make sure a standardised emergency management plan template is available that addresses the requirements of AS3745-2010: Planning for Emergencies in Facilities.

In line with the principles of the Work, Health and Safety Regulations 2012 and AS3745-2010, our preschool has an EMP in place. The plan is completed on the approved template and is compliant with the department's mandatory EMP content inclusions. The plan nominates key personnel who will form an Incident Response Group (IRG) to make sure mandatory emergency management functions are fulfilled and local procedures are effectively enacted.

The EMP template shows our Kindergarten has considered how we will execute the various response options for emergencies and other major incidents, as well as considering the types of incidents that may be more prevalent at their site. The template makes sure people requiring special assistance during an emergency are considered and that contingency for food, water, ablutions and student collection (where relevant) have been contemplated. In addition, the template enforces department compliance with the Work Health and Safety Regulations 2012 and the Australian Standards.

The EMP is reviewed quarterly and updated where necessary. It is discussed at staff meetings, Governing Council and displayed on our site's website.

Emergency drills and simulations

The effectiveness of planned responses to an emergency depends on uncomplicated local procedures, effective communication and key personnel being familiar with and competent in the execution of those procedures. Familiarity and competence can be achieved through a combination of training and development, together with regular and diligent execution of local procedures in either a genuine or simulated response to an emergency.

To help develop familiarity and competence in the execution of emergency responses, the department specifies the following minimum requirements for sites and services:

- Schools and preschools must physically practice the enactment of an emergency response procedure on at least 1 occasion per term, making sure a whole of site evacuation and a whole of site lockdown has been completed at least once per year. The execution of the remaining 2 mandatory drills is allowed to be localised to individual buildings or areas, as appropriate to the construction and layout of the school or preschool.
- Education offices and corporate offices must physically undertake a whole of site evacuation and a whole of site lockdown at least once per year.
- Schools and preschools with a bushfire risk rating of 'high' or greater must undertake an additional bushfire shelter-in-place or evacuation (as appropriate to their bushfire response plan) no more than 3 weeks before the start of fire danger season in their respective fire ban district and within 3 weeks of the start of term 1 each year.
- In addition to the requirements detailed above, all sites and services are required to undertake 'desktop' exercises or inactive simulations at least once per term to test site users' knowledge and understanding of local emergency management procedures.

Physical practice of emergency response procedures (drills) should test the overall effectiveness of the documented process, to help identify and remedy flaws or deficiencies in local procedures. For this reason, the date and time of planned drills should not be widely communicated or advertised to site users in advance.

Our preschool engages in regular whole site drills and documentation is recorded, reflected on and any additional requirements/updates are acted on.

Emergency evacuation diagrams

All sites and services are required to make sure evacuation diagrams are displayed in appropriate locations around the site. The department's minimum requirements for evacuation diagrams can be located on the SEM unit intranet page(s). The department's requirements include mandatory elements detailed in sections 3.2, 3.3, 3.4 and 3.5 of AS3745-2010 and optional elements from the standard that the department considers essential.

Evacuation diagrams must be prepared by an approved third party provider and updated every 5 years or at any other time when changes are made to the building layout, evacuation routes or emergency assembly points.

Providing or updating emergency evacuation diagrams forms part of the minimum requirements for construction projects undertaken at department sites. The department employee nominated as the project manager for any such construction works is responsible for making sure the provision or updating of evacuation diagrams is accounted for in the project scope.

In all other instances, the responsibility for ensuring evacuation diagrams are available and current rests with the site leader or the committee or group responsible for emergency planning at a site level.

Fire danger season

Trott Park Kindergarten is not located in a bushfire zone.

South Australia's fire danger season generally occurs between November and April of each year and is considered the most prevalent naturally occurring threat to the department's schools and preschools. The department has developed specific procedures due to the consistency and prevalence of the risk posed by bushfires, including the:

- bushfire preparation procedure (PDF 282.1KB)
- bushfire response procedure (PDF 1.4MB).

Sites and services located in designated bushfire prone areas are required to undertake all necessary preparatory works to mitigate bushfire risk impacting on or originating from their buildings and grounds (refer to the bushfire preparation procedure)..

The department applies a bushfire risk rating category to all sites, based on their bushfire attack level (BAL). Categories applied are referred to as R1 (extreme or very high risk), R2 (high risk), R3 (medium or low risk) and NR (negligible risk). These categories are used to determine the appropriate level of bushfire mitigation activities and asset protection measures required for individual locations.

The Country Fire Service (CFS) is responsible for notifying the department and the general public when a total fire ban has been issued for a fire ban district. The fire danger rating for each fire ban district is declared on the evening before the relevant day.

Sites and services deemed to be at risk on days of total fire ban or at any other time during fire danger season may be directed to close in response to the category of fire danger day declared for their fire ban district or as a result of prevailing conditions (refer to the emergency closures of schools and preschools section and the bushfire response procedure).

Emergency management responsibilities

All sites and services must make sure the following mandatory requirements are undertaken at a local (site) level:

- annual completion or update (and quarterly review) of the site EMP on the approved template or via an authorised third party provider
- development of local emergency procedures and assignment of Incident Response Group (IRG) responsibilities
- planning and scheduling of emergency drills, 'desktop' simulations and inactive simulations
- initiation and coordination of post-incident debriefs (including debriefs of planned drills or simulations).

Site leaders may elect to form a dedicated Emergency Management Team to fulfil these duties or may assign these tasks to an existing committee or group with the relevant expertise or authority. It's recommended that the site leader is a sitting member of the Emergency Management Team or any committee to which these tasks are assigned.

Emergency closures of schools and preschools
Powers and authorities

Section 52(3) of the Education and Children's Services Act 2019 grants the Minister for Education the power to temporarily close a government school or preschool in an emergency. Section 12 of the Act enables the Minister to delegate their school and preschool closure powers by means of a written instrument.

Unless afforded such a power under legislation or via an instrument of delegation signed by the Minister for Education, no person has the authority to close a departmental school or preschool.

The coordination and obtaining of emergency closure authorities is overseen by the SEM unit. More information about the process for seeking an emergency school closure is detailed in the emergency management procedure.

'Catastrophic' fire danger days

Subject to the circumstances detailed within the bushfire response procedure, the Minister for Education (or authorised delegate) will approve the pre-emptive closure of schools and preschools categorised as 'high bushfire risk' in instances where the Country Fire Service (CFS) has issued a total fire ban due to a forecast 'catastrophic' fire danger day in the fire ban district(s) where those schools are located.

Subject to the conditions of the bushfire response procedure (PDF 1.4MB), the Minister for Education (or authorised delegate) may also authorise the pre-emptive closure of individual schools and preschools (regardless of bushfire risk rating) due to:

- the prevalence of bushfire activity in the locality
- instances where sites are unable to satisfy duty of care staffing requirements as a direct result of bushfire activity or a forecast 'catastrophic' fire danger day in the relevant fire ban district or an adjacent district.

No site or service will cease to operate on days of forecast 'catastrophic' fire danger, total fire ban or at any other time during fire danger season unless formally authorised to do so by the Minister for Education (or their authorised delegate) (refer to the bushfire response procedure).

Level 3 (major) and level 4 (disaster level event) incidents

Where the impact of a bushfire, storm or other naturally occurring event impacting a regional township that is a level 3 (major) incident, a declared major emergency or a level 4 (disaster level event) incident necessitates the closure of 1 or more schools or preschools in that township, the Minister for Education (or their authorised delegate) will direct the closure of all schools, preschools and educational services in the affected township. This is unless otherwise directed or advised by the control agency or state coordinator for that emergency.

Related legislation
Emergency Management Act 2004
State Emergency Management Plan
Education and Children's Services Act 2019
Education and Children's Services Regulations 2020
Work Health and Safety Act 2012
Children and Young People (Safety) Act 2017
AS 3745-2010 Planning for Emergencies in Facilities

Related policies
Bushfire preparation procedure (PDF 282.1KB)
Bushfire response procedure (PDF 1.4MB)
SA Protective Security Framework
Australian Government protective security policy framework
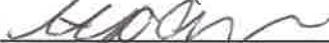Work health and safety policy
Risk management policy
Assaults – site responsibilities procedure
Ministerial Instrument of Delegation for School Closure (unpublished)

This Policy has been developed in conjunction with the Trott Park Governing Council

Signed _____ (Governing Council Chairperson)
20/4/23

Date_Term 1 2019   Review Date_Term 1 2021
Reviewed March 2023
Due for Review March 2026

Emergency Management Plan

TROTT PARK KINDERGARTEN - 2023

Incident response group

Each site will have an Incident Response Group (IRG) organised during an actual or imminent occurrence of an emergency. The group will be responsible for implementing the action plans in response to various situations, in accordance to the Emergency Management Plan.

Figure 1 below shows an *example* of an Incident Response Group and includes **mandatory roles** of an **Incident Controller**, a **Communications Officer** and an **Operations Officer**. In the case of smaller sites, the Communications Officer and Operations Officer may be the same person or, where appropriate, all three roles may be the performed by the same person.

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

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Summary Table for Incident Response Group - Roles and Responsibilities

Role	Responsibilities	
	Following enactment of initial emergency response	**Post emergency**
Incident Controller	Provides leadership, directs and coordinates resources to ensure the safety of occupants at the site	Collates relevant information from various members of the IRG. Provides input to facilitate review of the actions taken and recommendations to amend plans
Operations Officer	Oversees the implementation of the relevant action plans. Responsible for managing, supervising and monitoring ongoing operations.	Assesses damage to property and to restore facilities and services.
Communications Officer	Manages and monitors all communications with internal and external agencies e.g. Education central office, emergency services or parents/caregivers	Issues communiques for staff, students, parents/caregivers and the community. Attends to queries relating to the incident.
Safety Officer	Works closely with other members to ensure work, health and safety of occupants at the site during the incident.	Reviews the safety of the site and its facilities. Makes recommendations to mitigate resultant risks.
Logistics Officer	Manages the logistical needs, including equipment, services and manpower to facilities the operations.	Reviews the status of the emergency equipment and services. Makes recommendations to reinstate them.
First Aid Officer	Administers first aid to occupants. Documents occurrences of illnesses and injuries requiring treatment.	Reviews the status of the first aid equipment. Makes recommendations to reinstate them.
Planning Officer	Collects and evaluates information related to the incident and resources. Formulates strategies to mitigate identified risks for development for implementation by the Incident Controller.	Liaises with the Incident Controller and Operations Officer to review the incident and risk identified during the emergency. Make recommendations to enhance the plan.
Agency Liaison Officer	Assists the Communications Officer with liaison with internal and external agencies.	Assists the Communications Officer in the issuance of communiques and to attend to queries related to the incident.

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Site profile

Site Name	Trott Park Kindergarten
Address	8 Hessing Crescent Trott Park SA 5158
Telephone	08 83815546
Email	dl.3686.leaders@schools.sa.edu.au
Hours of operation	Monday – Friday 8.15am to 4.15pm

Staff/student information

Number of current enrolments	58
Number of staff	7
Proportion of staff disability/health factors (%)	0
Proportion of student with disability/special education needs (%)	0

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Tones used for activation of emergency procedures

Shelter in place

Alarm tone/alert method used	Whistle
Duration/pattern of alarm tone	3 sharp blasts of whistle, break, then repeat until all alerted

Lockdown

Alarm tone/alert method used	Drum
Duration/pattern of alarm tone	Continual loud banging of drum, until all alerted

Onsite evacuation

Alarm tone/alert method used	Whistle
Duration/pattern of alarm tone	3 sharp blasts of whistle, break, then repeat until all alerted

Offsite evacuation

Alarm tone/alert method used	Whistle
Duration/pattern of alarm tone	3 sharp blasts of whistle, break, then repeat until all alerted
Method used to inform wardens and building occupants when evacuation is to an alternative location	Voice command, directing all staff/children to gate (meeting point), instructions are given regarding our procedure to walk to the nearby neighbourhood centre

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Student collection protocol

Student attendance record	Confirmed process in place	Yes
Student collection during emergency	Confirmed process in place	Yes

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