

HEATHFIELD HIGH SCHOOL

# EMERGENCY PROCEDURES POLICY AND BUSHFIRE ACTION PLAN

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**HEATHFIELD  
HIGH SCHOOL**



Government of South Australia  
Department for Education and  
Child Development



# EMERGENCY PROCEDURES POLICY AND BUSHFIRE ACTION PLAN

The Emergency Procedures Policy of Heathfield High School (HHS) is to provide procedures to ensure the safety of students and staff, and others secondary to this aim is the security of property.

This policy and associated support documents of Procedures and Checklists have been prepared to assist in the organisation and implementation of all emergency procedures for HHS.

This policy and associated support documents of Procedures and Checklists have been prepared using information and resources available from DECD.

## Area of Concern

The school's Area of Concern includes both the school grounds and the area of the hills from which our school draws students - i.e. the area in which a fire represents a potential danger to any of our students. This is the area shown on the U.B.D. map prepared for the Adelaide Hills Council.

## Critical Incident

A Critical Incident is an incident of such gravity to seriously impact on the normal functioning of the site or worksite and which requires the intervention of emergency services.

## Emergency Response Team

The role is to coordinate school procedures, parent communication and liaison with the police and emergency services. They connect by mobile phones. The team consists of the Principal, Assistant Principals, School Business Manager and Fire Wardens and WHS Coordinator.

- Bushfire Refuge - Mt Lofty Community Sports Centre
- Large bushfire-ready building which will accommodate the full school
- Includes inside girls and boys toilets and showers
- Access to canteen and water supply
- Easy access to the Longwood Road and emergency vehicles

## Fire Ready Kit (including copies of the BFAP)

The following items are stored in the Mt Lofty Community Sports Centre as part of the evacuation procedure: first aid kit, medications, radio / battery, student rolls, student services student sign in / out updates, staff sign in / out, daily relief sheets, student contact information, street directory, loud hailer with siren. Additional equipment including 1000L water, tinned fruit, water buckets, disposable cups, towelling, gloves, face masks, goggles, torches and plastic sheeting and playing cards are also stored should they be required.

## Responsibility in an Emergency

The responsibility for decision-making regarding the safety and movement of students and staff is the Principal's unless the State Coordinator (State Disaster Plan) intervenes directly or through an authorised officer whose authority to act has been established beyond reasonable doubt. (For the Critical Incident Process Emergency Services will assume responsibility upon arrival).

Created on: 26/05/17

EXPECT TO BE **CHALLENGED**  
EXPECT TO BE **ENCOURAGED**  
EXPECT TO BE **THE BEST YOU CAN BE**



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## RESPONSIBILITIES AND IMPLEMENTATION

The Principal, managers, staff, others and students are required to implement this policy and supporting procedures and checklists to manage and reduce risk of injury during an emergency.

The Principal is responsible for ensuring all managers, staff, others and students are fully informed of this policy and its requirements.

- All staff will be clearly briefed at the start of Term 1 as to the Emergency Procedures in place at HHS, and their responsibilities in the event of an Evacuation or Lock Down. This will also be included in the induction program and information for student teachers, TRT's and new staff appointed during the year.
- The Emergency Exit diagrams and Emergency Procedures will be prominently displayed in all teaching areas, offices and areas in which classes may be in attendance. All staff will be issued with the document Emergency Procedures Staff Information at the beginning of each school year. This information includes the process for Critical Incident Management requiring a Lock Down. Teachers should use these documents and signs as a resource to inform students about the Emergency Procedures in place at HHS.
- Information showing Emergency Procedures to be displayed to visitors and contractors in the "sign in" books.
- Emergency Action Guide (Red Flip Charts) relating to issues of Siege/Hostage/Invasion of Site/Hostage, Bomb Threat, Internal Smoke/Fire, Medical Emergency, Severe Storm, Earthquake and Toxic Emission/Spill to be located with phones in Staff Preparation Rooms and Offices.
- Evacuation Drills should be held at least 4 times per year by regulation. The timing and evaluation of the efficiency of the evacuation should be negotiated between the staff, WHS Representative and Principal. Staff and students should be informed as to the efficiency of the evacuations and changes or improvements that need to be made to increase the efficiency of the evacuation, assembly, roll call or reporting processes.
- Lockdown Drills will occur at least once a year.
- The Principal will make every effort to publicise such details of Emergency Procedures as are likely to ensure that parents can play their part in the well-being of their children in the event of an emergency.

## EMERGENCY SIGNALS/SIGNS

The following information will appear on the emergency signs

### Alert signal - an intermittent 'beep'

If you hear this alert signal, open your door and listen to instructions. At this stage you should not leave the building but you should prepare to do so by switching off computers and any other equipment and closing windows. You will be advised on the speaker system during the alert as to the safest evacuation assembly area.

### Evacuation signal - a 'whooping' tone

If you hear a 'whooping' tone, which is the evacuate signal, leave the building by the nearest and safest exit route or as instructed by a staff member. Go to the specified safe evacuation assembly area as advised during the alert period.

### Lock Down Signal - an 'alternating' tone

If you hear an alternating tone a Lock Down process has commenced. Lock your room and take cover until advised otherwise.

You must:

**FIND COVER → OBSERVE → COMMUNICATE**



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\*All Clear Signal - '3 blasts' of the siren\*

## Evaluation

Evaluation of the effectiveness of this policy and support documents will occur as a result of drills and consultation with staff, students and others associated with the effective management of emergency procedures at Heathfield High School.

## Review

The WHS committee of HHS to review this policy in conjunction with the evaluation process in November 2017. The support documents to be reviewed (Appendix A attached) on a needs basis.



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## APPENDIX A

### Associated Support Documents

Emergency Evacuation Procedures - #3 (attached)	Displayed in classrooms, offices corridors etc. Describes signals Evacuation and Lock Down (CIMP) procedures.
Emergency Exit Diagrams	Exit Diagrams displayed with Emergency Procedures.
Information for staff, relieving / student teachers, site personnel / visitors - #2 (attached)	Issued to all staff at start of each year or at induction. Describes procedures in place for Bushfires, Evacuation assembly procedures, and Lock Down (CIMP) procedures.
Administration / SSO Checklist – #5 (attached)	Developed from DECD Emergency Guidelines, and adapted to our site requirements to assist administration staff and SSO's to manage the different procedures.
Teacher Checklist – #4 (attached)	Developed from DECD Emergency Guidelines, and adapted to our site requirements to assist teachers to manage the different procedures. Updated Term 1 and 4, available for all staff electronically and for induction.
Evacuation Assembly Special Duties And Room Checklist	For use during an evacuation Assembly to check that all areas have been cleared with a further checklist if areas need to be rechecked.
Evacuation Assembly Checklist Of Students Staff And Others	Checklists to ensure all staff, students and visitors have been accounted for.
Critical Incident Management Plan (CIMP)	Complete package of information designed to assist schools manage a crisis situation.
Emergency Action Guide	Emergency information in a flip chart to store near phones.
Information For Parents - #6	Bushfire emergency information for parents. Available in newsletter and on School website.
Bus Procedures For Bushfires - #7	Information relating to behaviour /procedures on buses if caught in a fire situation.
Bushfire Preparation / Grounds / Hazard Plan - #8	Updated annually Term 4
Bushfire Recovery Plan - #9	Updated annually Term 4

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