INTRODUCTION
The Emergency Action Policy outlines the process to be used in any emergency situation or critical incident, viz:

- dealing with death
- assault
- accident/injury
- storm/flood
- attempted suicide
- outbreak of disease
- siege/hostage/firearms incident
- mail procedures/bomb threat
- earthquake/building structure collapse
- leakage of hazardous materials
- fire
- electrical equipment failure
- transport accident
- disappearance or removal of a student.

Emergency Action is documented through:

1. **The Emergency Action Procedure** (see Appendix A)
   The Emergency Action Procedure is the same in every area of Kilparrin.

2. **The Emergency Action Response (Stop Wait Go chart)** (see Appendix B)
   The Emergency Action Response (Stop Wait Go chart) has procedures specific to the identified area in which it is placed.

3. **The Evacuation and Assembly Point Map** (see maps in each room)
   The Evacuation and Assembly Point Map directs people to assembly points specific to the identified area in which it is placed. (See Appendix C for identified Assembly Area/s)

All staff have a responsibility to ensure that primary and secondary emergency exits are known by all adult occupants and not blocked in any way.

All staff need to familiarise themselves with the Emergency Action Plan and the specific instructions for their work area/s.

**DECD SCHOOL CARE EMERGENCY RESPONSE FLOW CHARTS**
Flow charts have been published by DECD to guide and assist staff in their response to specific emergency situations.

Copies of these flow charts are filed in red folders marked Emergency Management and are placed by all telephones.

**Note: These folders must be kept within easy access to telephones at all times**

**CRITICAL INCIDENT MANAGEMENT**
The Kilparrin Critical Incident Management Team comprises the Principal, H&S Representative and the School Fire Warden.

Emergency response procedures and flowcharts are found on the crisis.sa website www.crisis.sa.edu.au

An Emergency Response information booklet is located at the front desk and in the Principal’s office. Copies are also held by the H&S Representative and the School Fire Warden.
EMERGENCY RESPONSE AND CRISIS MANAGEMENT
Staff are encouraged to familiarise themselves with the information provided on the crisis.sa website, especially the following specific references;

RECOVERY and DEBRIEF
The Principal will monitor the emotional consequences of damage or threat to the school on learners and staff, and will seek the appropriate support for anyone needing post trauma support.

STAFF WORKING ON OTHER SITES
Kilparrin Statewide Support Services staff will familiarise themselves with the Emergency Action Plan and Procedures for each site they visit.

INVACUATION (OR LOCKDOWN)
This is the most probable incident-generated emergency response.

“As an invacuation may be undertaken for any number of serious situations. These may include a severe storm, a gas leak or fire in the vicinity of (but not at) the school or the presence of a person or persons who may present a threat to those to whom you have a duty of care…

The invacuation procedure is best facilitated where people are able to be placed in a room or structure that can be sealed reasonably well. In the case of protection from potentially violent offenders barricading the doors once people are inside (must) be considered.

(An) invacuation should not be undervalued as in many cases the need is more urgent than an evacuation.” Fire Safety Officer Training Course 2006 workbook

At Kilparrin the signal for an Invacuation is;
- continuous short beeps
- amber visual alarm

ALL CLEAR signal is 10 second siren and blue visual alarm

EVACUATION
If an emergency occurs at Kilparrin it may be necessary to evacuate people to the assembly areas.

To enable all occupants to be evacuated safely requires strict adherence to procedures to ensure that the evacuation process can be carried out quickly and efficiently. However, Kilparrin has a purpose built architectural design to reduce the need for an evacuation procedure. EVACUATION IS NOT THE FIRST RESPONSE TO A GENERATED ALERT.

The Emergency Action Plan (including the Stop Wait Go chart) is placed on a wall in every room at Kilparrin and is the correct response to any generated alert.

At Kilparrin the signal for an Evacuation is;
- continuous siren
- red visual alarm

ALL CLEAR signal is 10 second siren and blue visual alarm

EMERGENCY DRILLS
A drill will be implemented every term.

In accordance with Australian Standard 3745 emergency action plan drills without notice are not recommended.
SCHOOL FIRE WARDEN/s
Kilparrin has two School Fire Wardens – Louise Morpeth and Karen Colliver. They are trained to respond to their emergency control organisation duties.

The daily Kilparrin staff sign-in sheet identifies the Duty Fire Warden for that day.

If no Duty Fire Warden is named the Principal/delegate assumes this role.

DUTIES: SCHOOL FIRE WARDEN
The School Fire Warden during an emergency situation is required to respond immediately to the alarm, determine what emergency procedures should be implemented and promptly bring the emergency control organisation into operation.

The School Fire Warden’s duty will be to assume control of the occupants of the whole school, from the time that an alarm is given, until the arrival of the fire service or other emergency services.

The School Fire Warden shall maintain an up-to-date list of all staff who have undertaken a Fire Extinguisher and Fire Safety training course, (and when they have undertaken it), their telephone numbers and details of their location within the school worksite.

The School Fire Warden will be a person whose duties do not require frequent absences from the site.

On hearing the alarm the school fire warden will:
• proceed to Emergency Control Point (Front Office)
• establish communications with the other School Fire Wardens on the Park Holme Campus by telephone. Assess nature and extent of the emergency
• if a false alarm, notify all staff and learners
• if there is a confirmed fire, ensure the Fire Service has been notified
• advise other schools on the Park Holme Campus of the nature and extent of the emergency
• if an evacuation is required, give instructions to the Front Office person who will sound the evacuation signal
• halt vehicular movement in car parks.

Other duties include:
Being fully conversant with their duties and responsibilities and the operation of fire fighting equipment.

Checking that;
• Fire Extinguishers are located as required
• passageways to emergency exits are kept clear at all times and rubbish is properly stored and removed as necessary
• staff and learners are aware of the procedures in case of emergency and evacuation procedure
• storage areas are maintained in accordance with Building Fire Safety Regulation
(A clear space of not less than 500mm shall always be maintained below the level of any sprinkler deflectors. Heat and smoke detectors should also have clear space below them.)
• administrative support staff and teachers have been provided with adequate instructions to manage emergency calls e.g. Bomb Threat, (see red folders marked Emergency Management placed by all telephones)
• emergency equipment, such as helmets, are properly located and maintained
• information relating to fire precautions and emergency procedures is issued to all staff.


Document 4: August 2013 (Approved at Staff Meeting on 12 August 2013)
To be reviewed in 2015 or earlier if needed

Appendix A
EMERGENCY ACTION PROCEDURE

1. Inform RECEPTION (213) of emergency by using the nearest phone. If no response call Principal (211) or Deputy Principal (212)

2. Identify yourself; give location, nature and severity of the emergency.

3. For whole school INVACUATION or EVACUATION siren and visual alarms will be activated:

**INVACUATION** –
- Continuous short beeps
- Amber visual alarm

  If in a building, stay where you are and lock door if possible. Close blinds on outside windows.

  If outside, move to the closest secure area.

**EVACUATION** –
- Continuous siren
- Red visual alarm

  Evacuate according to emergency plan and map.

**ALL CLEAR**
- Normal siren
- Blue visual alarm
Appendix B

Following the SOUND OF THE EMERGENCY SIREN and ACTIVATED VISUAL ALARM

Staff and learners in the following areas:
- Classrooms
- Non Teaching rooms (offices)
- Resource Centre
- Activity Hall/Gym

STOP activities and begin to prepare for emergency response

WAIT for specific instructions (via phones) to EVACUATE or LOCKDOWN

GO to next stage – EVACUATE or LOCKDOWN

Staff and learners in the following areas:
- Withdrawal rooms
- Music rooms
- Toilets
- Independent Living Skills
- O & M Courtyard
- Fitness room
- Courtyard
- Outside

STOP activities and prepare for emergency response

WAIT for instructions from staff in rooms with phones to EVACUATE or LOCKDOWN

GO to next stage – EVACUATE or LOCKDOWN
Kilparrin Site Plan Showing Kilparrin Evacuation Areas

Appendix C