Emergency Management Plan

Coober Pedy Area School

Pre-school & R-12

(CPAS)

2026

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Incident response group

CPAS Incident Response Group (IRG) that will stand up during an actual or imminent occurrence of an emergency is illustrated in Figure 1. The group will be responsible for implementing the action plans in response to various situations, in accordance with the Emergency Management Plan.

Due to the size of our site, some roles i.e. Communications Officer and Operations Officer has been assigned to one person. The following page tables the roles and responsibilities of each member.

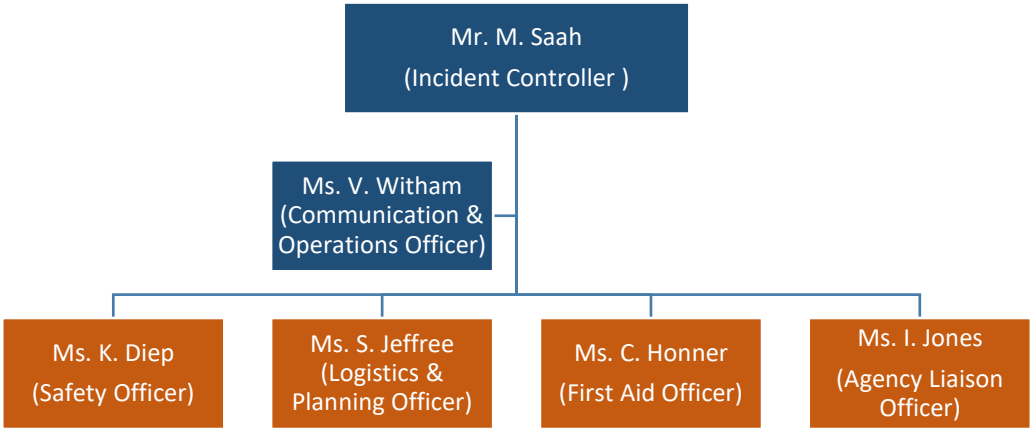


Figure 1 *CPAS IRG*

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., Security and Emergency Management, 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.

Site profile

Site Name	Coober Pedy Area School – R-12
Address	17/18 Paxton Road, Coober Pedy, South Australia, 5723
Site Telephone	08 8672 5077
Email	dl.0920@schools.sa.edu.au
Hours of operation	Monday to Tuesday, 8:45am-3:00pm Wednesday 8:45am-2:20pm
Name of any other service operated on site eg: OSHC, Dentist, sports, music	Coober Pedy Area School Coober Pedy Area Pre-School Coober Pedy Public Library Coober Pedy Public Pool Clontarf Program Occasionally: CaFHS, RSAS, Allied Health, Dentist, Dusty Radio

Staff/Student information

Number of current enrolments	181
Number of staff	49
Proportion of staff disability/health factors (%) ***Please ensure Personal Emergency Evacuation Plan (PEEP) is completed and stored in local response procedure**	0
Proportion of student with disability/special education needs (%) ***Please ensure Personal Emergency Evacuation Plan (PEEP) is completed and stored in local response procedure**	3-4%

Tones for activation of emergency procedures

Shelter in place

Alarm tone/alert method used	3 short blasts of the siren/bell followed by relevant PA announcement
Duration/pattern of alarm tone	Continuous until all persons are safely inside
Move to the designated Shelter in building, (classroom, lockable space)	

Lockdown

Alarm tone/alert method used	3 short blasts of the siren/bell followed by relevant PA announcement
Duration/pattern of alarm tone	Continuous until procedure is enacted
Follow lockdown procedure in local response procedures	

Onsite evacuation

Alarm tone/alert method used	3 long blasts of the siren/bell followed by relevant PA announcement
Duration/pattern of alarm tone	Continuous until procedure is enacted
Refer to displayed evacuation diagram	

Offsite evacuation

Alarm tone/alert method used	3 long blasts of the siren/bell followed by relevant PA announcement
Duration/pattern of alarm tone	Continuous until procedure is enacted
Method used to inform building occupants when evacuation is to offsite location is required eg: verbal	PA announcement will include offsite location at time of evacuation
Follow offsite evacuation procedure in local response procedures	

Services governed by the *Education and Care Services National Regulations* are required to display this page alongside their evacuation diagrams.

Student collection protocol

Do you have a student attendance record in place?	Yes
Do you have a student collection process in place during emergency?	Yes

Communication process

Do you have a communication process in place for notifying your parents and school community of emergencies and/or bushfire?	Yes

Assessing what is, and managing an emergency

When faced with an incident it is all staff's duty of care to ensure your own safety, the safety of others and take reasonable steps on appropriate actions.

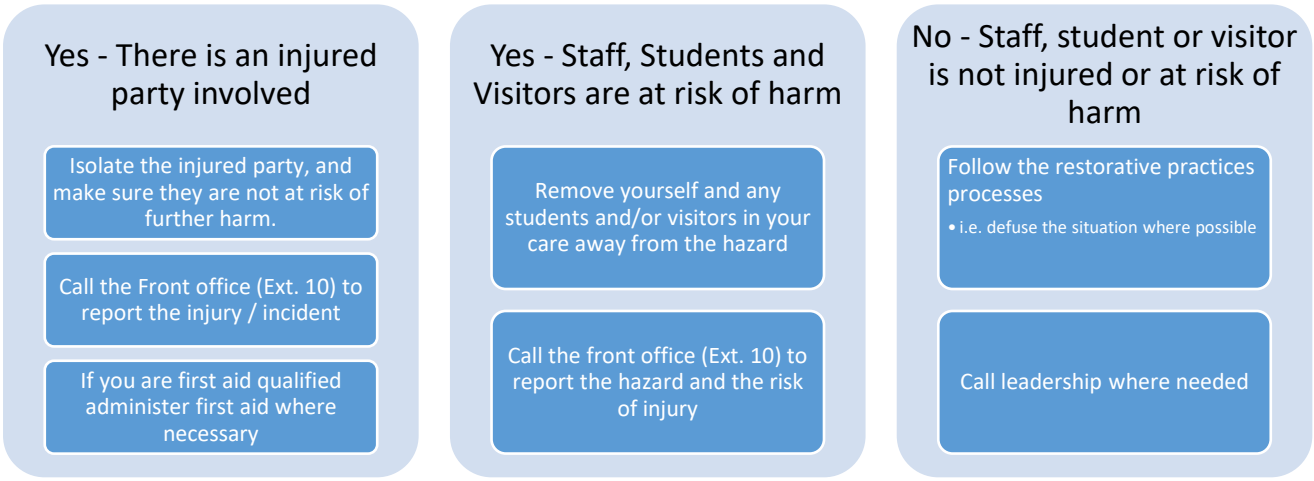
When taking appropriate actions, consider:

- The immediate needs of staff, students, victims and offenders.
- Whether a situation may escalate into violent behaviour.

When assessing whether a situation is an emergency or not always consider the question of whether anyone is at risk of harm. For further detail please refer to the departments Emergency Management Policy (linked here)

The following chart is the guidance for appropriate actions at CPAS.

Is a member of staff, student or visitor injured or at risk of harm?



On reporting all incidents to the Front office (ext. 10) the Principal/Site Manager on duty will:

- Decide if an emergency evacuation or emergency lockdown is necessary.
- Contact the relevant emergency services
- Coordinate and keep relevant people informed (i.e. the IRG)

Follow-up

Where an incident has occurred, whether it is an emergency or otherwise, please check with your site manager whether any further action is required.

Follow-up actions may include:

- Reporting to caregivers/parents
- Reporting to the site WHS committee
- Completing an Injury report or a Critical incident report
- Creation or updates of Student development plans

Bomb or substance threat procedure

Code purple

Code purple: Bomb threat procedure (dept. example link here)

Threat overview

Bomb threats are usually in form of communication that is either written or verbal.

Written threats may be made in the following ways and are used to disrupt or cause alarm:

- Electronically
    - Emails
    - Web chats
    - SMS
- Letters

These procedures are designed to help staff respond to and deal with a threat in accordance with current directions provided by the Australian Federal Police and *Australian Standard 3745-2010* and help to assess the level of the threat and, on the information available, decide on a course of action.

Telephone threat procedures

Any person receiving a telephone threat should observe the following:

- **Keep calm**. If possible, attract the attention of a fellow colleague.
- **Keep the caller on the line** as long as possible to gather information**.**
- **Use the site's threat check list**. The checklist can be used as evidence against the perpetrator of the threat in any subsequent legal proceedings.
- **Obtain as much detail as possible** about the bomb and its location**.**
- **Listen carefully** for any background noises, speech mannerisms, accents or other details that might give a clue to the age, sex, identity of the caller.
- **Do not discuss the call** with other staff in order to minimise distress; be discreet with the information and take direction from the chief warden or manager.
- **Immediately after the threat**, contact your supervisor, chief warden and notify the police.
- **Complete your site's threat report form** and provide it to the chief warden, or in their absence, the police when they arrive.

Written threat

Once it has been confirmed that a message is a bomb threat, the message and envelop or its container should be placed in a paper envelope or a paper folder for further examination by police/forensics. Do not photocopy the letter or note.

Threat received by email

It is possible that a threat may be received as an email. In this event evidence is still available within the software. To preserve the evidence:

- Save an electronic copy of the email and any attachments.
- Print a hard copy of the email for referencing the details of the threat.
- Notify the chief warden and the police.

Threat evaluation

Following the receipt of the threat, the chief warden must consider the level of threat and decide on the appropriate action, using:

- The threat report.
- Information obtained from staff within the building and the police.

The threat may be assessed as:

Non-specific threat

For example, a call made by a child and/or childish laughter in the background or where little detail is received.

Specific threat

For example, a call made in a calm and deliberate manner where greater detail regarding timing, location or type of device is given.

To help determine the level of threat from a suspect item found during a search, consideration must be given to:

- Calling triple zero (000).
- Whether the item was hidden.
- If it is an obvious device.
- If it is similar to the original threat description.
- If it is typical of all other items in the area.
- If there has been reports of unauthorised person's onsite.
- If there is evidence of forced entry.

Other factors that may provide assistance are:

- A threat is only that until something obvious is found.
- A perpetrator will infrequently give waring of an attack.
- The consequence for issuing a threat is not as severe as the placement or initiation of a device.

Types of searches

The most appropriate search methodology should be considered and used as follows:

Supervisory search

A supervisory search is discretely undertaken by supervisory staff members without alerting other staff members to the threat. Each supervisor searches their own area of responsibility; however, because it is only a superficial walkthrough, it is only 50-65 per cent effective.

Occupant search

Occupants are best qualified to search their respective areas and should be readily able to assess and identify items that do not belong. This type of search is relatively fast and efficient and may avoid privacy problems but may require additional staff training. This form of search is considered to the 80-90 per cent effective.

Initiating a search

The methods to initiate a search include:

- Sending an encoded message over a public-address system such as CODE PURPLE.
- Using a telephone cascade system. For example, contact 3 people, who are then required to contact another 3 people until all appropriate staff are notified to commence the search.
- Direct personal contact with staff.

Search procedures

Hand-held radio transceivers and mobile phones **MUST NOT** be used during a bomb threat. Under certain conditions, transmissions can trigger an electrically-detonated or radio-activated bomb. Two-way radios if available should be switched on and carried, to allow for communication during the search. While it is safe to receive messages, they should not transmit while in the threat area or near a suspect package.

A minimum of 25 metres from the device is recommended as the safe distance for transmission when using a radio or mobile phone.

The police may request staff conduct a search of the building. All wardens should be instructed in bomb threat strategy during their routine training. Police will not normally search a building following receipt of a threat because:

- They are unlikely to know the layout of the building and the various places a device may be concealed.
- They will not know what should be in a particular place and what should not be. Staff members should know and be able to search more effectively and thoroughly.

Note: places of public assembly cannot be searched while members of the public are present.

Detailed searches take a considerable amount of time. Site occupants may not be permitted to return for some hours. Consideration should be given to their welfare, for example, in summer or wet weather, relocation to a more comfortable location with shade or shelter or for a provision of refreshments.

If a search is decided upon, wardens should be directed to search their area and report the location and appearance of any suspicious items.

Wardens should look for anything that:

- Should not be there.
- Cannot be accounted for.
- Is out of place.

If a suspicious object is found:

- No one is to touch or move it.
- Clear people away from the immediate vicinity.
- Secure the area.
- Inform your supervisor.
- Initiate evacuation.
- Inform the police.

Assembly area

The designated safe assembly area is to be well away from the building, out of the line of sight and well clear of windows.

The evacuation assembly areas should be searched by wardens nominated by the chief warden. The wardens used for this search should be from an area away from the threat.

For biological threats evacuate upwind and upslope of the building with a **minimum of 150 metres distance**.

Detailed room search

Divide the room into sections, for example halves or quarters. Search teams should:

- Listen for any unusual sounds.
- Conduct a passive search only (look without touching).
- Operate with one team progressing clockwise and one team anti-clockwise, checking the area as follows:
    - Floor to waist level
    - Waist to head level
    - Head to ceiling level
- Mark the area as clear, using chalk marks, post-it labels or similar.

Course of action – deciding to evacuate

The police will normally leave the decision to evacuate to the Incident Controller, but may provide advice or recommendations.

Course of action – disregard the threat

The option to disregard the threat or 'do nothing' may be tempting when receiving a threat from an intoxicated person or a child. The chief warden must be absolutely sure it is a prank call. If there is the slightest doubt, the chief warden must adopt one of the other options.

Course of action – search and evacuate only if a suspicious object is found

This choice means people will be in the building for a longer period if there is a device present. Evacuation will proceed if a suspicious object is found. If nothing is found, and there are no other significant factors, the chief warden may then consider that the building can be declared safe. The chief warden may consider this option appropriate if the threat level is assessed as **low**.

Course of action – search with partial evacuation

When the threat level is considered to be **moderate** and there is no reason to believe an initiation to be imminent, the chief warden may consider partial evacuation. This means retaining all essential staff members and search teams.

Course of action – evacuate immediately without search

In the event of a call that the chief warden considers **high** risk there may be advisable to evacuate as quickly as possible, without conducting search, especially where there is a possibility of imminent initiation.

When the time of an initiation has been disclosed in a threat, the chief warden must ensure search procedures are terminated well before the deadline, even if the device has not been found. All searching **must cease no later than 20 minutes before the time given**.

Where the threat stipulates a 'time-to-explosion' but it does not eventuate a **minimum of 20 minutes** must elapse before reoccupation, commencing or continuing the search. Where evacuation was ordered without search, then a search must be undertaken before personnel are permitted to reoccupy the building.

Evacuation

If the evacuation of part of or complete evacuation of the building is ordered, the procedures are similar to an evacuation for a fire. Wardens are to:

1. Direct occupants to the nearest exit and instruct them to take all personal items with them. Guide them to the nominated assembly area using a path of egress away from the suspect item if the location is known. Wardens should ask occupants to visually check their area for any suspicious articles as they leave their floor or area.

Note: in some buildings it may be necessary to direct occupants to another floor or area or to use a specific exit or escape route.

2. Conduct a final check of all areas including toilets, strong rooms, plant rooms, store rooms and all other occupiable spaces to ensure they are clear of occupants.
3. Advice the chief warden when their area has been evacuated. Ensure internal doors, except fire doors, **are left open** if possible, and that occupants do not re-enter the buildings.
4. Proceed to the nominated assembly area and remain in charge of occupants until directed to return to the building.

Note: never assemble personnel in front of, or directly below glassed areas.

Threats after hours

Should a threat be received outside normal working hours, the recipient should report the matter to the police, alert other persons/tenants occupying the area, and evacuate the building using the emergency exits. Do not re-enter the building until advised by police.

Decision to reoccupy

Once an evacuation has been completed, the chief warden and/or building management will decide when to reoccupy the building if a suspicious object has been found. The police will assume control until the object/building is declared safe. After this time, the chief warden will assume control.

Australian Bomb Data Centre 'Bombs: defusing the threat'

The Australian Bomb Data Centre 'Bombs: defusing the threat' handbook contains procedures and recommendations derived from experiences of national and international police, security and law enforcement agencies. It provides clear guidance on how to develop policies and strategies to counter bomb threats. This publication complements *Australian Standard 3745-2010.*

Fire emergency – code red

Code red: Fire emergency plan (dept example link here)

If fire or the presence of smoke is noted, take the following action:

1. Call triple zero (000) to notify the fire service.
2. Notify the chief warden.
3. Commence evacuation of occupants from the immediate area.
4. Investigate the source of the fire or smoke and if trained in the use of the site's fire equipment **and it is safe to do so**, attempt to fight the fire with the correct extinguisher or a fire hose reel.
5. **Do not enter smoke-filled spaces as smoke is toxic.**

Classifications of fires

Class A	Ordinary free-burning materials such as paper, clothing, packing materials, wood and textiles. For Class A fires use the following extinguishers: • Water (Red) • Foam (Red with blue band) • Dry chemicals (ABE Only) (Red with white band) • Vaporising liquid (Red with yellow band)
Class B	Liquids such as petrol, paint lacquers, thinners, oils, greases and many chemicals in liquid form. For Class B fires use the following extinguishers: • Foam (Red with blue band) • Carbon dioxide (Red with black band) • Dry chemicals (Red with white band) • Vaporising liquid (Red with yellow band)
Class C	Fires involving flammable gases. For Class C fires, use the following extinguisher: • Dry chemicals (Red with white band)
Class D	Fires involving metals, for example, potassium, sodium, magnesium. Special extinguishes are involved.
Class E	Fire involving electrical equipment. To fight these fires, use only extinguishers that are non-conductors of electricity. For Class E fires, use the following extinguishers:

	• Carbon dioxide (Red with black band) • Dry chemicals (Red with white band) • Vaporising liquid (Red with yellow band) **If possible, turn the power off first.** **Never use water, foam or wet chemical extinguishers on electrical fires**
Class F	Fires involving cooking oils and fats. Where significant potential exists for a fire involving cooking oils and fats, **wet chemical** type extinguishers and **fire blankets** should be provided. For Class F fires, use the following extinguishers: • Dry chemicals (Red with white band) • Wet chemicals (Red with oatmeal band)

Duties of the Chief Warden during a fire emergency

On becoming aware of a fire within, or which impacts on the building, the chief warden is to:

1. Proceed to the 'master emergency communication point' (MECP) and take control.
2. Establish communications with the affected area and assess the nature and extent of the emergency.

Note: For example, communication can be by Warden Intercommunication Phone (WIP), public address (PA), telephone or runner.

3. If an evacuation is required initiate evacuation procedures.
4. Ensure the emergency services are notified, ring triple zero (000).
5. Ensure that a warden is dispatched to meet the emergency services at the 'designated building entry point' (DBEP) to direct them to the MECP.
6. If an unwanted (false) alarm or if the incident has been overcome, notify all areas.

Floor or area wardens – on becoming aware of a fire in their area

When a floor or area warden is made aware of a fire in their area, they are required to:

1. Ensure the alarm has been raised and that the fire services have been notified by ringing triple zero (000).
2. Direct wardens to assemble occupants at a staging area (for example in the vicinity of the emergency exits or lobby) in preparation for an evacuation.

Note: on a floor or in an area where there is a high number of occupants and there is more than one tagging area, the floor or area warden is to ensure as far as practicable (and dependent on the location and type of incident), that there is an equal distribution of occupants at each of the points.

3. When all occupants have assembled at a staging area, direct wardens to commence evacuation via the emergency exits to the evacuation assembly area. A warden should be directed to lead the occupants to show the way.

4. Direct wardens are to conduct a final check of their area to ensure it is clear of occupants. Instruct wardens to check toilets, storage rooms and all occupiable spaces in their areas.

Note: this action is more important than a later physical count of the occupants. A minimum of two people is required to conduct the final check. Report the details of any persons who are unaccounted for to the chief warden who will relay the information to the emergency services.

5. Advise the chief warden the area has been evacuated.

Note: the floor or area warden or a designated person is to report the chief warden at the MECP and advice the status of the evacuation of their floor. The floor or area warden is also required to provide assistance to the chief warden such as controlling all entry to the building.

6. Direct wardens to attempt to extinguish the fire if trained to use the equipment and safe to do so.
7. Provide updates to the chief warden on the status of the evacuation and fire in their area.
8. If the fire cannot be contained, order the wardens to withdraw and close doors to slow the progress of the fire.
9. Proceed to the evacuation assemble area and remain in charge of occupants until the 'all clear' is given.

Wardens – on becoming aware of a fire in their area

When a warden is made aware of a fire in their area, they are required to:

1. Remain calm and warn occupants in the immediate vicinity and ensure they are evacuated from the area.
2. Ensure the alarm has been raised and that the fire services have been notified by ringing triple zero (000) and advise the chief warden.

Use of fire extinguishers

Note: if the decision is made to fight the fire, the person/s doing so must be trained in the use of the installed fire equipment and it must be safe to do so.

1. Determine the type of fire and exact location. Where possible, keep the doorway or path of escape at your back and have another person back you up with another fire extinguisher.
2. Select the appropriate fire extinguisher for the type of fire.
3. Be sure you know how to use the extinguisher. If in doubt, **read the instructions**.
4. Remove from bracket and **while clear of the fire** remove the anti-tamper sea and pin and test the fire extinguisher to ensure it will operate.
5. Proceed to the area of the fire and initially from a distance of no closer than 2 meters direct the agent in a sweeping motion at the base of the fire. As the fire diminishes in intensity slowly approach the fire while discharging the fire extinguisher until the fire is extinguished.
6. Keep low to avoid smoke.
7. Remember, direct the extinguishing agent at the seat of the fire, NOT at the smoke.

Note: Dry chemical powder fire extinguishers can be of two distinctly different types. The powder in an A, B and E rated extinguisher may react adversely with cooking oils and/or fats.

Fire hose reels

All occupants should know the location and method of operation of any installed fire hose reel/s.

Note: if the decision is made to fight the fire, the person/s doing so must be trained in the use of the fire hose reel and it must be safe to do so.

To use a fire hose reel:

1. Remain calm and warn occupants in the immediate vicinity and alarm the fire services by ringing triple zero (000) and advise the chief warden.
2. Do not use on electrical fires – REMEMBER water will conduct electricity.
3. Whenever possible, *two people* should be used to unroll a hose from the fire hose reel, that is, one to control the nozzle and one to ensure the hose runs off the reel freely and is not caught around doors or corners.
4. Before using the fire hose reel, ensure that the tap is TURNED ON before proceeding to the fire. There is a stopcock lever (or tap) at the base of the fire hose reel (some will not release the nozzle out until this is done).
5. Check the water is capable of being turned on and off at the nozzle.
6. Direct stream at the base of the fire and apply in a sweeping motion.

Kitchen and food preparation areas

Kitchen areas pose high risks as heat or flames used in food preparation can cause fires. Special considerations are necessary.

1. All areas must be kept clean and grease free.
2. Oils/spirits/fats must be stored away from a possible ignition source.
3. All kitchen staff must be aware of the location and method of operation of fixed fire systems, alarms, extinguishers and fire blankets.

Use of fire blankets

Fire blankets may be used on fires involving flammable liquids in cooking containers or containers such as deep fat fryers.

Note: if the decision is made to fight the fire, the person/s doing so must be trained in the use of the fire blanket and it must be safe to do so.

Method of use:

1. Remain calm and warn occupants in the immediate vicinity and alarm the fire services by ringing triple zero (000) and advise the chief warden.
2. Carefully and slowly cover the burning object with the blanket.
3. Turn off heat source and leave the blanket in place until cool.

Oven fire

To extinguish an oven fire:

1. Remain calm and warn occupants in the immediate vicinity and alarm the fire services by ringing triple zero (000) and advise the chief warden.
2. Ensure the oven door is closed.
3. Turn off the power, if safe to do so.
4. Obtain a carbon dioxide (CO2)/dry chemical powder (DCP) BE rated fire extinguisher or fire blanket, if trained and it is safe to do so.
5. Fore oven with a pull-down door; stay at the side of the oven, and extinguish the fire, shut the door. For an oven with a side opening door: keep below the top of the door, open the door, extinguish the fire and close the door.

Range top fire

To extinguish a range top fire:

1. Remain calm and warn occupants in the immediate vicinity and alarm the fire services by ringing triple zero (000) and advise the chief warden.
2. Turn off the power, if safe to do so.
3. Obtain a carbon dioxide (CO2)/dry chemical powder (DCP) BE rated fire extinguisher or fire blanket, if trained and it is safe to do so.
4. Approach fire while discharging extinguisher or carefully place fire blanket over the fire.

Deep fat fryer fire

To extinguish a deep fat fryer fire:

1. Remain calm and warn occupants in the immediate vicinity and alarm the fire services by ringing triple zero (000) and advise the chief warden.
2. Turn off the power, if safe to do so.
3. Slide a close-fitting metal lid or fire blanket over the vat.
4. If available, operate a fixed extinguisher system, a wet chemical or dry chemical powder (DCP) BE rated fire extinguisher, if trained and it is safe to do so. Initially stand will back when operating on deep fat fryer fires.

Medical emergency – code blue

Code Blue – Medical emergency (Dept. example link here)

For all medical/first aid related incidents or emergencies please call triple zero (000).

In the event of a suspected cardiac arrest or if there is a need for urgent medical assistance, remain calm, and follow these basic life support steps:

D	Check for **DANGER**. Ensure the area is safe for yourself, other and the patient.
R	Check for **RESPONSE** – ask name – squeeze shoulders.
S	Send for **HELP**. Call triple zero (000) for an ambulance, or ask another person to make the call.
A	**AIRWAY**. Open mouth if foreign material present. Clear airway with fingers.
B	Check for **BREATHING**. If not breathing, start CPR. Normal breathing – place in recovery position and monitor breathing.
C	Start Cardio Pulmonary Resuscitation (**CPR)**. Give 30 chest compressions (almost 2 compressions/second) followed by 2 breaths.
D	Attach **Automated External Defibrillator** (AED) if available and follow its prompts. DO NOT STOP CPR WHEN APPLYING PADS

Continue CPR until a qualified personnel arrives or signs of life return.

Never leave a patient alone. Do not move patient unless exposed to a life-threatening situation. Provide support and appropriate assistance until emergency help arrives.

RAISE ALARM	Call for help – ring triple zero (000) and ask for the ambulance service Advise your location, patient's age/sex, symptoms and signs, and any other prior medical illnesses, medications (see questions below).

Information that may be required for the ambulance service:

Your location

- Street name, building number, and suburb.
- Nearest cross street, access point.

Your contact number

- Mobile or desk phone.

What is the medical problem?

- Description of complaint (shortness of breath/sweating/where and what type of pain).

Age of the person requiring assistance

- Approximate if unsure.

Are they conscious?

- Yes/no.

Are they breathing?

- Yes/no.

Automated external defibrillator (AED)

If an AED is used within the first 3-5 minutes of a person suffering a **sudden cardiac arrest** it can dramatically increase their chance of survival. AEDs are designed to be used by almost anyone with little or no experience.

An AED will automatically analyses the heart rhythm of a pulse-less patient. If the person is in **ventricular fibrillation** or **ventricular tachycardia** it will shock the person's heart in an attempt to restore its normal rhythm. AEDs will not deliver a shock to a person whose heart does not require it.

When a heart is in **ventricular fibrillation** it is still receiving nerve impulses from the brain. These impulses are firing erratically so that the heart cannot produce a 'beat' and will not pump enough blood to keep the circulatory system flowing through the body. Brain cells will begin to die after 4 to 6 minutes without oxygen.

The heart will continue an uncoordinated twitching or fluttering until it no longer receives electrical impulses from the brain at which point it will totally stop. This finality can only be interrupted if the heart is shocked back into a normal rhythm. An AED stops the heart from its spasm by shocking it. This allows the nerve impulses a chance to recommence their normal pattern, which in turn, allows the heart to take up beating at its normal pace.

The **only** decisive treatment for ventricular fibrillation is **defibrillation.**

Follow the following safety points when operating an AED

- If you are under the effect of alcohol or drugs, do not operate an AED
- AEDs are not to be used on children under 8 years of age, or under 40kg **unless using pediatric (child) electrode pads**
- AEDs are not to be used on children under 1 years of age
- AEDs are not to be used on conductive surfaces such as water, fluids or metal, or in an explosive environment
- Ensure you do not touch the person when shock therapy is being delivered

If the AED indicates a shock is required, tell everyone assisting you or any bystanders to stay clear of the person as well as the person administrating the shock. When everyone is clear, press the shock button on the AED. The AED administer the shock automatically and give an audible warning prior to delivering it.

How to use an AED

The AED will guide you through the entire process until help arrive by providing visual and audio prompts.

1. Call triple zero (000).

   If you see someone collapse, immediately call triple zero (000) and organize for paramedics to be on-route. If there are other people around, nominate a specific person to call triple zero (000) and explain the situation. This decreases confusion about who should do what and ensures that the emergency call is made.

2. Check the person's airways and if they are breathing.

   If someone has collapsed, you should immediately determine whether they are breathing. If they are breathing you know they have a pulse. If they are not breathing, **check their airways are clear**. Once their airway has been checked and cleared, check for breathing. If they are not breathing, start CPR.

3. Locate the AED.

   If there is an AED nearby, ask a bystander to take over CPR while you apply the AED chest electrode pads to the person. Uninterrupted CPR is an important factor in creating the recovery rate of a person who is suffering a cardiac arrest. Always ensure that someone is providing CPR for the person unless the AED machine is actively analyzing or shocking the person.

4. Turn on the AED.

   Follow the visual and audio prompts of the AED.

5. Attach the electrode pads to the person's bare chest.

   First ensure that the adhesive AED pads are attached to a cable which is plugged into the AED machine. Once this has been done bare the patient's chest (including a female) and attach the adhesive AED pads in the appropriate location. The AED should include a diagram (generally on the adhesive pads themselves) indicating where each one needs to go. Some AEDs use a one-piece chest pad that make placement easy.

6. Always follow the instructions of the AED.

CPR should not be interrupted while adhesive electrode pads are being applied.

Personal threat – code black

Code Black – Personal Threat (dept. example link here)

This section refers to armed confrontation, hostage seizure, siege or other situation involving high risk of injury.

General Procedures

If you are confronted by an armed or unarmed intruder:

1. If a duress alarm is installed and it is safe to do so discreetly operate it.
2. Obey the intruder's instructions, do what you are told and nothing more, and do not volunteer any information.
3. Stay out of danger if not directly involved in the incident, if it is safe to do so, leave the building, warning others along the way if possible and safe to do so then discreetly raise the alarm. Call the Police and notify management.
4. If directly confronted be deliberate in one's actions if ordered to carry out an instruction by the offender. The act should be carried out with due consideration to one's safety.
5. Discreetly telephone the Police emergency number if able to do so without danger and to keep the phone line open. Alternatively, ask some other responsible member of the staff, by way of pre-determined gesture/s or key word/s, to phone the Police if it is safe to do so.
6. Carefully observe any vehicle used by the offender/s, taking particular note of its registration number, type, colour, and number of occupants and their appearances.
7. Immediately after the offender/s have/ has left, mark off any areas where they stood or touched. Do not allow anybody in these areas until the Police have checked for fingerprints and other clues.
8. Observe the offender/s as much as possible. In particular, take note of the speech, mannerisms, clothing, scars, tattoos or any other distinguishing features, and record these observations in writing as quickly as possible after the incident, as the Police will want your individual impressions of what happened before your memory is influenced by discussion with others

Note: for this purpose, some *suggestions for describing an offender are* set *out at the end of this section.*

9. Ask all witnesses to remain until the Police arrive and explain to the witnesses that their view of what happened, however fleeting, could provide vital information when placed together with other evidence.
10. Exclude all members of the media from the area and allow only the authorised person to make statements.

During an Armed Incident

Tell yourself to stay calm. Try to accept the situation and be prepared to wait.

1. Do not speak unless spoken to and only if necessary.
2. Be as compliant as possible.
3. Do not be argumentative with either the offender or other staff.
4. Do not make suggestions to the offender. If your suggestion is wrong the person may think you planned it that way.
5. If safety permits, operate any installed "duress" alarm.
6. Try to be observant.
7. Notice the offender's mannerisms, clothing and speech.
8. Try not to involve other staff in the incident.

Precautions

There are steps you can follow for your safety

1. Comply with company security and access protocols and policies.
2. Be aware of people loitering for extended periods that appear agitated and may be holding bulky items.
3. Advise your Manager if you see anyone acting strangely or suspiciously.
4. Keep rear and side doors locked from external access at all times. Minimise the points of entry to lessen the chance of unauthorised persons gaining access to the premises.
5. If your company holds cash on the premises keep cash in any till drawer to a minimum. Never discuss cash transactions or procedures involving the holding or movement of cash with any person other than staff who have a direct need to know.
6. Till drawers should be locked when not in use and the key must be in your control at all times.
7. Do not discuss security procedures with anyone other than staff members who have a direct need to know.
8. Record the telephone numbers of your security company and the Police near the telephone.
9. Keep offender and weapon description forms and learn how to complete them correctly.
10. Be knowledgeable about the location and operation of all security and duress alarms.

After an Incident

After an incident as the offender leaves:

1. Gauge height using markers on door, if provided.
2. Secure the premises or at minimum your immediate area.
3. If safe, observe which direction offender goes, the type of car, its colour and its registration number.
4. Do not touch any areas the offender touched.
5. Cordon area off.
6. Attempt to keep witnesses there until Police arrive.
7. Post sign on front door *Closed Due to Robbery/Security Incident.*

Describing the Offender

Armed intruders are not commonly apprehended while committing the crime, so Police rely heavily on factual information supplied to them by eyewitnesses. Working to a system is always effective and staff should develop a systemised approach to observing the offender.

Here are some prompts to help you with your descriptions:

Build	Thin, fat, normal, stocky, pot-bellied, solid, lean, angular.
Age	Lines around the eyes, wrinkled forehead, age spots, or lines on hands, lines on neck.
Name	Offenders might use nick-names or a name that can be associated with one of the offenders.
Hair	Think about the style as well as the colour. Hair short, long, straight, curly, in a pony-tail, wavy, receding, afro, wooly, thick, crew-cut.
Eyes	Colour and shape. Wide, close together, narrow, sleepy, squinting, deep-set, protruding, blood-shot, slit, closed.
Complexion	Skin tone and colour can indicate the offender's ethnicity. Descriptive terms could include fair, dark, olive-skinned, tanned, pimply acne-scarred, Anglo-Saxon.
Mannerisms	Think about the posture. Descriptive terms could include slouched, round-shouldered, erect or relaxed.
Face	Bushy eyebrows, big nose, thin lips, pouting lips or dimpled cheeks. Look for a beard, moustache, moles, broken or missing teeth, capped or bad teeth, pimples, freckles, scars.
Clothing	What was on the upper and lower body, feet? If they were wearing rings, gloves, sunglasses, spectacles, ear-ring/s, or a watch. If a disguise was worn, ski masks, balaclava, stocking, overalls, raincoat.

Hands	Tattoos, rings, missing digits, colouration, scars, staining.

After the incident - Describing the Weapon

It is difficult for those who are not familiar with firearms to give an accurate description of a weapon. To help you more accurately describe the weapon, you may find the following of value:

TYPE	Shotgun, rifle, revolver, pistol, air rifle, machine gun
ACTION	Bolt, lever, pump, semi-automatic, automatic
BARREL	Sawn off, single, double, side by side, over and under
STOCK	Cut down, wood, metal, normal, plastic, coloured

Never assume that the gun is a replica. Many of the more unusual brands of guns look like toys and most replica guns look more real than the original.

If you are a victim of crime, it is important to remember that help is at hand. The most common effect of crime is for the victims to blame themselves for its occurrence. Generally, we have a perception of being invulnerable. When our vulnerability is revealed by a violent crime, it is easy to believe that we were somehow the cause and deserve the blame.

It is normal to be scared and it is imperative for you to remember that you are not on your own. If you prefer to handle the problem independently the Victims of Crime Association will provide further advice.

Example of checklist

PERSONAL THREAT	
For all workplace incidents/ emergencies relating to a **PERSONAL THREAT, ARMED OFFENDER** etc call Triple Zero (000) immediately. Personal threats include assault, armed hold-ups/robbery, persons at risk (suicide etc)	
REMAIN CALM	DO NOT panic or raise your voice. Avoid direct eye contact. DO NOT make any sudden movements.
DO NOT TAKE RISKS	Hand over whatever is requested. Do not do anything which may antagonise the offender.
DO ONLY WHAT YOU ARE TOLD	DO NOT volunteer any additional information.
NOTE OFFENDER'S CHARACTERISTICS	Sex, height, voice, clothing, tattoos, jewellery, any distinctive clothing and note areas the offender has touched (after the offender has left, ensure other persons do not contaminate areas that the offender has touched). Note type of vehicle used for escape, registration number if possible and last known direction.
ALERT	If safe to do so without endangering yourself alert other staff members.
ISOLATE	Remain in a secure area such as locking your office door. Stay away from windows and if possible close blinds.
TELEPHONE	**REMAIN CALM.** Ring Triple Zero (000) immediately and follow the instructions given by the operator including giving your name and location and details of the incident.
RECORD	Record the offender's description and details such as serial numbers of any items taken or any other details you feel may be relevant to the Police.
Listen out for instructions from the Chief Warden or responding emergency services personnel.	

Emergency notification wording for site leaders

(Dept. link here)

Storms and storm activity

SMS to site from Department for Education	*EDU ALERT* Severe weather forecast today. Be ready to enact your site's emergency procedures. Check www.ses.sa.gov.au regularly for updates.
Emails to site from SEM	SEVERE WEATHER EVENT Severe weather is forecast for (insert date). Please ensure you are ready to enact your emergency management procedures should the severe weather impact your site. It is advisable to remind parents and caregivers to ensure their child is safe travelling to and from school and has alternative arrangements available to them should severe weather impact their journey. For more information • Department for Education – Security and Emergency Management Unit on 1800 000 279 General information • Bureau of Meteorology www.bom.gov.au • State Emergency Service www.ses.sa.gov.au
Parent SMS from site	*SCHOOL ALERT* Severe weather forecast today. Ensure children are safe travelling to and from school. Check www.ses.sa.gov.au for updates.
Parent email from site	Dear parent or caregiver Severe weather is forecast for (insert date). Please ensure your child is safe travelling to and from school and has alternative arrangements available to them should severe weather impact their journey. For more information • Department for Education website www.education.sa.gov.au • Department for Education - Emergency Information on 1800 000 279 • Department for Education Facebook page www.facebook.com/edu.sagov (a Facebook account is not needed to see this page)

	General information • Bureau of Meteorology www.bom.gov.au • State Emergency Service www.ses.sa.gov.au

Extreme heat

SMS to site from SEM	*EDU ALERT* Extreme heat forecast today. Be ready to enact your site's emergency procedures. Check www.ses.sa.gov.au regularly for updates.
Parent SMS from site	*SCHOOL ALERT* Extreme heat is forecast (insert date). Ensure your child can safely travel to & from school & well hydrated. Reconsider outside activities.
Parent email from site	Dear parent or caregiver Extreme hot weather can pose a risk to you and your family's health. It is important to • stay out of the heat and sun • reconsider outside activities such as sporting commitments • drink plenty of water to stay hydrated • seek medical advice if necessary For more information • Department for Education website www.education.sa.gov.au • Department for Education – Security and Emergency Management Uniton 1800 000 279 • Department for Education Facebook page www.facebook.com/edu.sagov (a Facebook account is not needed to see this page) General information • State Emergency Service www.ses.sa.gov.au • SA Health www.sahealth.sa.gov.au • Healthdirect Australia on 1800 022 222

Pollutants

Parent SMS from site	*SCHOOL ALERT* Smoke is currently affecting our site. We are monitoring the situation and restricting outdoor activities. Take no action.

Emergency incident (general)

SMS to site from SEM	*EDU ALERT* A [insert type] emergency has been reported in your area. You may need to activate your emergency procedures. Ring 1800 000 279 or visit [insert relevant website]. Reply NOTED
Parent SMS from site	*SCHOOL ALERT* There is an incident at school. Our emergency plan has been activated. Children are safe. Do not attend. Info at 1800 000 279 {On conclusion of the incident, a message to the following effect could be sent:} *SCHOOL ALERT* The incident at school is complete. Normal classes have resumed. Information will be provided to parents [today / tomorrow / on date].

Significant bush fire

SMS to site from Department for Education	*EDU ALERT* A fire is active in your area. You may need to activate your emergency procedures. Check CFS website or call 1800 000 279. Please reply 'NOTED'
Parent SMS from site	*SCHOOL ALERT* A fire is active near our school. Our bushfire response plan is in place. Children are safe. Do not attend. Info @ 1800 000 279

‘Extreme’ - total fire ban day

Email to sites from Department for Education	An ‘extreme’ total fire ban has been declared for (insert date) for the following districts which means that highly dangerous bushfire conditions are present. • Insert district/s It also means that if a bushfire begins burning it will be very difficult to bring under control. Reconsider any excursions or camps during the total fire ban. Be ready to enact your site’s emergency management procedures if weather conditions change. Check www.cfs.sa.gov.au regularly throughout the day. For more information contact the Department for Education – Security and Emergency Management Unit on 1800 000 279.
Parent SMS from site	*SCHOOL ALERT* Extreme fire danger rating has been declared for (Insert DATE). Review your bushfire plan. Check www.cfs.sa.gov.au regularly.
Parent email from site	Dear parent or caregiver An ‘extreme’ total fire ban has been declared for (insert date) for the following districts which means that highly dangerous bushfire conditions are present. It also means that if a bushfire begins burning it will be very difficult to bring under control. Please consider if any additional arrangements need to be made to ensure your child is safe travelling to and from school in the extreme heat. Be ready to enact your family bushfire survival plan if weather conditions change. For more information • Department for Education website www.education.sa.gov.au • Department for Education – Security and Emergency management on 1800 000 279 • Department for Education Facebook page www.facebook.com/edu.sagov (a Facebook account is not needed to see this page) General information • Country Fire Service www.cfs.sa.gov.au

Early potential warning of a catastrophic day

SMS to sites from Department for Education	EDU ADVICE: Potential catastrophic fire rating tomorrow. Action communication for potential school closure & transport cancellation. SMS confirmation by 1730.
Parent SMS from site	SCHOOL ADVICE: Potential catastrophic fire rating tomorrow. Potential school closure and transport cancellation. SMS confirmation by XXX (site to determine timing, if appropriate)
Parent email from site	Dear parent or caregiver It is likely that a 'catastrophic' fire danger rating will be declared for (Insert fire ban district) on (insert date). If this declaration is made our site will be closed and all services operating from it will be cancelled. This includes any school transport which travels through (INSERT FIRE BAN DISTRICT). We will contact you to confirm the situation a via phone/email/sms by Xpm (site to determine appropriate communication method and timing) In the meantime, please start to make arrangements for the appropriate care and supervision of your children for tomorrow. Children should not be left alone at home during a 'catastrophic' fire danger day. For information on school, preschool or early childhood centre closures • Department for Education website www.education.sa.gov.au • Department for Education – Security and Emergency Management Unit on 1800 000 279 • Department for Education Facebook page www.facebook.com/edu.sagov (a Facebook account is not needed to see this page) General information • Country Fire Service www.cfs.sa.gov.au

Confirmation tomorrow is a catastrophic day.

SMS to sites from Department for Education	*EDU ALERT* Confirmed Catastrophic fire danger rating, closures to occur. For further information call the Security & Emergency Management Unit 1800 000 279 between 8:30am and 4:30pm.
Parent SMS from site	SCHOOL ADVICE: CONFIRMED catastrophic fire rating tomorrow. School closure is occurring and transport cancelled. SMS confirmation by XXX (site to determine timing, if appropriate)
Parent email from site	Dear parent or caregiver A 'catastrophic' fire danger has been **confirmed and declared** for (Insert fire ban district) on (insert date). Our site will be closed and all services operating from it will be cancelled. (If there is one or more risk rated site in the district include the following sentence) This includes any school transport which travels through (INSERT FIRE BAN DISTRICT). Please make arrangements for the appropriate care and supervision of your children for tomorrow. Children should not be left alone at home during a 'catastrophic' fire danger day. For information on school, preschool or early childhood centre closures • Department for Education website www.education.sa.gov.au • Department for Education – Security and Emergency Management Unit on 1800 000 279 • Department for Education Facebook page www.facebook.com/edu.sagov (a Facebook account is not needed to see this page) General information • Country Fire Service www.cfs.sa.gov.au