Emergency Management Plan

Modbury School P-6
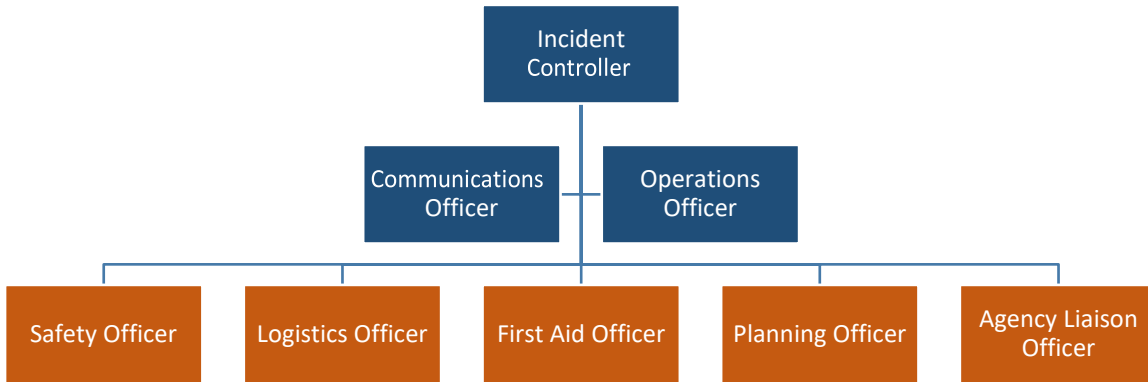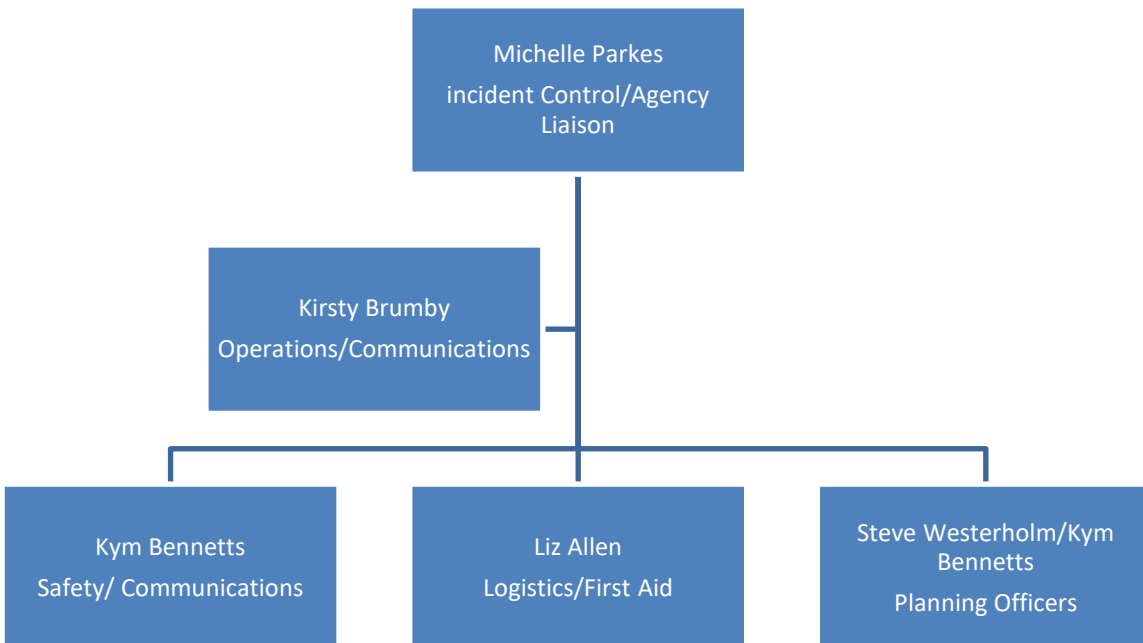
Incident response group

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)

Government of South Australia
Department for Education

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
Communications 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.
Operations 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.

Government of South Australia
Department for Education

Site profile

Site Name	Modbury School P-6
Address	2-18 Golden Grove Rd Modbury North 5092
Telephone	08 8264 2027
Email	dl.0272.admin@schools.sa.edu.au
Hours of operation	MON-FRI 8am – 4pm

Staff/student information

Number of current enrolments	203
Number of staff	36
Proportion of staff disability/health factors (%)	48%
Proportion of student with disability/special education needs (%)	15%

Government of South Australia
Department for Education

Tones used for activation of emergency procedures

Shelter in place

Alarm tone/alert method used	Siren blast
Duration/pattern of alarm tone	3 short blasts

Lockdown

Alarm tone/alert method used	Siren blasts
Duration/pattern of alarm tone	3 short (break) X3 (9 blasts in total)

Onsite evacuation

Alarm tone/alert method used	Siren blasts
Duration/pattern of alarm tone	Single long blast (30 secs)

Offsite evacuation

Alarm tone/alert method used	Siren blasts
Duration/pattern of alarm tone	Single Long – 30sec, further instructions given at Evac Point
Method used to inform wardens and building occupants when evacuation is to an alternative location	Intercom system Loud speaker

Government of South Australia
Department for Education

Student collection protocol

Student attendance record	Confirmed process in place	Roll books/ Emergency Bag
Student collection during emergency	Confirmed process in place	Via contact list in Emergency Kit

Outside Emergency Officer in Charge Evacuations

In cases of evacuations the Outside Emergency Officer in Charge shall direct people as necessary to:

- Pick up mobile phone
- Pick up Emergency Master Roll
- Pick up mega phone and orange vest
- Use megaphone to direct personnel from onset of emergency as required
- Coordinate classes at the evacuation point (oval)
- Report any missing students, staff or community members to emergency services
- Check emergency is over and signal all clear
- Emergency numbers:

000 – all services   131444 Police attendance   School 82642027
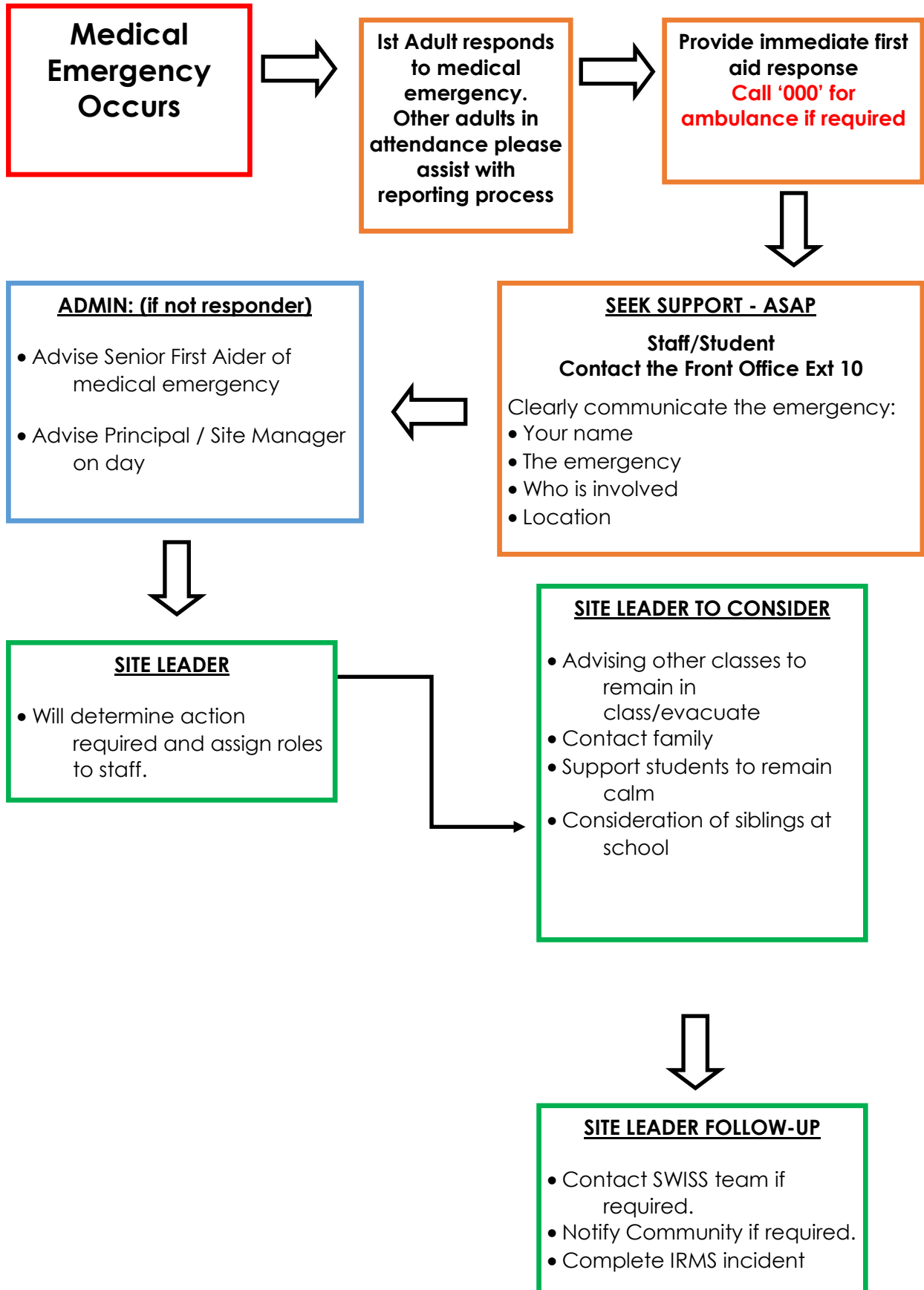School Address: 2-18 Golden Grove Rd Modbury North

Medical Emergency Officer in Charge

In cases of a medical emergency: Emergency Officer in Charge shall direct people as necessary to:

- Follow the Medical Emergency Flowchart.

Government of South Australia
Department for Education

MEDICAL EMERGENCY RESPONSE

Medical Emergency Occurs

→

Ist Adult responds to medical emergency. Other adults in attendance please assist with reporting process

→

Provide immediate first aid response
Call '000' for ambulance if required

↓

SEEK SUPPORT - ASAP

Staff/Student
Contact the Front Office Ext 10

Clearly communicate the emergency:
- Your name
- The emergency
- Who is involved
- Location

←

ADMIN: (if not responder)

- Advise Senior First Aider of medical emergency
- Advise Principal / Site Manager on day

↓

SITE LEADER

- Will determine action required and assign roles to staff.

→

SITE LEADER TO CONSIDER

- Advising other classes to remain in class/evacuate
- Contact family
- Support students to remain calm
- Consideration of siblings at school

↓

SITE LEADER FOLLOW-UP

- Contact SWISS team if required.
- Notify Community if required.
- Complete IRMS incident

stralia

Student Safety/Behaviour
Officer in Charge

In cases of a Student Safety/Behaviour Emergency Officer in Charge shall direct people as necessary to:

• Ensure staff/student is safe from harm
• Ensure other students in the area are safe or evacuated
• Inform surrounding classes to remain in class / evacuate

Invacuation Emergency Officers in Charge

In cases of Invacuations the Emergency Officer in Charge shall direct people as necessary to:

• Turn on the sirens
• Contact emergency services as necessary
• Instruct staff / students are safe in Canteen, OSU, Gym
• Direct staff/ students to safe areas
• Lock external doors if necessary
• Check attendance
• Check emergency is over

• Signal all clear (1 blast of siren)

First Aid Officer in Charge

In cases of evacuations the First Aid Officer in Charge shall direct people as necessary to:

• Pick up first aid kit

• Pick up asthma kit

• Pick up specific medication / plan for children and staff who have a serious medical condition (epi pens)

Government of South Australia
Department for Education