

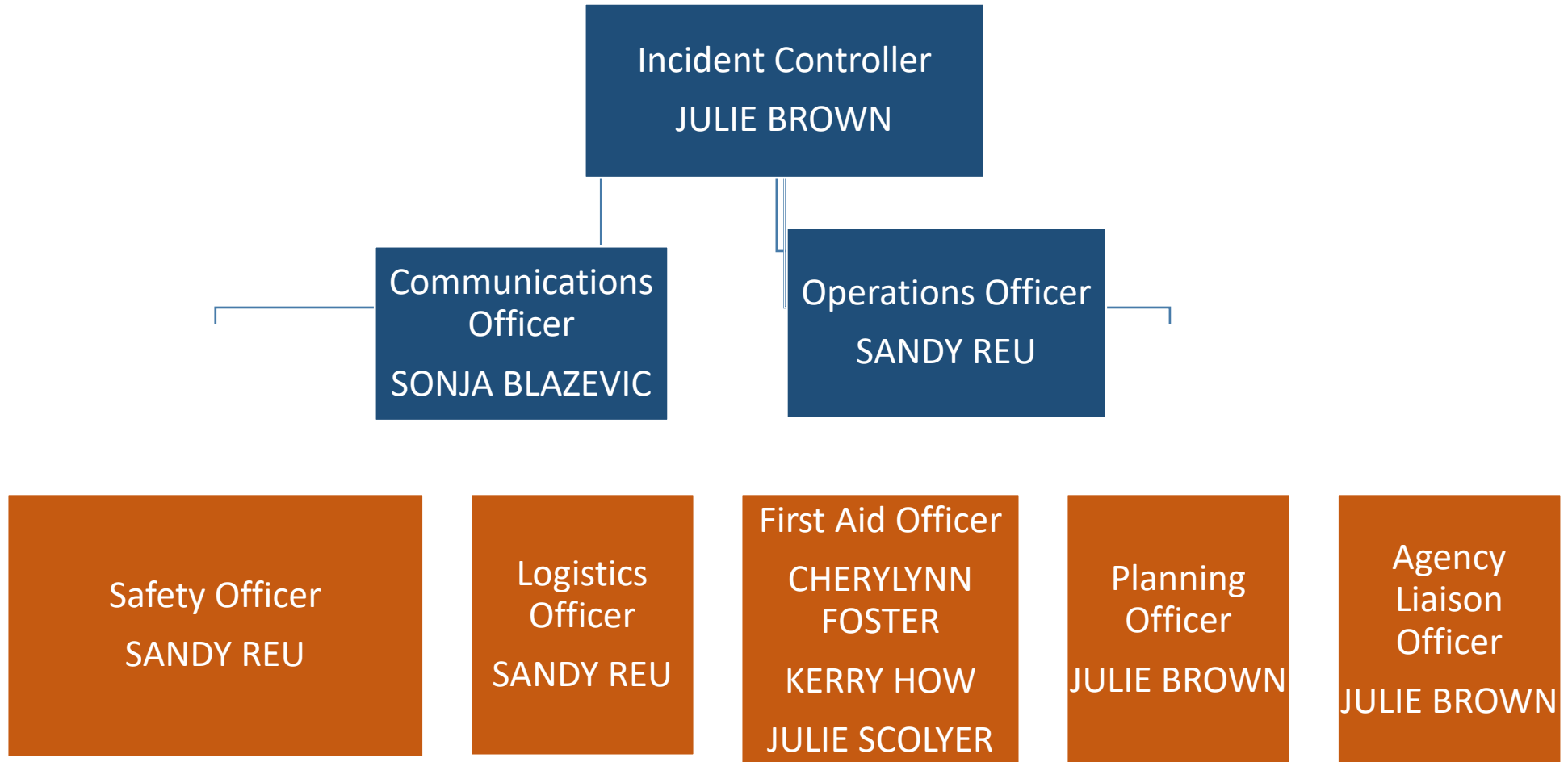


Emergency Management Plan

Elizabeth Grove Primary School



Incident Response Group



Summary Table for Incident Response Group – Roles and Responsibilities

Role	Responsibilities	
	Following enactment of initial emergency response	Post emergency
Incident Controller JULIE BROWN	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 Office SANDY REU	Oversees the implement 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 SONJA BLAZEVIC	Manages and monitors all communication with internal and external agencies e.g. Education central office, emergency services or parents/caregivers.	Issues communication for staff, students, parents/caregivers and the community. Attends to queries relating to the incident.
Safety Officer SANDY REU	Works closely with other members to ensure work, health and safety of occupants at the site during the incident.	Review the safety of the site and its facilities. Makes recommendations to mitigate resultant risks.
Logistics Officer SANDY REU	Manages the logistical needs, including equipment, services and manpower to facilities the operations.	Reviews the status of the emergency equipment and services. Make recommendations to reinstate them.
First Aid Officer CHER FOSTER KERRY HOW JULIE SCOLYER	Administers first aid to occupants. Documents occurrences of illnesses and injuries requiring treatment.	Reviews the status of the first aid equipment. Make recommendations to reinstate them.
Planning Officer JULIE BROWN	Collects and evaluates information related to the incident and resources. Formulates strategies to mitigate identified risks for development for implementation by the Incident Controller (JULIE BROWN)	Liaises with the Incident Controller and Operations Officer to review the incident and risk identified during the emergency. Makes recommendations to enhance the plan
Agency Liaison JULIE BROWN	Assists the Communication Officer with liaison with internal and external agencies.	Assists the Communication Officer in the issuance of communiques and to attend to queries related to the incident.



Site Profile

Site name	Elizabeth Grove Primary School
Address	20 Haynes Street, Elizabeth Grove, SA 5112
Telephone	8255 2108
Email	dl.0897_info@schools.sa.edu.au
Hours of operation	8:00am – 4:00pm

Staff / Student information

Number of current enrolments	237
Number of staff	50
Proportion of staff disability/health factors	10%
Proportion of students with disability/special needs education needs (%)	35%



Tones Used for Activation Emergency Procedures

Shelter in place

Alarm tone/alert method used	School Bell / Siren
Duration/pattern of alarm tone	Continuous intermitted blasts – At least 6

Lock down

Alarm tone/alert method used	School Bell / Siren
Duration/pattern of alarm tone	Continuous intermitted blasts – At least 6

Onsite evacuation

Alarm tone/alert method used	School Bell / Siren
Duration/pattern of alarm tone	Uninterrupted blast – At least 20 seconds



Tones Used for Activation Emergency Procedures

Offsite evacuation

Alarm tone/alert method used	
Duration/pattern of alarm tone	
Method used to inform wardens and building occupants when evacuation is to an alternative location	The use of UHF radios and mobile phones



Student Collection Protocol

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

