

# Emergency Management Plan

MALLALA PRIMARY SCHOOL

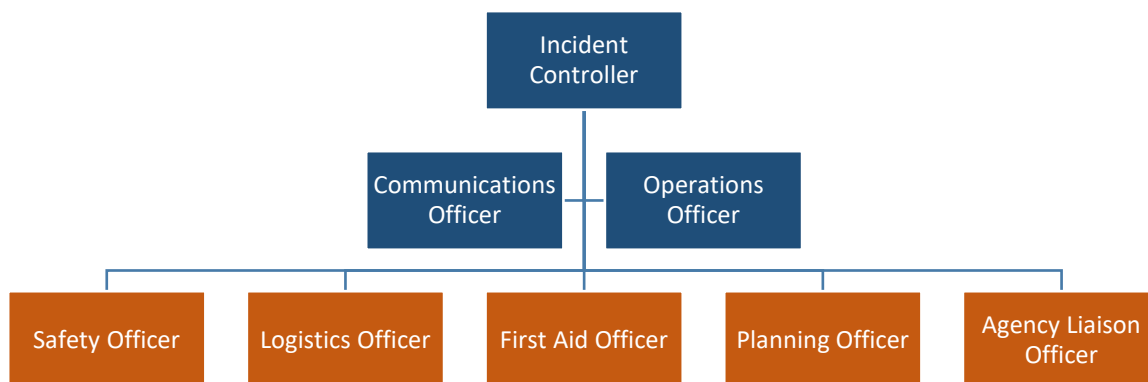


**Government of South Australia**  
Department for Education

# 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 performed by the same person.



**Figure 1** Example of an Incident Response Group, including mandatory (orange) and optional roles (blue)

## 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. 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 facilitate 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

<b>Site Name</b>	Mallala Primary School - 0241
<b>Address</b>	28 Owen Road, Mallala, SA, 5502
<b>Telephone</b>	08 85272240
<b>Email</b>	dl.0241.info@schools.sa.edu.au
<b>Hours of operation</b>	8:00 – 4:00

## Staff/student information

<b>Number of current enrolments</b>	120
<b>Number of staff</b>	24
<b>Proportion of staff disability/health factors (%)</b>	0%
<b>Proportion of student with disability/special education needs (%)</b>	17.5%



# Tones used for activation of emergency procedures

## Shelter in place

Alarm tone/alert method used	Continuous ringing of the fire bell and siren simultaneously.
Duration/pattern of alarm tone	<p>*Continuous ringing of the fire bell &amp; siren simultaneously* <b>*Up to 5 minutes*</b></p> <ul style="list-style-type: none"> <li>• If siren sounds when outside proceed to closest building</li> <li>• Lock all outside doors / gates / classroom doors / close curtains &amp; blinds and turn lights off immediately</li> <li>• Instruct students to sit under desks on the floor and stay away from windows</li> <li>• <b>STAY QUIET</b></li> <li>• <b>Conduct a roll call and record if any students are ABSENT</b></li> <li>• <b>All students and staff must be accounted for</b></li> <li>• Allocate a staff member to man phone and wait for Admin staff / Leadership to contact each area and confirm if <b>Lockdown</b> or <b>Shelter in place</b></li> <li>• When <b>Shelter in place</b> is identified, doors remain locked &amp; students / staff remain inside and normal classroom activities to continue</li> <li>• Stay off main phone and use your mobile to text / call direct to school mobile</li> <li>• Leadership/Admin staff will advise when all clear with <b>3 SHORT BLASTS FROM THE BELL</b></li> </ul>

## Lockdown

Alarm tone/alert method used	Continuous ringing of the fire bell and siren simultaneously.
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Duration/pattern of alarm tone	<p style="text-align: center;">*Continuous ringing of the fire bell &amp; siren simultaneously* <b>*Up to 5 minutes*</b></p> <ul style="list-style-type: none"> <li>• If siren sounds when outside proceed to closest building</li> <li>• Lock all outside doors / gates / classroom doors / close curtains &amp; blinds and turn lights off immediately</li> <li>• Instruct students to sit under desks on the floor and stay away from windows</li> <li>• <b>STAY QUIET</b></li> <li>• <b>Conduct a roll call and record if any students are ABSENT</b></li> <li>• <b>All students and staff must be accounted for</b></li> <li>• Allocate a staff member to man phone and wait for Admin staff to contact each area and confirm if 'Lockdown' or 'Shelter – in – place'</li> <li>• Leadership/Admin staff will advise when all clear with <b>3 SHORT BLASTS FROM THE BELL</b></li> </ul>
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## Onsite evacuation

Alarm tone/alert method used	Repeated short blasts of fire bell and siren simultaneously.
Duration/pattern of alarm tone	<p style="text-align: center;"><b>* Repeated short blasts of the fire bell &amp; siren simultaneously *</b></p> <ul style="list-style-type: none"> <li>• All classes, staff and visitors to exit the building / area immediately and go with the RED EMERGENCY FOLDER and HIGH VIS VEST on to the grassed area in front of the hall unless otherwise advised</li> </ul>

	<ul style="list-style-type: none"> <li>• All students to line up in their classes at allocated spot with laminated Room No. and sit quietly for further instructions.</li> <li>• All SSO's to support teachers and students</li> <li>• Teachers take roll and inform the Fire Warden that students are accounted for and if any students / staff are missing using cards in RED FOLDER</li> <li>• All other staff e.g. SSO's, volunteers, visitors etc. must report to Fire Warden to be checked off list and be accounted for</li> <li>• Remain in place until given instructions that the Onsite evacuation is complete and it is safe to resume the day.</li> <li>• Return to normal day once you have been notified or three short blasts of the siren have been heard</li> </ul> <p><b>NOTE: Listen for further verbal instructions if required to move from current location.</b></p>
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## Offsite evacuation

<b>Alarm tone/alert method used</b>	Repeated short blasts of fire bell and siren simultaneously.
<b>Duration/pattern of alarm tone</b>	Simultaneously.
<b>Method used to inform wardens and building occupants when evacuation is to an alternative location</b>	<p>Staff are to follow steps as if it is an 'Onsite evacuation'.</p> <p>Front Office staff / Leadership will notify Fire warden face to face or via phone. Whichever is quicker.</p> <p>If it is an 'Offsite evacuation' a staff member will be directed by the Fire warden to stand at the Front oval, or Teachers will receive a phone call via their mobile to direct everyone via the safest route to the 'Town Evacuation Point' at the Oval unless a safer location is given</p> <p><b>* Repeated short blasts of the fire bell &amp; siren simultaneously *</b></p>

	<ul style="list-style-type: none"> <li>• All classes, staff and visitors to exit the building / area immediately and head with the RED EMERGENCY FOLDER and HIGH VIS VEST on to the grassed area in front of the hall where you will notified what is the safest route to the 'Town Evacuation Point' at the Mallala Oval unless a safer location is given</li> <li>• Teachers and staff will walk students down in a calm and safe manner</li> <li>• All students to line up in their classes with laminated Room No. and sit quietly for further instructions.</li> <li>• All SSO's to support teachers and students</li> <li>• Teachers take roll and inform the Fire Warden that students are accounted for and if any students / staff are missing using cards in RED FOLDER</li> <li>• All other staff e.g. SSO's, volunteers, visitors etc. must report to Fire Warden to be checked off list and be accounted for</li> <li>• Remain in place until given instructions that the <b>Offsite evacuation</b> is complete and it is safe to return to school and resume the day</li> </ul>
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## Student collection protocol

<b>Student attendance record</b>	Confirmed process in place	Yes
<b>Student collection during emergency</b>	Confirmed process in place	Yes

