

Emergency Management Plan 2025

Two Wells Primary School

Created: June 11 2025

Review: June 2026



Government of South Australia
Department for Education

Incident response group

Each site will have an Incident Response Group (IRG) stood up 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 with 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.

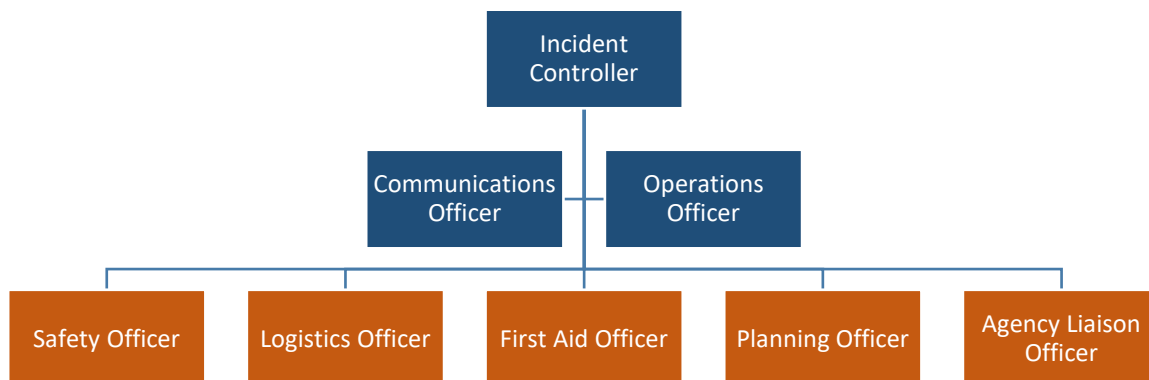


Figure 1 Example of an Incident Response Group, including mandatory (blue) and optional roles (orange)

Two Wells Primary School

Incident Controller: Kirsty Brumby (principal)

Communications Officer: Trish Poyner/Kym Bennetts (administration officers)

Operations Officer: Darrell Avery (deputy principal)/Trish Poyner

Safety Officer: Angela Moore

Logistics Officer: Trish Poyner/Tracy Greeneklee (administration officers)

First Aid Officer: Kym Bennetts

Planning Officer: Darrell Avery

Agency Liaison Officer: Kirsty Brumby

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 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

Site Name	Two Wells Primary School
Address	17 Gawler Road Two Wells SA 5501
Site Telephone	08 8264 2277
Email	dl.0444.info@schools.sa.edu.au
Hours of operation	8:00am – 4:00pm Mon – Fri Term Time
Name of any other service operated on site eg: OSHC, Dentist, sports, music	Happy Haven OSHC and Vacation Care Two Wells Community Childcare OUTREACH

Staff/Student information

Number of current enrolments	250
Number of staff	39
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	17% Two students with mobility issues requiring PEEP



Tones for activation of emergency procedures

Shelter in place

Alarm tone/alert method used	Siren blasts
Duration/pattern of alarm tone	3 short blasts
Move to the designated Shelter in building	

Lockdown

Alarm tone/alert method used	Siren blasts
Duration/pattern of alarm tone	2 sets of 3 short blasts
Follow lockdown procedure in local response procedures	

Onsite evacuation

Alarm tone/alert method used	Siren Blast
Duration/pattern of alarm tone	Long siren +10 seconds
Refer to displayed evacuation diagram	

Offsite evacuation

Alarm tone/alert method used	Siren Blast
Duration/pattern of alarm tone	Long siren + 10 seconds
Method used to inform building occupants when evacuation is to offsite location is required eg: verbal	Occupants evacuate to designated place on oval and wait for further instructions from emergency response team
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?	Electronic roll and hard copy emergency roll
Do you have a student collection process in place during emergency?	Students must be signed out by an adult caregiver

Communication process

Do you have a communication process in place for notifying your parents and school community of emergencies and/or bushfire?	Parents will be notified via our communication app Seesaw. Parent will be notified via EMS SMS.
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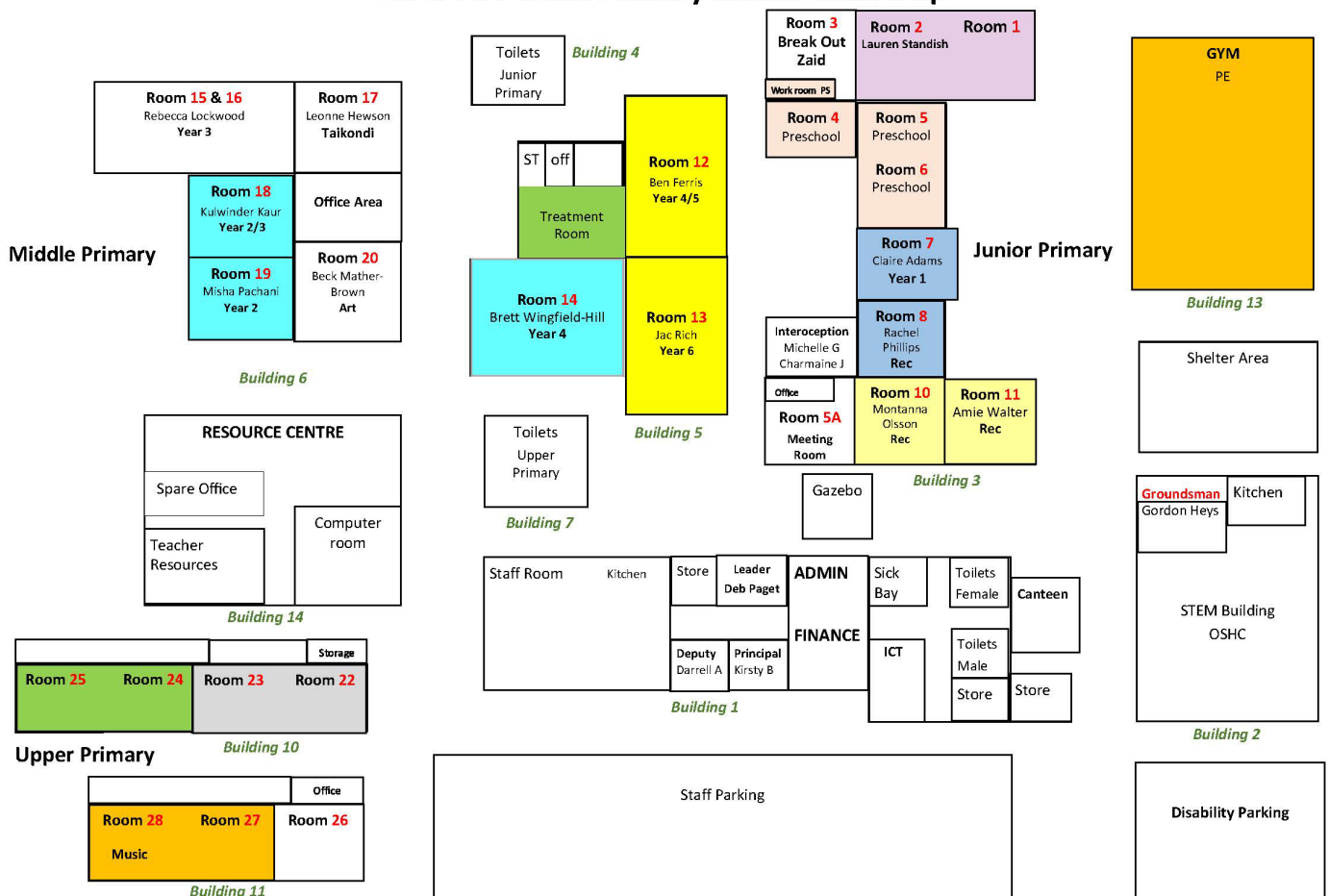
EMERGENCY EVACUATION PLAN

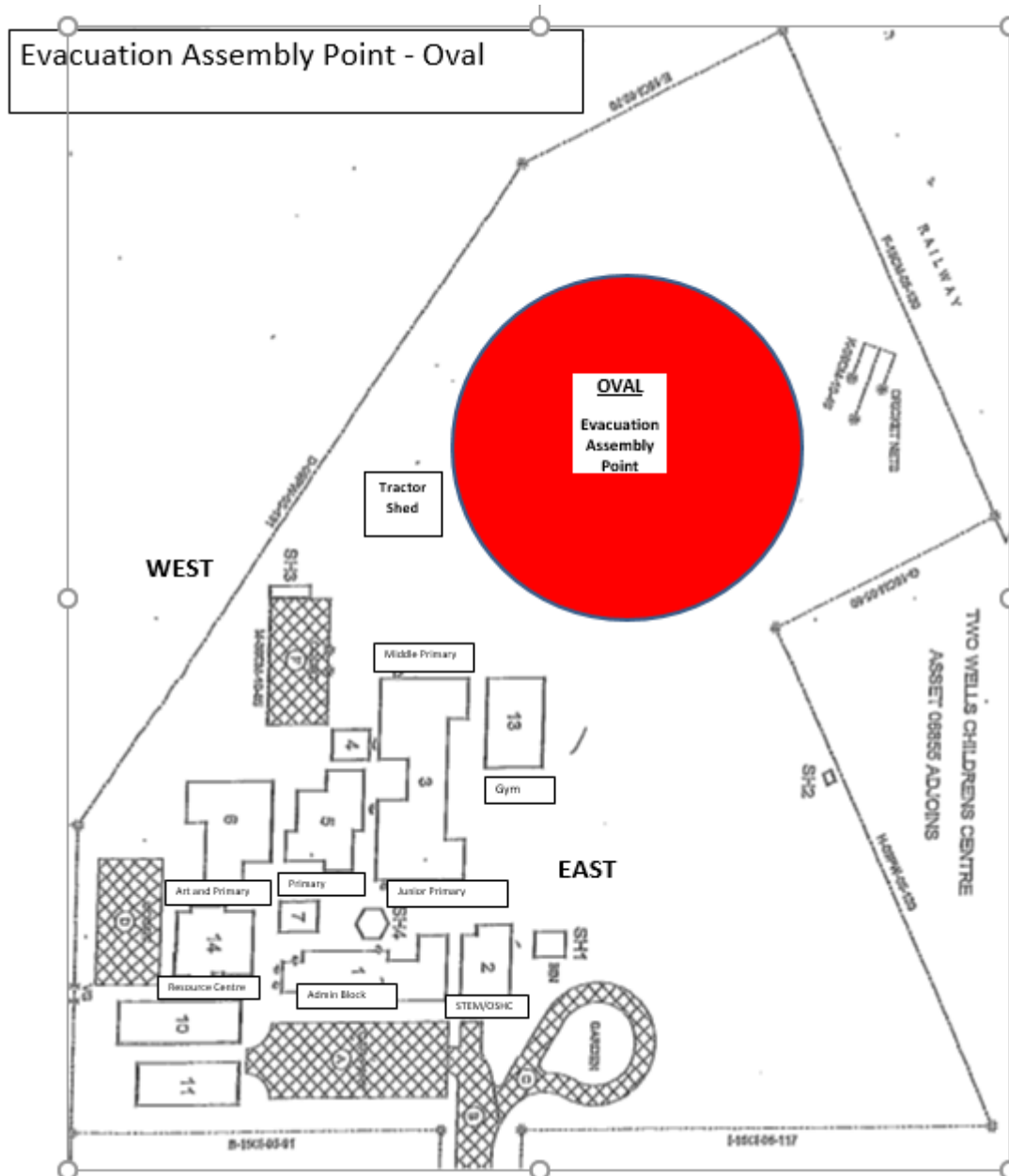
FIRE/AMBULANCE: 000

POLICE: 8311444

Evacuation Assembly Point - Oval

2025 Two Wells Primary School Class Map





CONTINUOUS BELL

Indicates Emergency Evacuation Required

- Teachers take Red Emergency folders with class list to assembly area on oval
- Roll call is conducted
- Report any missing students to Fire Warden
- No student is to return to classroom areas until instructed