Emergency Management Plan

Kangaroo Inn Preschool

4/3/26

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 the performed by the same person.

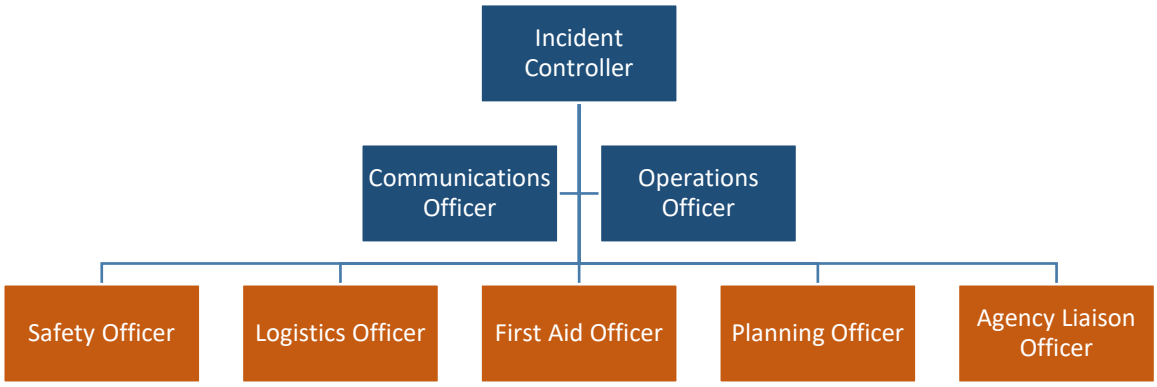

Figure 1 *Example of an Incident Response Group, including mandatory (blue) and optional roles (orange)*

Summary Table for Incident Response Group - Roles and Responsibilities

Role	Responsibilities	
	Following enactment of initial emergency response	**Post emergency**
Incident Controller - principals	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 - coordinator s	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 Principal	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 HRS Rep	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 Groundsman	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 Office staff	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 Principals	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 Principals	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	Kangaroo Inn Preschool
Address	2329 Beachport-Penola Road, Kangaroo Inn, SA 5280
Site Telephone	(08) 8734 3046
Email	dl.0957.info@schools.sa.edu.au
Hours of operation	8.30am-3.30pm
Name of any other service operated on site eg: OSHC, Dentist, sports, music	Child Care on Wheels – Thursdays Learning Together Playgroup – fortnightly Wednesdays

Staff/Student information

Number of current enrolments	5 preschoolers 3 supported play transition program (Monday only)
Number of staff	2 staff Mondays and Tuesdays, 1 staff fortnightly Wednesdays
Proportion of staff disability/health factors (%) ***Please ensure Personal Emergency Evacuation Plan (PEEP) is completed and stored in local response procedure**	Nil
Proportion of student with disability/special education needs (%) ***Please ensure Personal Emergency Evacuation Plan (PEEP) is completed and stored in local response procedure**	Nil

Tones for activation of emergency procedures

Shelter in place

Alarm tone/alert method used	Whistle
Duration/pattern of alarm tone	Constant until all children assembled with adult/s
Move to the designated area in preschool building	

Lockdown

Alarm tone/alert method used	School bell
Duration/pattern of alarm tone	4 quick bells
Follow lockdown procedure on preschool pinboard	

Onsite evacuation

Alarm tone/alert method used	School bell - continuous
Duration/pattern of alarm tone	Constant until all children assembled with adult/s
Refer to displayed evacuation diagram on preschool door	

Offsite evacuation

Alarm tone/alert method used	Whistle (preschool) or Loud speaker in hall
Duration/pattern of alarm tone	Phone call to preschool / loud speaker in hall
Method used to inform building occupants when evacuation is to offsite location is required eg: verbal	On advice from SAPOL / CFS
Refer to evacuation instructions in Preschool pinboard area	

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

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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