

Emergency Management Plan

Modbury School P-6

2-18 Golden Grove Road

Modbury North SA 5092

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Principal: Sara Slater



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.

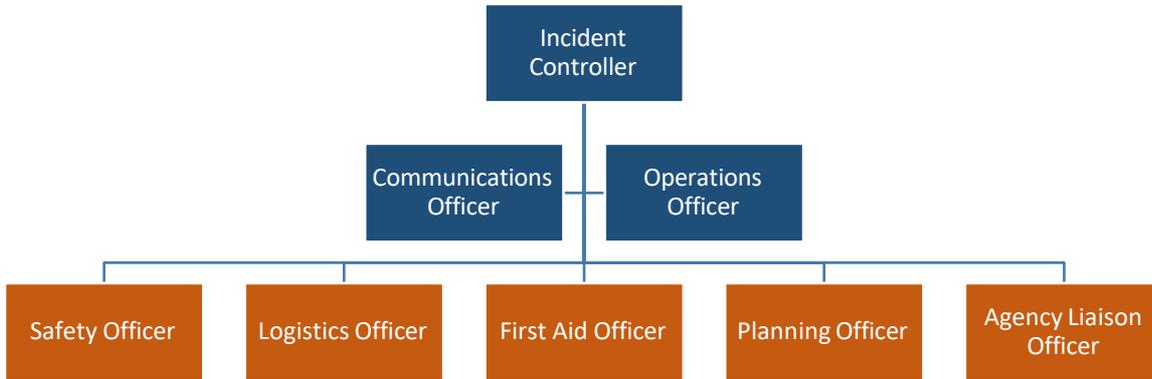
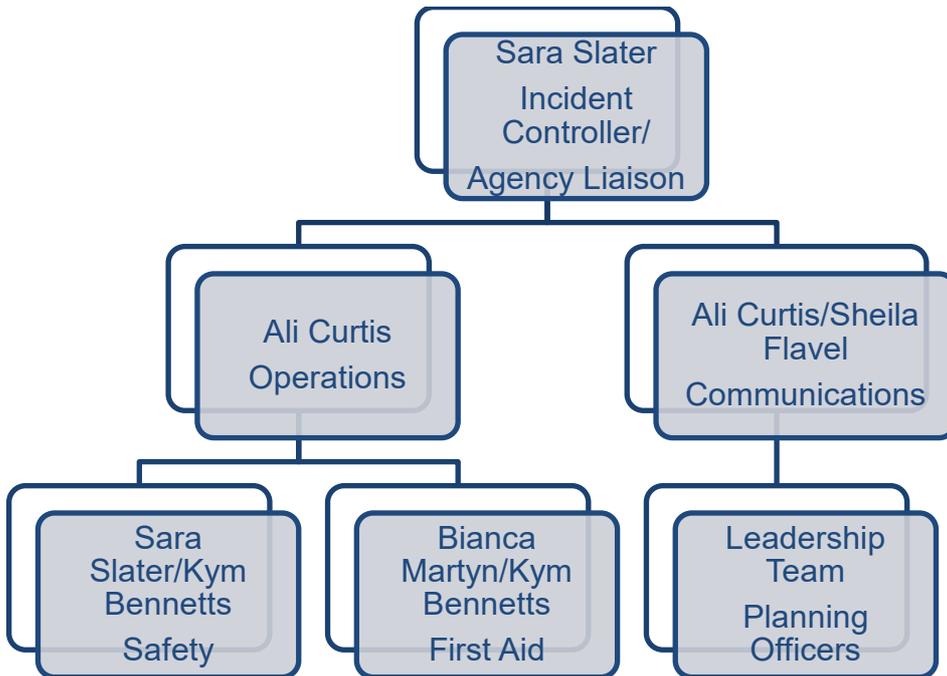


Figure 1 Example of an Incident Response Group, including mandatory (blue) and optional roles (orange)



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 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. |



Site profile

| | |
|--|--|
| Site Name | Modbury School P-6 |
| Address | 2-18 Golden Grove Road Modbury North 5092 |
| Site Telephone | 8264 2027 |
| Email | dl.0272.admin@schools.sa.edu.au |
| Hours of operation | 8am-4pm |
| Name of any other service operated on site eg: OSHC, Dentist, sports, music | OSHC operates 7am-8:30am & 3pm-6pm After school programs in the gym 4pm- 7pm M-F Trinity Church Group Sunday 7am-5pm |

Staff/Student information

| | |
|---|--|
| Number of current enrolments | 195 |
| Number of staff | 34 |
| Proportion of staff disability/health factors (%) *Please ensure Personal Emergency Evacuation Plan (PEEP) is completed and stored in local response procedure | 14 staff members have indicated additional medical needs 41% of staff All staff undertake current site evacuation plan without the need for individual PEEP |
| Proportion of student with disability/special education needs (%) *Please ensure Personal Emergency Evacuation Plan (PEEP) is completed and stored in local response procedure | 31 students have a verified disability 16% of students All students follow current site evacuation plan (1 visually impaired student has PEEP) Room 10 students (special options) have group PEEP) |



Tones for activation of emergency procedures

Shelter in place

| | |
|--|----------------|
| Alarm tone/alert method used | Siren Blast |
| Duration/pattern of alarm tone | 3 short blasts |
| Move to the designated shelter in building – each classroom or any room with lockable door | |

Lockdown

| | |
|--|---|
| Alarm tone/alert method used | Siren Blasts |
| Duration/pattern of alarm tone | 3 short (break) X 3 (9 blasts in total) |
| Follow lockdown procedure in local response procedures | |

Onsite evacuation

| | |
|---------------------------------------|--|
| Alarm tone/alert method used | Siren Blasts |
| Duration/pattern of alarm tone | Single Long Blast (30 sec or until all people evacuated) |
| Refer to displayed evacuation diagram | |

Offsite evacuation

| | |
|---|--|
| Alarm tone/alert method used | Siren Blasts |
| Duration/pattern of alarm tone | Single Long Blast (30 sec or until all people evacuated) Further instructions given at evacuation point. |
| Method used to inform building occupants when evacuation is to offsite location is required eg: verbal | Information given at evacuation point by megaphone announcement |
| 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? | Roll books and emergency bag lists |
| Do you have a student collection process in place during emergency? | Via contact list in emergency kit |

Communication process

| | |
|--|-------------------------|
| Do you have a communication process in place for notifying your parents and school community of emergencies and/or bushfire? | Class Dojo announcement |
| | |

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

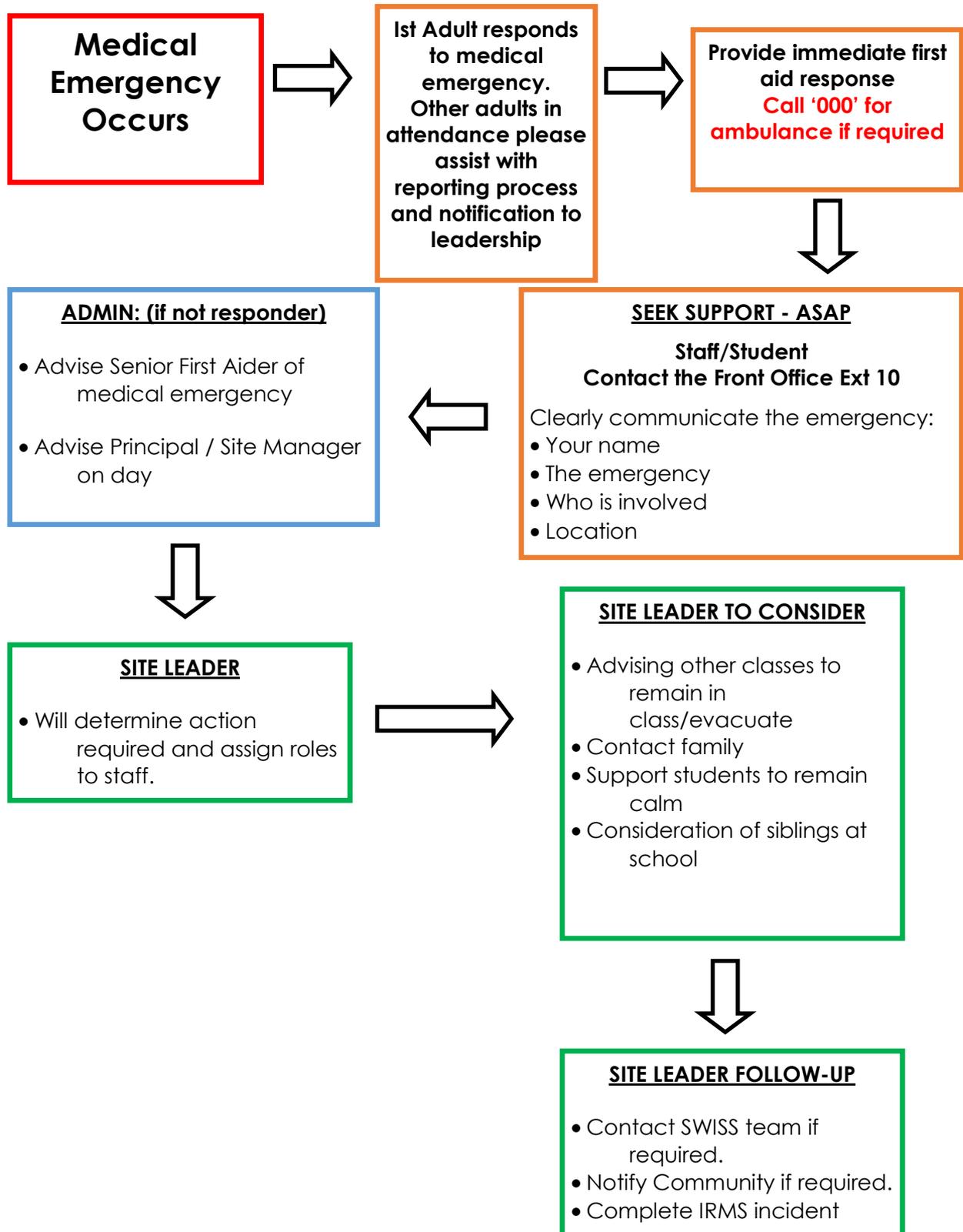
Medical Emergency Officer in Charge

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

- Follow the Medical Emergency Flowchart.



MEDICAL EMERGENCY RESPONSE



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)

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.

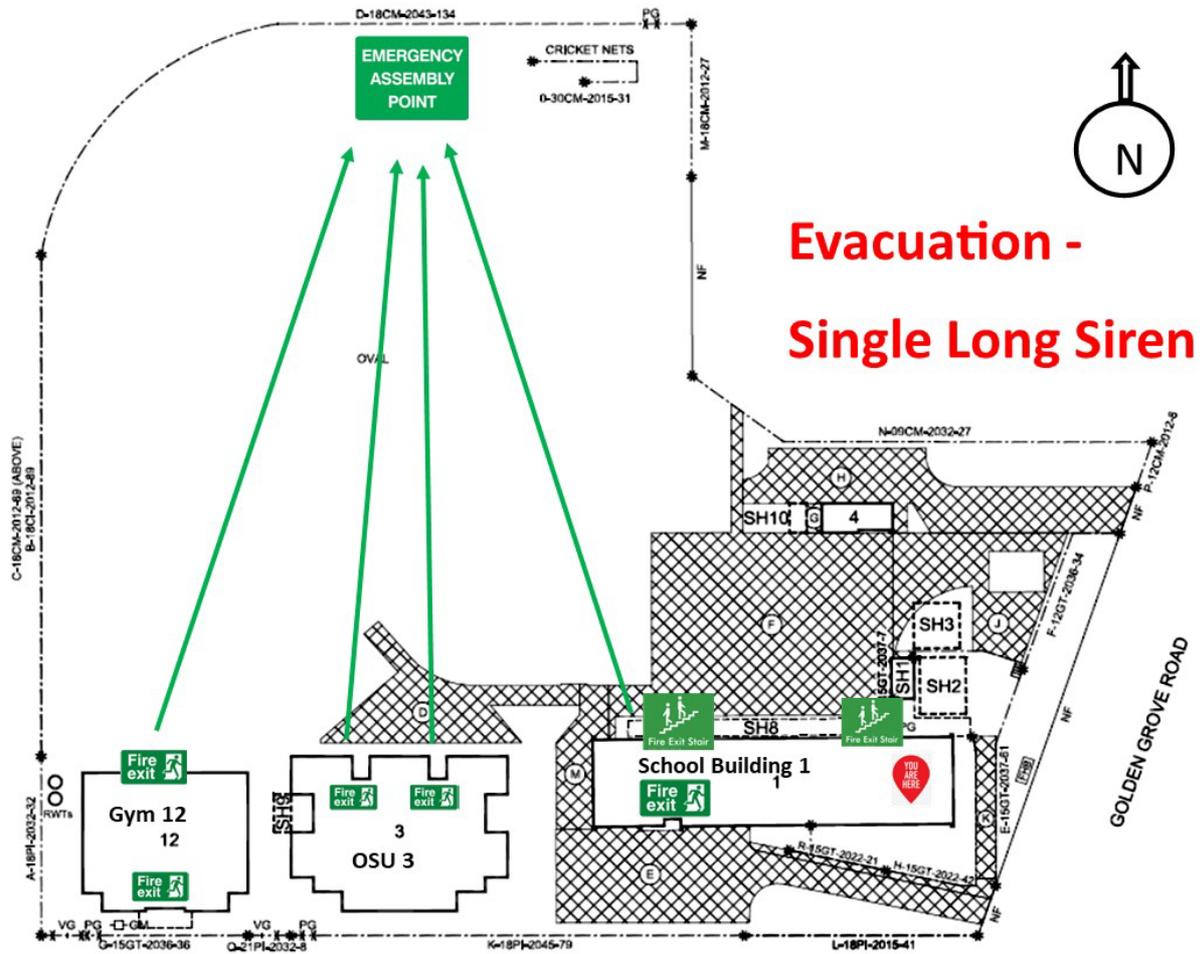
Invacuation Emergency Officers in Charge

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)



Evacuation Map Modbury School



ILIAD GROVE

To Oval Emergency
Assembly Point

Enlarged View Building 1



0272 Modbury School Ground Floor Evacuation Map Preschool



Modbury School P-6 Safety Procedures

Emergency 000 or 112
Front Office 8264 2027 OR
use ext. 10 or 11

Evacuation

We use the evacuation procedure in these ways:

- External lock out for emergency
- Fire

Listen for: **1 long siren (30 seconds)**. Stay calm and use common sense, move away from danger during evacuation.

Organise yourself / others:

- **Move directly to the evacuation point at the back of the oval in a quiet and calm manner** (teachers lead classes in lines). If possible collect red bag from back of door and keys.
- **Close doors but do not lock them**, delegate an adult i.e. school support officer (SSO) to **check bathrooms**.
- Preschool / Playgroup to check their outside areas, kitchen, office and toilets.
- Assemble at the back of the oval. Roll call (in red bag) to check if all are present. (If you were unable to collect your red bag, ask Outside Emergency Officer (admin) for emergency copy).
- **Inform the Outside Emergency Officer (leadership)** if all persons are present or missing. Give copy of roll to Emergency Response Team delegate (leadership).
- Do not return to the building until all clear signal (1 single siren blast) The Emergency Officer signals that the school can resume normally.
- SSO staff to evacuate **after** the students in their care with nearest class. (Check doors are closed, not locked and check toilets, calling out "Any one left here?" as you exit).
- All staff without direct responsibility for a student/class check immediate area and report to response team.
- **Response team delegate (member of leadership) will gather near fire pit to ensure all staff**

Invacuation (Lock Down)

We use the Invacuation procedure in these ways:

- **Weather Event** (rain/heat/extreme)

Listen for: **Three short blasts of sirens** (Move inside out of weather)

- **Internal Lockdown for Emergency**

Listen for: **Three short blasts (break) three blasts (break) three blasts - 9 sirens total** (Follow Procedure Below)

During Emergency Lock Down—Organise yourself / others:

- **If outside**, come inside in a calm and quiet manner, go to classroom and wait for direction.
- **If inside**, lock the door closest to you and telephone office if possible and wait for further instruction from Invacuation Emergency Officers (leadership) - students should not be permitted to leave the room. Students should be seated away from windows and corridors.
- **Call the roll (in red bag)**.
- **Notify the office if all clear or students/staff members or other persons missing**
- Do not leave the building until cleared. The emergency officer signals (1 blast of the siren) that the school can resume normally.



Offsite Evacuation

We use the offsite evacuation procedure in these ways:

- Bomb or other threat to school.
- Fire (If response team advises evacuation point on oval is a risk).

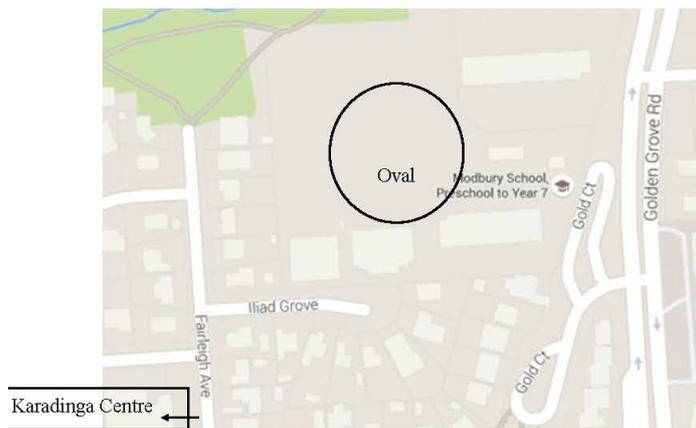
Listen for:

1 long blast, evacuate to oval and wait for further instructions.

Organise yourself / others:

- **Move directly to the back of the oval in quiet and calm manner** (classes in lines).
- Close but do not lock internal doors.
- If possible and safe to do so, collect red bag from behind the door and keys.
- Response team (leadership) to check that all staff and students have exited safely.
- Preschool / Playgroup to check their outside areas, kitchen, office and toilets.
- Assemble at the back of the oval. Roll call to check if all are present. (If you were unable to collect your roll, ask Outside Emergency Officer for emergency copy).
- **Inform the Outside Emergency Officer if all persons are present or missing.**
- Give Emergency Officer (leadership) the copy of your roll.
- Proceed under direction of Outside Emergency Officer to Karadinga Centre in a calm manner, use pathways wherever possible, to keep children safe.
- Follow directions of Outside Emergency Officer at all time.
- Traffic monitor duty will be assigned by the Response Team, please use the stop/slow signs to control traffic so students can cross roads safely.
- **All staff without direct responsibility for a class report to the office for instructions from the Emergency Response Team (Leadership).**

Teaching Staff should ensure that their **red** emergency bag is kept up to date - Ask Admin for new class sheets when your roll class list changes.



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