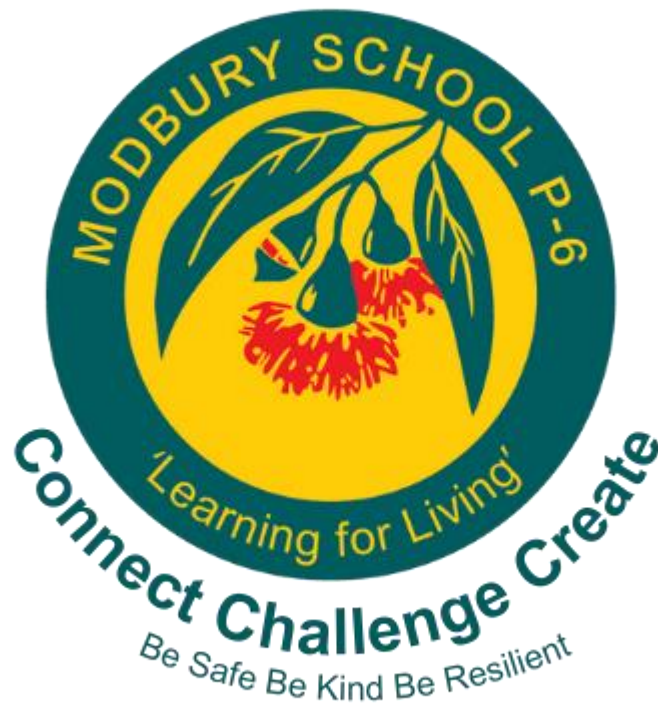




Emergency Management Plan

2026

Modbury School P-6

2-18 Golden Grove Road

Modbury North SA 5092

PH: 82642027

Email: dl.0272.admin@schools.sa.edu.au

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.

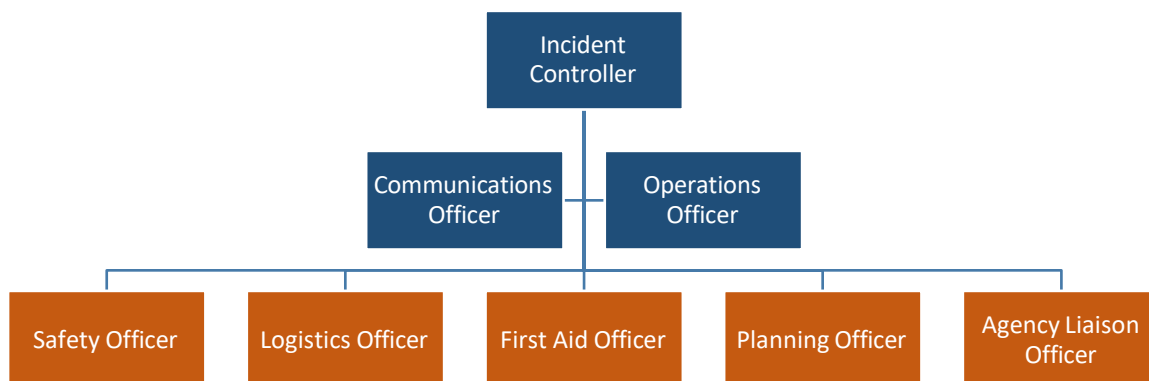
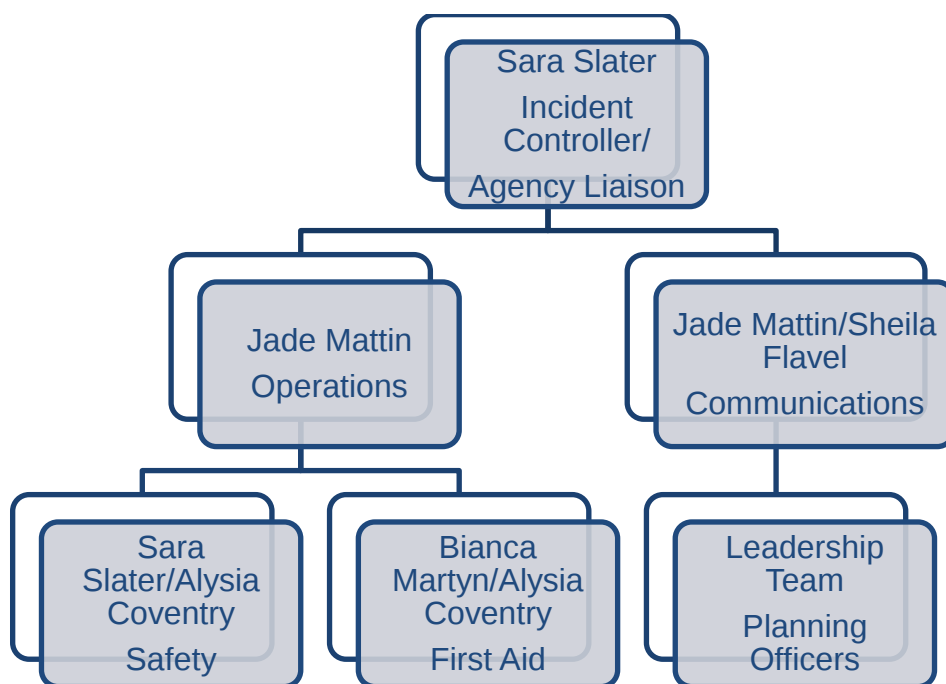


Figure 1 Example of an Incident Response Group, including mandatory (blue) and optional roles (orange)



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	151
Number of staff	32
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 (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 (break) 3 blasts (break) 3 blasts (break)
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 EdSmart Broadcast
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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
- Collect Walkie Talkie
- 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

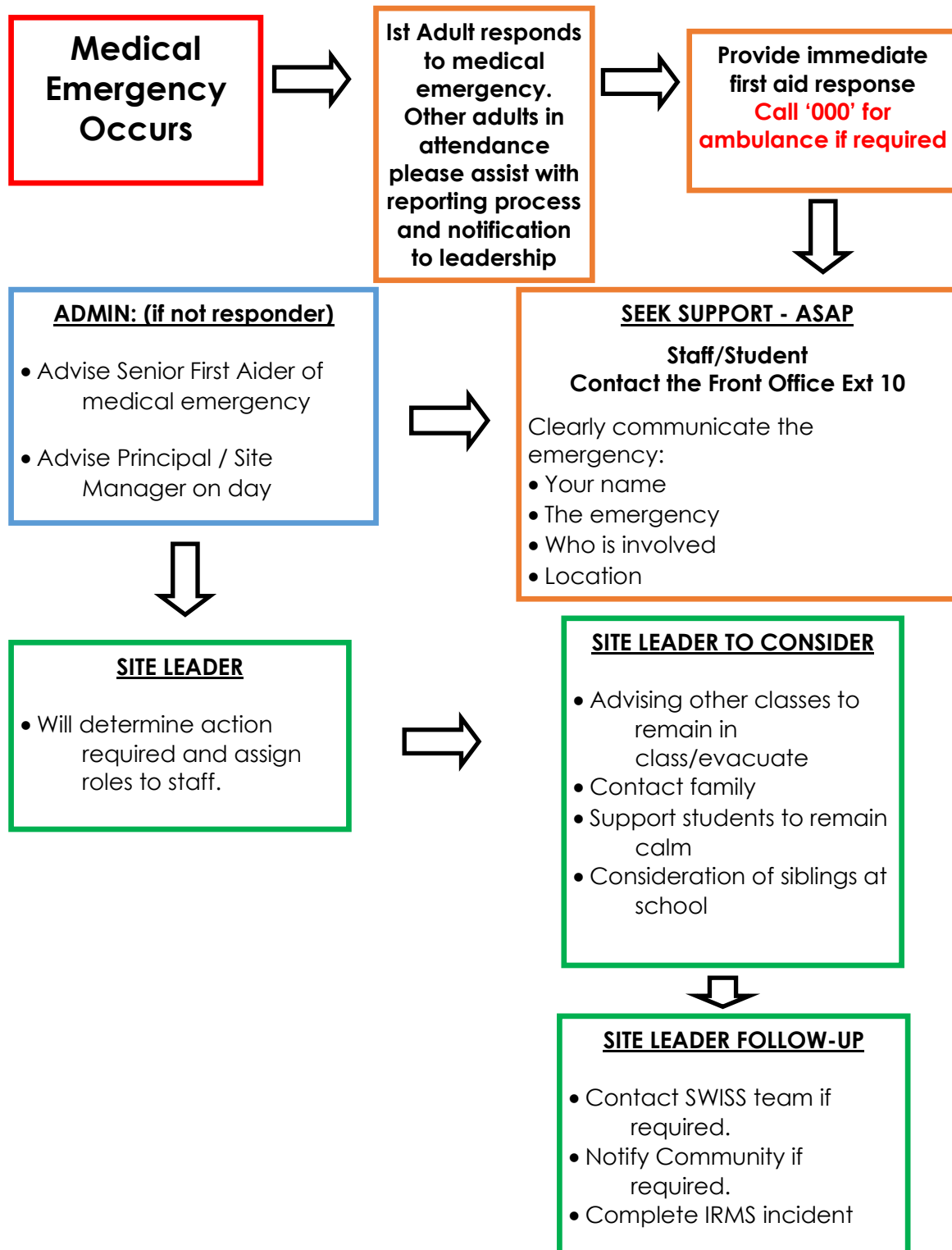


Medical Emergency Officer in Charge

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
- Use Walkie Talkie
- Contact emergency services as necessary
- Instruct staff / students are safe in 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 Diagrams are located throughout the school with the local emergency management procedures. Please refer to your location's Evacuation Diagram for procedures.

