

Emergency Management Plan

ORROROO AREA SCHOOL

2025



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.

Orroroo Area Schools Incident Response Group includes **mandatory roles** of an **Incident Controller**, a **Communications Officer** and an **Operations Officer**. The Incident response group also includes a Safety officer and First Aid officers. Roles and responsibilities are listed below:

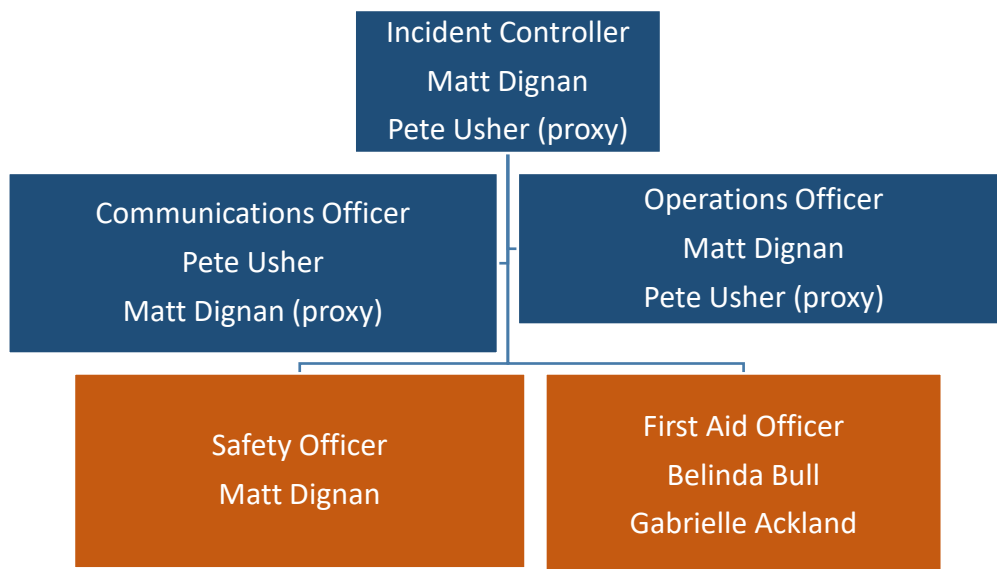


Figure 1 Incident Response Group, including mandatory (blue) and optional roles (orange)

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.
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.

Site profile

Site Name	ORROROO AREA SCHOOL
Address	1-4 West Terrace, Orroroo, SA, 5431
Site Telephone	08 86 581 100 (landline) 0448 057 366 (mobile)
Email	Leadership: dl.0740.leaders@schools.sa.edu.au Administration: dl.0740.admin@schools.sa.edu.au
Hours of operation	8:30am - 3:30pm Monday to Friday
Name of any other service operated on site eg: OSHC, Dentist, sports, music	RICE Creche – Monday & Tuesday

Staff/Student information

Number of current enrolments	162
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	0%
Proportion of student with disability/special education needs (%) *Please ensure Personal Emergency Evacuation Plan (PEEP) is completed and stored in local response procedure	0.62%



Tones for activation of emergency procedures

Shelter in place

Alarm tone/alert method used	Continuous blast of siren
Duration/pattern of alarm tone	Continuous
Move to the designated Shelter in building	

Lockdown (invacuation)

Alarm tone/alert method used	Continuous blast of siren
Duration/pattern of alarm tone	Continuous
Follow lockdown (invacuation) procedure in local response procedures	

Onsite evacuation

Alarm tone/alert method used	Continuous intermittent blasts of siren
Duration/pattern of alarm tone	Continuous intermitted
Refer to displayed evacuation diagram	

Offsite evacuation

Alarm tone/alert method used	Continuous intermittent blasts of siren
Duration/pattern of alarm tone	continuous intermitted
Method used to inform building occupants when evacuation is to offsite location is required eg: verbal	Verbal instruction from Incident controller after roll call
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?	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
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