



Emergency Management Plan

5-8-2025

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.

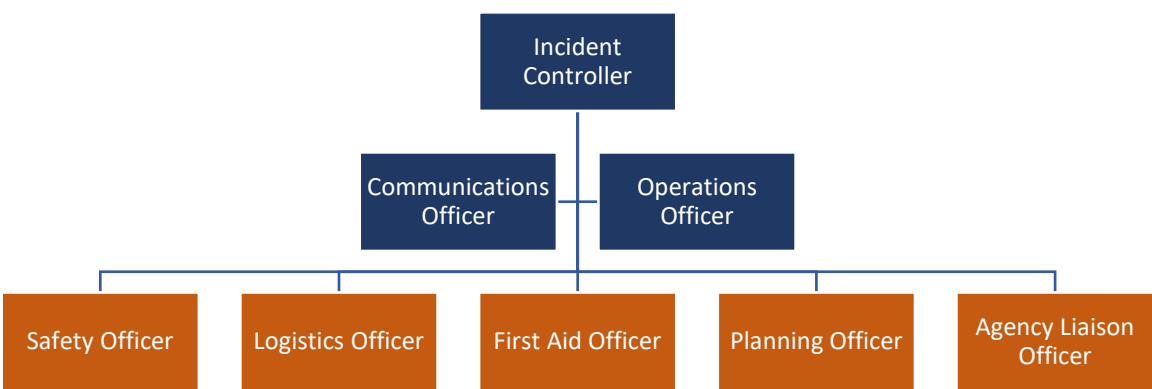


Figure 1 Example of an Incident Response Group, including mandatory (blue) and optional roles (orange)

Summary Table for Incident Response Group - Roles and Responsibilities

Role	Responsibilities	
	Following enactment of initial emergency response	Post emergency
Incident Controller	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
	Principal, Assistant Principals (Secondary, Primary, Intervention & Support)	
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.
	Principal, Assistant Principals (Secondary, Primary, Intervention & Support)	
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.
	Communications Officer, Finance Officer	
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.
	Business Manager, Grounds Person	
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.
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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.
	Catherine Burnett, Rachel Neumann	
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.
	Communications Officer, Finance Officer	

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.
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Site profile



Site Name	Meningie Area School
Address	1 North Terrace Meningie 5264
Site Telephone	08 8575 1106
Email	dl.0750_info@schools.sa.edu.au
Hours of operation	08:00-16:00
Name of any other service operated on site eg: OSHC, Dentist, sports, music	School community library

Staff/Student information



Number of current enrolments	158
Number of staff	42
Proportion of staff disability/health factors (%) *Please ensure Personal Emergency Evacuation Plan (PEEP) is completed and stored in local response procedure	Click or tap here to enter text.
Proportion of student with disability/special education needs (%) *Please ensure Personal Emergency Evacuation Plan (PEEP) is completed and stored in local response procedure	9%

Tones for activation of emergency procedures



Shelter in place

Alarm tone/alert method used	<div style="text-align: right; color: red;">RING SIREN #5</div> <div style="text-align: center;">  <h2 style="color: white; background-color: orange; padding: 5px; margin: 0;">SHELTER IN PLACE</h2> <h3 style="margin: 10px 0;">SHELTER IN PLACE</h3> <p>Remain indoors until the all clear is given i.e., normal siren has sounded.</p> <p>Phone 112 if needed</p> <p>“Shelter in Place” is over when screen notification goes off and/or normal bell sounds and/or leader advises you.</p> <div style="display: flex; align-items: center; margin-top: 20px;">  <div style="background-color: yellow; padding: 2px 5px;">Signal- Bip-Bip-Bip-Bip (Robot) emergency siren will sound.</div> </div> </div>
Duration/pattern of alarm tone	4 minutes/continuous
Move to the designated Shelter in building	



Lockdown

Alarm tone/alert method used	<div style="text-align: right; color: red;">RING SIREN #3</div> <div style="text-align: center;">  <h2 style="color: white; background-color: red; padding: 5px; margin: 0;">LOCKDOWN</h2> <h3 style="margin: 10px 0;">LOCKDOWN</h3> <p>Remain indoors until the all clear is given i.e., normal siren has sounded.</p> <p>Ph 119 if needed</p> <p>“Lockdown” is over when screen notification goes off and/or normal bell sounds and/or leader advises you.</p> <div style="display: flex; align-items: center; margin-top: 20px;">  <div style="background-color: yellow; padding: 2px 5px;">Signal- Wee-Oh, Wee-Oh, Wee-Oh, Wee-Oh emergency siren will sound.</div> </div> </div>
Duration/pattern of alarm tone	4 minutes/continuous
Follow lockdown procedure in local response procedures	

Onsite evacuation

Alarm tone/alert method used	<div style="background-color: #0070C0; color: white; text-align: center; padding: 5px;">EVACUATE TO OVAL</div> <div style="display: flex; justify-content: space-between; align-items: center;">  <div style="text-align: right; color: red; font-weight: bold;">RING SIREN #1</div> </div> <div style="text-align: center; margin-top: 20px;"> EVACUATION PROCEDURE Primary Location </div> <p style="text-align: center;">EXIT THE BUILDING IN AN ORDERLY MANNER AND GO TO THE</p> <p style="text-align: center; font-size: 1.2em;">OVAL</p> <p style="text-align: center;">ASSEMBLE AT THE OVAL IN CLASS GROUPS</p> <div style="display: flex; align-items: center; margin-top: 20px;">  <div style="background-color: yellow; padding: 5px; margin-left: 10px;"> Signal : An ascending woop (W-oo-oo-oo-oo) emergency siren will sound continuously until all clear is given </div> </div>
Duration/pattern of alarm tone	Continuous/Ascending
Refer to displayed evacuation diagram	

Offsite evacuation

Alarm tone/alert method used	<div style="background-color: #006400; color: white; text-align: center; padding: 5px;">EVACUATE TO ALTERNATE LOCATION</div> <div style="display: flex; justify-content: space-between; align-items: center;">  <div style="text-align: right; color: red; font-weight: bold;">RING SIREN #2</div> </div> <div style="text-align: center; margin-top: 20px;"> EVACUATION PROCEDURE Alternate Location </div> <p style="text-align: center;">EXIT THE BUILDING IN AN ORDERLY MANNER AND GO TO</p> <p style="text-align: center; font-size: 1.2em;">BUS PARKING AREA EAST OF TENNIS COURT</p> <p style="text-align: center;">ASSEMBLE IN THE PARKING AREA EAST OF THE TENNIS COURT</p> <div style="display: flex; align-items: center; margin-top: 20px;">  <div style="background-color: yellow; padding: 5px; margin-left: 10px;"> Signal : A Boop-Boop-Boop-Boop emergency siren will sound continuously until all clear is given </div> </div>
Duration/pattern of alarm tone	4 minutes/continuous
Method used to inform building occupants when evacuation is to offsite location is required eg: verbal	Siren tone Megaphone and mobile phones
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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