

The Grove Education Centre

EMERGENCY MANAGEMENT PLAN 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.

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.

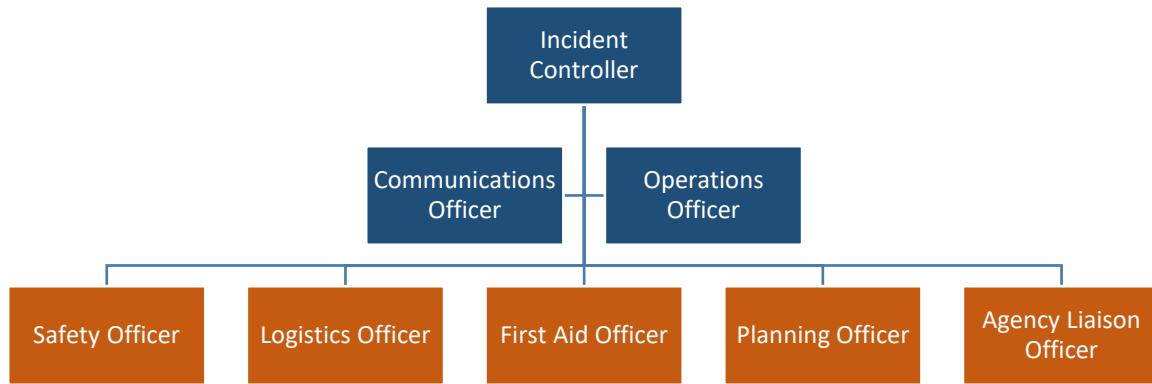


Figure 1 Example of an Incident Response Group, including mandatory (blue) and optional roles (orange)

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 communiqües 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 communiqües and to attend to queries related to the incident.



Incident Response Group Contacts

Fill in the names and contacts of the main and alternate persons nominated for the respective roles in your Incident Response Group.

Incident Controller	
Main:	Nikola Haskell
Contact:	08 83454530
Alternate:	Veronica Joyce
Contact:	08 83454530

Operations Officer	
Main:	Veronica Joyce
Contact:	08 83454530
Alternate:	Nikola Haskell
Contact:	08 83454530

Communications Officer	
Main:	Jin Xu
Contact:	08 83454530
Alternate:	Veronica Joyce
Contact:	08 83454530

Safety Officer	
Main:	Steven Aldo Yanzon
Contact:	08 83454530
Alternate:	
Contact:	

Logistics Officer	
Main:	
Contact:	
Alternate:	
Contact:	

First Aid Officer	
Main:	Jo Sunderland
Contact:	08 83454530
Alternate:	
Contact:	

Planning Officer	
Main:	
Contact:	
Alternate:	
Contact:	

Agency Liaison Officer	
Main:	
Contact:	
Alternate:	
Contact:	

Site profile

Site Name	The Grove Education Centre
Address	39 Leslie St West, Woodville SA
Site Telephone	83454530
Email	dl.0844_info@schools.sa.edu.au
Hours of operation	Classes starts at 8:40 AM and finishes at 3:00 PM
Name of any other service operated on site eg: OSHC, Dentist, sports, music	Novita Recreation Program on school holidays

Staff/Student information

Number of current enrolments	64
Number of staff	45
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	100%

Tones for activation of emergency procedures

Shelter in place

Alarm tone/alert method used	N/A
Duration/pattern of alarm tone	N/A
Move to the designated Shelter in building	

Lockdown

Alarm tone/alert method used	Announcement over PA
Duration/pattern of alarm tone	N/A
Follow lockdown procedure in local response procedures	

Onsite evacuation

Alarm tone/alert method used	Fire Evacuation Alarm
Duration/pattern of alarm tone	Continuous
Refer to displayed evacuation diagram	

Offsite evacuation

Alarm tone/alert method used	N/A
Duration/pattern of alarm tone	N/A
Method used to inform building occupants when evacuation is to offsite location is required eg: verbal	Click or tap here to enter text.
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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