Emergency Management Plan

2026

Saddleworth Primary School

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 the performed by the same person.

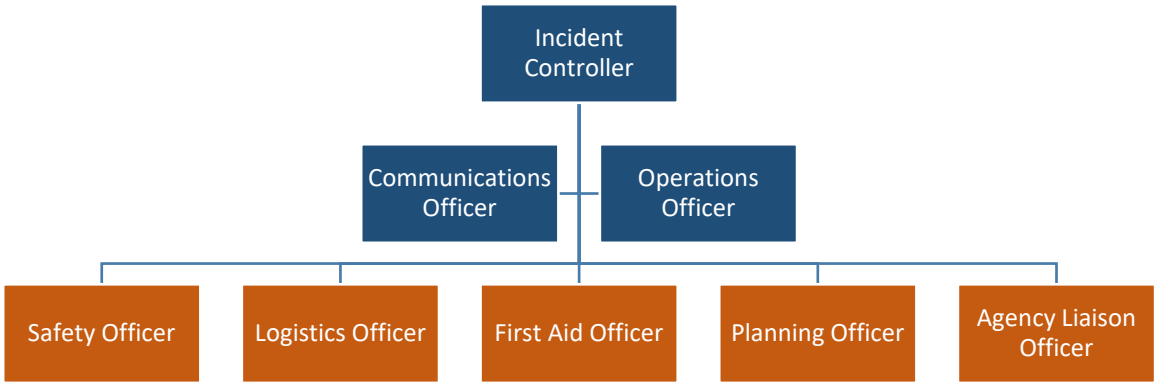

Figure 1 *Example of an Incident Response Group, including mandatory (blue) and optional roles (orange)*

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
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	Saddleworth Primary School
Address	7 Saddle Rd, Saddleworth SA 5413
Site Telephone	88474227
Email	dl.0389.info@schools.sa.edu.au
Hours of operation	School 8:30am-4:00pm, OSCH 3:00pm-6:00pm
Name of any other service operated on site eg: OSHC, Dentist, sports, music	OSHC

Staff/Student information

Number of current enrolments	42
Number of staff	14
Proportion of staff disability/health factors (%) ***Please ensure Personal Emergency Evacuation Plan (PEEP) is completed and stored in local response procedure**	7%
Proportion of student with disability/special education needs (%) ***Please ensure Personal Emergency Evacuation Plan (PEEP) is completed and stored in local response procedure**	2.3%

Tones for activation of emergency procedures

Shelter in place

Alarm tone/alert method used	Phone call to 3 classrooms
Duration/pattern of alarm tone	No siren rang, Front office staff ring the 3 classrooms
Move to the designated Shelter in building	

Lockdown

Alarm tone/alert method used	Siren
Duration/pattern of alarm tone	Long continuous siren (approximately 1 minute)
Follow lockdown procedure in local response procedures	

Onsite evacuation

Alarm tone/alert method used	Siren
Duration/pattern of alarm tone	Short continuous siren (approximately 1 minute)
Refer to displayed evacuation diagram	

Offsite evacuation

Alarm tone/alert method used	Phone call to classrooms
Duration/pattern of alarm tone	N/A
Method used to inform building occupants when evacuation is to offsite location is required eg: verbal	Phone call to classrooms
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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