



GOOLWA CHILDREN'S CENTRE

EMERGENCY MANAGEMENT PLAN





EMERGENCY CONTACT NUMBERS

Emergency (Police, Fire, Ambulance)	000
Police	131 444
Local Police	8555 2018
Local Fire	8555 2000
CFS Bushfire Information Hotline	1300 362 361
DfE Parent Bushfire Information Hotline	1800 000 279
State Emergency Services (SES)	132 500
SA Power Networks	131 366
Hospital – Victor Harbor	8552 0500
Education Director – Ann Prime	8207 7146
DfE Media Unit	8226 7990
SafeWork SA	1300 365 255
Environmental Protection Authority	8204 2004
Alcohol & Drug Information Service/ Needle Clean Up Hotline	1300 131 340
Poisons Information Centre	8555 2404
Regulatory Authority	1800 882 413



Incident response group

Each site will have an Incident Response Group (IRG) organised 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 to 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.

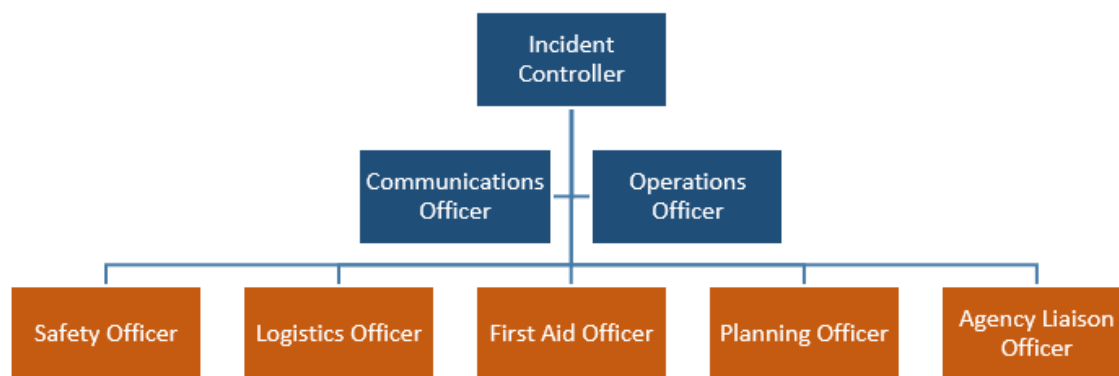


Figure 1 Example of an Incident Response Group, including mandatory (blue) and optional roles (orange)



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. Education central office, 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 facilitate 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	Goolwa Children's Centre
Address	42 Brooking Street, Goolwa SA 5214
Telephone	08 8555 2509
Email	Lara.dempster383@schools.sa.edu.au - Director Goolwacc.cc807@schools.sa.edu.au
Hours of operation	7.30am to 6.00pm

Staff/student information

Number of current enrolments	120
Number of staff	30
Proportion of staff disability/health risk factors	1%
Proportion of student with disability/special education needs	12%



Lockdown

Alarm tone/alert method used	Whistle
Duration/pattern of alarm tone	Continual

Onsite evacuation

Alarm tone/alert method used	Air Horn
Duration/pattern of alarm tone	3 Long Blasts

Offsite evacuation

Alarm tone/alert method used	Air Horn
Duration/pattern of alarm tone	3 Long Blasts
Method used to inform building occupants when evacuation is to be at an alternative location	Meet at 1 st Assembly Point as per onsite evacuation. Site Supervisor will advise wardens and staff when to move to 2 nd Assembly Point at Goolwa School Oval.

Student collection protocol

Student attendance record	Confirmed process in place	Yes
Student collection during emergency	Confirmed process in place	Yes





EVACUATION DIAGRAM

IN CASE OF FIRE

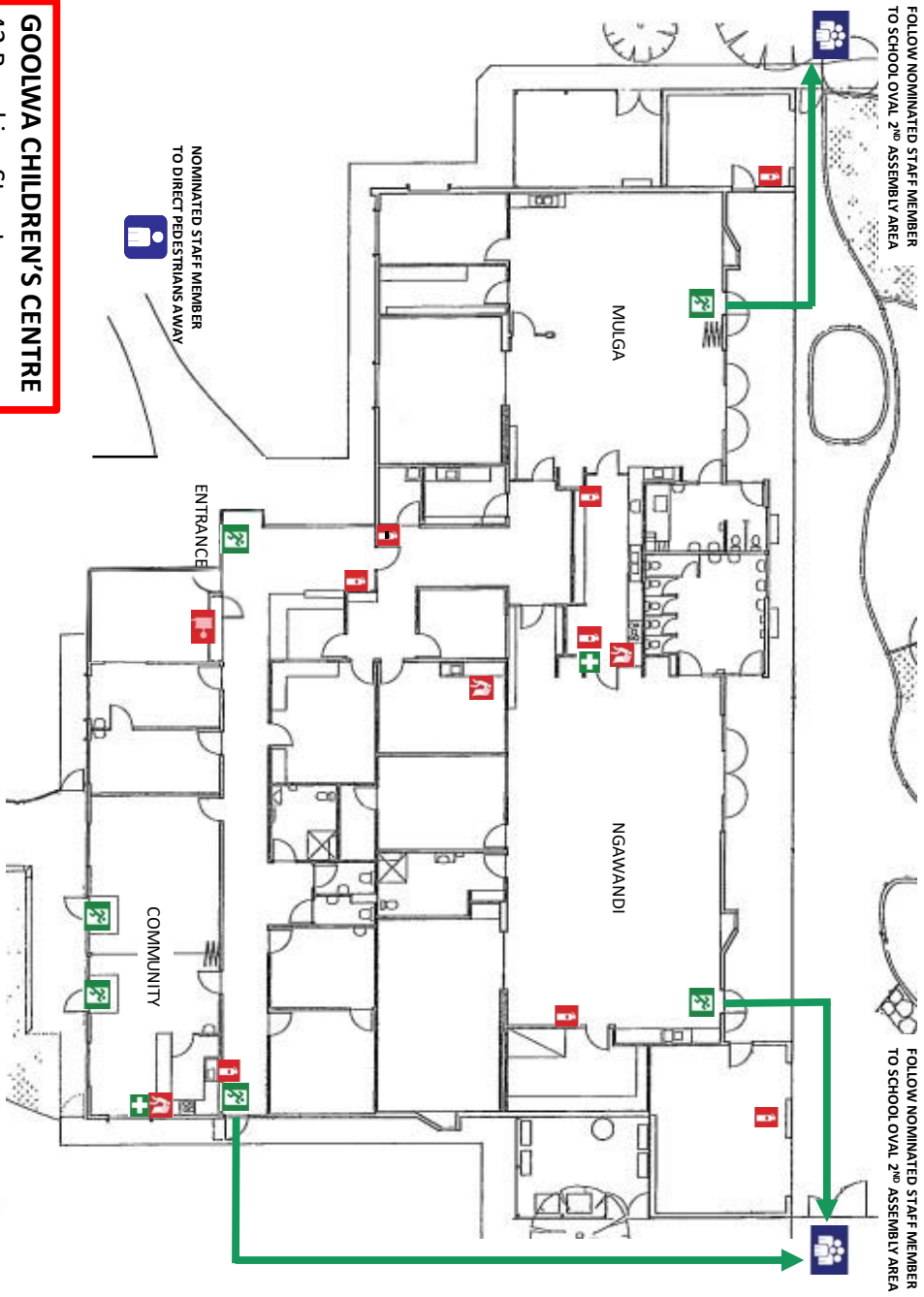
- R** REMOVE PEOPLE
- A** ALERT FIRE SERVICE
- C** ONFIRE FIRE & SMOKE
- E** VACUATE



LEGEND

← PATH OF TRAVEL

2nd ASSEMBLY AREA



GOOLWA CHILDREN'S CENTRE
 42 Brooking Street
 GOOLWA SA 5214
 8555 2509
 Mob: 0476 671 952

DATE: NOVEMBER 2023
 REVIEW: NOVEMBER 2028

