Emergency Management Plan

Woodcroft Heights Children's Centre – 3625

5 Mar 2025

Government of South Australia
Department for Education

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 the performed by the same person.

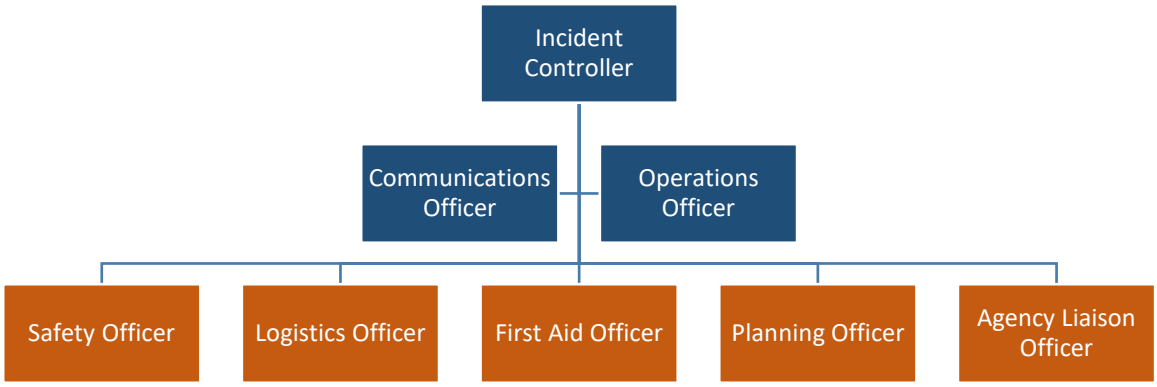

Figure 1 *Example of an Incident Response Group, including mandatory (blue) and optional roles (orange)*

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. 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 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	Woodcroft Heights Children's Centre
Address	25 Investigator Drive Woodcroft SA 5162
Telephone	8381 8005
Email	dl.3625.leaders@schools.sa.edu.au
Hours of operation	8:15am to 3:45pm Monday to Friday

Staff/student information

Number of current enrolments	77
Number of staff	14
Proportion of staff disability/health factors (%)	0%
Proportion of student with disability/special education needs (%)	10%

Tones used for activation of emergency procedures

Shelter in place

Alarm tone/alert method used	Bell (Hand)
Duration/pattern of alarm tone	Long Continuous

Lockdown

Alarm tone/alert method used	Bell (Hand)
Duration/pattern of alarm tone	Long Continuous

Onsite evacuation

Alarm tone/alert method used	Whistle
Duration/pattern of alarm tone	Short Continuous

Offsite evacuation

Alarm tone/alert method used	Whistle
Duration/pattern of alarm tone	Short Continuous
Method used to inform wardens and building occupants when evacuation is to an alternative location	The Director will inform wardens

Student collection protocol

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

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