Emergency Management Plan
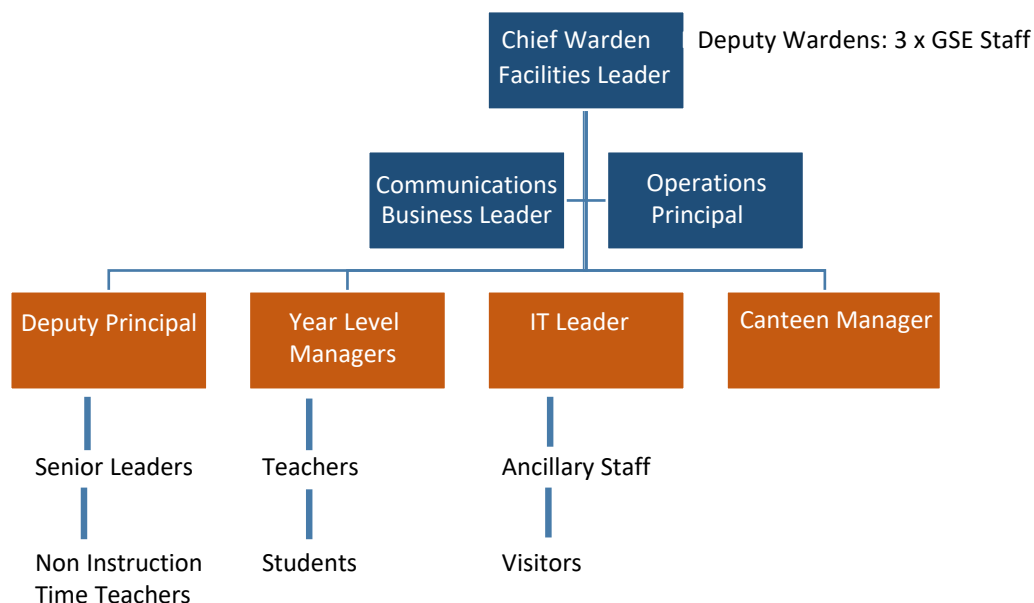
Brighton Secondary School

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.

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                    │ Chief Warden    │   Deputy Wardens: 3 x GSE Staff
                    │ Facilities Leader│
                    └─────────────────┘
              ┌─────────────────┐ ┌─────────────────┐
              │ Communications  │ │ Operations      │
              │ Business Leader │ │ Principal       │
              └─────────────────┘ └─────────────────┘

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│ Deputy       │ │ Year Level   │ │ IT Leader    │ │ Canteen      │
│ Principal    │ │ Managers     │ │              │ │ Manager      │
└──────────────┘ └──────────────┘ └──────────────┘ └──────────────┘

  Senior Leaders     Teachers        Ancillary Staff

  Non Instruction    Students        Visitors
  Time Teachers
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**Reports of missing persons should flow up to the Chief Warden

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Summary Table for Incident Response Group - Roles and Responsibilities

Role	Responsibilities	
	Following enactment of initial emergency response	**Post emergency**
Incident Controller / Chief Warden	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
Communications 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.
Operations 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 Officers B3 Leaders	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 Facilities Leader	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 Student Services Staff	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 / WHS Committee	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.

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Site profile

Site Name	Brighton Secondary School
Address	305 Brighton Road, North Brighton, SA 5048
Telephone	08 8375 8200
Email	dl.0803.admin@schools.sa.edu.au
Hours of operation	8am to 4pm

Staff/student information

Number of current enrolments	1700
Number of staff	160
Proportion of staff disability/health factors (%)	1
Proportion of student with disability/special education needs (%)	16

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Tones used for activation of emergency procedures

Shelter in place

Alarm tone/alert method used	Continuous short blasts
Duration/pattern of alarm tone	Continuous until threat subsides

Lockdown

Alarm tone/alert method used	Continuous short blasts
Duration/pattern of alarm tone	Continuous until threat subsides

Onsite evacuation

Alarm tone/alert method used	Long blast, short blast, long blast, short blast
Duration/pattern of alarm tone	Continuous until threat subsides

Offsite evacuation

Alarm tone/alert method used	Long blast, short blast, long blast, short blast
Duration/pattern of alarm tone	Continuous until all persons leave site
Method used to inform wardens and building occupants when evacuation is to an alternative location	Evacuate to main school oval, using megaphone convey to all persons to cross at the pedestrian crossing safely and head north turning toward the beach to assemble on the sand

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Student collection protocol

Student attendance record	Confirmed process in place	IT Leader to bring ipad with Daymap data accessible.
Student collection during emergency	Confirmed process in place	All parents to report to the Communications Officer (wearing fluro vest with sign).

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