# Emergency Management Plan

Fulham Park Preschool Kindergarten

FULHAM PARK PRESCHOOL

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.

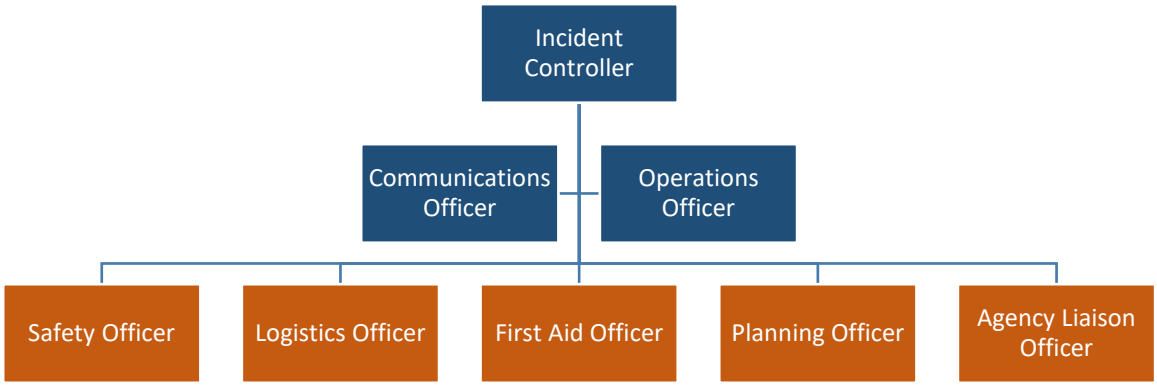


***Figure 1*** *Example of an Incident Response Group, including mandatory (blue) and optional roles (orange)*

## 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.<br>Provides input to facilitate review of the actions taken and recommendations to amend plans |
| Operations Officer | Oversees the implementation of the relevant action plans.<br>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.<br>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.<br>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.<br>Makes recommendations to reinstate them. |
| First Aid Officer | Administers first aid to occupants.<br>Documents occurrences of illnesses and injuries requiring treatment. | Reviews the status of the first aid equipment.<br>Makes recommendations to reinstate them. |
| Planning Officer | Collects and evaluates information related to the incident and resources.<br>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.<br>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** | Fulham Park Preschool Kindergarten |
| **Address** | 28 Castlebar Road, Lockleys, SA 5032 |
| **Site Telephone** | (08) 8356 3913 |
| **Email** | dl.5615.leaders@schools.sa.edu.au |
| **Hours of operation** | Monday – Thursday: 8:00 am – 3:30 pm |
| **Name of any other service operated on site eg: OSHC, Dentist, sports, music** | Friday: 9:30 am – 11:00 am (playgroup) |

# Staff/Student information

| | |
|---|---|
| **Number of current enrolments** | 50 (as of 13/02/2026) |
| **Number of staff** | 4 |
| **Proportion of staff disability/health factors (%)**<br>***Please ensure Personal Emergency Evacuation Plan (PEEP) is completed and stored in local response procedure** | 0% |
| **Proportion of student with disability/special education needs (%)**<br>***Please ensure Personal Emergency Evacuation Plan (PEEP) is completed and stored in local response procedure** | 0% |

# Tones for activation of emergency procedures

## Shelter in place

| | |
|---|---|
| **Alarm tone/alert method used** | Continuous ring of bell (handheld) |
| **Duration/pattern of alarm tone** | Continuous (until all children are inside) |
| Move to the designated Shelter in building | |

## Lockdown

| | |
|---|---|
| **Alarm tone/alert method used** | Continuous ring of bell (handheld) |
| **Duration/pattern of alarm tone** | Continuous (until all children are inside) |
| Follow lockdown procedure in local response procedures | |

## Onsite evacuation

| | |
|---|---|
| **Alarm tone/alert method used** | Whistle |
| **Duration/pattern of alarm tone** | Continuous |
| Refer to displayed evacuation diagram | |

## Offsite evacuation

| | |
|---|---|
| **Alarm tone/alert method used** | Whistle |
| **Duration/pattern of alarm tone** | Continuous |
| **Method used to inform building occupants when evacuation is to offsite location is required eg: verbal** | Verbal communication from staff member sounding emergency |
| 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<br>We have a copy of emergency contacts, parents / guardians are contacted in most appropriate way at the time (phone call, email, Seesaw) |

# Communication process

| | |
|---|---|
| **Do you have a communication process in place for notifying your parents and school community of emergencies and/or bushfire?** | Yes<br>We have a copy of emergency contacts, parents / guardians are contacted in most appropriate way at the time (phone call, email, Seesaw) |



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