EMERGENCY RESPONSE PLAN

Ferguson, Julie (Marryatville High School) Marryatville High School

Incident Response Group – Marryatville High School

Role	Responsibilities		Person responsible & Back Up	Contact
	Following enactment of initial emergency response	Post Emergency		
Incident Controller	Provides leadership, directs and coordinates resources to ensure safety of occupants at the site	Collates relevant information from various members of IRG Provides input to facilitate review of the actions taken and recommendations to amend plans	John Tiver (Principal) Julie Ferguson (Deputy Principal)	83048420 83048420
Operations Officer	Oversees the implementation of the relevant actions Responsible for managing, supervising and monitoring ongoing operations	Assess damage to property and to restore facilities and services	Kirsty Iverson (Business Manager) Alby Menzel (Grounds)	83048420 83048420
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.	Julie Ferguson (Deputy Principal) Janelle Morrissey (Director of Wellbeing)	83048420 83048420
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.	Maya Brookes (Director of Systems) Steve Heard (Fire Warden)	83048420 83048420
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.	Kirsty Iverson (Business Manager) Maya Brookes (Director of Systems)	83048420 83048420
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.	Penny Borelli (First Aid Officer) Janelle Morrissey (Director of Wellbeing)	83048420 83048420
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.	Julie Ferguson (Deputy Principal) Maya Brookes (Director of Systems)	83048420 83048420
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.	Natalie Ordynski (Executive Assistant) Kim Gillespie	83048420 83048420

Staff Profile		Staff / Student Information	
Site Name	Marryatville High School	Number of current enrolments	1365
Address	170 Kensington Road Marryatville 5068	Number of staff	109
Telephone	83048420	Proportion of staff disability/health factors	3%
Email	dl.0817.info@schools.sa.edu.au	Proportion of students with disability/special education needs	8%
Hours of Operation	8.00am – 4.00pm		

Tones used for activation of emergency procedures			
Type of Emergency	Alarm Tone/ alert method used	Duration/pattern of alarm tone	Method to inform wardens and building occupants when evacuation is to an alternative location.
SHELTER IN PLACE	siren	Continuous uninterrupted	n/a
LOCKDOWN	siren	Continuous uninterrupted	n/a
ONSITE EVACUATION	siren	Repeated blasts	n/a
OFFFSITE EVACUATION	siren	Repeated blasts	Warden with megaphone providing re-directions to off site location
STUDENT COLLECTION PROTOCOL • Student Attendance record • Student collection during an emergency	Confirmed process in place Confirmed process in place		

CODE BLACK	Personal Threat
CODE BLUE	Medical/first aid related incidents
CODE PURPLE	Bomb or Substance Threat
CODE RED	Fire Emergency