

**Marden Education Centre  
(MSC & OAC)  
Ratified 10/06/2020  
EMERGENCY MANAGEMENT PLAN (abridge)**



## Non-Site Emergency Contact Numbers

<b>Emergency (Police, Fire, Ambulance)</b>	<b>000</b>
<b>Police</b>	<b>131 444</b>
<b>Local Police</b>	<b>131 444</b>
<b>Local Fire</b>	<b>000</b>
<b>CFS Bushfire Information Hotline</b>	<b>1300 362 361</b>
<b>DECD Security and Emergency Hotline</b>	<b>1800 000 279</b>
<b>State Emergency Service (SES)</b>	<b>132 500</b>
<b>SA Power Networks</b>	<b>131 366</b>
<b>Local Hospital - Royal Adelaide Name</b>	<b>7074 0000</b>
<b>Education Director - Sandy Richardson</b>	<b>8366 8823</b>
<b>DECD Security, Bushfire &amp; Emergency Team</b>	<b>8226 2524</b> <b>8226 3714</b>
<b>DECD Media Unit</b>	<b>8226 7990</b>
<b>SafeWork SA</b>	<b>1300 365 255</b>
<b>Environmental Protection Authority</b>	<b>8204 2004</b>
<b>Alcohol and Drug Information Service/Needle Clean Up Hotline</b>	<b>1300 131 340</b>
<b>Poisons Information Centre</b>	<b>13 11 26</b>
<b>Women and Children's Hospital</b>	<b>8161 7000</b>
<b>Add Contact:</b>	
<b>Add Contact:</b>	

## 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 (yellow) and optional roles (blue)

**Summary Table for Incident Response Group - Roles and Responsibilities**

Roles	Responsibilities	
	During an emergency	Post emergency
<b>Incident Controller (IC)</b>	IC provides leadership, directs and coordinate resources to ensure the safety of occupants at the site	IC collates relevant information from various members of IRG and liaises with EMT to organise a debrief session. IC provided inputs to facilitate reviews of the actions taken and recommendations to amend plans.
<b>Communications Officer (CO)</b>	CO oversees the implementation of the relevant action plans and is responsible for managing, supervising and monitoring on-going operations.	CO liaises with EMT to assess damaged properties and to restore facilities/services.
<b>Operations Officer (OO)</b>	CO manages and monitors all communications with internal and external agencies e.g. DECD Central Office, Emergency Services or Parents.	CO liaises with EMT to issue communiques for the staff, students, parents and the community, and attends to queries related to incident.
<b>Safety Officer (SO)</b>	SO works closely with the other members to ensure work health and safety of occupants at the site during the incident	SO liaises with EMT to review the safety of the site and its facilities, and make recommendations to mitigate resultant risks.
<b>Logistics Officer (LO)</b>	LO manages the logistical needs, including equipment, services and manpower, to facilitate the operations	LO liaises with EMT to review the status of the emergency equipment and services, and make recommendations to reinstate them.
<b>First Aid Officer (FAO)</b>	FAO administers first-aid to occupants and documents occurrence of illnesses and injuries requiring treatment	FAO liaises with EMT to review the status of the first-aid equipment and make recommendations to reinstate them.
<b>Planning Officer (PO)</b>	PO collects and evaluates information related to the incident and resources, and formulates strategies to mitigate identified risks for implementation by IC	PO liaises with IC and OO to review the incident and risks identified during the emergency and make recommendations to enhance the plan.
<b>Agency Liaison Officer (ALO)</b>	ALO assists CO with liaison with internal and external agencies	ALO assist CO in the liaison with EMT in the issuance of communiques and to attend to queries related to the incident.

## Site Profile

### Site Information

<b>Site Name</b>	Marden Education Centre		
<b>Address</b>	1-37 Marden Road		
<b>Telephone</b>	8309 3500		
<b>Fax</b>	8362 0045	<b>Email</b>	info@msc.sa.edu.au
<b>Time Site Opens</b>	8.00am		
<b>Time Site Closes</b>	5.30 pm		

### Student/Staff Information

<b>Number of Current Enrolments</b>	700 onsite
<b>Number of Staff</b>	210
<b>Proportion of Staff Disability/Health Factors (%)</b>	2
<b>Proportion of Student Disability/Special Education Needs (%)</b>	10

# Emergency Assembly Areas and Alarm Tone Procedures

## Shelter-In-Place

<b>Shelter in Place Location</b>	
Same as lock-down below	
<b>Alarm Tone/Alert Method Used</b>	<b>Duration/Pattern of Alarm Tone</b>
Siren	Long continuous
<b>If "Other" alarm tone/alert method or duration/pattern of alarm tone, please note following details</b>	
Evening Classes only - long continuous - hand held siren	

## Precautionary Building Confinement (PBC)/Lockdown

<b>Precautionary Building Confinement (PBC)/Lockdown Location</b>	
All personnel enter nearest building	
<b>Alarm Tone / Alert Method Used</b>	<b>Duration/Pattern of Alarm Tone</b>
Siren	Long continuous
<b>If "Other" alarm tone/alert method or duration/pattern of alarm tone, please note following details</b>	
Evening Classes only - long continuous - hand held siren	

## Evacuation

<b>On-site / Adjacent Muster Point Location(s) (e.g. oval/car park/courtyard)</b>	
<b>On Site Location A</b>	Lawn between Buildings 1 and 4
<b>On Site Location B (optional)</b>	Lawn adjacent Gate 2
<b>If there are two locations A &amp; B, please note the following protocol used to direct the occupants to either A or B</b>	
Marden Senior College personnel - Location A	
Open Access College personnel - Location B	
<b>Alarm Tone/Method Used</b>	<b>Duration/Pattern of Alarm Tone</b>
Siren	Intermittent
<b>If "Other" alarm tone/alert method or duration/pattern of alarm tone, please note following details</b>	
Evening Classes only - intermittent - hand held siren	

## Off-site Back-up Location

<b>Off-site Back-up Location(s)</b>	
<b>Off Site Location A</b>	Sports oval adjacent to site
<b>Off Site Location B (optional)</b>	Linear Park
<b>If there are two locations A &amp; B, please note the following protocol used to direct the occupants to either A or B</b>	
Loud hailer announcement plus staff direction for other personnel	
<b>Alarm Tone/Method Used</b>	<b>Duration/Pattern of Alarm Tone</b>
Other	Intermittent
<b>If "Other" alarm tone/alert method or duration/pattern of alarm tone, please note following details</b>	
Loud hailer siren	



# Bushfire Response Plan - Marden Education Centre (MSC & OAC) Ratified 10/06/2020

## Bushfire Refuge

The term 'Bushfire Refuge' has been adopted by DECD to reduce confusion with the terminology used by the CFS and is generally a building on-site that can provide short term shelter from a bushfire to the site population only.

The term 'Last Resort Refuge' is identified in each Council for community members as a space or building which could be used as a place of last resort for individuals to go to and remain during the passage of fire through their neighbourhood. A Last Resort Refuge is intended to provide a place of relative safety during a bushfire but does not guarantee the survival of those who assemble there and should only be used when personal Bushfire Survival Plans cannot be implemented or have failed.

**Note: No DECD sites have been identified by the CFS as a Last Resort Refuge.**

### Site's Trigger Points to prepare for movement to a Bushfire Refuge

N/A. MEC is not an R1 or R2 bushfire risk rated site.

### The alarm tone/method used to prepare for movement to the Bushfire Refuge

#### Alarm Tone/Method Used

Choose an item

#### Duration/Pattern of Alarm Tone

Choose an item

**If "Other" alarm tone/alert method or duration/pattern of alarm tone, please note following details**

### Location of the Bushfire Refuge

### Location of off-site evacuation point should the site need to evacuate the Bushfire Refuge

**Planned method of transport to relocate all persons away from the Bushfire Refuge and to the off-site evacuation point**

# Student Collection Protocol

## Student Attendance Record

All schools have systems to record students' attendance and are able to account for the presence or absence of students during an emergency. In addition, there are processes ensure students are only released to authorised individuals.

### **Site's system to account for students following an emergency response and any methods for corroborating student collection authorities**

Day Students: Student attendance is recorded on a lesson-by lesson basis in DayMap. Marden Senior College is a post compulsory/adult learning community that promotes and expects purposeful and responsible student participation and behaviour. Students are responsible for self-management during unscheduled lessons and breaks.

Our emergency procedures ensure no student is left inside during an evacuation and our lock-down procedures allow for all students and visitors to seek a place of safety.

Night Students: Students are supervised in an evening until collected and would be supervised after an emergency until collected or provisions made for their safe return home.

## Student Collection During Emergency

Emergencies may occur at any time and often without warning. In such circumstances, it may not be possible for students to be collected by their usual family member or authorised person, or indeed be permitted to make their way home in the usual manner. Sites have processes implemented to facilitate urgent changes to usual collection or release arrangements

### **Site's arrangements to accommodate urgent changes to collection / release authorities during an emergency**

An SMS communication system is in place. As a senior college, students are generally able to make suitable arrangements as necessary. For under-aged student or students with special needs, staff will be available to assist and make arrangements as necessary.

