

respect responsibility resilience



BOWDEN BROMPTON COMMUNITY SCHOOL

Emergency Management Plan

REVIEW DATE: 13th January 2025

NEXT REVIEW DATE: April 2025

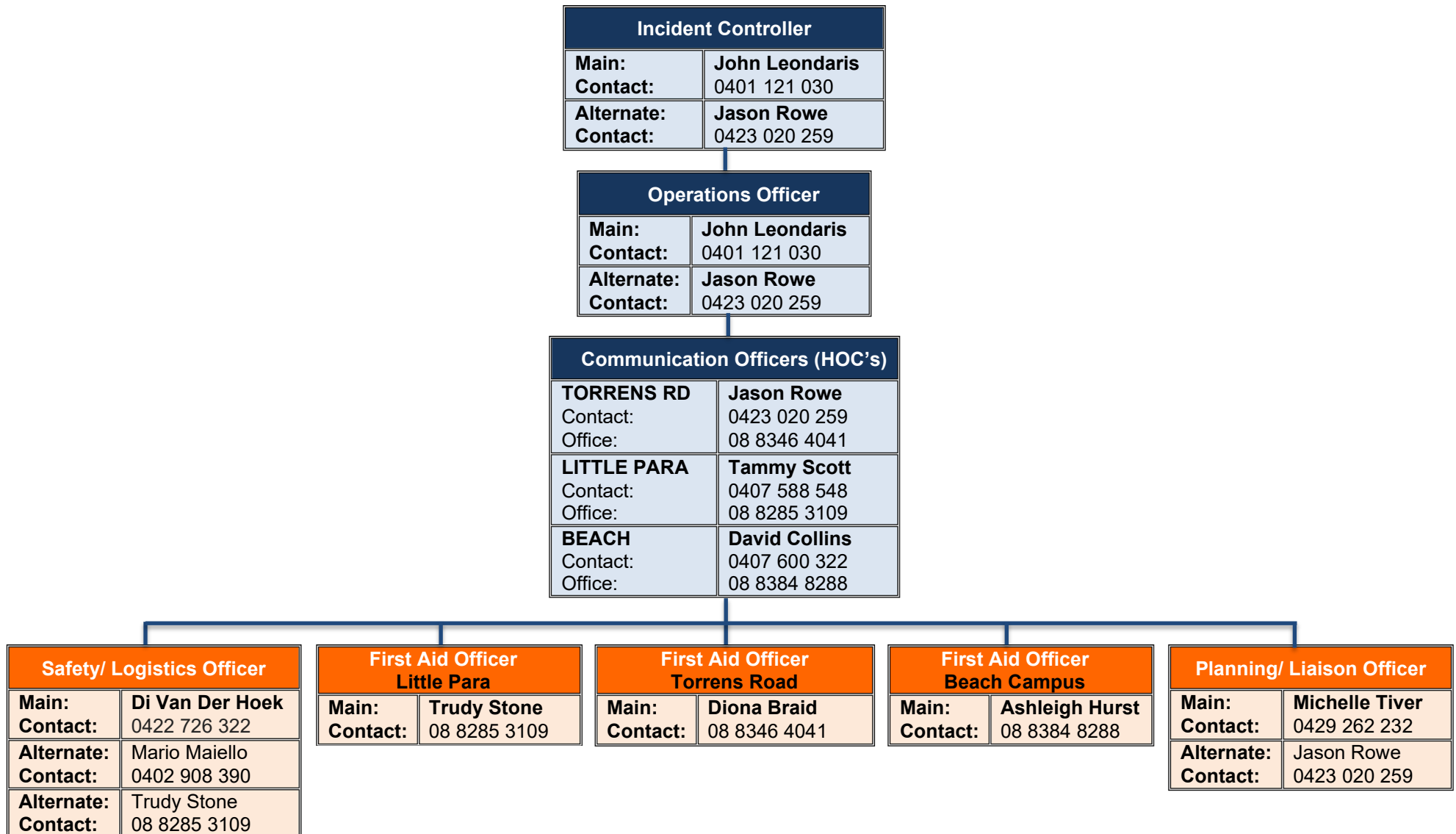


Government of South Australia
Department for Education

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: 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 facilitate 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

BOWDEN BROMPTON COMMUNITY SCHOOL

TORRENS ROAD - (HEAD CAMPUS)	
Address	85a Torrens Road, Brompton, SA, 5007
Telephone	08 8346 4041
Email	dl.1418.info@schools.sa.edu.au
Hours of operation	8:00am – 4:30pm

LITTLE PARA CAMPUS	
Address	55 Downton Avenue, Salisbury North, SA, 5108
Telephone	08 8285 3109
Email	dl.1418.info@schools.sa.edu.au
Hours of operation	8:00am – 4:00pm

BEACH CAMPUS	
Address	181 Beach Road, Christies Beach, SA, 5165
Telephone	08 8384 8288
Email	dl.1418.info@schools.sa.edu.au
Hours of operation	8:00am – 4:00pm

Staff/student information

TORRENS ROAD - (HEAD CAMPUS)	
Number of current enrolments	77
Number of staff	35
Proportion of staff disability/health factors (%)	7.1%
Proportion of student with disability/special education needs (%)	100%

LITTLE PARA CAMPUS	
Number of current enrolments	43
Number of staff	18
Proportion of staff disability/health factors (%)	20%
Proportion of student with disability/special education needs (%)	100%

BEACH CAMPUS	
Number of current enrolments	28
Number of staff	20
Proportion of staff disability/health factors (%)	6.6%
Proportion of student with disability/special education needs (%)	100%

ALL BOWDEN BROMPTON COMMUNITY SCHOOL CAMPUSES	
Number of current enrolments	148
Number of staff	73
Proportion of staff disability/health factors (%)	10.3%
Proportion of student with disability/special education needs (%)	100%

Tones used for activation of emergency procedures

Shelter in place

TORRENS ROAD - (Kari Building)	
Alarm tone/alert method used	Other <ul style="list-style-type: none">- Phone calls made to classes.- Two-way radio communication to Float, float to assist in advising staff/ students of the situation.- Alert Principal and Deputy Principal.- Inform EMS.- Lock relevant gates and doors and wait for HOC to declare the lockdown has been finalised.
Duration/pattern of alarm tone	N/A

LITTLE PARA CAMPUS – (Rec Room - Room 17)	
Alarm tone/alert method used	Other <ul style="list-style-type: none">- Phone calls made to classes.- Two-way radio communication to Float, Float to assist in advising staff/ students of the situation.- Alert Assistant Principal.- Inform EMS.- Lock relevant gates and doors and wait for HOC to declare the lockdown has been finalised.
Duration/pattern of alarm tone	N/A

BEACH CAMPUS – All areas	
Alarm tone/alert method used	Other <ul style="list-style-type: none">- Phone calls made to classes.- Two-way radio communication to Float, Float to assist in advising staff/ students of the situation.- Alert Assistant Principal.- Inform EMS.- Lock relevant gates and doors and wait for HOC to declare the lockdown has been finalised.
Duration/pattern of alarm tone	N/A

Lockdown

TORRENS ROAD - All areas	
Alarm tone/alert method used	Other <ul style="list-style-type: none"> - Vivi – Intercepts all media screens in classes to inform staff and students a lockdown is in action. - Phone calls made to classes. - Two-way radio communication to Float, float to assist in advising staff/ students of the situation. - Alert Principal and Deputy Principal. - Inform EMS. - Lock relevant gates and doors and wait for HOC to declare the lockdown has been finalised.
Duration/pattern of alarm tone	N/A

LITTLE PARA CAMPUS - All areas	
Alarm tone/alert method used	Other <ul style="list-style-type: none"> - Vivi – Intercepts all media screens in classes to inform staff and students a lockdown is in action. - Phone calls made to classes. - Two-way radio communication to Float, Float to assist in advising staff/ students of the situation. - Alert Assistant Principal. - Inform EMS. - Lock relevant gates and doors and wait for HOC to declare the lockdown has been finalised.
Duration/pattern of alarm tone	N/A

BEACH CAMPUS – All areas	
Alarm tone/alert method used	Other <ul style="list-style-type: none"> - Vivi – Intercepts all media screens in classes to inform staff and students a lockdown is in action. - Phone calls made to classes. - Two-way radio communication to Float, Float to assist in advising staff/ students of the situation. - Alert Assistant Principal. - Inform EMS. - Lock relevant gates and doors and wait for HOC to declare the lockdown has been finalised.
Duration/pattern of alarm tone	N/A

Onsite evacuation

TORRENS ROAD - School Oval/ Bike Track Park	
Alarm tone/alert method used	Air horn
Duration/pattern of alarm tone	Three long bursts of the air horn, a 10-second pause, and then repeat. All staff/students are expected to gather at the School Bike Track Park.
LITTLE PARA CAMPUS – School Oval	
Alarm tone/alert method used	Air horn
Duration/pattern of alarm tone	Three long bursts of the air horn, a 10-second pause, and then repeat. All staff/students are expected to gather on the School Oval.
BEACH CAMPUS - School Oval	
Alarm tone/alert method used	Air horn
Duration/pattern of alarm tone	Three long bursts of the air horn, a 10-second pause, and then repeat. All staff/students are expected to gather on the School Oval.

Offsite evacuation

Site Name	TORRENS ROAD - BBCS Little Para Campus, Salisbury North
Alarm tone/alert method used	Air horn
Duration/pattern of alarm tone	3 long bursts of air horn, 10 sec wait and then repeat.
Method used to inform building occupants when evacuation is to an alternative location	Green Emergency Assembly Area sign displayed. IRG direct & lead staff and students to school oval emergency assembly point. All staff/students are expected to gather at the School Oval here to enter text.
Site Name	LITTLE PARA CAMPUS - BBCS Torrens Road Campus – Brompton
Alarm tone/alert method used	Air horn
Duration/pattern of alarm tone	3 long bursts of air horn, 10 sec wait and then repeat.
Method used to inform building occupants when evacuation is to an alternative location	Green Emergency Assembly Area sign displayed. IRG direct & lead staff and students to school oval emergency assembly point. All staff/students are expected to gather at the School Oval here to enter text.
Site Name	BEACH CAMPUS - BBCS Torrens Road Campus – Brompton
Alarm tone/alert method used	Air horn
Duration/pattern of alarm tone	3 long bursts of air horn, 10 sec wait and then repeat..
Method used to inform building occupants when evacuation is to an alternative location	Green Emergency Assembly Area sign displayed. IRG direct & lead staff and students to school oval emergency assembly point. All staff/students are expected to gather at the School Oval here to enter text.

Student collection protocol

Site Name	TORRENS ROAD - (HEAD CAMPUS)	
Student attendance record	<p>All schools must have a system to record student attendance and be able to account for the presence or absence of all students during an emergency.</p> <p>In addition, processes must exist to ensure students are only released to authorised individuals.</p> <p><i>In an emergency, the following records are collected to account for BBCS students attendance each day:</i></p> <ul style="list-style-type: none"> - Student Roll Class Folders are collected, outlining students in attendance. - Excursion Planners are collected, outlining students off site. - Float Board collected, outlining students' movements (including Shop Pass list). 	Yes
Student collection during emergency	<p>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.</p> <p>Sites must ensure that adequate processes are implemented to facilitate urgent changes to usual collection or release arrangements (e.g. SMS authorities permitted with agreed code word, proactive communication to parents on Total Fire Ban days or during storm events, urgent OSHC arrangements).</p> <p>Phone calls to Emergency Contacts for students</p>	Yes

Site Name	LITTLE PARA CAMPUS	
Student attendance record	Confirmed process in place	Yes
Student collection during emergency	Confirmed process in place	Yes

Site Name	BEACH CAMPUS	
Student attendance record	Confirmed process in place	Yes
Student collection during emergency	Confirmed process in place	Yes

Emergency Signs & Diagrams

Torrens Road Campus (admin entrance)

All electronic evacuation diagrams are located on the school drive: K/Clerical/WHS/2024/Evacuation Signs & Diagrams

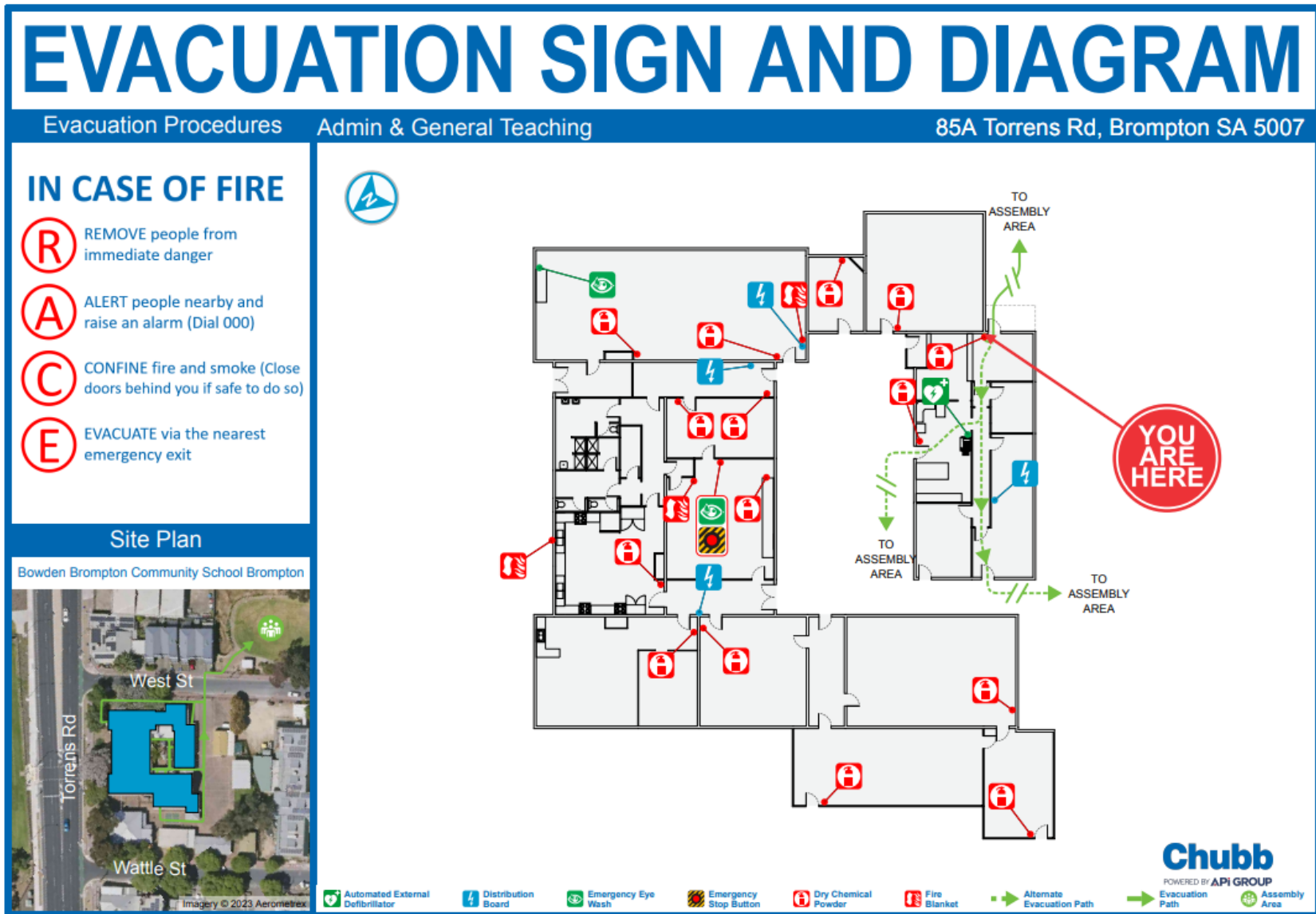


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Emergency Signs & Diagrams (continued)

Little Para Campus (admin entrance)

All electronic evacuation diagrams are located on the school drive: K/Clerical/WHs/2024/Evacuation Signs & Diagrams

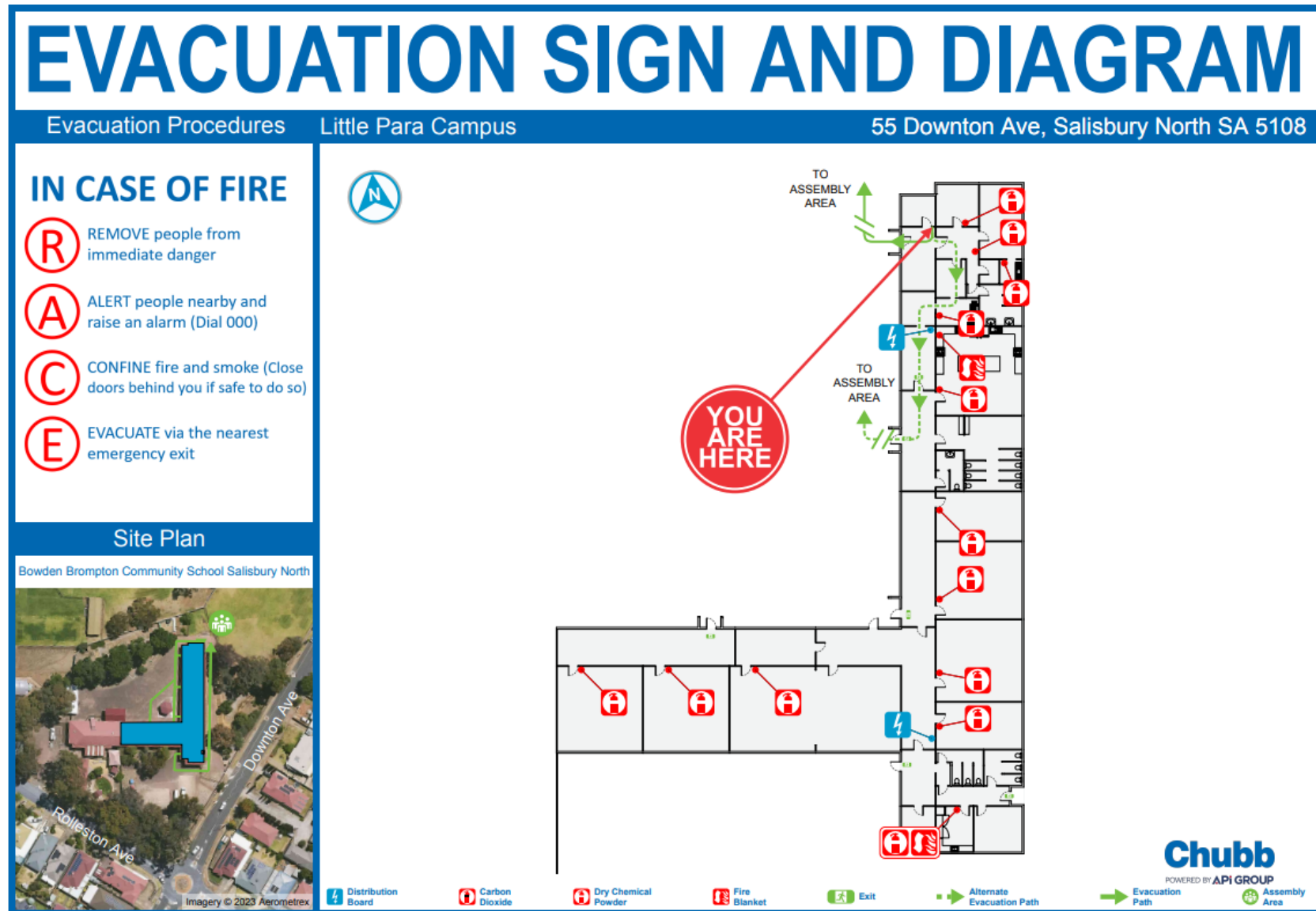


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Emergency Signs & Diagrams (continued)

Beach Campus (*admin entrance*)

All electronic evacuation diagrams are located on the school drive K/Clerical/WHs/2024/Evacuation Signs & Diagrams

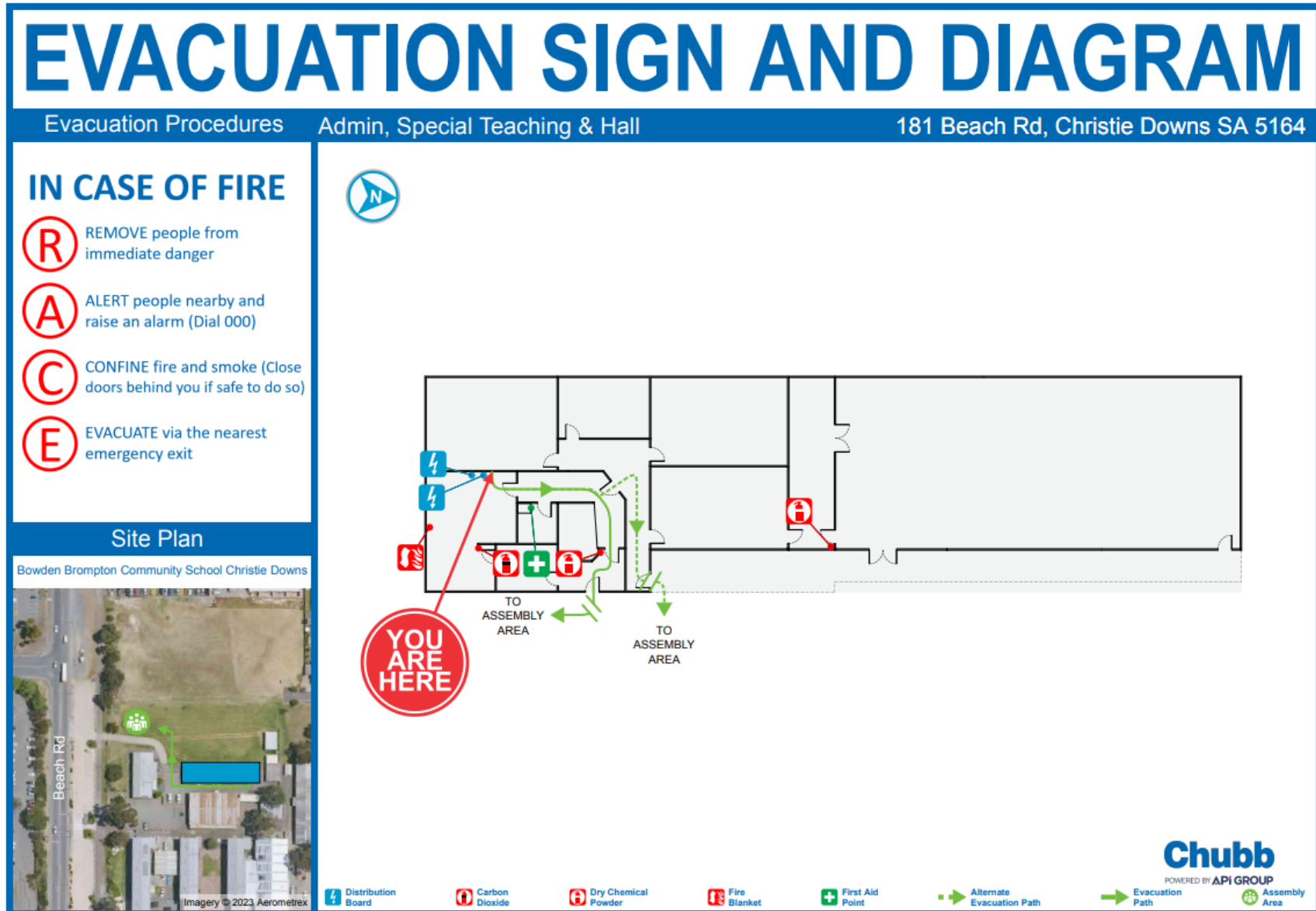


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https://schoolssaedu-my.sharepoint.com/personal/john_win81_schools_sa_edu_au/Documents/2024/Website Upload/2025/2025 Mandatory Emergency Management Plan DRAFT.docx