



Emergency Management Plan

Open Access College

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 performed by the same person.

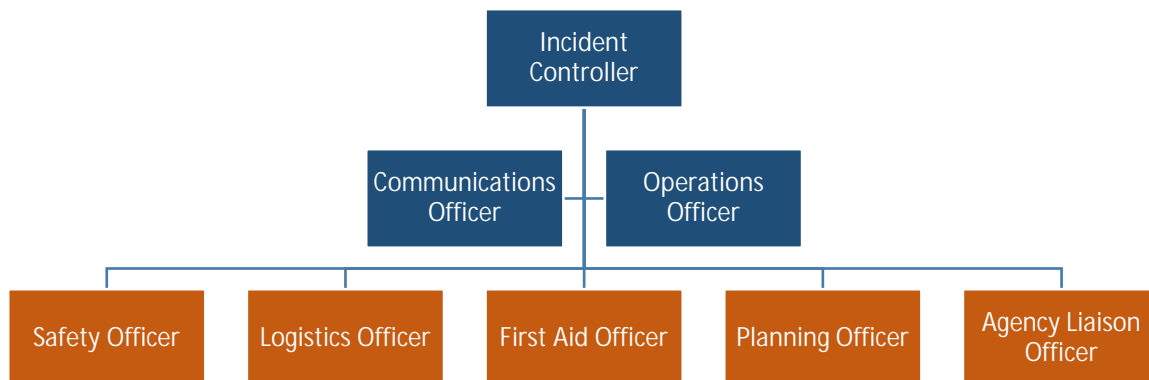


Figure 1

Summary Table for Incident Response Group - Roles and Responsibilities

Role	Responsibilities

Site profile

Site Name	Open Access College
Address	1-37 Marden Road. Marden SA 5070
Site Telephone	(08) 8309 3500
Email	dl.0849.info@schools.sa.edu.au
Hours of operation	8:00am – 4:00pm
Name of any other service operated on site eg: OSHC, Dentist, sports, music	N/A

Staff/Student information

Number of current enrolments	1265
Number of staff	210
Proportion of staff disability/health factors (%) *Please ensure Personal Emergency Evacuation Plan (PEEP) is completed and stored in local response procedure	
Proportion of student with disability/special education needs (%) *Please ensure Personal Emergency Evacuation Plan (PEEP) is completed and stored in local response procedure	10.3%

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