



St Joseph's School
Kingswood

DISASTER RECOVERY PLAN

ST JOSEPH'S SCHOOL KINGSWOOD

This document is required to be held off site by all Designated Disaster Recovery Team Members. It will be regularly reviewed and updated by the St Joseph's School Leadership Team in conjunction with the School Board

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Section 1 - Introduction

This Disaster Recovery Plan describes the manner in which St Joseph's School Kingswood will respond to disasters and critical incidents, both onsite and offsite, that involve employees and others in the worksite.

Disasters are difficult to predict, but by anticipating their effects and putting in place a carefully prepared Recovery Plan, the damage and disruption can be minimised.

The plan describes the manner in which St Joseph's School Kingswood will respond to disasters affecting not only the premises e.g. fire, flood and explosion, but also those resulting in injury to staff, students and visitors.

The plan provides a framework for taking St Joseph's School through the process of:

- Implementing immediate action to ensure the safety of students, staff and visitors, including evaluation and treatment of casualties, liaison with emergency services, notification to families of individuals injured and the protection of assets
- Establishing temporary arrangements to ensure that normal school activities are recommenced as soon as possible, which actions will include:
 - Finding safe, secure teaching environments
 - Minimising the inconvenience to students, staff and parents
 - Enabling finance and administrative procedures to be resumed with minimal delay
- Undertaking the planning and management of the actions required to establish the mid to long-term return to operational normality e.g. new buildings.

Section 2 – Worksite Key Information

Worksite:	St Joseph's School Kingswood 33 Cambridge Terrace Kingswood SA 5062
Telephone:	08 8271 6553
Facsimile:	08 8357 9199
OSHC Phone:	0418 443 956
Email:	info@stjk.catholic.edu.au
Principal:	Philip Schultz
Business:	R-6 co-educational school
Staff numbers:	Approximately 37
Student numbers:	SACCs enrolment maxima:300

Section 3 – Site Details

St Joseph's is located on the corner of Cambridge Terrace and Seafield Avenue. There are two vehicular entrances to the site; one is in Cambridge Terrace that provides entry to the asphalt area adjacent the Church and the other is on Seafield Avenue providing access to the oval if required. Neither of these vehicle entrances are used on a regular basis as there is no onsite parking under normal circumstances. These access points are predominantly used for tradesmen or as emergency service entrances or when the asphalt is used for car parking during special events.

The external site is fully enclosed and has a small artificial grassed area, a netball/basketball court and a playground. The Church and Church Hall are also on site.



St Joseph's School consists of 4 main buildings which are as follows:

- Administration Building
- Main Building
- School Hall with connected classrooms
- 2 Transportable Classrooms that are used for OSHC and

The site is also shared with the St Joseph's Parish and the school occasionally uses the Church for religious celebrations.

Administration Building

The Administration Building is a single storey building that consists of offices and the staffroom and staff toilets.

Details of how the space is used are detailed below:

- Principal's Office
- Deputy/APRIM Office
- Finance Office
- Meeting Room
- Teacher's Preparation Area
- General Office used by OSHC and the Sports teacher
- First Aid Room

- Storeroom with compactus and computer server
- Front Office/School Administration
- Canteen
- Staffroom
- Staff Toilets

Main Building

The Main Building is a two storey building.

Ground Floor

- 5 Classrooms – the use of these can change from year to year

Upper Floor

- 4 Classrooms areas – The use of these areas can change from year to year
- Multipurpose Hall

School Hall and Connected Classrooms

This area is two storey and consists of:

Ground Floor

- 3 Classrooms – The use of these can change from year to year
- The Resource Centre and Literacy Office
- The Parish hall and Offices

Upper Floor

- 2 Classroom areas

Transportable Classrooms

The transportable classrooms are a single storey area of 2 transportable classrooms that are joined together. These are currently used by OSHC but the use can change annually.

Section 4 – Anticipated requirements in the event of an incident affecting the school

The details below offer suggestions as to what accommodation is likely to be required following a major incident, which affects the administrative operation of the school:

- Principal's Office
- Deputy/APRIM Office
- Finance Office
- School Reception
- General Office that can be shared by various staff including PE, literacy, WHS and OSHC
- 14 Classroom spaces
- OSHC Facilities

Section 5 – How the Disaster Recovery will be Managed

As St Joseph's is a small school we will need the expertise and assistance of all staff to ensure that the school is able to get up and running. The staff will be led and guided by the Principal as to their specific roles.

The Principal will have full responsibility for ensuring that all necessary actions are taken to:

- Secure the immediate safety of individuals
- Protect the school site, buildings and contents
- Arrange as soon as possible, temporary facilities to enable activities/operations to continue
- Coordinate mid to long term plans to re-establish operations, procedures and premises to at least the standard prior to the disaster occurring

In the event of a disaster the Principal, with the support of their Principal's Consultant and the Catholic Education Office will be responsible for assessing the scale of the disaster and deciding the appropriate action that needs to be taken.

Existing staff will be given specific responsibilities based on their skill set to assist in the re-establishment of the site. In the event that one of these individuals is unavailable due to illness, injury or holiday etc. their duties will be transferred to another existing staff member.

Core roles that will need to be defined and the duties that they will need to undertake are:

Facilities and Finance Representatives – Principal, Deputy, APRIM and Finance Officer

- Negotiate and secure alternative premises
- Take care of all financial and insurance matters
- Coordinate the site clean-up activities
- Start the coordination of the activities for the rebuild of buildings

Other resources available: Maintenance team members, auditors and finance team from the Catholic Education Office, Principal's Consultant

Student Wellbeing and Communications – Deputy, APRIM

- Coordinating counselling for those in need
- Prepare for proof reading all communications to families, staff and students
- Student administration matters

Other resources available: Administration and Curriculum ESO staff

Technology and Data – Catholic Education Office IT Staff

- Implementation of IT recovery plan

Curriculum and Timetabling – Principal, Deputy, APRIM and Teaching Staff

- All staff and students know where to go to temporary classrooms
- Adjust curriculum if necessary

Other resources available: All teachers with POR and Catholic Education Office

Enrolment, Secretarial and WHS – Administration ESOs and WHS Officer

- Handle all future and new enrolment enquiries
- Provide administration support
- Ensure all WHS protocols are followed

Other resources available: WHS Consultants

Section 6 – Actions to be taken to recover from a disaster

From the first notification of the incident, there will be a pressing need for urgent information along the following lines:

- What has happened and how serious is it?
- Have there been any casualties (Student, staff or third party)?
- Have facilities been affected and is their loss a short, medium or long term prospect?
- What access is there to the premises and when will this be possible?

The Principal, who will be managing the disaster recovery and should be the first person to be informed of the disaster, will gather information. Having obtained this information they will:

- Contact the other staff members
- Contact the emergency services, if not already actioned
- Decide where the staff will meet and when
- Issue any immediate instructions to staff that are required to protect staff, students, visitors and the site's assets

The Principal and staff will then meet, discuss the disaster and decide on the actions required over the first two to three days. The actions will be delegated to the relevant team member in line with their delegated responsibilities.

During the first two to three days a considerable amount of activity is likely to take place and therefore the Principal and staff will need to meet and communicate on a regular basis throughout that time. Towards

the end of the second or third day, the strategy for the mid to long term should be identified and the frequency of the team meetings and the form of communication going forward should be formalised.

Section 7 – Colleges/Schools which could provide facilities on a temporary basis

There are a few options of colleges and schools within reasonable distance that could offer assistance in the event of a disaster occurring on site. Depending on the type of disaster that occurs on site some areas that already exist on site could potentially be used due to their vicinity being on the outskirts of the main school area.

The following sites could potentially offer assistance if required:

- Cabra College
- St Johns the Baptist School – This site is relatively small but transportable classrooms and office space could potentially be set up on their oval space if required

The following areas on the existing site could potentially be used depending on the nature of the disaster:

- The Church Hall could be divided up and used as temporary classroom space

The Principal holds contact details for local Colleges and Schools.

Section 8 – Details of Critical Information Storage and Backup

The main administration uses 4 servers. The functionality of the servers would be critical in the running of the school. These would need to be recreated by the IT department to ensure that administration was able to get up and running.

The student administration and finance system is web based hosted commercially under the control of the Catholic Education Office and can be accessed remotely from anywhere with internet access and browser. The payroll system is also web based, hosted by the Archdiocese of Adelaide and again can be accessed remotely anywhere with internet access and a browser.

Workstations running windows would need to be reset up for the use of administration and teaching staff. Students bring their own device so it would be dependant of whether these were on site at the time of the disaster as to whether these would need to be replaced.

All critical administration data from the servers is backed up daily using a rotating backup tape which is taken off site.