

# EMERGENCY MANAGEMENT PLAN - 2023

**RING: DEECD/ESM**

**9589 6266**

**POLICE/AMBULANCE/FIRE**

**000**

Fire Alarm, PA announcement, canister Alarm or megaphone indicates Emergency Management Plan activated and staff/students move to assembly area or other area as announced.

Message - (2 beeps on Alarm – “Attention everyone. We are activating our EMERGENCY MANAGEMENT PLAN Lockdown or EMERGENCY MANAGEMENT PLAN Evacuation now. Please follow procedure as practised” – 2 further beeps).

Type of Emergency and response procedure to follow	
Fire, bomb threat or electrical danger: Evacuation Procedure	Bushfire: Bushfire Lockdown Procedure
Storm or siege: Lockdown Procedure	Explosion or toxic: Evacuation or Lockdown

## **EVACUATION PROCEDURE (onsite)**

- Announcement made
- Teachers advise children of the procedure to follow. Prepare to leave classroom/learning area.
- Close windows, turn off power/heating and close doors if possible. Take your roll if possible
- Classes move QQC (Quickly, Quietly, Carefully).
- Last teacher/s to leave building must ensure all rooms are clear and **lock outside doors**.
- **Year Level Coordinators** should ensure that the building is empty.
- Admin staff to have copies of all class rolls as back up at Assembly Point (far side of school oval)
- Principal/Assistant Principal/ responsible for ensuring that all Admin/toilets are cleared.
- At Assembly point EMP coordinator (Principal/Assistant Principal) distributes Year Level class lists to Year Level Coordinators.
- Year Level Coordinators report to Principal/Assistant Principal and update on any missing persons.
- Administration staff report to Principal/Assistant Principal and update on any missing ES staff/visitors/Instrumental Music instructors/ or parents.
- First Aid staff member to take First Aid Packs (with assistance from Admin) and set up First Aid Station as required at Evacuation assembly area.
- At recess and lunch times students to move to assembly area on the school oval. Older students to assist younger students and all classes to line up at their allocated number on the oval. All teaching staff, administration staff, visitors, Instrumental Music instructors and parents also make their way quickly to the Evacuation assembly area.

**NB** If a Contingency Plan/s (class split) is in place to cover a teacher absence the children from that class/es should stay with the class/es they have been allocated to and the teacher/s in charge should ensure that all students are present.

## **LOCKDOWN PROCEDURE (within buildings)**

- **Remain indoors. Lock all windows and doors. Close blinds. Keep children calm and quiet and out of sight.** Students/staff should be seated on floor, under tables etc and **out of line of vision.**
- Be aware of any children who may be between buildings and need to be let in. **Contact the office (100, 115 or 139) to inform them that you have students from a class other than your own.**
- **Any class outside** should make their way to closest building and take refuge there. Contact your Year Level Coordinator on their phone extension. If Coordinator is unavailable please ring the Office on extensions 100, 115 or 139 and let them know where you are and if you have all your students.
- **Teachers with classes** check all children on the roll are accounted for and then let the Year Level Coordinators know by ringing their extension number. Include names of any students/parents/visitors who are with you in the classroom.
- **PLEASE NOTE** - The staff located in classrooms closest to the outside doors of corridors/buildings are to lock those doors.
- All teachers are to contact their Year Level Coordinators by using the phone extension system. Keep the conversation as brief as possible as others will be trying to ring the same extension. Numbers are listed near the phone in each room.
- Staff in Block A (formerly BER) check P – 2 toilets near the LOTE room quickly, lock them and then re-enter Block A and lock doors.
- **Specialist teachers to report to Art teacher, Julie Christie or Megan Kohlman, via phone. Julie/Megan will then ring the office to confirm which classes are currently with Specialist teachers.**
- **Instrumental teacher/s** in Instrumental rooms (upstairs above gym) ring through (using phone in Music Room) on extensions 100, 115 or 139 and let office staff know what children are with them. Lock internal doors and stay in main Music room.
- Instrumental teachers near admin office lock their external doors and relocate themselves and children to office or office admin room. Verbally communicate to office staff who they have with them.
- All staff need to be aware of what to do in the area where they are in case Year Level Coordinator or others are not there. Ring your Pedagogy leader if the Co-ordinator is absent.
- Once Year Level Coordinators have heard from their team they ring the office on Ext 100, 115 or 139 to inform office staff about class/student numbers. Ring using the above 3 extensions until contact is made.
- **Phys Ed teacher**, if outside goes into the gym via the blue doors and then lock outside doors of foyer and gym or if already in gym secure all doors of gym and foyer. Ring Julie Christie/Megan on 117.
- **Art Teacher** secure door between staffroom and art room as well as art room external/internal doors.
- **Music teacher** secure gym foyer doors and music room internal door. Ring Julie C/Megan K on 117.
- **Digi Tech teacher** secure Library doors and external doors outside library (doors to bridge). Ring Julie Christie/Megan K on 117.
- Integration aides and first aid officer to contact office via intercom ICM 100 and stay with children in their care.
- **LOTE teacher** – keep current class in room. Assist staff in Block A by checking P – 2 toilets. Ring Julie Christie/Megan K on 117.
- **Kinder Teacher** secure external doors of rooms 30 and 31. Ensure all blinds are pulled down.
- **Office staff** to lock front door and 2 staffroom external doors, external door near Art room and old music room and check gym foyer and return to phones. Disarm external lines to avoid them being blocked by incoming calls – put on hold. Prepare to take extension calls from Year level coordinators, teachers who failed to contact their coordinator and other staff. Have checklist of all classes ready to record this information as it is phoned in.
- **Principal/Assistant Principal** ring Emergency and Security Management and check toilets.
- In the event of a lockdown occurring during a morning playtime or lunchtime an announcement will be made for ALL children to return to their classrooms and await their teacher's arrival quietly and calmly
- Await arrival of police or signal that practice is over.

**In the event of phone lines not working contact Nick's mobile on 0413 604009**

## **BUSHFIRE LOCKDOWN (in Staff Centre, Gym and Library)**

The signal will be megaphone siren or school bell/siren plus announcement. **If children are outside at recess they go immediately to their line up area where teachers (with class rolls if possible) will meet them and take them to either the Library, Gym or Staff Centre.** They move QQC (Quickly, Quietly & Carefully).

- **Year 5 and Year 6** classes go to Staff Centre (approximately 200 students)
- **Year 3 & 4** classes go to the library (approximately 150 students)
- **Prep, Year 1 & 2** classes go to the gym (approximately 250 students)
- The **Art room** is used for overflow from First Aid and/or collecting materials for students

If students are inside they can take their drink bottle. Close all windows, blinds and doors behind you.

In all 3 locations the Class teachers check and account for all students. Staff with additional roles check their list to account for adults in the school as per evacuation procedure. (See checksheets) All checksheets are given to Assistant Principals (or in their absence a Learning Specialist). APs then report to office staff to confirm lockdown success or any concerns (ICM 100, 115 or 139) All windows, blinds and doors are to be closed.

**No children are to go outside for any reason. Staff to monitor the doors/exits so that no students leave the building. All 3 venues have toilets and running water.**

**Keep children calm and busy.** Activities for students include: board games, singing, drawing, reading, tables practice, games (Charades, etc) and competitions, stories read aloud. Children should have materials prepared or close by in the event of lockdown. **Keep hydrated.**

**Stored in admin building are the following:**

- Battery operated radio (Tune to 774) in Lindie's office, disposable cups in First Aid room, whistles are on Yard Supervision bags and in First Aid room, Walkie Talkies (mobile phone use may be limited or inaccessible) are in office, towels in First Aid room (wet and use for cooling), protective clothing for adults who are outside –stored in cupboard opposite the office and there are paper, pencils/crayons in library and art room for the children to use.

**Staff Patrolling the Ground** – priority given to Admin and gym building

1. **Report to Principal/Assistant Principal in the Admin foyer and put on protective clothing to cover skin including head, hands and feet. Take mobile phone.**
2. In 2023 the following teachers will commence outside patrol duties once their class has been safely taken to the appropriate location (see below) All Specialist have a role outside. Please wait until class teacher has arrived at assembly point and then make your way to admin foyer. Protective clothing in foyer cupboard.

3.

Cameron (P.E.)	Sarah (Digi Tech)	Julie C/Megan (Art)	Bill / Mel (LOTE)	Leanne R (Music)	Julie M (Prep)
Janine (Year 1)	Jenny (Year 2)	Kelly (Year 3)	Joelle (Year 4)	Justin (Year 5)	Michael (Year 6)

Use hose reels, garden hoses, buckets and mops to extinguish any burning embers that may fall on the ground, in bushes, trees or get lodged on or under buildings. Spray buildings with water. Pay attention to the mulched areas especially ones close to buildings. Rake mulch away from the building edges.

### **Management of families**

Parents who come to the school to collect children follow the usual sign out procedures, i.e. with parent/guardian unless a parent has phoned through a different instruction that is recorded by office staff.

Remind about radiant heat and invite them to stay in building.

**After hours surveillance needed for live embers.**

**NB: Radiant heat** can be devastating: cover skin and stay behind solid objects.

## **EVACUATION OFF SITE (Eco Park)**

- Announcement made
- Teachers advise children of the procedure to follow. Prepare to leave classroom/learning area.
- Close windows, turn off power/heating and close doors if possible. Take your roll if possible
- Classes move QQC (Quickly, Quietly, Carefully). Ensure that you adhere to the pathways outlined on the Evacuation Plan (offsite). In the case of extraordinary circumstances, you will be advised by an announcement or directed by EMP Coordinator (or Learning Specialist in their absence) of a change of pathway.
- Last teacher/s to leave building **DURING A PRACTISE DRILL** must ensure all rooms are clear and **lock outside doors**. If we are evacuating off site and it is **NOT A PRACTISE DRILL** it is important that **all doors are left open**.
- **Year Level Coordinators** should ensure that the building is empty.
- Admin staff to have copies of all class rolls as back up at Assembly Point (far side of Eco Park)
- Principal/Assistant Principal/ responsible for ensuring that all Admin/toilets are cleared.
- At Assembly point EMP coordinator (Principal/Assistant Principal) distributes Year Level class lists to Year Level Coordinators.
- Year Level Coordinators report to Principal/Assistant Principal and update on any missing persons.
- Administration staff report to Principal/Assistant Principal and update on any missing ES staff/visitors/Instrumental Music instructors/IT staff or parents.
- First Aid staff member to take First Aid Packs (with assistance from Admin) and set up First Aid Station as required at Evacuation assembly area.
- At recess and lunch times students to move to assemble at their usual line up place. Teachers meet them there with the roll and then follow the planned route to Eco Park. Older students to assist younger students and all classes to line up at the allocated area in Eco Park (far side on grass area). All teaching staff, administration staff, visitors, Instrumental Music instructors, IT staff and parents also make their way quickly to the Evacuation assembly area.

**NB** If a Contingency Plan/s is in place to cover a teacher absence the children from that class/es should stay with the class/es they have been allocated to and the teacher/s in charge should ensure that all students are present.