



RANGEBANK PRIMARY SCHOOL

EMERGENCY MANAGEMENT PLAN

S314-2007 School Incident Reporting Requirements

Main Points

- Schools and non-school workplaces are required to maintain a current emergency management plan that includes procedures to report emergencies and critical incidents to the Department's Emergency and Security Management Unit (ESMU).
- The ESMU provides a designated single reporting point that ensures all relevant parties, including regional and central office staff as well as more specialised support services are notified in the event of an emergency. This ensures that appropriate resources are available immediately to assist and support schools.
- The ESMU Communications Centre is staffed twenty-four hours a day throughout the year and the contact phone number is **9589 6266**.
- The ESMU provides advice to assist school staff in making timely and appropriate actions during and after emergencies and assisting schools in establishing response and recovery procedures.

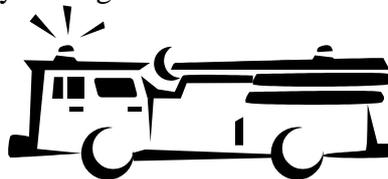
Actions Required

- Any incident in which the safety of staff or students is at risk, or which poses a threat to property or the environment must be reported immediately.
- Guidelines for the types of emergencies and critical incidents that must be reported to the Department's Emergency and Security Management Unit are detailed in the **School Reference Guide – Section 6.15.1.2**.

TABLE of CONTENTS



Important Telephone Numbers	3
The Emergency Management Plan	4
About the School	5
Identifying Risks	6
Coordinating the School Response	6
Roles and responsibilities	7
Communication	8
All About Evacuation	9
Supporting Those Affected	9
General Evacuation Plan (Indoors)	10
General Evacuation Plan (Outdoors)	12
General Evacuation Plan (From the yard)	13
<u>Risk Situations</u>	
Fatality	14
Serious Assault/Serious Injury/Sexual Assault	15
Siege/Hostage	16
Disappearance or Removal of a Student	18
Bomb Threat	19
Collapse/Major Damage to Building or Equipment	20
Motor Vehicle Collision/Impact with School	21
Impact by Equipment/Machinery/Aircraft	22
Fire	23
Fumes/Spill/Leak/Contamination by Hazardous Substances	24
Explosion	25
Outbreak of Disease	26
Flood/Wind Storm or Natural Event	27
Earthquake	28
Lock Down Procedures	29
Southern Region Emergency Management Flow Chart	30



SCHOOL EMERGENCY MANAGEMENT PLAN

IMPORTANT TELEPHONE NUMBERS

FIRE BRIGADE

For Fastest Response 000
Cranbourne 5996 1809

AMBULANCE

000

POLICE

For Fastest Response 000

D24 000

Cranbourne 5995 4681

DEPARTMENT OF EDUCATION AND TRAINING

Emergency Management 9589 6266

S.M. Regional Office 9794 3555

Peter Hanley (SEO) 9794 3530 / 0407 347 629

S.E.S.

Cranbourne 9784 5555

POISONS INFORMATION

13 1126

FIRE RESTRICTIONS

11540

WEATHER

1196

DOCTORS

Lesdon Avenue Clinic 5996 5566

Stirling Medical Centre 5995 7777

High Street Clinic 5991 1222

HOSPITALS

Frankston Hospital 9784 7777

Dandenong Hospital 9554 1000

Eye and Ear Hospital 9665 9666

Royal Children's Hospital 9345 5522

LOCAL EDUCATION FACILITIES

Rangebank Pre-school 5996 4633

CHILD CARE CENTRES

Judy Clarkson (Duff Street) 5996 1415

Merinda Park Community Centre 5996 8754

CHURCH

Uniting Church 5996 4939

DE&T COUNSELLING SERVICES

Andrea Heilbron (GO) 0418 561 940

THE EMERGENCY MANAGEMENT PLAN

1.1 The plan describes the school and its environment, the potential hazards to which it is likely to be exposed and the manner in which emergencies will be managed by the school. It assumes that staff and students will be familiar with its contents and will be regularly drilled in the procedures to be adopted during an emergency. It assumes that preventative measures will have been implemented to reduce the impact of any emergency which occurs.

An emergency includes the following –

- Fatality
- Serious injury / serious assault / sexual assault
- Siege / hostage / firearms / threat to student/staff safety
- Disappearance or removal of a student
- Bomb threat
- Collapse / major damage to building or equipment
- Motor vehicle collision / impact with school
- Impact by equipment / machinery / aircraft
- Fire in school building / bushfire
- Fumes / spill / leak / contamination by hazardous substances
- Outbreak of disease
- Flood / wind storm or natural event

1.2 The plan is intended to be flexible. Procedures have been developed which should assist the school to manage emergencies ranging in nature and intensity from small-scale localised incidents lasting minutes or hours and which are managed by the school, to large- scale incidents which require external assistance and which may last for several days. It identifies the roles and responsibilities of staff, students and visitors during an emergency.

1.3 All incidents likely to affect the safety and well-being of staff, teachers or visitors are to be reported immediately and responded to as soon as possible. The safety and well-being of all people exposed to the emergency are to be considered at all stages of the emergency.

1.4 An emergency may have effects on those involved lasting long after the initial crisis has been resolved. The school recognises that in addition to implementing procedures to resolve the emergency quickly, the school may require support to assist the school community to return to normal functioning.

1.5 The plan is to be reviewed annually by the staff and the School Council. In the event of an emergency, the plan is to be reviewed as soon as possible after the event to determine whether procedures in the plan were followed and whether they were adequate.

ABOUT THE SCHOOL

2.1 Rangebank Primary School is a coeducational school located in the northern area of Cranbourne, in the midst of the most rapidly expanding sector of the southeast corridor.

The Administration area, the Multi-purpose room / Canteen, the Art room and the Library / Computer room are all discrete areas and have separate evacuation procedures.

A recent major upgrade has seen the removal of many of the portable mod 5 classrooms to be replaced with permanent brick buildings. These new classrooms all have outside access as well as access to an internal corridor. There are two mod 5 buildings (four classrooms) which open into an internal corridor, from which students will be required to evacuate. Another mod 5 building and a single mod 2 classroom (three classrooms in total) open into an outside covered area. All external classroom doors are locked to limit access to classrooms. All visitors and tradesmen to the school are required to sign in at the office and wear a badge. Rangebank is surrounded by high security fencing to deter intruders from vandalising the two inner courtyards. All gates are open during school times.

The school is situated on a corner block approximately two hundred metres from the South Gippsland Highway. Paddocks and a sporting reserve border the school to the rear and at the other end is the teachers' / parents' car park. There is a Doctors' surgery opposite the school where immediate medical support is available. An ambulance takes between 10 to 15 minutes to attend an emergency at the school.

The layout of the school buildings necessitates the need for two emergency safe areas.

2.2 The Principal (or designated Co-ordinator) has overall control of any emergency.

The Assistant Principal will supervise the safe area at the car park (where the junior school assemble) and liaise by mobile phone with the Principal who will supervise students and teachers at the top of the oval (where the middle / senior school assemble).

When students have assembled at evacuation areas, and order has been established, then there will be a transfer of students from the senior / middle to the junior evacuation point and vice versa as necessary. Specialist teachers will ferry children to their correct assembly points. Teachers in charge of classes at each evacuation point will mark the roll.

Communication between each evacuation point will be via mobile phone. At both evacuation points there will be a mobile phone available to contact emergency services and or parents.

IDENTIFYING THE RISKS

- 3.1** The school is at risk of exposure to hazardous chemicals which are transported along the South Gippsland Highway (approximately two hundred metres from the school) – either through vehicle collision, chemical spill or transport overturning.
- 3.2** A hostage or siege situation at Rangebank is a risk given the volatile nature of some individuals within or associated with our school community.
- 3.3** The school participates in regular camp and excursion programs which may be a considerable distance from the school and emergency services. Camps are not conducted in fire risk areas during the fire danger period.
- 3.4** The geographical layout of the school is such that intruders could enter the premises to remove a student. Likewise, for a student to disappear from the playground is a risk.

COORDINATING THE SCHOOL'S RESPONSE

4.1 Reporting an emergency in the school –

Students should report an incident immediately to an adult within the school. Teachers should report an incident immediately to the Principal or the Office staff. All emergencies are to be reported to the office. The Principal or Office staff will immediately report the emergency to Emergency Services, Emergency Management (95896266) who will then contact Southern Metropolitan Regional Office.

4.2 Reporting an emergency at a camp or excursion –

An emergency which occurs during a camp / excursion is to be reported by the supervising teacher to the Emergency Service. The Principal is then to be advised. The Principal will advise Emergency Management. The Department of Education and Training has detailed policies in place to ensure the safety of students and staff participating in camps and excursions.

School council approval is required for all:

- overnight excursions
- camps
- interstate visits
- excursions requiring air or sea travel
- excursions involving weekends or vacations
- adventure activities.

For further information, see section 4.4 Student safety and risk management, in the *Victorian Government Schools Reference Guide* (www.eduweb.vic.gov.au/referenceguide/).

In the past schools were asked to fax details about all school council approved excursions to the Department's Emergency and Security Management Branch at least three weeks prior to the activity.

A new online form has now been created to assist schools to advise the Emergency and Security Management Branch about camps and excursions.

This form can be found at: <http://www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp>

The new online form replaces the 'Notification of School Activity' form.

Schools are asked to submit all activities using this online form.

4.3 Alerting the school –

Students will be alerted by means of a warning siren across the public address system, or if the power is unavailable, by the ringing of the “cow bell”. An announcement (either via the school PA system or through a portable speaker) will be made instructing staff and students about what action to take.

4.4 Emergency to be co-ordinated from the Principal's office –

The Co-ordinator will manage the emergency from the Principal's office, or other alternative safe area. For the duration of the emergency, staff should not enter the Co-ordinator's office except when undertaking a task directly related to the emergency.

ROLES AND RESPONSIBILITIES

5.1 Principal is to co-ordinate activity during an emergency.

In the absence of the Principal, the Assistant Principal or a Leading Teacher will carry out the role of the Co-ordinator. As there are 2 evacuation points, there are 2 mobile phones at the office to liaise between each emergency evacuation area.

5.2 Teachers will be directed by the Co-ordinator during the emergency and should not initiate any action related to the emergency without the Co-ordinator's authorisation. This does not prevent a teacher taking action which minimises the nature of the emergency such as using a fire extinguisher on a fire or administering first aid to a student to reduce the effects of an injury. Any staff member given a task to complete by the Co-ordinator must advise the Co-ordinator when it is completed.

5.3 The Co-ordinator is responsible for –

- Notifying emergency services.
- Alerting staff and students about the emergency.
- Evacuation of staff, students and visitors.
- Notifying Emergency Management and the Regional Office.
- Provide the resources to manage the emergency.
- Liaise with emergency services.
- Delegate duties to staff as required.
- Communicate with staff, students and parents as required.
- Maintain staff and student welfare.

5.4 Teachers are responsible for the safe and orderly evacuation of students when instructed by the Co-ordinator to do so. Teachers will ensure that students

are accounted for and will check classrooms and storerooms as appropriate. Where possible, teachers should take their attendance rolls.

5.5 If time permits turn off all appliances including heaters, pilot lights, air conditioners, light switches and computers. Close windows and doors as you leave the classroom.

5.6 Teachers must supervise their students at all times.

If directed to another task by the Co-ordinator, it is the responsibility of the teacher to arrange alternative supervision before leaving the students.

5.7 General office staff will deal with routine inquiries from staff and will assist the Co-ordinator during an emergency. Office staff will be responsible for general telephone communications, including notification of parents at the direction of the Co-ordinator.

COMMUNICATIONS: KEEPING IN TOUCH WITH EVERYONE

6.1 A warning siren will be sounded when there is an emergency to alert staff, students and visitors at the school. An announcement will be made over the public address system. In the event that the power is not functioning, a “cowbell” will be rung.

6.2 The general office telephone is only to be used for emergency communications. The school has four telephone lines. The Principal’s telephone is to be used during an emergency, by the Co-ordinator, to liaise with Emergency Services and the region’s Emergency Management staff. The general office telephones will be used for all other communications. To minimise the overloading of the school telephones, calls must be restricted and should be brief. In the event that the general office is not available, both the Principal and the Assistant Principal will have mobile phones to be used in the emergency.

6.3 A printout of student records including names, addresses and home and emergency telephone numbers will be taken to the staff / student assembly points by the Principal and the Assistant Principal. Rooms 1 – 8 to the car park and rooms 9 – 19 to the oval. Office staff are required to maintain back-up discs of all computer-based information at a location remote from the school.

6.4 An information area (for example the top of the oval) will be established to communicate with parents who arrive at the school. Parents must not take children without the authority of the coordinator. In the event that the media arrives at the school, they should be directed to the Co-ordinator.

ALL ABOUT EVACUATION

7.1 There will be two evacuation points – one at the top of the oval near Clairmont Avenue and the other in the parents' car park beyond the junior complex. The Principal and the Assistant Principal will be in-charge of these areas respectively, with the Principal taking the overall responsibility as the Co-ordinator. Each evacuation area will have a mobile phone available to them.

7.2 Teachers are responsible for the safety and supervision of their students during the evacuation and for the duration of the emergency. No teacher is to leave students unsupervised. If a teacher is directed by the Co-ordinator to perform a task which prevents effective supervision being maintained, it is the teacher's responsibility to arrange alternative supervision before engaging in other tasks.

7.3 No student is allowed to leave the evacuation area with a parent or other adult unless specific authorisation of the Co-ordinator.

7.4 Parents attending the school are to be directed to the information centre where a member of staff nominated by the Co-ordinator will be available to provide information concerning the welfare of students and other information about the emergency. The Co-ordinator will also designate the area to be established as an information centre.

SUPPORTING THOSE AFFECTED

8.1 The Principal will convene a recovery management group when staff or students have been traumatised or are likely to suffer long-term effects as a result of their exposure to an emergency. The group which will include staff, students and Department support personnel will be responsible for the development and implementation of a recovery program to those affected.

8.2 The Regional office will normally ensure that recovery support is provided to the school. Support will be provided by district psychologists and social workers and external consultants engaged by the Department where necessary.

GENERAL EVACUATION PLAN

For emergencies where students, staff and school visitors are predominantly indoors.

PROCEDURE:

1. The evacuation signal will be activated by the Principal or alerted teacher – setting off the school alarm.
Should this device fail, or malfunction, the alternative procedure will be immediate conveyance of the danger by the Principal or alerted teacher through the ringing of a manual “cowbell”.
2. Exit of the pupils and teachers from the main school buildings and classrooms shall be rapid and orderly via the relevant doorways or windows if the doorways are obstructed (refer to the diagram).
3. The class attendance rolls will be carried by the teacher (where applicable).
4. The teacher-in-charge of the grade will walk students, in an orderly manner, to the designated area and assemble for the roll call.
5. Call roll and check off pupil numbers. Check to ascertain if any students may be elsewhere in the school – toilets, store-room, etc.
The Administration staff will check staffroom, canteen, multi-purpose room, music room, art room, storerooms and toilets.
6. Office Administration to assist with communications.
7. Return to school buildings only when instructed to do so by Principal or the Co-ordinator.

EVACUATION POINTS SUMMARISED –

- A. Exit from school buildings in a rapid, orderly manner.
Avoiding a panic situation is essential.
- B. Teachers will carry attendance rolls (where applicable). A master roll will be also be available.
- C. Grades move in an orderly manner to the designated safety area.
- D. Call roll and check class numbers.
- E. Principal and administration staff will check other areas of the school.
- F. Mobile phone to be carried to assist with communication.

GENERAL EVACUATION PLAN

For emergencies where students, staff and school visitors are predominantly outdoors.

PROCEDURE:

1. The evacuation signal will be activated by the Principal or alerted teacher – setting off the school alarm.
Should this device fail, or malfunction, the alternative procedure will be immediate conveyance of the danger by the Principal or alerted teacher through the ringing of a manual “cowbell”.
2. Exit of the pupils and teachers from the playground and or buildings to a designated safe area shall be rapid and orderly (refer to the diagram).
3. The yard duty teachers will be in charge of collecting students as they walk to the designated safe area in an orderly manner.
As other teachers enter the yard, they will need to be aware of collecting students as they make their way to the designated safe areas.
4. The Administration staff will check classrooms, library, staffroom, canteen, multi-purpose room, music room, art room, storerooms and toilets.
Check to ascertain if any students may be elsewhere in the school – toilets, storeroom, etc.
5. Office Administration to assist with communications.
6. Return to school buildings only when instructed to do so by Principal or the Co-ordinator.

EVACUATION POINTS SUMMARISED –

- A. Exit from school playgrounds and buildings in a rapid, orderly manner.
Avoiding a panic situation is essential.
- B. Teachers will carry attendance rolls.
- C. Grades move in an orderly manner to the designated safety area.
- D. Call roll and check class numbers.
- E. Principal and administration staff will check other areas of the school.
- F. Mobile phone to be carried to assist with communication.

SPECIFIC DUTIES:

YARD DUTY TEACHERS AND OTHER TEACHERS:

Each yard duty teacher and other teacher will be responsible for the orderly, rapid conveyance of all students to a designated safety zone.

Evacuate school buildings and grounds.

On no account should any person be permitted to re-enter the buildings.

PRINCIPAL OR ADMINISTRATION STAFF:

Check that all rooms are cleared – including staffroom, multi-purpose room, canteen, music room, art room, storerooms and library) and also the outbuildings (toilets).

The Principal and Assistant Principal will take copies of the master rolls to their designated areas so that all individuals within the school can be accounted for.

Checks will be made on all other visitors within the school.

On no account should any person be permitted to re-enter the buildings.

Notify authorities immediately of the existing danger:

FIRE BRIGADE	Cranbourne	000 or 5996 1809
POLICE	Cranbourne	000 or 5995 4681
AMBULANCE		000
EMERGENCY MANAGEMENT		9589 6266
		Fax: 9589 0543

The assembly area may be changed according to location and type of incident – the PRINCIPAL or CO-ORDINATOR to determine.

GENERAL EVACUATION PLAN

RECESS TIMES IN THE EVENT OF AN EMERGENCY

If children are in –

- The basketball / netball hard-court area
- The junior playground
- The court-yard or junior toilets outside the computer room
- The Federation Square
- The area at the front of Tanya's (9), Kelly's (10) and Allistair's (19) rooms

and the siren sounds, then they should make their way to the staff car park area.

If children are in –

- The quiet games area
- The senior toilets
- The hard-court area at the back of the Library
- The senior playground
- The oval area

and the siren sounds, then they should make their way to the top of the oval.

FATALITY

- Confirm available facts by personal observation or by a second reliable Information source.
- Notify the Principal (or Administration staff) who will notify –
Police – 000
Ambulance – 000
Emergency Management – 9589 6266
- Make the accident area safe and keep it clear of on-lookers. Allow emergency services to attend the scene. Provide information as necessary.
- Endeavour to establish and maintain a calm and controlled environment.
- After the emergency services have left, make sure the accident area is safe and or arrange for repair of damage.
- Provide a secure space to investigate the incident, should it be needed.
- Liaise with the Police, parents and other people who may be acting in an official capacity.
- Those students, who witness the accident or are in any way connected with the victim/s, need to be identified and appropriate counselling made available. It is important that this be done in consultation with the parents / guardian of the student/s concerned.
- Arrange for information and offer DE&T services as appropriate to the general school community at an appropriate time in the future.

SERIOUS INJURY / SERIOUS ASSAULT / SEXUAL ASSAULT

- Confirm available facts by personal observation or by a second reliable information source.
- If at the scene of the accident, clear the area of any danger and apply first aid as necessary.
- Notify the Principal (or Administration staff) who will notify –
 - Police – 000**
 - Ambulance – 000**
 - Emergency Management – 9589 6266**
- Allow emergency services to attend the scene. Provide information as necessary.
- Endeavour to establish and maintain a calm and controlled environment.
- Have the first aid area at the school available. Provide a secure space to investigate the incident, should it be needed.
- When the Police arrive it is important to take direction from the Co-ordinator.
- Liaise with the Police, parents and other people who may be acting in an official capacity.
- Those students, who witness the accident or are in any way connected with the victim/s, need to be identified and appropriate counselling made available. It is important that this be done in consultation with the parents / guardian of the student/s concerned.
- Arrange for information and offer DE&T services as appropriate to the general school community at an appropriate time in the future.

SIEGE / HOSTAGE

- Confirm available facts by personal observation or by a second reliable information source.
- Notify the Principal (or Administration staff) who will notify –
 - Police – 000**
 - Ambulance – 000**
 - Emergency Management – 9589 6266**
- Ensure student safety at all costs.
- Endeavour to establish and maintain a calm and controlled environment.
- Wait for instructions from the Co-ordinator before attempting to evacuate.
- Assemble personnel with a direct knowledge of –
 - a. Events
 - b. Interior layout/topography
 - c. The Hostage(s) or The Assailant(s).
- Co-operate with and assist Police as necessary.
- Those students, who witness the accident or are in any way connected with the victim/s, need to be identified and appropriate counselling made available. It is important that this be done in consultation with the parents / guardian of the student/s concerned.
- Arrange for information and offer DE&T services as appropriate to the general school community at an appropriate time in the future.

SIEGE: Details to note by the person the perpetrator makes contact with –

1. The time the incident was reported and by whom?

2. The exact location of the incident.

3. The number of hostages. _____
4. The names or descriptions of hostages - age, sex, height etc.

5. The number of assailant(s) and their mood – cool, irrational, nervous, angry.

6. The number and description of weapons.

DISAPPEARANCE OR REMOVAL OF A STUDENT

- Confirm available facts by personal observation or by a second reliable information source.
- Contact the immediate family to ask them to attend the school.
- Notify the Principal (or Administration staff) who will notify –
The parent(s) / guardian of the missing child
Police – 000
Emergency Management – 9589 6266
- Provide a secure space to investigate the incident, should it be needed.
- Liaise with the Police, parents and other people who may be acting in an official capacity.
- Those students, who witness the accident or are in any way connected with the victim/s, need to be identified and appropriate counselling made available. It is important that this be done in consultation with the parents / guardian of the student/s concerned.
- Arrange for information and offer DE&T services as appropriate to the general school community at an appropriate time in the future.

BOMB THREAT / NUCLEAR BOMB THREAT

- Notify the Principal (or Administration staff) who will notify –
Police – 000
Fire Brigade – 000
Emergency Management – 9589 6266
- Ensure the emergency alarm signal is activated (electric alarm or ringing of manual “cowbell”).
- Commence evacuation.
- Teachers and students move to designated safety zone. Transfer of students should be rapid.
Specialist teachers are to take students directly to designated area.
- Teachers must check rolls immediately and any discrepancy must be reported to the Principal.
- The Principal or Co-ordinator will arrange for a search and recovery of any missing person/s.
- Wait for instructions from the Police.
- Supervise students after hours, if necessary, until parents can arrange for pick-up.

INSTRUCTIONS FOR THE PERSON TAKING THE BOMB THREAT MESSAGE:

Try to obtain the following information and record –

1. The time message was received.
 2. The exact words of the message.
 3. The time the bomb is set to explode.
 4. Where the bomb is located.
 5. Its appearance.
 6. The reason for planting the bomb.
 7. The name of the caller.
- **DON'T HANG UP THE PHONE.**
 - **ALERT THE POLICE ON ANOTHER LINE.**

COMPLETE THE FOLLOWING, AFTER GIVING THE ALARM:

1. Voice – male/female, calm/nervous, young/old, accent, refined/rough known voice.
2. Background noise – music, motors, horns, traffic, voices?
3. Who did the caller ask for?
4. Did he/she seem familiar with the school buildings?

COLLAPSE / MAJOR DAMAGE TO BUILDING OR EQUIPMENT

- Confirm available facts by personal observation or by a second reliable information source.
- Notify the Principal (or Administration staff) who will notify –
 - Police – 000**
 - Ambulance – 000**
 - Fire Brigade – 000**
 - Emergency Management – 9589 6266**
- Ensure student safety at all costs.
- Make the accident area safe and keep it clear of on-lookers. Allow emergency services to attend the scene. Provide information as necessary.
- Endeavour to establish and maintain a calm and controlled environment.
- Allow emergency services to attend the scene. Provide information as necessary.
- Have the first aid area at the school available. Provide a secure space to investigate the incident, should it be needed.
- When the Police arrive it is important to take direction from the Co-ordinator.
- Liaise with the Police, parents and other people who may be acting in an official capacity.
- Those students, who witness the accident or are in any way connected with the victim/s, need to be identified and appropriate counselling made available. It is important that this be done in consultation with the parents / guardian of the student/s concerned.
- Arrange for information and offer DE&T services as appropriate to the general school community at an appropriate time in the future.

MOTOR VEHICLE COLLISION / IMPACT WITH SCHOOL

- Confirm available facts by personal observation or by a second reliable information source.
- Notify the Principal (or Administration staff) who will notify –
 - Police – 000**
 - Ambulance – 000**
 - Fire Brigade – 000**
 - Emergency Management – 9589 6266**
- Allow emergency services to attend the scene. Provide information as necessary.
- Make the accident area safe and keep it clear of on-lookers. Allow emergency services to attend the scene. Provide information as necessary.
- Endeavour to establish and maintain a calm and controlled environment.
- Have the first aid area at the school available. Provide a secure space to investigate the incident, should it be needed.
- When the Police arrive it is important to take direction from the Co-ordinator.
- Liaise with the Police, parents and other people who may be acting in an official capacity.
- Those students, who witness the accident or are in any way connected with the victim/s, need to be identified and appropriate counselling made available. It is important that this be done in consultation with the parents / guardian of the student/s concerned.
- Arrange for information and offer DE&T services as appropriate to the general school community at an appropriate time in the future.

IMPACT BY EQUIPMENT / MACHINERY / AIRCRAFT

- Confirm available facts by personal observation or by a second reliable information source.
- Notify the Principal (or Administration staff) who will notify –
 - Police – 000**
 - Ambulance – 000**
 - Fire Brigade – 000**
 - Emergency Management – 9589 6266**
- Allow emergency services to attend the scene. Provide information as necessary.
- Make the accident area safe and keep it clear of on-lookers. Allow emergency services to attend the scene. Provide information as necessary.
- Endeavour to establish and maintain a calm and controlled environment.
- Have the first aid area at the school available. Provide a secure space to investigate the incident, should it be needed.
- When the Police arrive it is important to take direction from the Co-ordinator.
- Liaise with the Police, parents and other people who may be acting in an official capacity.
- Those students, who witness the accident or are in any way connected with the victim/s, need to be identified and appropriate counselling made available. It is important that this be done in consultation with the parents / guardian of the student/s concerned.
- Arrange for information and offer DE&T services as appropriate to the general school community at an appropriate time in the future.

FIRE

Any person discovering a fire, will at once:

- Notify the Principal (or Administration staff) who will notify –
Fire Brigade – 000
Emergency Management – 9589 6266
- Ensure the emergency alarm signal is activated (electric alarm or pealing of manual school bell).
- Commence evacuation.
- Make the accident area safe and keep it clear of on-lookers. Allow emergency services to attend the scene. Provide information as necessary.
- Endeavour to establish and maintain a calm and controlled environment.
- Teachers and students move to designated safety zone. Transfer of students should be rapid.
Specialist teachers are to take students directly to designated area.

DO NOT SHOUT “FIRE”. DO NOT RUN.

- Teachers must check rolls immediately and any discrepancy must be reported to the Principal. The Principal or Coordinator will arrange for the search and recovery any missing person/s.

Do not allow anyone to return to the buildings until the Principal or Coordinator gives the “all-clear”.

***The evacuation area may be changed depending upon the location of the fire.**

FUMES / SPILL / LEAK / CONTAMINATION BY HAZARDOUS SUBSTANCES

- When alerted, check the source of the disaster.
Try to identify the type of chemical spilt.
If possible, refer to the appropriate data sheets to determine the best, immediate first aid.
- Notify the Principal (or Administration staff) who will notify –

Fire Brigade –	000
Poison’s Information Hotline –	131126
Emergency Management –	9589 6266
- Ensure the emergency alarm signal is activated (electric alarm or pealing of manual school bell).
- Commence evacuation.
Evacuate well away from the disaster, UPWIND and UPHILL to a well-ventilated zone.
- Teachers and students move to designated safety zone. Transfer of students should be rapid.
Specialist teachers are to take students directly to designated area.
- Await instructions from the Co-ordinator.
- Teachers must check rolls immediately and any discrepancy must be reported to the Principal / Co-ordinator.
- The Principal / Co-ordinator will arrange for the search and recovery of any missing person/s.

Do not allow anyone to return to the building until the Principal or Co-ordinator gives the “all-clear”.

***The evacuation area may be changed depending upon the location of the emergency.**

EXPLOSION

- Check the source of the explosion eg gas tanks.
- Notify the Principal (or Administration staff) who will notify –
Fire Brigade – 000
Emergency Management – 9589 6266
- Await instructions from the Co-ordinator.
Commence emergency procedures according to the site of the explosion.
- Ensure the emergency alarm signal is activated (electric alarm or ringing of the “cowbell”).
- Make the accident area safe and keep it clear of on-lookers. Allow emergency services to attend the scene. Provide information as necessary.
- Endeavour to establish and maintain a calm and controlled environment.
- Teachers and students move to designated safety zone. Transfer of students should be rapid and orderly.
Specialist teachers are to take students directly to designated area.
- Teachers must check rolls immediately and any discrepancy must be reported to the Principal.
- The Principal or Coordinator will arrange for the search and recovery of any missing person/s.
- Keep all persons away from the explosion unless they are members of the explosion response / fire fighting team.

Do not allow anyone to return to the building until the Principal or Co-ordinator gives the “all-clear”.

***The evacuation area may be changed depending upon the location of the explosion and or subsequent fire and damage.**

OUTBREAK OF DISEASE

- Confirm available facts by personal observation or by a second reliable information source.
- Notify the Principal (or Administration staff) who will notify –
Ambulance (if needed) – 000
The parent(s) / guardian of students concerned
Emergency Management – 9589 6266
- Allow emergency services to attend the scene. Provide information as necessary.
- Endeavour to establish and maintain a calm and controlled environment.
- After the emergency services have left, make sure the accident area is safe and or arrange for repair of damage.
- Provide a secure space to investigate the incident, should it be needed.
- Liaise with the Co-ordinator, parents and other people who may be acting in an official capacity.

FLOOD / WIND STORM OR NATURAL EVENT

- At first warnings, tune radio or television to news bulletin.
- Ensure everybody remains indoors. Lie children on the floor and endeavour to keep them calm.
- Secure doors, board or tape windows and store and secure loose articles inside.
- Remain tuned to the radio until the storm has passed and follow any emergency instructions.
- Don't allow students to venture outside.
- If buildings are going to collapse, remove children as per "Fire Drill Evacuation". If possible the evacuation should be to an undercover area.
- Principal or Administration staff to notify –
 - Fire Brigade – 000**
 - Ambulance – 000**
 - Emergency Management – 9589 6266**
- Supervise students after hours, if necessary, until parents can arrange for pick-up.

If dangerous weather conditions arise with little warning, pupils must be kept indoors in the teaching area and all possible measures taken for their safety.

EARTHQUAKE.

- Principal or Administration staff to notify –
 - Fire Brigade – 000**
 - Ambulance – 000**
 - Emergency Management – 9589 6266**
 - SES – 000**

Indoors:

- Move everyone to under desks, tables or in a doorframe.
- Keep students indoors.
- Prevent panic.

When tremor has subsided:

- Tune into the radio and follow any emergency instructions.
- Ensure the emergency alarm signal is activated (electric alarm or ringing of the “cowbell”).
- Commence evacuation.
Evacuate everybody clear of buildings, trees and power lines.
- Buildings cannot be re-entered until the all clear is given by a structural engineer.
- Teachers and students move to designated safety zone. Transfer of students should be rapid.
Specialist teachers are to take students directly to designated area.
- Teachers must check rolls immediately and any discrepancy must be reported to the Principal.
- The Principal or Co-ordinator will arrange for a search and recovery of any missing person/s.
- Wait for instructions from the Co-ordinator.
- Supervise students after hours, if necessary, until parents can arrange for pick-up.

LOCK DOWN PROCEDURES

Another risk event for Rangebank Primary School, is the potential for a situation in which the children and staff have to be locked down in their classrooms. This might occur if there is an armed person at the school or in the neighbouring streets for example.

1. Notify staff using the PA system about the critical incident advising the children and staff of the need for a lock down procedure.
2. Contact the police, emergency management about the incident.
3. Once the police attend, then we would place the management of the situation in their hands.
4. Students and teachers return to their classroom. Specialist programs halted and children kept in the specialist rooms.
5. Visitors should stay in the area they are working in and follow directions from teaching staff.
6. Tradesman should report to the nearest classroom.
7. Canteen personnel should remain where they are. Doors should be locked and all appliances turned off.
8. Children and staff at PE if outside should go to the nearest classroom. PE teacher to call office with their location. If in the multi purpose room they are to lock the doors and pull down the blinds.
9. Music room children to assemble in the multi purpose room.
10. All staff to activate their mobile phones to give us a second form of communication. Please ensure phone numbers are up to date at the office.
11. The main communication will be over the PA system.
12. All doors and windows should be locked. (Particularly access to outside)
13. Stay away from windows and stay away from window lines.
14. Close curtain and blinds
15. Turn off heating/cooling.
16. Turn off lights.
17. Call the roll.
18. Staff should stand by for communication from the office either by PA or mobile phone.
19. Updates to be provided every 15 minutes.
20. Children are not permitted to go to the toilets as these are located outside. Staff have to use common sense in this situation.
21. Children must remain out of sight during this procedure, therefore they will not be able to access food from their bags.

EMERGENCY MANAGEMENT PROCEDURES

SOUTHERN METROPOLITAN REGION INCIDENT COMMUNICATION PROTOCOL - 2005

