



CRESWICK NORTH PS

EMERGENCY RESPONSE PLAN

2009



Creswick North Primary School  
Macs Street  
CRESWICK3363

## **Emergency Response Plan**

### **ABOUT THE SCHOOL:**

Creswick North Primary school comprises a brick/timber building with 2 adjoining portable classrooms (timber clad). It also contains an external toilet block and a storage shed (metal cladding).

Creswick North Primary School is on the outskirts of Creswick and is close to local facilities and emergency services

### **What is an Emergency?**

**An emergency is any sudden event which endangers or threatens to endanger the safety or the health of any person, or which destroys or threatens to destroy or damage property and includes:**

- **Fatality.**
- **Serious injury/serious assault/sexual assault.**
- **Siege/hostage/firearms.**
- **Disappearance or removal of student.**
- **Bomb threat.**
- **Collapse/major damage to building or equipment.**
- **Motor vehicle collision/impact with school.**
- **Vandalism and criminal damage.**
- **Impact by equipment/machinery/aircraft.**
- **Earthquake or any other natural event.**
- **Fire in school building/bushfire.**
- **Fumes/spill/leak contamination by hazardous material.**
- **Outbreak of disease.**
- **Flood/windstorm.**

**It also includes incidents which occur when students are on camps or excursions and while they are travelling to or from school.**

## EMERGENCY RESPONSE PLAN

### Reporting an Emergency

#### Emergency Procedures

1. Notify the Principal or teacher in charge that an emergency situation has occurred and decide on course of action.
2. If **evacuation** of school is necessary the signal will be the ringing of the HOOTER continuously that is located on the Principal's office desk.
3. If a **lock down** in main brick classroom is necessary the signal will be 3 short sharp blows of the hooter continuously that is located in the Principal's office.
4. Teachers are to calmly escort children and any visiting adults to appropriate location and check rolls.
5. Principal is to ensure office, multi-purpose room, toilets and store rooms are evacuated.
6. The principal, office staff or duty teacher should report the emergency to the necessary emergency service (e.g. fire brigade, police, ambulance) and the emergency Directorate of School's Emergency (03) 9589 6266 without delay.

#### Reporting an Emergency at Camp or Excursion

- ↪ An emergency which occurs whilst on an excursion or camp is to be reported by the camp/excursion co-ordinator to the appropriate emergency service.
- ↪ The co-ordinator should then advise the principal.
- ↪ The principal will attend depending on the severity of the emergency and time/distance from school.
- ↪ **In cases where the Principal is unable to attend, the school will ask the Directorate of School's Emergency Officer to organise an officer to attend or to assist where possible and liaise with the school.**



## **Roles and Responsibilities**

### Principal

1. Alert staff and occupants of the school of the Emergency and its location, and put evacuation procedures into action.
2. Alert the appropriate Emergency Service(s) that are required.
3. Contact Directorate of School's Emergency Officer (03) 9589 6266.
4. Check
  - ↳ staff room,
  - ↳ both staff and student toilets,
  - ↳ library,
  - ↳ sick bay,
  - ↳ all offices.
5. Close windows and doors etc.
6. Before leaving the building take
  - ↳ "Disasters Procedures" manual,
  - ↳ Class Lists and student information Folder to be given to the Emergency Services Unit.
7. Check that all classes have evacuated to the designated area.
8. Check with staff for any missing children.
9. Check that all staff, visitors to the School and any outside contractors working on the premises have evacuated to safety.

### Office Staff

Should be available to assist Regional Office (Department of Education and Early Childhood) or Emergency Services(s) with any of the above procedures including

- ↳ contacting the necessary Emergency Service, Directorate of School's Emergency Officer, and
- ↳ any other duties specified by the Principal.

### Classroom Teachers

#### **Before leaving the room:**

1. Count the number of children present.
2. Close doors and windows.
3. Take attendance roll, class list and the Disaster Procedures manual.

### The Role of any Staff Member observing an Emergency Situation

- ↳ Assess the situation.
- ↳ Identify affected area and the level of the threat.
- ↳ Inform Principal and/or Emergency service.
- ↳ Take action to ensure the safety of all persons.
- ↳ Take action to stop source of danger.

**DO NOT ATTEMPT ANY ACTION IF DANGEROUS**

## **Evacuation Procedure**

- Children are to walk out of the classroom in an orderly manner on the direction of their teacher to the designated appropriate exit, wherever possible.
- The teacher will accompany the grade taking up the rear position. The teacher should pre-arrange **2 children** to lead the group.
- When the group has cleared the building they should walk in pairs to the Evacuation Assembly area (grass oval area) via the designated route, or to the boundary of the school or an area determined by Principal/Teacher, Office Staff or Co-ordinator.
- Where possible the route taken to the Assembly Area should be one that is well clear of buildings, the disaster area and emergency vehicle access routes.
- Co-ordination maybe necessary from the outside area in the event of it not being safe to use the school.

### **Extended Evacuation Procedure**

- ↳ Will be on the instruction of the Emergency Services' Incident Controller.
- ↳ In the event of extended evacuation a police officer may accompany us to ensure the safety of children and staff crossing roads.

Co-ordination maybe necessary from the outside area in the event of it not being safe to use the school.

### **Extended Evacuation Venues**

In the event of extended evacuation the school will proceed to a venue advised by the attending Emergency Services.

If necessary food arrangements will be made with the Red Cross / The Salvation Army by the Principal.

## **Assembly Area Procedure**

- ↵ On reaching the assembly area the Attendance Roll should be marked.
- ↵ The names of missing children or any irregularities should be reported to the co-ordinator immediately.
- ↵ Children should not be dismissed / released from school until the danger period has ended.
- ↵ A record must be kept of all children who have been released.
- ↵ The Principal or nominated person should check that all staff and outside workers on the premises have evacuated to safety.
- ↵ If a teacher is required to leave the class group they should first arrange for someone else to supervise the group.

### **Co-ordination Area**

- ↵ The Emergency will be co-ordinated from the Principal's / General Office.
- ↵ The Principal will co-ordinate the emergency with the assistance of Office Staff and / or co-ordinator.
- ↵ In absence of the Principal; senior staff will co-ordinate the area.
- ↵ It may be necessary to co-ordinate from an area outside the school if it is felt that there is danger in co-ordinating from the Principal's Office.

### **Attendance Rolls / Class Lists**

- ↵ Attendance rolls should be up to date at all times.
  - Marked by 9.30a.m. for the morning session and
  - By 2.15p.m. for the afternoon session.
- ↵ Up to date class list will be kept in all classrooms and specialist rooms.
- ↵ Class lists will be updated at the beginning of each school year and when a new child enters the school and promptly provided to each classroom.

### **Release of students to parents or other adults during emergency**

1. Students are not to be dismissed or released to a parent or other adult without the specific authority of the Principal or co-ordinator of emergency services.
2. Record the name of the student, the adult, destination and time of release, if the release of students has been authorised.

# Creswick North Primary School - Emergency Response Procedures

## EMERGENCY RESPONSE PLAN LOCKDOWN PROCEDURE

- Warning will be made if the children are outside by blowing the air horn three times and direct the children to assembly room.
- If there is an external threat all children, visitors and staff to be **assembled into a Main Building (Prep/1 Room, Library and Artroom)** and a decision will be made to stay in school and informed to all.
- Once it is established that there is an external threat students are to be retained in the designated classroom. Close all windows and doors. Close blinds. Ensure that there is adequate water provision within the classroom.
- Rolls will be checked and updated if any student is released by the co-ordinator or by a teacher delegate.
- Tune battery powered radio to ABC FM for regular updated of fire situation.

# Creswick North Primary School - Emergency Response Procedures

## Transport Accident including motor vehicle impact

1. Assess situation.
2. If necessary evacuate to safe area and account for all students, staff and visitors.
3. Call Police, Fire Brigade, Ambulance: 000.
4. Administer first aid.
5. Do not return to building unless safe to do so.
6. Call Regional Office: 5337 8444 and Emergency & Security Management Unit: 9589 6266

## Explosion

1. Assess situation.
2. If necessary evacuate to safe area and account for all students, staff and visitors.
7. Call Police, Fire Brigade, Ambulance: 000.
3. Administer first aid.
4. Do not return to building unless safe to do so.
5. Call Regional Office: 5337 8444 and Emergency & Security Management Unit: 9589 6266

## **Fire**

1. Check the source of the fire.
2. Evacuate as per school evacuation procedures.
3. Account for all students, staff and visitors.
4. Call Fire Brigade: 000.
5. Use fire extinguishers if this can be done safely.
6. Await instructions if this can be done safely.
7. Call Regional Office: 5337 8444 and Emergency & Security Management Unit: 9589 6266

## **Bushfire**

1. Check source and nature of fire
2. Keep students inside (**lockdown**). The main brick building is designated lockdown room. Do not evacuate unless asked to do so by Emergency Services personnel or Principal.
3. Call Fire Brigade:000
4. Call Police: 000
5. Evacuate to one of nominated areas once fire has passed through or if directed by officer in charge of emergency services
6. Release students to parents or police. They are not to walk or ride home or be released to another parent/carer
7. Call Regional Office: 5337 8444 and Emergency & Security Management Unit: 9589 6266

## **Toxic Emission**

1. When alerted check source and type of omission
2. Evacuate if necessary, away from fumes, fuels or chemicals.
3. Account for all students, staff and visitors
4. Call Fire Brigade, Police and Ambulance if required: 000
5. Await instructions from Emergency Services,
6. Reoccupy building only if directed to do so
7. Call Regional Office: 5337 8444 and Emergency & Security Management Unit: 9589 6266



## **Emergency Kit Checklist for Schools**

***This kit should be in one place and easily accessible. The Logistics Person in your ICS is responsible for making sure this list is in good order.***

***Special Note for Schools: If your attendance rolls are kept electronically, make sure you have an updated printout ready and remember that you may not be able to access electronic information in the event of an emergency***

- Standard portable first aid kit with bandages, Savlon, antiseptic wipes.
- Special needs list: student with asthma, allergies.
- Special medications: e.g. asthma inhaler, EpiPens.
- Updated attendance/student roll list or printout.
- Bottled water/sunscreen/spare hats.
- Portable snacks (which can be stored long term such as sultanas, dried fruits, energy bars).
- Emergency contacts telephone list.
- Charged mobile phone.
- Torch with replacement batteries.
- Copy of your building site plan with marked exits.
- Map of local streets with evacuation route.
- Battery powered radio (if available) and spare batteries.

**Schools Emergency Drills / Training Schedule**

<i>Month</i>	<i>Training Event</i>	<i>Person Responsible</i>	<i>Date(s) completed</i>
January			
February			
March			
April			
May/ June			
July/Aug.			
September/ October			
November/ December			



## **WHICH EMERGENCY SERVICE?**

### **Call Police for:**

- **Fatality.**
- **Serious assault / sexual assault.**
- **Siege / hostage / firearms.**
- **Disappearance or removal of student.**
- **Bomb threat.**
- **Collapse / major damage to building / equipment.**
- **Motor vehicle collision.**
- **Rescue on land or water.**

### **Doctor / Ambulance:**

- **Serious injury.**

### **Fire Brigade:**

- **Fire in school buildings / bushfire.**
- **Fumes / spill / leak contamination by hazardous material**
- **Rescue – road or rail.**

### **State Emergency Service:**

- **Flood / windstorm.**
- **Earthquake or other natural event.**