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Earlier Version
of 11502

(COUNTER DISASTER PLAN)

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SOUTHWOOD PRIMARY SCHOOL

COUNTER DISASTER PLAN

A C T I O N P L A N .

THE COUNTER DISASTER PLAN IS CONCERNED WITH -

- * Protective measures for the safety of students.
- * Evacuation of students.
- * Where necessary, call for assistance from Principal or Deputy Principal.
- * Obtain assistance from appropriate emergency services:-

FIRE BRIGADE	11-441
POLICE (RINGWOOD - 870-6377)	11-444
AMBULANCE	662-2533
HOSPITAL (BOX HILL)	890-0211
REGION DISPLAN	870-0592
COUNTER DISASTER TEAM	288-9311
MINISTRY OF EDUCATION SECURITY	288-9311

- * Evacuate - Refer to relevant section of this document for detailed procedure.

ASSEMBLY AREA WARDEN
INSTRUCTIONS

• C O U N T E R
D I S A S T E R
R O L E

PRINCIPAL'S
INSTRUCTIONS

DEPUTY PRINCIPAL'S
INSTRUCTIONS

TEACHERS'
INSTRUCTIONS

C O N T R O L S T A F F .

PRINCIPAL .

MR. B. MAY

DEPUTY PRINCIPAL .

MR. W. OGILVIE

TELEPHONE .

MRS. P. WARNER

MR. R. BELL

BLOCK WARDEN .

JUNIOR UNIT :

MR. R. BOATMAN

BLOCK WARDEN .

SENIOR UNIT :

MR. K. TENNANT

ASSEMBLY AREA WARDEN .

MR. K. TENNANT

FIRST AID .

MRS. F. ROGERS

ASSEMBLY AREA WARDEN
INSTRUCTIONS

BLOCK WARDEN'S
INSTRUCTIONS

PRINCIPAL'S
INSTRUCTIONS

DEPUTY PRINCIPAL'S
INSTRUCTIONS

TEACHERS'
INSTRUCTIONS

PRINCIPAL'S INSTRUCTIONS.

1. IN THE EVENT OF AN EMERGENCY YOU ARE TO:

- * Locate yourself at Principal's office, if possible, or in stated alternate venue.
- * Establish the nature of the emergency.
- * Take action in accordance with appropriate Action Card.
- * With First Aid Warden, decide on First Aid Post.
- * Brief police/fire brigade, etc., on their arrival.
- * Move to assembly area on completion of evacuation and establish presence of all staff/students.
- * Inform police/fire brigade, etc., of staff/student position.

2. See Action Cards.

3. You are to ensure that the Deputy Principal is familiar with your duties.

ASSEMBLY AREA WARDEN
INSTRUCTIONS

BLOCK WARDEN'S
INSTRUCTIONS

FIRST AID WARDEN'S
INSTRUCTIONS

DEPUTY PRINCIPAL'S
INSTRUCTIONS

TEACHERS'
INSTRUCTIONS

T O X I C E M I S S I O N S .

(GAS, FUELS OR CHEMICALS)

1. When alerted, check the source of the disaster.
2. Evacuate well away from the disaster (NOT DOWNWIND).
3. Call the Police - Telephone No. 11-444
4. Await instructions of the officer-in-charge.
5. Notify Maroondah Regional Office - Telephone No. 870-0592.

ASSEMBLY AREA WARDEN
INSTRUCTIONS

BLOCK WARDEN'S
INSTRUCTIONS

FIRST AID WARDEN'S
INSTRUCTIONS

DEPUTY PRINCIPAL'S
INSTRUCTIONS

TEACHERS'
INSTRUCTIONS

DEPUTY PRINCIPAL'S INSTRUCTIONS.

1. In the event of an emergency, you are to:
 - * Immediately proceed to Principal's office.
 - * Assist the Principal as directed.
 - * Deputise for the Principal in his absence.

2. You must familiarise yourself thoroughly with the Action Cards.

ASSEMBLY AREA WARDEN
INSTRUCTIONS

BLOCK WARDEN'S
INSTRUCTIONS

FIRST AID WARDEN'S
INSTRUCTIONS

SWITCHBOARD OPERATOR'S
INSTRUCTIONS

TEACHERS'
INSTRUCTIONS

TEACHERS' INSTRUCTIONS.

- x
1. On hearing the alarm you are to:
 - * Assemble all students in the class ready for evacuation.
 - * Check to ensure all students are present.
 - * Wait for instructions from the Principal.

 2. If the emergency takes place in your class room, or affects your class room in part, you are to:
 - * Evacuate the class room using the safest planned route.
 - * Ensure Principal is informed.
 - * Proceed to the assembly area.
 - * Check attendance of students and report fact to Assembly Area Warden.
 - * Await instructions from Principal.

 3. If you are not committed to a class at the time, and do not have a specific duty under this plan, you are to report to the Principal for special duties.

ASSEMBLY AREA WARDEN
INSTRUCTIONS

BLOCK WARDEN'S
INSTRUCTIONS

FIRST AID WARDEN'S
INSTRUCTIONS

SMITHSBURY OPERATOR'S
INSTRUCTIONS

BOMB THREAT

ASSEMBLY AREA WARDEN'S INSTRUCTIONS.

1. In the event of an emergency you are to:

- * Locate yourself at the southern oval.
- * Register classes that have reported there and whether any person is missing.
- * Direct those reporting to the oval or safe area.
- * Report situation to Principal when he arrives or at pre-determined time.

FIRE ALARMS

BLOCK WARDEN'S
INSTRUCTIONS

FIRST AID WARDEN'S
INSTRUCTIONS

SWITCHBOARD OPERATOR'S
INSTRUCTIONS

BOMB THREAT

BLOCK WARDENS' INSTRUCTIONS.

1. In the event of an emergency you are to:

- * Proceed immediately to your block.
- * Direct an orderly evacuation from the rooms and areas allocated to you in the "evacuation sequence". Refer to evacuation procedure.
- * Check that no person has been left behind in rooms, store rooms, offices and toilets.
- * Proceed to safe area.
- * Notify "evacuation complete" to Assembly Area Warden

EARTHQUAKE

EVACUATION

FIRST AID WARDEN'S
INSTRUCTIONS

SW1 LIFT/STAIR OPERATOR'S
INSTRUCTIONS

BOMB THREAT

FIRST AID WARDEN'S INSTRUCTIONS.

1. In the event of an emergency you are to:

- * Contact the Principal's Office.

- * With Principal, decide on location of the First Aid Post, collect first aid kit and establish yourself there.

- * Attend to casualties and hand them over to medical authorities when they arrive.

- * Register casualties, particularly those who are handed over.

- * Await instruction from Principal.

EARTHQUAKE
TOXIC

EVACUATION
PROCEDURES

FIRE

STAGE / UNSTAGE
SWITCHBOARD OPERATOR'S
INSTRUCTIONS

BOMB
THREAT

SWITCHBOARD OPERATOR'S INSTRUCTIONS.

1. On hearing the alarm or on instructions from the Principal, you are to:
 - * Ensure all items are immediately made available for emergency use at direction of Principal.
 - * On instructions, contact appropriate emergency service and inform them of emergency.
 - * Evacuate yourself to the assembly area when instructed to do so by the Principal.

2. You should prepare as follows:

- * List all likely emergency numbers in a ready to use location, including control staff extensions.
- * Familiarize yourself with the evacuation route.
- * Familiarize yourself with the bomb and siege threat pro forma.

3. Emergency Phone Numbers -

FIRE	. . . 11-441	
POLICE	. . . 11-444	RINGWOOD POLICE . . . 870-6377
		. . . 870-7137
		. . . 870-5407
HOSPITAL	. . . BOX HILL	890-0211
AMBULANCE	662-2533
REGION DISPLAN	870-0592
COUNTER DISASTER TEAM	288-9311
MINISTRY OF EDUCATION SECURITY	288-9311

EARTHQUAKE

EVACUATION

FIRE

SIEGE / HOSTAGE

BOMB THREAT

B O M B T H R E A T .

1. Call the police - Telephone No. 11-444

2. Evacuate to open area - refer to Evacuation Procedures Section in this document.

3. Wait for instruction from police.

4. Notify Maroondah Region - Telephone No. 870-0592

5. Complete Bomb Threat Checklist (attached) if applicable.

EARTHQUAKE

EVACUATION
PROCEDURES

F I D L

SIEGE / HOSTAGE

S T O R M

BOMB THREAT CHECK LIST.

General.

1. Keep calm.
2. Record the following information.
3. Attempt to obtain all answers in sequence.
4. Ask all questions as this may enable to complete other information required after the call is completed.

Time received

Exact words of caller

.....

.....
(When call is complete, ask caller to repeat important details).

Ask what time is the bomb set to explode

Ask where it is located

Ask what it looks like

Ask why he/she is doing this

Ask what his/her name is

Record time terminated

Don't hang up, leave line open and alert Telecom Security -
Phone No. 62-2951, on another line.

Description of voice (tick box that refers).

Male	<input type="checkbox"/>	Calm	<input type="checkbox"/>	Young	<input type="checkbox"/>	Accent	<input type="checkbox"/>
Female	<input type="checkbox"/>	Nervous	<input type="checkbox"/>	Middle Aged	<input type="checkbox"/>	Refined	<input type="checkbox"/>
				Old	<input type="checkbox"/>	Rough	<input type="checkbox"/>

Speech Impediment? (Describe)

Unusual phrases?

Background noise.

Music	<input type="checkbox"/>	Running Motor (type	Traffic	<input type="checkbox"/>			
Whistles	<input type="checkbox"/>	Horns	<input type="checkbox"/>	Aircraft	<input type="checkbox"/>	Bells	<input type="checkbox"/>
Other?						

EARTHQUAKE
 EVACUATION
 FIRE
 SIEGE / HOSTAGE
 STORM

Additional Information.

- Who did the caller ask for?
- Did he/she seem familiar with the building?
- What line did call come in one?
- Is this a listed or unlisted number?

In an emergency a second telephone is available in the School Hall.

Signature Date

EARTHQUAKE

TOXIC

EVACUATION
PROCEDURE

F I D E

SIEGE / HOSTAGE

S T O R M

E A R T H Q U A K E .

INDOORS.

1. Get everybody under desks and tables or a door frame.
2. Ensure nobody leaves the building.

WHEN TREMOR HAS SUBSIDED:

3. Evacuate everybody clear of buildings, trees and power lines.
4. Tune into radio and follow any emergency instructions.
5. Ensure building is safe before allowing students to re-enter.
6. Notify Maroondah Regional Office - 870-0592

OUTDOORS:

1. Move everybody away from buildings, trees and power lines.

WHEN TREMOR HAS SUBSIDED:

2. Tune into radio and follow any emergency instructions.
3. Ensure building is safe before allowing students to re-enter.
4. Notify Maroondah Regional Office - 870-0592

EMERGENCY
PROCEDURES

EVACUATION
PROCEDURE

FIRE

SIEGE / HOSTAGE

STORM

EVACUATION PROCEDURE.

TELEPHONE NUMBERS:

FIRE BRIGADE	- 11-441
POLICE	- 11-444
HOSPITAL (BOX HILL)	- 890-0211
AMBULANCE	- 662-2533
REGION - DISPLAN	- 870-0592
COUNTER DISASTER TEAM	- 288-9311
MINISTRY OF EDUCATION SECURITY	- 288-9311

- - - - -

A L A R M: CONTINUOUS RINGING OF SCHOOL FIRE ALARM

OR

CONTINUOUS SOUNDING OF HOOTER OR WHISTLE BLASTS.

Class roll to be taken and children to be quickly lined up and taken from classroom via specified exit door. (Note YOUR class exit point and alternatives, on accompanying plan).

AVOID PANIC.

EXIT DOORS AND ASSEMBLY AREAS:

Rooms 1, 2, 3 and 4	Door to Breezeway	(1)	
	Alternative Door	(2)	
Rooms 7, 8, 10	Door	(4)	
	Alternative Door	(5)	
Rooms 5 and 6	Door	(2)	
	Alternative Door	(3)	(Through Art Room)
Art Room	Door	(3)	(Courtyard)
	Alternative Door	(2)	
Room 9 and Library	Door	(5)	
	Alternative Door	(4)	
Alexander Hall	Front Door	(7)	
	Alternative Door	(8)	

METHOD OF EVACUATION.

- * Command - move immediately - do not collect any items.
- * Count heads (if possible).

1. In twos.
2. Move at a steady walking pace. Under no circumstances allow any child to run.

3. Assist any disabled children.
4. Proceed to grassed area on South side of school, between teachers' car park and netball court.
5. Keep well clear of burning area if fire emergency. If unable to use your designated Exit point, use alternative Exit point or nearest, safest aperture (e.g., windows if necessary).

TEACHERS.

On leaving room:

1. Close all windows.
2. Turn off electrical switches and points.
3. Collect roll.
4. Move to Assembly area.
5. Call roll so that all pupils in your class are accounted for.
6. Await instructions for return/dispersal of children.

Children who are in specialists' areas at the time of emergency will be evacuated by the specialist. Collect your roll and proceed to Assembly area to take charge of the grade and call the roll. Specialists then report to the Principal for further duties.

NOTE: * Report immediately to the Principal if any child is missing.

* Each grade teacher must check to see that every child is out of the classroom and passageways.

TEACHERS IN CHARGE OF GRADE GROUPS ARE:

Infant - Band 2	Rooms 1, 2, 3, 4:	Infant Store Room, Girls' Toilets.
Middle - Band 2	Rooms 5, 6, 7:	Female Staff Toilet
Senior - Band 2	Rooms 8, 9, 10:	Sports Store Room
Librarian	Library.	
Art Teacher	Art Room, Dark Room, Western half of school building from office.	
Senior Teacher	(i)	Male Staff Toilet, Sick Bay, Staff Room, Cleaners Store, Boys' Toilets.
Senior Teacher	(ii)	Eastern half of school building from office.

RETURN TO ROOMS:

* One sustained sounding of bell, hooter or whistle will signal that it is safe to return to the building.

* Teachers are to report to the Principal that each child is present and accounted for.

F I R E.

1. Check the source of the fire.
2. Evacuate partially or totally - Refer to Evacuation Procedure in this document.
3. Try to put out the fire, but only if it can be done safely. Do not endanger life.
4. Call the fire brigade - telephone 11-441.
5. Await instructions of the officer-in-charge.
6. Keep everybody away from the fire unless they are on the fire fighting team.
7. Notify the Maroondah Regional Office - 'Phone 870-0592.

NOTE: Every teacher is to learn the locations of the fire extinguishers and TYPE OF USE.

1. Red color with HOSE ATTACHED.

Water based - to be used on non-electrical and non-oil based flammable material, e.g., paper, wood, fabric.

N E V E R on electrical fires.

2. Red color with BLACK BAND, BLACK NOZZLE.

Carbon di-oxide gas to be always used on electrical fires.

May be used on other types of fire, but the ONLY SAFE ONE to be used on ELECTRICAL FIRES.

3. FOAM EXTINGUISHER.

Located in BOILER ROOMS. Used specifically for oil, petrol, turps fires, can be used on other non-electrical fires if necessary, but NEVER on ELECTRICAL FIRES.

- * Once children are safely evacuated, you may return to the fire area and attempt to put out the fire if possible. REMEMBER - safety is paramount. Do not take unnecessary risks, proceed with caution.

EMERGENCY PROCEDURES
SCHOOL PLAN
INSTRUCTIONS
SIEGE / HOSTAGE
STORM

RETURN TO ROOMS.

- * One sustained sounding of bell, hooter or whistle will signal that it is safe to return to the building.

- * Teachers are to report to the Principal that each child is present and accounted for.

EMERGENCY

SCHOOL PLAN

INSTRUCTIONS

SIEGE / HOSTAGE

STORM

S I E G E / H O S T A G E .

1. Confirm available facts by personal observation by a second information source - use questionnaire attached.

2. Evacuate - partially or totally - refer to Evacuation Procedure contained in this document.

3. Assemble personnel with a direct knowledge of -
Events

Interior layout/topography.

The hostage(s), or

The assailant(s).

4. Contact Police - 11-444.

Regional Office - 870-0592.

ACT ION
EMERGENCY

SCHOOL PLAN
CONTROL

PRINCIPAL'S
INSTRUCTIONS

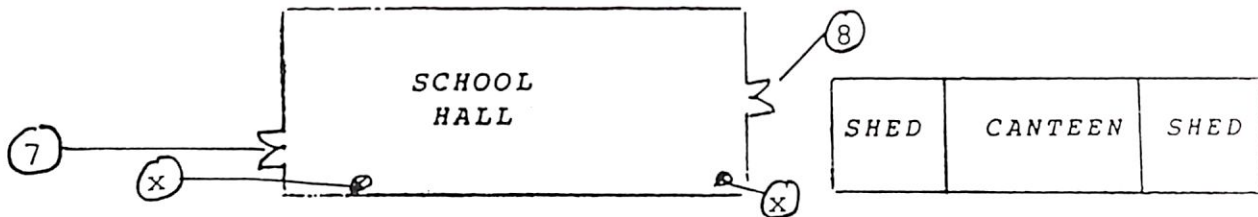
DEPUTY PRINCIPAL'S
INSTRUCTIONS

STORM

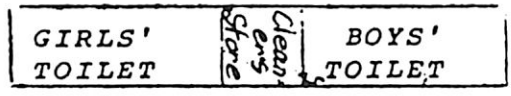
1. Time reported? By whom?
2. Exact location of hostage incident?
.....
.....
3. Number of Hostages?
4. Name/s of Hostage/s?
5. If names unknown: Height?
 Sex?
 Age?
 Colouring?
6. Number of assailant/s
7. Notable characteristics of assailant/s
8. Number of Weapons
9. Description of weapons
10. Mood of Assailant/s, e.g., cool, irrational, nervous.
.....
11. Any other information?
.....
.....
.....
.....

S T O R M.

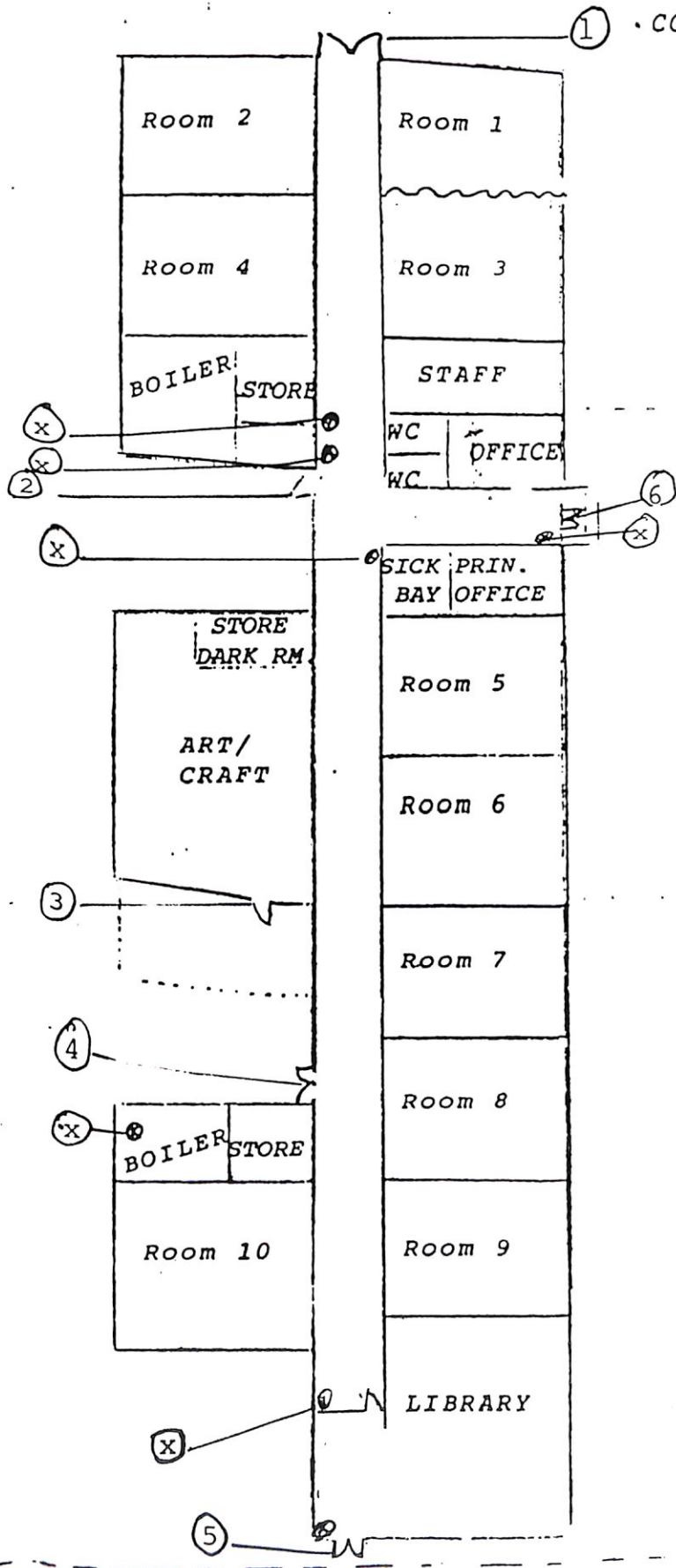
1. At first warnings tune to your radio or television.
2. Ensure everybody remains in school hall.
3. Secure doors.
4. Do not allow anybody to venture outside unless the area is free from debris and fallen power lines.
5. Notify higher education Office (Telephone No. 870-0592).
6. If dangerous weather conditions arise with little warning, students must be kept at school and all possible measures taken for their safety.



NETBALL COURT



NETBALL COURT



1 Exit Doors

X Fire Extinguishers

ADVENTURE PLAYGROUND

CAR PARK

SCHOOL PLAN.

MAIDSTONE STREET

T O X I C E M I S S I O N S .

(GAS, FUELS OR CHEMICALS)

1. When alerted, check the source of the disaster.
2. Evacuate well away from the disaster (NOT DOWNWIND).
3. Call the Police - Telephone No. 11-444
4. Await instructions of the officer-in-charge.
5. Notify Maroondah Regional Office - Telephone No. 870-0592.

ACTION PLAN

CONTROL

PRINCIPAL'S INSTRUCTIONS

DEPUTY PRINCIPAL'S INSTRUCTIONS

TEACHERS' INSTRUCTIONS