

11648
NWD 02-05-07
Box 2

May, 1995

EMERGENCY: 000

D.S.E.: 9589 6266



DISPLAN

Emergency

Management

School No. 4857
Maidstone Street, Ringwood. 3134
Telephone: 9870 4106
Fax: 9879 6354

Emergency Action Summary

- 1. If any fire or emergency occurs, the safety of the children and/or their evacuation is the teacher's first duty.**
- 2. If fire extinguishers are deemed insufficient to control a fire then the fire brigade must be called immediately and Principal notified.**

EMERGENCY

000

**DIRECTORATE OF SCHOOL
EDUCATION**

9589 6266

CAUSES FOR ACTION/EVACUATION

- 1. Fire**
 - 2. Natural Disasters**
 - 3. Bomb Threat**
 - 4. Hostage Situation**
 - 5. Abduction Situation**
 - 6. Toxic Emissions**
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PROCEDURES TO FOLLOW

1. FIRE

1. Alert Principal
2. Keep calm
3. Ensure safety of children
4. Try to contain fire, if safe to do so
5. Evacuate building when instructed to do so

2. NATURAL DISASTERS

(A) Earthquake

1. Everybody under tables, desks
2. After tremor has subsided evacuate building
3. Assemble on oval, away from buildings, trees, power lines
4. Follow direction from officer in charge of Emergency Services

(B) Explosion

1. Alert Principal
2. Prepare for evacuation
3. Evacuate building if necessary
4. Await directions from officers in charge of Emergency Services

(C) Storm

1. Be aware of storm warnings
2. Ensure everyone remains indoors
3. Secure doors and windows
4. Store loose articles inside
5. Await directions from Emergency Services (if called)
6. Do not allow anyone outside, unless the area is free from debris or fallen power lines

3. BOMB THREAT

1. Treat it as genuine
 2. Record exact information
 3. If threat is by phone, try to attract attention of a second person.
DO NOT HANG UP
 4. Contact Police, via another phone, await instructions
 5. Prepare to evacuate building
 6. If an unidentified, suspicious object is found --
DO NOT TOUCH
REPORT LOCATION OF OBJECT -- KEEP AREA CLEAR
 7. If instructed - evacuate building, following normal procedure AND LINE UP
AT SOUTHERN BOUNDARY BEHIND REBOUND WALLS
 8. Await instructions from police
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4. SIEGE/HOSTAGE SITUATION

1. Alert Principal
2. Confirm all available facts
3. Call '000' police and await instructions
4. Be ready for evacuation/assembly

5. ABDUCTION SITUATION

1. Alert Principal
2. Confirm available facts
3. Assemble children and mark rolls
4. Phone '000' and D.S.E. 9589 6266

6. TOXIC EMISSIONS

1. Notify Principal
 2. If necessary, evacuate and assemble away from the source of the emission
 3. Phone '000' and D.S.E. 9589 6266
 4. Await instructions from Emergency Services
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Displan/Emergency Management

1. PHILOSOPHY

The safety of all children and personnel on the school premises is of paramount importance during an emergency. Clear procedures must be planned, reviewed and practised to meet threats to life and well being. Protection of the school's buildings and important records is also a priority.

2. AIMS

1. To provide a safe and speedy exit of all persons from the building in case of:
 - Fire
 - Natural Disasters
 - Bomb Threat
 - Hostage Situation
 - Abduction Situation
 - Toxic Emissions
2. To ensure that children, staff and volunteers on excursions and camps are appropriately protected by the provision of planned emergency procedures in the case of accident, illness or events listed above.
3. To secure key records from the threat of damage and take action to minimise property damage without endangering personnel.

3. GUIDELINES

1. It is the duty of the Principal and staff to ensure that all children and visitors evacuate the building quickly, efficiently and in an orderly manner during an emergency. The teacher in charge of a camp or excursion is responsible for instigating action for the welfare and safety of the party.
 2. Staff duties will be established and detailed in attachment 'A' Emergency Action Roles. Drills will be undertaken each term to ensure procedures are well known. A safety/evacuation drill is to be undertaken on arrival at a camp site. Teachers in charge of excursions are to note the availability of assistance on the excursion and to carry the mobile telephone.
 3. The Principal will ensure that Emergency Management is reviewed each year and in the light of changed circumstances.
 4. All teachers are to be educated at the beginning of each school year as to:
 - (a) Evacuation procedures in an emergency including knowledge of nearest safe exits and the use of fire extinguishers.
 - (b) Familiarisation with this Policy.
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5. Children are to be educated within a few days of the beginning of each school year in:
 - (a) Evacuation Drill - exit from classroom
exit from other areas
moving directly to the southern boundary behind rebound walls
 - (b) Signals for evacuation - P. A. announcement
Bell whistle
 - (c) Familiarisation is to take place at Year Level assemblies and in the classroom

 6. Replacement teachers and staff are to be made aware of Emergency Procedures by the staff member responsible for Replacement staff. Regular classroom teachers are to oversee the evacuation of any class groups being taught by replacement teachers.

 7. Non-teaching personnel will be assigned duties compatible with:
 - (a) Their physical position in the school building
 - (b) Consideration as to the likelihood of being in charge of children.

 8. In the event of an evacuation being necessary, the warning will be as follows:

Public Address announcement and ringing of the school bell for an extended period:

"ATTENTION EVERYONE, ATTENTION EVERYONE !! THIS IS AN EMERGENCY EVACUATION. LEAVE THE BUILDING IMMEDIATELY."

In the event of the P.A. system being out of action, the warning will be as follows:
Whistle (located in General Office above microphone) will be sounded vigorously to indicate immediate action.

 9. At the beginning of the school year, all personnel are to be instructed in evacuation procedures including -
 - (a) Exit Plan - located on windows near doorway of classroom
 - (b) This Policy
 - (c) Guidelines for fire precautions and use of fire extinguishers
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10. Evacuation drills are to be conducted each school term, at different times during school hours, with or without due warning.
 11. During the first week of the school year, each teacher is to familiarise the children in her/his year level with the evacuation procedure as follows:
 - (a) Line up in pairs at doorway, while teacher turns off any electric appliance and collects the roll and room name tags. Ensure children with special needs are with a 'buddy' to assist.
 - (b) Move directly to southern boundary fence via designated exit, after closing windows and door of classroom.
 12. During class time children must go to the toilet in pairs.
 13. Visitors to the school must sign in at the office.
 14. In preparing for a camp, the camp leader will ensure that emergency telephone numbers are known, kept at hand and that telephone access is available at all times. In addition, staff attending camps must include those with first aid experience and knowledge of the camp environment. School Council must approve the staffing ratio. The Principal will approve arrangements as for an excursion.
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EMERGENCY ACTION ROLES

PRINCIPAL

IN FIRE EMERGENCY:

- Ascertain location and severity of fire
- If fire can be contained and is not endangering any person - use fire extinguisher, or other means eg. smothering fire
- If fire is endangering lives and building alert all personnel and children to evacuate school building
- Check and close doors in the entire administration area, computer room, first aid room, staff toilets, maths store and staffroom.
- Ring EMERGENCY SERVICES - 000
- Ring D.S.E. DISPLAN number 9589 6266 and await instructions from Police/Fire Brigade
- Inform staff of any further instructions from Police/Fire Brigade.

IN OTHER EMERGENCY SITUATIONS

- Ascertain location and severity of emergency situation
- Ring Emergency Services '000'
- Alert D.S.E. DISPLAN number (9589 6266)
- Evacuate the building or prepare for evacuation
- Await instructions from Police and/or Emergency Services
- Inform all personnel of instructions given by Police and/or Emergency Services

SCHOOL SUPPORT OFFICERS

- Notify Principal
- Telephone EMERGENCY 000 if instructed to do so
- Telephone D.S.E. DISPLAN number (9589 6266)
- If possible/practicable pick up school records (Backup discs and Registers)
- Turn off as many appliances in the Administration area as is safe to do so
- Take first aid kit to assembly area
- Proceed directly to the southern boundary

CLASS TEACHERS

There will be different types of action after being alerted to evacuate the building during an emergency.

If in charge of children in classroom but not in imminent danger:

- Alert children to immediately line up at door. Ensure special needs children are with a 'buddy' to assist.
 - While children are lining up, turn off electrical appliances, including lights and fan. Close all windows.
 - Collect roll and name tags. Be aware of daily absences and/or children in transit around the school building.
 - Proceed with children to specified exit, as shown on EXIT PLAN after closing classroom door.
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- Proceed directly to the southern boundary
- Alert a staff member not in charge of children if any children are not accounted for and their possible whereabouts. Convey this to Principal.
- Await further instructions

If in charge of children in another area of school building

- Proceed to evacuate as above, using the specified exit as shown on EXIT PLAN. Return to home group room to collect roll and attend to room security only if safe to do so.

If in charge of children in classroom AND in imminent danger eg. fire

- Alert children to immediately proceed out the specified exit, as shown on EXIT PLAN, and to proceed to southern boundary near basketball court
- Alert Principal without compromising anyone's safety

If not in charge of children

- Check own classroom for children and direct them to southern boundary
- Carry out safety procedure by turning off electrical appliances
- Close windows and door
- Collect roll and proceed to meet children at oval
- Carry out procedures 5 - 7 as in (a) above

Checking of toilets - Teachers in Rooms 1 or 3 to check toilets

OTHER TEACHERS/NON-TEACHING PERSONNEL

- Proceed to nearest safe exit and move directly to southern boundary, ensuring that any children their charge are with the group. Locate the classroom teacher.
- Await further instructions from officers in charge

VISITORS

Visitors are the responsibility of the host member of staff. After carrying out all emergency action set out above the presence of visitors must be reported to the Principal if they do not arrive promptly at meeting point.

CAMP LEADERS

Ensure children are adequately prepared and parents advised of personal requirements. On arrival at camp instruct children on safety rules and conduct necessary drills. Undertake only approved activities and keep emergency contact telephone numbers at hand. Ensure access to a telephone.

EXCURSION LEADERS

Ensure children are adequately prepared and parents advised of personal requirements. On arrival instruct children on safety rules. Check operation of mobile telephone and other sources of assistance.

TELEPHONE NUMBERS:

EMERGENCY 000

DSE 9589 6266

PRINCIPAL:

Mr. Leigh Robinson

SCHOOL 9870 4106

HOME 9801 5365

School MOBILE 018 037834

SCHOOL COUNCIL PRESIDENT:

Mrs. Louise Latimer

9870 5435

DISTRICT LIAISON PRINCIPAL

Mr. Geoff Haw

MOBILE 0418 580081

HEATHMONT S.C

9870 4555

- A. Cleaner's Store Room
- B. Staff Toilet - Female
- C. Staff/Disabled Toilet - Male
- D. Vice-Principal's Office
- E. School's Bell/Audio System
- F. Shower
- G. Boiler Room
- H. Dark Room
- I. School Main Entrance

- J. Interview Room
- K. Boiler Room
- * Exit Doors
- o Extinguisher

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Maidstone Street

